



# Market on Main

VENDOR HANDBOOK



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Application

### ***Market Description and Location:***

Location: Simmons Park, 400 Main Street, Oxford, AL 36203

### ***Market Dates and Selling Season:***

- The Market season and hours of operation are determined by the Market on Main Committee
- The 2021 market will open each Saturday from **April 17 to August 21, 2021**
- Hours of retail sales are 8 AM – Noon.
- The Market will take place rain or shine unless severe or threatening weather is announced at which time the Main Street director will use his/her discretion on if the market will proceed.

### ***Space Assignments, Attendance, and Sales:***

- Spaces for the Market are limited and must be reserved. If you require access to electricity, please contact the Market as soon as possible to reserve one of these spots.
- Vendors must provide their own tables, chairs, 10'x10' tents, shopping bags, change, or any other materials needed for their displays and sales. Due to the rain or shine policy this year, we highly recommend each vendor bring a tent.
- We ask that vendors have set up completed no later than 7:45 and be ready to sell at 8:00am. We also ask all vendors to stay for the duration of the market even if they sell out. Use this time to share information and marketing materials to patrons and encourage them to come back when you attend the following market.
- Please be courteous and let the Main Street Director and/or Market Manager know in advance if you had an emergency and will not be able to attend the Market.

### ***Market Policies:***

- Producers and Crafters may sell at the market
  - A “producer” is defined as the person who grows or makes the product. There is not fee for producers.
  - This may include the producer’s immediate family, partners, and employees, a neighboring farmer or local cooperatives.
  - A “crafter” is defined as the person who makes an item that is not a consumable good. There is not fee for crafters..
- Farm or business name must be clearly posted while selling at the Market.
- Main Street Market Management has the right to inspect the production facilities of any producer..
- Vendors should 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 and smoke in designated areas across or down the street from the market.
- Vendors must be 16 years 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 Main Street Director and/or Market Manager.
  - Complaints and reports are kept strictly confidential.
  - Anonymous complaints will not be addressed.

### ***Licenses and Permits***

- All Vendors:
- If any vendor does not have a current license or permit they may choose to pay a \$10.00 fee to participate in the market in lieu of obtaining a business license. The market fee can be paid by check or cash.
  - All vendors are solely responsible for obtaining the necessary licenses/permits required for them to legally sell goods at the The Market on Main. Vendors should report Market sales tax to the State of Alabama, Calhoun County, and the City of Oxford.
  - The Main Street 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 Market. The vendor should contact Oxford City Hall, the Calhoun County Revenue Department, and the State of Alabama Department of Revenue with any questions or concerns
  - Approved vendors must submit a current copy of all 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 encouraged 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 those items. Taxes are to be reported to the city, county, and state in which the farmer or vendor sells those goods.
- Home-Processed Products
  - If you prepare food that is covered under the ADPH Home Processed Rule, then you do not need a Health Department permit.

*ADPH Rules of Food Establishment Sanitation Chapter 420-3-22-.01 excludes a kitchen in a private home from definition of food establishment if only food that is **not potentially hazardous** (time or temperature control required for safety) is prepared for sale or service at a function such as a charitable, religious, civic, or*

*not-for-profit organization's food sale, or at a state sanctioned farmers market, **and** if the consumer is informed by a clearly visible label, tag, or placard at the sales or service location that the food is prepared in a kitchen that is not inspected by a regulatory agency. This exclusion shall **not** be construed as allowing the sale of low acid foods in a hermetically sealed container (i.e. such as home canned vegetables) when such food is not prepared in permitted establishment.*

Certain home processed foods, for example baked breads, rolls, cookies, cakes, brownies, fudge, and double crust fruit pies; traditional fruit jams, jellies, marmalades, pickles and relishes; candy; spices or herbs; snack items such as popcorn, caramel corn and peanut brittle may be sold with appropriate labeling.

Low acid foods that would need to be refrigerated or otherwise held under temperature control **cannot** be offered for sale. For example: canned vegetables, slaws, stews, soups, sauces, and any foods containing meat or other potentially hazardous ingredients may not be sold.

- If you prepare food that is not covered under the ADPD Home Processed Rule, 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 goods are sold.
- Home processed items must comply with the Alabama Department of Public Health Home Process Rule. Call the Calhoun County Health Department for more information.
- 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 with 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.
  - 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 and food vendors must obtain licenses for the city, county, and state in which goods are sold.

- Shell Eggs

Producers selling eggs must follow the guidelines set forth in the Alabama Shell

Egg Law. Contact the Alabama Department of Agriculture for more information.

- Cottage Food Law

- Many value added products sold directly to the public in Alabama fall under the Cottage Food Law, which went into effect in June 2014. Unlike home processed foods, cottage foods may be sold from home.
- Producers selling products under the Cottage Food Law are responsible for compliance to this law. Contact the Alabama Department of Public Health for more information.

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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 Main Street Director. The Market Manager and the Main Street Director reserve the right to terminate a vendor for any reason at any time without refund of fees.