



## Lake DeSoto Farmers Market 2012/2013 Market Application, Rules & Regulations

**Eligible Vendors:** Vendor sells locally produced products or be a local business or charitable organization.

### Requirements of Vendors:

1. All Vendors shall provide documentation that they meet all federal, state and local regulations.
  - a) All Growers must provide the **Market Manager** the following documentation prior to selling at the Market:
    - i) **Product List and Grower's Permit**
    - ii) Appropriate Certification, Registration or License through the appropriate governmental or supervising agency.
    - iii) Signed application and contract with the Market
  - b) All food vendors must show **proof of a certified kitchen** and any other food safety requirements as determined by the Florida Department of Agriculture and Consumer Sciences, the United States Department of Agriculture or other appropriate governmental authority.
  - c) **The Market Manager will make final determination on selection of vendors.**
2. All Vendors must submit a completed application and a copy of any appropriate certifications, registrations or licenses. The **Lake DeSoto Farmers Market** reserves the right to refuse participation to any applicant.
3. All complaints against Vendors shall be resolved by the **Market Manager**. Such complaints may, at the discretion of the **Market Manager**, result in termination of selling privileges.
4. **Market Manager** shall designate, in cooperation with the City, all vending and parking areas.
5. Vendor's product and signage must be contained within the selling space unless otherwise approved by **Market Manager**. Vendors shall maintain a courteous and professional manner at the Market. Use of profanity or belligerence will be grounds for termination of selling privileges and immediate removal from the Market.
6. **All products shall be clearly priced.**
7. Scales for food or produce sales must meet Florida Dept. of Agriculture and Consumer Services standards. Only Class 3 scales may be used.
8. A **producer** is defined as the person that grows or makes the product and may also include the **producer's** immediate family, partners, employees or designated agent upon prior review and approval.
9. **Producers** may sell farm and food products including (but not limited to): fruit, vegetables, dairy, cut flowers, plants, cheese, cider, jams, jellies, relishes, honey, canned goods and baked goods. It is the responsibility of each **producer** to abide by all state and federal regulations which governs the production, harvest, preparation, preservation, labeling or safety of products offered for sale at the market. Vendors are liable for their own products. The **Lake DeSoto Farmers Market** and the City of Lake City shall not be held accountable for the products offered by vendors. **Product and liability insurance are the responsibility of the producer.**
10. **The sale of live animals is not permitted at the market.**
11. Vendors are encouraged to present their products in a professional and clean manner, including the display of such products. Selling spaces must be kept clean and neat. Failure to comply with this requirement may, at the discretion of the **Market Manager**, result in the termination of selling privileges.
12. All products must be of high quality. Repeated complaints about quality of product may result in termination of selling privileges.

13. A grower may secure an agent or employee to sell his/her produce. The **Market Manager** prior to selling at the market must approve any grower/agent agreement.
14. Growers who use the market for sale of produce are subject to field inspections to verify the source of produce offered for sale.
15. Growers can only sell first quality products at the market. No one can buy products and sell it at the market without prior approval of the **Market Manager**. **All supplementation must be documented.** **Market Manager** has authority to limit supplementation of any products.
16. All art must be handmade or original items by the artist. Photography is permitted. Replications will be allowed at the discretion of **Market Manager**. Local artists will be given priority.
17. Two photographs representing the style and quality of work to be sold must accompany Vendor Application in order to be considered. Photographs may be returned upon request.
18. Sale, use or possession of alcoholic beverages is prohibited.
19. **Solicitation of Vendors and customers is prohibited without prior approval of the Market Manager.**
20. **Annual Vendors** must provide the **Market Manager** with a written schedule of their planned attendance for each growing season and will update the **Market Manager** of any changes to that schedule.
21. **Monthly Vendors** must provide the **Market Manager** with a schedule of their planned attendance each month at the time of payment.
22. Spaces are 10' x 15' and will be strictly enforced during peak seasons. During non-peak times, larger spaces will be available. Spaces are assigned each week. Priority is given to Vendors who attend the market on a regular basis. The Market Manager will assign all selling spaces.
23. **The Market Manager or his/her designated agent shall have supervision and control of the activities of the market and the designated market area.** The **Market Manager** has full responsibility for making certain that all rules and regulations as set forth by the **Lake DeSoto Farmers Market** are followed by each Vendor and/or any agents or employees.
24. Vendors must be eighteen years of age or older. Younger children are welcome and encouraged to participate, but must be accompanied by an adult responsible for the child's conduct and safety.
25. Fraudulent, dishonest, or deceptive merchandising, **disruptive behavior**, or collusion to set prices among vendors may be grounds for forfeiture of the right to do business of any kind in the market for a length of time to be determined by the **Market Manager**.
26. Vendors will be solely responsible at all times for the cleanliness within their vending area regardless of the origin of the debris in that location. Each vendor is required to leave the space clean at the end of the day. The Vendors must remove all residue or waste products, as well as signs, tents, tables, etc. at the end of each Market day.
27. All profane, abusive, discourteous, and boisterous language and/or conduct at or about the market area are prohibited.
28. Use or possession of alcohol or drugs, gambling, or possession of firearms at or about the market area is prohibited.
29. It is necessary for all vendors to be set up no later than **8:55 am** and be ready to do business when the market opens at **9:00 am**. No vendor shall set up **before 8:00 am or after 9:00am** **without prior approval by the Market Manager**. At the beginning of each market day, vendors will check in with the **Market Manager** before setting up. Each Vendor is expected to stop selling by **1:00 pm** and have all produce, baked goods, boxes, containers, etc. loaded for removal by **2:00 pm**. The **Market Manager** will have the authority to change the market hours on special occasions.
30. All Vendors are responsible for payment of any **local, state or federal taxes, including sales tax**.
31. Vendor parking will be in designated areas only. Vehicles are not permitted in the market area once the market opens unless by prior approval by **Market Manager**.

#### Market Fees:

1. \$365.00 Annual Fees plus 7% sales tax (\$25.55) = \$390.55 annually beginning May 1<sup>st</sup>
2. \$ 35.00 Monthly Fees plus 7% sales tax (\$2.45) = \$37.45 monthly
3. \$ 10.00 Weekly Fee plus 7% sales tax (\$0.70) = \$10.70 each market day

All fees are due and payable **upon arrival** if not pre-paid. Payment should be made to the "City of Lake City and reference 'farmers market' or 'LDFM.'"

For more information about Lake Desoto Farmers Market contact:

**Ms. Jackie Kite**  
**Community Redevelopment Administrator**  
**City of Lake City**  
205 North Marion Avenue  
Lake City, FL 32055  
Phone: (386)719-5766  
Fax: (386)752-4896  
E-Mail: [kitej@lcfla.com](mailto:kitej@lcfla.com)

Or

**Nick Roberts**  
**Market Manager**  
**Phone:** (352)215-3491  
**E-Mail:** [nick@thewaylc.com](mailto:nick@thewaylc.com)

To obtain a Grower's Permit, or inspections and certifications contact:

**Nichelle Demorest**  
**Horticulture**  
**University of Florida / IFAS**  
**Columbia County Extension**  
164 SW Mary Ethel Lane  
Lake City, FL 32025  
[386-752-5384](tel:386-752-5384)  
[386-758-2173](tel:386-758-2173) (Fax)  
email: [dndemorest@ufl.edu](mailto:dndemorest@ufl.edu)  
<http://columbia.ifas.ufl.edu/>

**Mr. Derek Barber**  
**Livestock and Natural Resources / 4-H**  
**University of Florida / IFAS**  
**Columbia County Extension**  
164 SW Mary Ethel Lane  
Lake City, FL 32025  
[386-752-5384](tel:386-752-5384)  
[386-758-2173](tel:386-758-2173) (Fax)  
email: [dlbarber@ufl.edu](mailto:dlbarber@ufl.edu)  
<http://columbia.ifas.ufl.edu/>





**Lake DeSoto Farmers Market  
2012 Market Application, Rules & Regulations**

**Vendor's Understanding and Acceptance of Rules and Regulations:**

I have read and understand the above stated Rules and Regulations for the **Lake DeSoto Farmers Market** and agree to abide by them. I will have met all local, state and federal health, inspection and licensing requirements prior to selling products at the Market.

I do not hold the City of Lake City or the Market Manager liable for any property damage or personal injury that either my representatives or I may incur while selling at the Market. I accept full financial liability for my actions and all products that either I or my representatives sell at the **Lake DeSoto Farmers Market**.

I further agree to indemnify, defend and hold harmless the City of Lake City and the Market Manager from and against any and all claims and actions for injury, damage or loss to persons or property or other liabilities or expenses whatsoever, including court cost and attorney's fees, related or arising out of my or my agent's actions, omissions and operations in connection with the **Lake DeSoto Farmer's Market**.

Vendors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please list all Authorized Representatives: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Market Manager

Documents Received from Vendors: Grower's Permit \_\_\_\_\_ Product Listing \_\_\_\_\_

Certifications, Registrations or Licenses:

**PLEASE SIGN AND RETURN THIS DOCUMENT WITH ALL REQUIRED CERTIFICATIONS, REGISTRATIONS OR LICENSES TO:**

**LAKE DESOTO FARMERS MARKET**  
**Attention: Jackie Kite, Community Redevelopment Manager**  
**205 N Marion Avenue**  
**Lake City, FL 32055386**  
**719-5766**

