

Andalusia Farmers Market

Vendor Handbook

Updated March 2024



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Market Description and Location

Mission: Andalusia Farmers Market strives to create a space for farmers, artisans, and crafters to provide the freshest produce and goods to Andalusia and surrounding communities. It is our goal to create a space that supports local commerce.

Location and Times:

20096 Kiwanis Drive

Andalusia, Alabama 36420

On the front lawn of the Kiwanis Building

Wednesdays 7:00 AM – NOON

Saturdays 7:00 AM – NOON

Market Dates and Selling Season

- The Market season and hours of operation are determined by the Board of Directors.
- The 2024 season beginning date TBD at annual meeting
- Hours of sales are 7:00 AM – NOON.
- Market Manager(s) may use their discretion when deciding to move or close in the case of severe or threatening weather.

Space Assignments, Attendance, and Sales

- Spaces for the Market are limited, but they are not assigned or reserved. Spaces are first come first served.
- Vendors must provide their own tables, chairs, shopping bags, change, or any other materials needed for their displays and sales.
- Please provide weights for your tents.

- Attendance at the Market is not mandatory, but it is strongly encouraged that vendors have consistent attendance each week.
- Please arrive, set up, and be ready to sell before 7 AM.
- Please be courteous and let the Market Manager(s) know in advance if you are unable to attend the Market.

Andalusia Farmers Market Policies

- Only producers may sell at the Market.
 - A “producer” is defined as the person who grows the produce or makes the product.
 - This may include the producer’s immediate family, partners, employees, a neighboring farmer, or local cooperatives.
- Farm or business name must be clearly posted while selling at the Market.
- If selling a neighbor’s produce, that producer’s name must also be displayed clearly (no more than 20% of a neighbor’s items may be sold by a producer on each market day).
- Andalusia Farmers Market Management has the right to inspect the production facilities of an producer.
- No franchise business can sell at Andalusia Farmers Market.
- If electricity is needed, please indicate this on the application and receive confirmation from the market manager.
 - Vendors must provide their own extension cords.
 - Electrical cords must be secure and not pose a safety hazard.
- Vendors must supply their own water.
- Vendors are responsible for the cleanliness of their area during retail hours and when they leave.
- Smoking is not permitted at the Market. All smokers are required to leave the vending areas to smoke.
- Vendors must be 16 or older. Children are welcome and encouraged to participate but must be accompanied by an adult responsible for the child’s conduct and safety.

- All complaints should be reported to the Market Manager in person or at rnhdns59@gmail.com or call or text 334-804-4779.
 - Complaints and reports are completely confidential.
 - Anonymous complaints will not be addressed.

Licenses and Permits

- **All Vendors**
 - All vendors are solely responsible for obtaining the necessary licenses/permits required for them to legally sell goods at Andalusia Farmers Market. Vendors should report sales tax to the State of Alabama, Covington County, and City of Andalusia.
 - Andalusia Farmers Market is not responsible for any vendor's sales tax reporting. It is the sole responsibility of the vendor to obtain full understanding of the licenses they are required to have to sell at the Andalusia Farmers Market. The vendor should contact Andalusia City Hall, the Covington County Revenue Department, and the state of Alabama Department of Revenue with any questions or concerns.
 - Approved vendors must submit a current copy of the licenses and permits to the Manager before they sell at the Market.
 - All vendors must bring a copy of their current licenses/permits with them to each market in case of on-site inspection.
- **Farmers/Ranchers**
 - All farmers/ranchers are required to have a current grower's permit from their farm's County Extension Office before selling at the Market.
 - Farmers who are pre-approved by the Market Manager to sell meat, poultry, and/or value-added products must report sales taxes on these items. Taxes are to be reported to the city,

county, and state in which the farmer or vendor sells those goods.

- **Processed Food**

- If you prepare food that is covered under the FMA's Home Processed Rule Change, then you do not need a Health Department permit. However, Andalusia Farmers Market does require you to still obtain a Cottage Food Certificate before selling at the market. This may be obtained online at www.servsafe.com.
- If you prepare food that is not covered under the FMA's Home Processed Rule Change, then a health department permit is required from the county where your product is made. These items must be prepared in a commercial or processing kitchen.
- All approved processed food vendors must obtain licenses for the city, county, and state in which it is sold.
- All processed food items must be appropriately labeled as outlined by Cottage Food Laws.

- **Ready-to-Eat Food**

- All ready-to-eat food must be prepared in an approved commercial or processing kitchen. All pre-approved ready-to-eat vendors must provide the Market Manager a copy of their Health Department Permit. This permit should be from the county in which your product is made.
- All approved ready-to-eat vendors must obtain licenses for the city, county, and state in which goods are sold.

- **Artisans/Makers**

- All approved Artisans/Makers vendors must obtain licenses for the city, county, and state in which goods are sold.

Alabama Certified Farmers Market Policies

- Andalusia Farmers Market is an Alabama Certified Farmers Market and complies with Alabama Certified Farmers Market Policies.

- The governing body and its designated agents shall implement and enforce all rules and regulations pertaining to the operation of the Certified Farmers Market in a fair and equitable manner.
- Andalusia Farmers Market shall operate according to Chapter 80-7-1.04 of the Alabama Department of Agriculture & Industries Farmers Market Authority Administrative Code.
- Every vendor must display a sign identifying the NAME and LOCATION of the farm or business.
- Certified Agricultural Products include fresh fruits, nuts, vegetables, mushrooms, shell eggs, honey, flowers, nursery stock, and livestock products.
- It is prohibited in Alabama to sell live animals at a farmers market. Animals are not allowed within 50 feet of the market.
- Only raw meats that are processed, packaged, and labeled at a USDA inspection facility or are exempted from inspection may be sold at a farmers market (Andalusia Farmers Market does not allow the sale of exempted meat).
- Meat products must be frozen and kept frozen until sold.
- All dairy products, including cheese, must be processed, packaged, and labeled at a facility permitted and inspected by the Alabama Department of Public Health's Food and Milk Processing Branch.
 - ❖ The sale of raw milk for human consumption is not legal in the state of Alabama.
- If selling by weight, vendors must use a certified scale bearing a current Alabama state inspection sticker.
- All vendors are required to be weather aware and bring tent weights if winds are forecasted to be above 10 mph.

****For more information on the Farmers Market Authority Rules and guidelines, visit www.agi.alabama.gov/farmersmarket ****

The Market Manager(s) will have the full power to enforce all rules and regulations within the Market Area. Failure by any vendor to comply with any of these regulations can result in the forfeiture of the right to do business in the Market for a length of time determined by the Market Manager and the Board of Directors. The Market Manager and the Board of Directors reserve the right to terminate a vendor for any reason at any time without refund of fees.