

General Market Information

2019 Fall City Market Schedule:

- Applications open: April 1, 2019
- Applications due: September 20, 2019
- First day of Fall City Market: October 5, 2019
 - The Market will be open every Saturday in October from 8 AM – Noon
 - Growers/artisans may begin setting up their booths at 7 AM
- Last day of the Fall Market: October 26, 2019

2020 Spring City Market Schedule:

- Applications open: August 1, 2019
- Applications due: April 15, 2020
- First Day of Spring City Market: May 2, 2020
 - The Market will be open every Saturday in May, June and July from 8 AM – Noon
 - Growers/artisans may begin setting up their booths at 7 AM
- Last day of the Spring Market: July 25, 2020

2019/2020 Market Location:

- City Market will be held at Town Creek Park (located at 1150 S. Gay St. Auburn, AL 36830).
- City Market will be held **rain or shine**, but will close early at the discretion of the Market Coordinator in the case of severe or threatening weather.

Space Assignments, Attendance, and Sales:

- Tents will not be provided by City Market, but vendors are welcome to bring their own tents. If planning on bringing a tent it must be white. You will not be allowed to set up a tent that is not solid white.
- There is no power available at Town Creek Park. Electrical generators are permitted at City Market, but must be quiet, inverter-style models with noise levels of 70 decibels or less. If the Market Coordinator receives complaints about your generator, you may be required to turn it off or remove it. Electrical cords must not be a safety hazard.
- If a grower/artisan needs to cancel an already scheduled market date, they should notify the Market Coordinator by email no later than the Monday before the date they wish to cancel.
- If a grower/artisan is scheduled to attend a market, but does not attend and does not notify the Market Coordinator (“no call-no show”) two (2) times, the grower/artisan will be removed from the schedule for the remainder of the year. Artisans can make up only 30% of the market maximum. Growers and Food vendors must make up 70% of the market vendors.
- Growers/artisans must only occupy space(s) assigned by the Market Coordinator. Displays must be confined to the assigned space, including any vehicle or trailer used to transport goods.
- All growers/artisans **must arrive no later than 7:20 AM on market day** and be ready to do business when the market opens at 8 AM.
- **All growers/artisans are asked to refrain from selling before 8 AM and after Noon.**
- Sellers are expected to have all product and display items loaded for removal by 1:00 PM.
- **Growers/artisans must contact the Market Coordinator with a call or text if they arrive to the market after 7:30 AM.** Failure to notify the Market Coordinator of late arrival on two (2) occasions will result in the termination of the grower’s/artisan’s schedule for the remainder of the season.
- **All growers/artisans MUST remain at the Market until Noon.** No grower/artisan should leave the market early, even if they sell out of stock.

- The Market Coordinator designates a grower's/artisan's space assignment based on the needs of the grower/artisan, the market, and customers. Although every effort will be made to accommodate grower/artisan needs, space assignments are subject to change at any time with or without notice.
- **There is a \$10 booth fee per market day for participants of the October City Market. This must be paid to the Market Coordinator at the end of each market.**

Licenses and Permits (All growers/artisans):

- All growers/artisans are solely responsible for obtaining the necessary licenses/permits required for them to legally do business at the Market.
- All growers/artisans must bring a copy of their current licenses/permits with them to each market in case of an on-site inspection.
- **All growers are to provide their Growers Permit.**
- All **artisan vendors** are responsible for remitting any applicable taxes to the appropriate tax agencies.
- All artisan vendors not located in Auburn City Limits will be required to sign an affidavit stating they will not do business in Auburn, other than City Market, in the calendar year. If the artisan vendor does business within the City of Auburn other than the City Market, the vendor is required to obtain a City of Auburn business license.
- Repeated violations of the terms of the City Market Handbook will lead to removal of the grower/artisan from the City Market for the remainder of the season and future seasons.
- City Market will do farm inspections to verify crops.

Alabama Farmers' Market Policies:

- **Every grower must have 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, livestock products, fish and shellfish produced under controlled conditions in waters or ponds located in Alabama.
- It is prohibited to sell live animals.
- Only raw meats that are processed, packaged, and labeled at a government-inspected facility or are exempted from inspection may be sold at a farmers' market.
 - Rabbit, quail, and bison are exempted meats.
- Meat products must be brought to the Market in frozen condition and remain 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 Milk and Food Processing Branch. Therefore, raw milk cannot be sold at farmers markets.
- If selling by weight, growers must use a certified scale bearing a current Alabama State inspection sticker.
- Food items that are home processed and meet the Alabama Farmer's Market Authority definition of non-potentially hazardous goods may also be represented at the market. Home processed products must satisfy all public health, labeling, permitting and other requirements pertaining to processed products.

Publicity and Advertising:

- Submission of Application indicates grower/artisan agrees to allow grower/artisan name, grower/artisan business names, and grower/artisan logos to be used for publicity or other purposes at the discretion of the Market.
- Submission of Application indicates grower/artisan agrees to allow photos and videos taken at market to be used for publicity or other purposes at the discretion of the Market, unless grower/artisan provides Market Management with written notice to the contrary.

- Growers/artisans must obtain written approval from the Market before using any of the Market advertising material. However, growers/artisans are encouraged to note participation in the Market on their own material/website or on other materials/websites, without prior approval.
- Any and all publicity and advertising rights conveyed to the grower/artisan, including right to note grower's/artisan's participation in Market, shall end when the grower/artisan ceases to participate in the Market.
- Any and all publicity and advertising rights conveyed to the grower/artisan may be revoked at any time, and for any reason or for no reason, at the sole discretion of the Market by sending the grower/artisan written notification.

Artist/Artisan/Craft Vendors:

- All crafts must be wholly made by the vendor; no "kits" reselling is permitted.
- Artists/craft vendors who are able to demonstrate their art or craft while manning their booth will receive preference.
- All sales and Market-customer or Market-vendor contact must be conducted within the exhibit space assigned to the craft vendor.

Setup/Teardown

- **No teardowns will be allowed until Noon, without prior approval, even if the grower/artisan sells out.** If a grower/artisan wish to tear down early, they must request approval from the Market Coordinator at least 24 hours in advance of the market day. For the safety of patrons/visitors, the City Market will assess when vehicles can be moved after closing time.
- There is to be no reduction in price over the course of the market day. No refunds will be provided.

Attendance at Market

- Submitting an application and after approval, indicates grower/artisan agrees to attend Market on the days specified. **If you are unable to attend, notice must be given by Monday prior to Market day, so your/our customers can be notified in our weekly email newsletter and, if possible, we can arrange to fill your space with another grower/artisan.**
- Unavoidable, last-minute cancellations must be communicated by calling or texting the Market Coordinator.
- **Failure to notify the Market Coordinator of absences in advance, or two in a row absences may result in termination and denial of application for the following year's season.**
- **City Market will be held rain or shine.** Visible lightning onsite after market opens may cancel the market for that day; in general, however, weather is not a valid reason to cancel attendance at the market.

Damages:

- Any grower/artisan or grower/artisan employee responsible for damages to any surface(s) and/or buildings will be charged for repairs and/or replacement of the property affected.
- Any grower/artisan or grower/artisan employee responsible for damages to other exhibit(s) during the run of the event will be charged accordingly for repairs and/or replacement of the property affected.

Contact Information:

- **Communication from the Market Coordinator to growers/artisans will be handled through email & text whenever possible. Please be sure the Market Coordinator has your current email address/cell phone number and that you check that email regularly throughout the market season.**

- For questions or additional information, please contact Sarah Cook, at scook@auburnalabama.org or 334-501-2930.