

## Policies and Procedures

### Presenting Agencies and Governing Body

---

The Downtown Market is presented by the Downtown Committee of the Pike County Chamber of Commerce, City of Troy, The Pike County Chamber of Commerce, Inc., and the Pike County Farmers' Market. The Downtown Market is overseen by the Downtown Market Committee composed of representatives from the presenting agencies which characterize the community, government agencies, farmers, and consumers. The Downtown Market Committee will meet quarterly, or more frequently as needed, and will report to the Downtown Committee at their regularly scheduled monthly meetings.

### Market Rules and Policies

---

1. The Downtown Market will operate on the square in Downtown Troy, AL 36081. The Fall 2017 market season will be on the following Saturdays from 7:00 am until 12:00 pm – September 2, October 7, and November 4, 2017.
2. Vendors must complete an application to participate. Vendor applications are available online at [www.pikecoc.com/DowntownMarket](http://www.pikecoc.com/DowntownMarket), via email by request ([downtownmarket@pikecoc.com](mailto:downtownmarket@pikecoc.com)), and paper copies are also available at the Pike County Chamber of Commerce and Troy City Hall. Applications will be processed and selections made at the sole discretion of the members of the Downtown Market Committee. Vendors will be accepted on a first-come, first-serve basis, therefore early applications may receive preference. In order to attract and retain the largest pool of consumers, the Downtown Market will have a diverse representation of local farm goods, local artisans, and unique food vendors. Vendor Types are identified below:
  - a. **Farmers** (growers, farmers, bee-keepers) – Farmers may sell products grown and/or produced in Alabama. Farmers may include a farmer's family member, employee, or representative. A farmer or his representative must be in attendance at the booth during sale hours.
  - b. **Artisans** – Artisans are producers of unique, hand crafted items that represent use of local talent, materials, ideas, etc. They can include crafters, jewelry makers, artists, photographers, seamstresses, lotions & soap makers, etc. Artisans may sell items approved during the application process. All items must be self-produced, not resale and/or mass produced. All artisan applications must include a photo sampling of items to be sold. The Downtown Market Steering Committee will approve only artisan vendors who represent unique, high quality products.
  - c. **Home Processed Food Vendors** – Home Processed Food Vendor sell 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 Downtown Market. Home processed products must satisfy all public health, labeling, permitting and other requirements pertaining to processed products.
  - d. **Food Vendors** – Food Vendors sell products ready to consume onsite or packaged for consumption that do not meet the definition of Home Processed Food vendor. Preference for food vendors will go to locally created products (sauces, family recipes, etc.) locally branded food sellers, and unique ready to consume foods. All food vendors must meet all local licensing and health department requirements and permits must be submitted upon acceptance to the Downtown Market.

3. All vendors must be the original producers of the goods/items being sold. Some vendors may meet the requirements of two or more vendor types and will need to have all applicable licenses, certifications, and/or permits that reflect multiple types as well. (For example, a farmer who sells vegetables and fruits, may also sell baked goods and need appropriate permits and licenses for both types.) See licenses section for requirements.
4. Vendor Fees will be established annually by the Downtown Committee based on the recommendation of the Downtown Market Committee. The 2017 Fall Season application fee is \$30 for the fall market season payable to the Downtown Committee of the Pike County Chamber of Commerce. Application fees are due at the time of application.
5. All vendors must have all required applicable business licenses and permits prior to selling at the Downtown Market. All vendors should keep a copy of their current applicable business licenses, permits, or certifications with them during each market day in case of on-site inspection
  - a. **Farmers/Growers/Beekeepers** - A growers' permit must be completed for all farmers before selling at the Downtown Market. This permit is available at the office of the County Extension Agent in the grower's home county.

All Farm vendors should keep a copy of their current certification/permit with them during each market day in case of on-site inspection.

No buying and reselling of produce or other products is allowed.
  - b. **Artisans** - If a vendor is selling products or items that do not meet the classification required for a farmer, he/she is required to have all applicable business licenses from the City of Troy, Pike County, and the State of Alabama.

Artisans are responsible for collecting and remitting required sales taxes and all other required state, local and federal taxes.
  - c. **Food Vendors** - A permit for Ready-to-Eat Food must also be obtained from the Pike County Health Department. All applicable vendor licenses and permits must be available on Market day in case of on-site inspection from authorities. Food Vendors are responsible for collecting and remitting required sales taxes and all other required state, local and federal taxes.
6. All vendors will be provided a 10x10 booth space. White tents are encouraged, but are not required. Vendors can bring additional booth displays, so long as they stay within the booth space and do not create tripping/safety hazards.
7. Every effort will be made to keep vendor booth location consistent during the market season; however, if they need to be made, the Downtown Market Committee will make necessary adjustments and notify vendors. Assignments are available online ([www.pikecoc.com/downtownmarket](http://www.pikecoc.com/downtownmarket)) or via request by email ([downtownmarket@pikecoc.com](mailto:downtownmarket@pikecoc.com)) by the Wednesday prior to the respective Saturday of the Market.
8. Vendors should arrive by 6:00 am for the 7:00 am market day opening. All Farmer's vehicles with assigned vehicle locations used for transport must be in position in their respective designated parking space by 6:30 am and cannot be moved until it is safe to do so after market close at 12:00 pm. All other vendors' vehicles without assigned parking must be located in public parking areas, outside of the defined market area by 6:30 am. It is encouraged that vendors park in outlying parking lots to provide adequate parking for prospective customers. Vendors arriving after 6:30 am will not have vehicle access to their booth space.

9. In keeping with an upscale theme, vendors are encouraged to make spaces attractive and appealing to buyers. Vendors should keep their space clean, clear of debris, and safe during market hours. After market hours, vendors should take booth trash and debris to the designated bins.
10. In keeping in compliance with the City of Troy's Smoke Free Ordinance, the Downtown Market, public sidewalks, and the adjoining parking lots are smoke free zones.
11. In order to create an inviting marketplace, vendor's behavior should be positive and upbeat. The Downtown Market Committee reserves the right to ask any ill-mannered vendor to leave the Downtown Market.
12. To ensure a full and vibrant market, the Downtown Market Committee must know, in advance, which vendors will attend. Notice of cancellation of a space must be received by 5:00 p.m. Wednesday by email or phone. Failure to show without giving notice more than one time may result in forfeiture of their assigned booth location. Failure to show without giving notice two or more times may result vendor losing space for the season.
13. The Downtown Market is held rain or shine during the market season. However, in the event of threatening weather that could harm vendors and/or shoppers, the Downtown Market Committee will cancel the market for the day. Vendors are expected to be present in the market unless inclement weather causes cancellation and/or early close.
14. Beer, wine, alcoholic beverages, and illegal substances are prohibited for sale or consumption on the public grounds of the Downtown Market.
15. If produce is sold by volume or weight, legal measures must be used. If sold by container, price must be clearly marked. Selling by weight or measure involves legally defined weights and measures.

## Health and Safety Requirements

---

Sampling helps sell product, but to insure food safety and insect prevention, careful attention needs to be given to health requirements that prevent food borne illnesses. The following rules for safe sampling must be followed:

1. Preparation of fruit and vegetable samples requiring cutting or slicing shall be done on-site immediately prior to consumption.
2. No home prepared food samples shall be served at the market.
3. Clean knives and cutting boards must be placed in protective plastic containers, food storage bags, wrapped in plastic wrap, etc.
4. Clean equipment must be used to cut product, in-use items must be stored so they are protected from contamination.
5. Replace soiled knives, cutting boards, etc. with clean items every two hours.
6. Use single service items whenever possible.
7. Store soiled items in a closed bag or container to avoid attracting insects.
8. All fruits and vegetables must be rinsed thoroughly in clean water.
9. Products may be rinsed or cleaned prior to bringing them to the market. The items should be stored in disposable food bags.

10. Rinse melons in a 200 parts per million chlorine solution prior to slicing for sampling.
11. Fruit and vegetable sample servings must be protected from contamination at all times.
12. Serving must be done in a manner protecting the sample from any bare hand contact.
13. Utilize disposable gloves, single service utensils, napkins or tissues, or toothpicks are all adequate methods to avoid handling prepared samples
14. Any ice used for cooling must be continuously and properly drained to avoid wrapped items soaking in melted ice water.
15. Canned items (i.e., jelly, salsa, etc.) may be opened one jar at a time and sampled with clean disposable utensils.
16. Use toothpicks, wax paper, paper sampling cups, or disposable utensils to distribute samples.
17. Temperature control must be maintained on items needing refrigeration after opening.
18. The County Environmentalist may have specific additional requirements depending on the food to be prepared and served, the general location of the event or food concession area, the availability of city water and sewage, and other local considerations. The Rules of the State Board of Health require that a permit to operate a temporary food booth be obtained prior to any prepared food being sold.

## **Downtown Market Commitment**

---

1. There will be a Downtown Market information booth available during market hours to assist both vendors and patrons. As a vendor of the market, your watchful eye and quick reporting can help keep everyone safe. Text or email any concerns to [downtownmarket@pikecoc.com](mailto:downtownmarket@pikecoc.com) and/or drop by the information booth.
2. There will be liability insurance coverage for the Downtown Market site during market hours, but it is recommended that that each vendor also provide their own liability insurance for the products that they sell. By signing the Application & Participation Agreement, vendor acknowledges and agrees that said vendor is responsible for furnishing its own insurance, liability and otherwise, for the products that it sells and for all of its acts and omissions and participation in the Downtown Market, and vendor further agrees by signing the Application that vendor releases the Downtown Market Committee, Downtown Committee of the Pike County Chamber of Commerce, City of Troy, The Pike County Chamber of Commerce, Inc., and the Pike County Farmers' Market, and all persons or entities acting on their behalf, from all claims and that vendor shall indemnify, hold harmless and defend the Downtown Market Committee, Downtown Committee of the Pike County Chamber of Commerce, City of Troy, The Pike County Chamber of Commerce, Inc. , and the Pike County Farmers' Market, their officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, in connection with, or in any way related to the Downtown Market and/or any act or omission of vendor, its agents and employees, and/or the vendor's participation in the market.
3. In order to insure the integrity of local produce commitments and to fulfill the requirements of the Alabama Farmer's Market Authority, the Downtown Market Committee or its designee will insure that all vendors participating in the sale of agricultural products meet the definition of farmers or growers (or their designated representatives), and that all products are certified agricultural products. Complaints about vendor product

origin should be made in writing, and will be promptly investigated. Confirmed violations of these policies and procedures may result in termination of a vendor's ability to participate at the Downtown Market.

4. In the event a complaint arises against a vendor, the Downtown Market Committee or its designee will investigate, and at its sole discretion, determine what type of responsive actions should be taken. It is solely the Downtown Market Committee's or its designee's responsibility to determine whether a vendor has violated any market rule or regulation or otherwise undermined the smooth operations of the market. Any violations of the rules and regulations can result in the dismissal from the market temporarily and/or permanently. A vendor can appeal the Downtown Market Committee's or its designee's decision to the Downtown Committee of the Pike County Chamber of Commerce. Such appeal should be made in writing to the Downtown Committee of the Pike County Chamber of Commerce, PO Box 249, Troy, AL 36081.
5. The Downtown Market Committee pledges to implement and enforce all the rules and regulations pertaining to the operation of a Certified Farmers market in a fair and equitable manner.
6. In order to foster good relations, and to verify the authenticity of the products sold, members of the Downtown Committee and/or its designee may visit each new producer/grower once during the market season, and bi-annually or by virtual visit afterwards.

## **Vendor's Commitment & Agreement**

---

The vendor by signing and submitting the application & participation agreement for the Downtown Market acknowledges that they have read and agree to abide by all the Policies and Procedures contained in this document. By signing the Application & Participation Agreement, vendor acknowledges and agrees that said vendor is responsible for furnishing its own insurance, liability and otherwise, for the products that it sells and for all of its acts and omissions and participation in the Downtown Market, and vendor further agrees by signing the Application that vendor releases the Downtown Market Committee, Downtown Committee of the Pike County Chamber of Commerce, City of Troy, The Pike County Chamber of Commerce, Inc., and the Pike County Farmers' Market, and all persons or entities acting on their behalf, from all claims and that vendor shall indemnify, hold harmless and defend the Downtown Market Committee, Downtown Committee of the Pike County Chamber of Commerce, City of Troy, The Pike County Chamber of Commerce, Inc. , and the Pike County Farmers' Market, their officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, in connection with, or in any way related to the Downtown Market and/or any act or omission of vendor, its agents and employees, and/or the vendor's participation in the market.