

Kiwanis Club of Griffin

Agriculture & Conservation Committee
1025 South Hill Street
Griffin, GA 30224

March 13, 2018

TO: All Interests In Locally Grown and Made Markets

RE: Fairgrounds Farmers Market 2018 Season

Greetings,

The Kiwanis Club of Griffin is excited to sponsor the **Fairgrounds Farmers Market** for the 2018 season opening April 6, 2018 at 9:00 am - 1:00 pm. We wish you much success in your growing and selling of local grown foods and local made products.

Under this cover are: Operating Rules, Vendor Application and Accident Waiver forms. Please complete the application, include \$25 non-refundable application fee and accident waiver. Return those 2 forms, 2 copies of any certifications held and payment by mail to Kiwanis of Griffin, 1025 South Hill Street, Griffin, GA 30224, drop them by the Kiwanis Center located at 1025 South Hill Street and open M-F, 8-12 and 1-5. Monies collected from the application fee will be used to promote the market. All registration requirements must be met before participation at the Fairgrounds Farmers Market. Application fee approved February 2, 2018 by unanimous vote of attendees at FFM pre-season vendor meeting. Application fee must be paid prior to vendor participation.

If you hold any licenses or certifications please provide two copies of each along with your application. Many vendors proudly display these documents for customers to see during the market and we encourage you to do so.

We welcome everyone involved in the production of local foods, plants, crafts, products and hope to make this the best market season yet. We ask that you keep in mind our locally grown and made rule stating: "If you grow it or make it, you can sell it." We also remind you of the locally grown rule verification provision, Operating Rule number 4.

We look forward to seeing you on April 6, 2018 if not before. Should you have any questions please contact me at 770-467-4225 or email: hutch@uga.edu.

Respectfully,

Wade Hutcheson

Wade Hutcheson, Chair
Agriculture and Conservation Committee
Kiwanis of Griffin

FAIRGROUNDS FARMERS MARKET

Vendor Application 2018

Vendor Name: _____

Business Name: _____

Address: _____

City: _____, GA. Zip _____

Phone/cell number: _____

Email: _____

Website Address: _____

List types of items sold (example: fruits, vegetables; pastured poultry, turkey, pork, arts, crafts, etc.)

Certifications

- USDA Organic Certified
- GDA Organic Certified Exempt
- Certified Kitchen
- Better Process Control School Certificate
- Live Plant License
- Egg Candling
- Mobile Food Vehicle Permit
- Cottage Food License
- Certified Naturally Grown Certification
- Food Sales Establishment License
- Two copies provided for each

Requirements

- Vendor application
- Vendor application fee \$25
Cash / Check # _____
- Accident Waiver
- Locally grown conditions met

- APPROVED Date: _____

Notes: _____

Fairgrounds Farmers Market 2018

The Fairgrounds Farmers' Market was created to support and promote local growers by providing a community-based market where people can purchase Locally-grown, fresh, wholesome food and produce. The Fairgrounds Farmers Market is sponsored by the Kiwanis of Griffin, Agriculture and Conservation Committee.

ACCIDENT WAIVER

Having been advised of the risks involved with participation in the Fairgrounds Farmer's Market and having ample opportunity to review for myself the conditions under which the market operates, I hereby waive for myself and anyone associated with me in the Fairground Farmer's Market venture, any claim or claims for liability against the Fairground Farmer's Market, the Kiwanis Club of Griffin, the City of Griffin, it's officers, employees and agents while on the Fairgrounds property engaged in Fairground Farmer's Market events.

Signature: _____

Date: _____

Printed Name: _____

Witness: _____

Date: _____

Return to: Kiwanis of Griffin, 1025 South Hill Street, Griffin GA 30224 or drop by the Kiwanis Center, 1025 South Hill Street.

****Must Be Received prior to participation in the Fairgrounds Farmers Market****

Fairgrounds Farmers Market

2018 Operating Rules

Revised March 27 2018

A community service project of the Kiwanis Club of Griffin

The Fairgrounds Farmers' Market was created to support and promote local growers by providing a community-based market where people can purchase locally grown, fresh, wholesome food.

The Fairgrounds Farmers Market is sponsored by the Kiwanis of Griffin, Agriculture and Conservation Committee. Kiwanis of Griffin has delegated management of the market to UGA Extension, Spalding County.

Violation of any of the following rules and/or displaying uncooperative conduct will result in exclusion from participation in the Fairgrounds Farmers Market:

1. The Fairgrounds Farmers Market will be held in the front parking area of the Kiwanis Fairgrounds, 1025 South Hill Street. Operating hours will begin at 9:00 a.m. and run until 1:00 p.m. each Friday beginning April 6, 2018 through November 16, 2018. It is within the purview of Kiwanis of Griffin Agriculture and Conservation Committee's discretion to decrease or extend the Market's operating hours and dates.
2. Restroom facilities are available at the Fairgrounds Farmers Market.
3. Electricity is not available at this open air, outdoor market. No guarantee of electricity is offered.
4. Participation as a vendor is open to farmers that grow, produce or make what they sell and crafters that make the items being sold. A vendor cannot purchase product elsewhere and re-sell that product at this market.

It is the purpose of this market to support LOCALLY GROWN food and local crafters/artisans. Any vendor offering fruit or vegetable produce for sale must grow what they sell. Any crafter must make the item being sold. If you grow it or make it, you likely will qualify as a local vendor.

An approved vendor may sell produce and non-food items from another approved vendor as a courtesy if said vendor is called away. The market manager must be notified and approve prior to any sale or transference of product(s). This practice will be allowed twice. Third absence and that vendor's product is also absent. This provision does not include eggs, meat, cottage foods. This provision is for produce and non-food items.

5. Market vendors must complete and sign the *Accident Waiver Form* and *Market Vendor Application* before any of their product or produce is sold. These forms may be obtained from the Kiwanis of Griffin office located at 1025 South Hill Street, UGA Extension Spalding County at 835 Memorial Drive. Forms can be requested by phone 770-467-4225 or email request to uge2255@uga.edu.

- A non-refundable application fee of \$25 must be paid before a vendor participates at the market. The monies collected from application fees will be used promote the market. Application fee can be cash or check made payable to Kiwanis of Griffin.
6. Courtesy, neighborliness and cleanliness are expected at all times. Repeated, baseless complaints will not be tolerated; unclean, dirty produce will not be tolerated; unsanitary food handling process will not be tolerated. Kiwanis of Griffin reserves the right to remove unclean, discourteous, rude, rotten, mean people along with dirty, unclean, unsanitary produce, vegetables, fruit or other items being sold at the Fairgrounds Farmers Market.
 7. It is the responsibility of each vendor/producer to abide by all county, state or federal regulations which govern the production, harvest, preparation, preservation, labeling or safety of the product or produce that the vendor offers for sale at the Fairgrounds Farmers Market. Violations that jeopardize the integrity of the Fairgrounds Farmers Market, public health and/or safety will not be allowed.
 8. Fruits and vegetables may be sold only in their raw, unprocessed form.
 9. Home baked and processed food such as breads, cakes, cookies, honey, jellies, and jams are welcome. These items are exempt from the Georgia Department of Agriculture, GA Food Act standards under the Department's *Guidelines for Food Products Sold at Events Sponsored by Nonprofit Organizations*. However, the vendor/ producer should label their items with the following information:
 - The common name of the food
 - The name, address and telephone number of the person who made the item
 - A listing of all Ingredients, using the common name of each ingredientSee below link for regulation:
http://agr.georgia.gov/Data/Sites/1/ag_Consumer%20Protection/Administration/files/Food%20Products%20Sold%20at%20Events%20Sponsored%20by%20Non-Profits%20Guidelines.pdf

The following items are regulated by GA Department of Agriculture. It is the responsibility of the vendor to be in compliance if selling at the Market:

- Meat Products must meet all state and federal guidelines. Governed by Georgia Department of AG Meat Compliance Laws. See below link for mobile food vehicle regulations and application:
http://agr.georgia.gov/Data/Sites/1/ag_Consumer%20Protection/Administration/files/Mobile%20Food%20Vehicle%20Regulations%2040-7-5.pdf
- Eggs are governed by the Georgia Egg Law. Vendors selling eggs must meet GDA requirements for selling restricted eggs. See below link for regulation:
http://agr.georgia.gov/Data/Sites/1/ag_Consumer%20Protection/Administration/files/Basic%20Regulatory%20Requirements%20for%20Licensing%20a%20Small%20Egg%20Producer.pdf
- Dairy Products are governed by the GDA. In Georgia, the Grade A Pasteurized Milk Ordinance (PMO) the Georgia Dairy Act are state law. See link for regulations: <http://agr.georgia.gov/dairy.aspx>. Dairy products meeting state and federal regulation and being sold by a duly permitted/licensed vendor can be sold.

- Low Acid/Acidified Foods (canned vegetables, pickles, salsa, etc.) cannot be sold unless the processor is licensed and has completed Better Process Control School. See below link for more information:
http://agr.georgia.gov/Data/Sites/1/ag_Consumer%20Protection/Administration/files/Food%20Products%20Sold%20at%20Events%20Sponsored%20by%20Non-Profits%20Guidelines.pdf

Important Note: Produce that is baked, parched, sliced, or otherwise processed, cannot be sold at the Market **unless** it meets the qualifications of having come from a licensed certified kitchen. For more information on rule 9 contents, contact the Georgia Department of Agriculture, Food Safety Division, Chris Peasley 404-363-7646.

10. Vendors, operating out of a licensed kitchen that has been approved by the Georgia Department of Agriculture, must bring two (2) copies of said license for the Market Manager to keep on file.
11. Each vendor/producer will be responsible for setting up, displaying and packaging their products and/or produce, as well as protecting those items from the elements. They must leave their selling area in a clean and orderly fashion. All trash and unsold goods must be removed from the Market area by the vendor.
12. Vendors may not bring live animals to the Fairgrounds Market. Photos of animals for sale can be exhibited and information distributed about them. Pets belonging to vendors cannot have paws on the ground at the Fairgrounds Farmers Market.
13. Prices should be fair market value negotiated by the vendor and the customer. The Fairgrounds Farmers Market is not responsible for arrangements made between customers and vendors. No warranty of any sort, expressed or implied, is made by the Fairgrounds Farmers Market.
14. Undercutting other vendors prices and ruining profit margins for everyone is a serious problem that can lead to the failure of the entire Market. If at any time price undercutting becomes an issue, the Fairgrounds Farmers Market Committee reserves the right to regulate vendor prices. As stated in Rule number 6, “courtesy and neighborliness is expected at all times”.
15. The selling of live plants shall be permitted provided that the vendor meets GDA rules. The ultimate responsibility to know license and permit requirements is left to the vendor. Information on the Georgia Department of Ag live plant license can be found at the Department’s website: <http://agr.georgia.gov/licensing-and-inspection.aspx>. From this site and governed by the GDA is the definition of a live plant grower:

Live Plant Grower: Any person who propagates or grows any Live Plants for sale or distribution. Persons meeting any of the following criteria must be properly licensed by the GDA.

1. have a production space of greater than 1000 square feet
2. receive plants from another state
3. send plants interstate
4. send plants internationally

5. dig or collect plants from the wild or residential areas for sale or distribution
16. The selling of cut flowers and floral arrangements shall be permitted so long as the vendor grows the flowers.
 17. Anyone who comes to participate in the market as a vendor or customer does so at their own risk. An accident or injury must be immediately reported to the Market Manager and an incident report must be completed. The Fairgrounds Farmers Market, Kiwanis Club of Griffin and the City of Griffin are not liable for any injury to person or property.
 18. Locally made arts and crafts, and/or natural resource products, used to create arts and crafts must be reviewed by the Fairgrounds Farmers Market Committee before being sold at the market. The Fairgrounds Farmers Market Committee will use discretion when determining whether, or not, items may be sold at market. This determination will be made on a case-by-case basis.
 19. Fairgrounds Farmers Market vendors cannot sell water.
 20. PRODUCTS MADE OUTSIDE OF GEORGIA. All vendors that process their food outside of Georgia must have a certificate, license, or documentation indicating they are permitted by their respective Regulatory Agency governing food sales; and that their firm is in compliance. For questions concerning Food Sales Exemptions or instructions on how to obtain a Food Sales Establishment License , please contact the Georgia Department of Agriculture – Consumer Protection Division at 404-656-3627.
 21. The Fairgrounds Farmers Market operating rules are intended to be fair and in the best interest of all who participate in the Market. The Market Committee may, at any time, modify or add to these rules to serve the interests of all involved.

All questions, comments and concerns about The Fairgrounds Market should be directed to:

Wade Hutcheson
Kiwanis of Griffin, Agriculture and Conservation Committee Chair
Spalding County Extension
835 Memorial Drive
Griffin, GA 30223 Phone: 770-467-4225 Email: hutch@uga.edu

Vendors must provide 2 copies of **any** certification held i.e.:

- Certified Kitchen
- Better Process Control School certificate
- Live Plant License
- Egg Candling
- Mobile Food Vehicle
- Food Sales Establishment
- Cottage Foods