



HERNANDO FARMERS MARKET OPERATING GUIDELINES

The Hernando Farmers Market is sponsored by the City of Hernando to provide local agriculturalists with a retail outlet for their products, to provide the citizens of the area with an opportunity to purchase fresh quality products from the people who produce them, and to promote the City of Hernando.

I. Items permitted for Sale

All items will be sold at the discretion of the Market Manager.

Items permitted for sale at the market include all varieties of locally grown (or raised or caught) produce, plants, flowers, trees or seedlings, including but not limited to: raw vegetables, fruits, edible plants, eggs, honey, cheese, shelled peas and beans (must be brought to the market cool and kept cool), nuts, herbs, spices, bedding plants, condiments, preserves, jellies, jams, pastries, baked items, spreads, fresh juices, dried/fresh flower arrangements, poultry, fowl, sausages, milk, seafood, meat, and cut firewood. Prepared items permitted for sale include flavored vinegars, condiments, preserves, jellies, jams, pastries, baked items, sausages, cheese, and spreads.

Non-profit fund raising sales **may** be permitted by the Community Development Director at his/her discretion.

Non-native Mississippi grown plants may be sold as a convenience to market goers.

Crafts are incidental to the purpose of the market, which is primarily an agricultural operation. Not more than 10% of the total number of vendors registered at the market may be craft or artisan vendors. Vendors or members of the vendors' households must produce all the craft items sold at the market. **Absolutely no resales are permitted. Allowance of craft items at the market is at the sole discretion of the market organizer.**

The following crafts are generally permitted at the market: wood carving, weaving, pottery, doilies, afghan, quilts, wreaths, baskets, candles, soap, lotions, and wood planters and arts and crafts related to the kitchen and garden. Other items may be allowed at the discretion of the Market Organizer.

Services incidental to the making of food may also be permitted at the discretion of the Farmers Market Manager, including, but not limited to, knife sharpening and utensil sales.

II. Fee Structure

Season length: *April through October.*

Weekly booth fee: *\$10*

Time: *8:00 a.m. until 1:00 p.m.*



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III. **Space Assignments**

First priority for booth space will be given to those who plan to sell each Saturday for the entire market. Those who sign up for (and pay in advance for) the entire market receive a 10% discount on booth fees.

Please let the Market Manager know what your market schedule will be for the season. If you know you will not be able to make a Saturday please let the Market Manager know by 5:00 p.m. on the Wednesday before the Saturday market.

Spaces will be held each Saturday until 7:45 am.

IV. **Set-up and Cleanup**

On Saturday, vendors may begin setting up as early as 6:00 am. Vendors must be prepared to sell by the opening of the market at 8:00 am. The Hernando Farmers Market does not provide any tables or cover for vendors. Vendors are responsible for providing their own merchandise display. Pickup beds are acceptable.

Please secure tents, especially in the Spring when windy days are possible. Also, please secure extension cords so that they are not a trip hazard.

Saturday morning selling will begin at 8:00 am and will cease at 1:00 p.m. You may leave when you have sold out, if it is earlier than 1:00. On especially hot days in the summer you may leave early.

Vendors will not be allowed to set up their display after the opening bell unless prior arrangements are made with the Market Manager.

Vendors will be responsible for all clean-up of the area they are assigned. The area should be clean and free of all debris, including leftover product and trash.

V. **Sales Taxes and Permits**

Vendors will be responsible for determining what items are taxable and for collecting their own sales taxes. Vendors selling food products that are grown, made or processed in Mississippi are exempt from sales tax (see sales tax exemption information in this folder) at this **CERTIFIED MARKET**.

Vendors do not need to obtain a business permit for selling in the City of Hernando.



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All vendors are responsible for being aware of and abiding by any and all Federal, State and Local laws regulating the sale of his or her product to the general public. **It is the responsibility of each vendor to investigate all governmental regulations applicable to his or her individual product lines and sales endeavors, and to abide by all such regulations.**

It is the responsibility of each vendor to follow safe food handling procedures in order to assure the public's health, safety and welfare. Each vendor growing or raising food for sale or selling fresh food or food that has been processed must have a Certificate of Attendance from a Food Safety class given by the DeSoto County Extension Service in order to participate in the Hernando Farmers Market. The class is held annually in the Spring before the market opens. Anyone selling acidic canned products must have attended the Acidified Canning class sponsored by MSU.

It is the responsibility of each vendor to maintain any scales (NTEP) in use in the proper operating condition, and that they are accurate and used appropriately.

VI. Vendor Conduct

Vendors shall conduct themselves in a courteous manner. Music, either live or recorded, may not be played at the vendor booths, although the Farmers Market management may provide music, cooking demonstrations and other activities. Loud profanity, threats, violence, fighting or any other disturbance of the market's peace will not be permitted. The City of Hernando has adopted a smoking ban ordinance to protect the health and welfare of its citizens; smoking is prohibited in public places and places of employment. **Smoking or using tobacco products in the selling area is not permitted.**

VII. Violations

Any complaint against any vendors-- whether by a guest of the market or by another vendor--- will be addressed by the Market Manager. Decisions made by the manager are final.

If the Market Manager determines that a vendor is in violation of any provision that may interfere with the smooth operation of the market, penalties may be applied. Possible violations include the following:

- Not advising the market management that you will not be in attendance at a market when expected (unless there is an emergency)
- Arriving late
- Leaving early (vendors may leave early when they have sold out of their product or in the extreme heat of the summer)
- Failure to clean up area



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- **Selling items not within the guidelines of the market**
- Failure to pay fees
- Loud profanity, threats, violence, fighting or any other such disturbance of the market's peace
- Smoking or using tobacco products in the selling area
- Playing live or recorded music at a vendor's booth

Penalties may range from being asked to leave for the day to permanently expelled from the market.

VIII. **Disclaimer**

The market reserves the right to modify these rules and regulations at any time. **The market reserves the right to refuse the application of any vendor at any time and for any reason.**

IX. **Agreement to Rules**

The vendor is responsible for reading these rules and signing a statement accepting said rules. ***I have read these rules of the Hernando Farmers Market and agree to abide by them or relinquish my right to participate in the Market.***

Vendor Signature

Date

Contacts:

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