

Downtown Tupelo Farmers' Market

Rules & Regulations

Statement of Purpose

To provide a place where local farmers and gardeners can sell fresh produce, other agricultural products, homemade food items, and green plants to members of the general public. No other items of any kind may be displayed or sold under the shed at the Downtown Tupelo Farmers' Market.

ARTS & CRAFTS – Saturday mornings only at the Farmers' Market.

Arts & Crafts vendors will be allowed to set up on Saturday mornings in the parking lot on the west side of Spring Street just across the road from the Farmers' Market. The charge for an Arts & Crafts Vendor is the same as for the farmers - \$7.00 per day.

Operational Guidelines

The Downtown Tupelo Farmers' Market promotes the sale of locally grown produce and home made food products to achieve a successful Market. ***THIS IS NOT A WHOLESALE MARKETPLACE.*** All items sold must be grown or produced by the vendor, a family member, or employee that is doing the selling at the market. Arts & Craft Vendors must actually make the item they are selling. To permit fair and equal opportunity for all sellers and to ensure good treatment for buyers, some basic rules of operation must be followed. The following guidelines have been developed which will be revised and updated as needed and may be modified at any time by the Downtown Tupelo Main Street Association.

Sales Tax

The Downtown Tupelo Farmers' Market comes under Rule 83 of the Sales Tax Commission as a Promoted Event. This makes our Association responsible for the collection of the sales tax for taxable items sold at our Farmers' Market.

You are to be exempt from paying sales tax if you sell produce that you grow and sell at our market without any processing. However, when you make jelly, jams, relishes, pickles, cakes, pies, breads and others types of processed foods the sales tax does apply.

Envelopes are provided in the box on our bulletin board for you to use in reporting and remitting the amount of sales tax that you owe, which is 7.25% of sales. The completed envelope with your tax payment should be place in the locked mailbox, also located on the bulletin board.

Since our Farmers' Market does not have a full time on-site manager, the completion of the Sales Tax envelopes and payment of the proper amount of tax based on your sales of taxable items will have to be on the Honor System. We ask that you help us comply with the request of the Mississippi Sales Tax Commission.

Hours of Operation

Tuesday – Thursday – Saturday

6:00 AM till Noon, or until you sell out. You may stay past noon at your option.

Pricing/Sales Techniques

1. Growers set their own pricing for their products.
2. All scales used are subject to spot inspection by the Market Manager.
3. Each vendor is encouraged to post their business sign or farm name in their display area.
4. No vendor shall do any act in any manner, which negatively reflects on the Downtown Tupelo Main Street Association as determined by the Market Manager.
5. Exchanges of produce and/or refunds are the vendor's choice.

Booth Space

A stall is considered to be the space occupied by the width of your vehicle when backed under the shed. Approximately 26 spaces are available under the shed roof. Selling from your vehicle in the parking lot is not permitted, unless all stalls are occupied.

One or two stalls may be reserved in the following manner.

1. Payment of a nonrefundable \$25 reservation fee.
2. Payment of rent on a monthly bases on the first of the month.

Reserving a stall means that the Market Manager will post a reserved sign on your space with your name on it. That space is for available to you for the entire month. However, if you do not attend the market your reserved space may be rented to another vendor on a daily bases by the manager. Should your reserved space be occupied by another vendor when you arrive, that vendor will have to move to make the space you have reserved available to you. Reserved spaces are not usually rented to others until after 7:30 AM to make sure that you are not coming to sell that day.

You may reserve a stall at any time, but should you not pay the monthly rental fee on the first of the month, the reserved sign will be removed and another \$25 reservation fee will have to be paid to again reserve stall space.

Vendors not reserving a stall may use any unreserved stall on a first come, first served bases, and must pay the \$7.00 rental fee on a daily bases.

Arts & Craft Vendors will have to set up in the parking lot on the west side of Spring Street. At the present time we do not have a shed, nor can we provide any shelter on that side of the street.

Rental Rates

\$25.00 Stall Reservation Fee

\$75.00 Monthly Rental Fee

\$ 7.00 Daily Rental Fee

No refund of any fee is allowed for any reason.

Trash, Waste, Old Produce

Clean Up and Sweep – Each vendor is responsible for maintaining his/her area in a clean, neat manner throughout the day, and cleaning the area before departing at the end of the market day. Failure to comply will result in a \$20.00 fine or forfeiture of the right to sell at the market. Both actions may be imposed at the discretion of the Market Manager.

A dumpster is provided for the disposal of boxes, containers, crates and old produce. Please break down boxes before putting them in the dumpster.

The dumpster is located on the northeast corner of the property just beyond the porta john and the drink machine.

Electricity

Electrical outlets are available at the market on every other pole. Should a vendor need access to the plug, other vendors should cooperate with them in allowing an extension cord to be placed through their stall, or by swapping positions. Please be sure that any extension cord used is in good condition and of a gauge sufficient to handle the load. Electricity is provided only for small electric scales, small appliances or fans. If you use heavy refrigeration, air conditioners or other things that use lots of power, you will need to pay an extra fee to be negotiated with the Market Manager.

No electricity is available at this time in the Arts & Crafts area at the Farmers' Market.

Miscellaneous

1. No Vendor shall play loud music, radios, tapes, television or musical instruments that would disrupt other vendors or customers.
2. No firearms allowed on the premises.
3. No pets of any kind may be brought to the market by the vendors.
4. Use of alcohol, controlled substance or gambling are not allowed anywhere on the Farmers' Market grounds. Any vendor under the influence of drugs or alcohol is subject to expulsion from the Market for up to one year.
5. Fraudulent, dishonest and deceptive practices carried on at the Market should be reported to the Market Manager and may result in revocation of permission to sell at the Market.
6. The use of the term "ORGANIC" is not permitted unless the producer can show that they have a Certificate from the State of Mississippi that their produce is in fact, organic. You may use pesticide free and/or other terms, but the use of the word organic is controlled by State and Federal laws.
7. Management may dispose of any shelving and other equipment left unattended in the market for more than 7 days.
8. Children under 10 years of age shall not be permitted to roam or wander around the market unless accompanied by an adult who shall be responsible for the conduct of such minor at all times. Vendors who bring minors to the market with them or allow minors to visit with them shall be responsible for carrying out this provision. The riding of bicycles or other similar devices under the market shed is strictly forbidden.
- 9. Any variation from the rules and regulations may preclude a vendor's right to use the Market. The Market Manager has the authority to enforce these regulations and to exclude nonconforming vendors.**

Please fill out, sign and return this application.

Downtown Tupelo Farmers' Market Application

I have read these guidelines, understand them, received a copy of them and agree to abide by them.

Signature

Date

Contact Information:

NAME_____

ADDRESS_____

CITY, STATE, ZIP_____

TELEPHONE_____

E-MAIL_____

EMERGENCY CONTACT PERSON AND TELEPHONE NUMBER:

Market Manager:

**Carl Brangenberg (or his representative)
Downtown Tupelo Main Street Association
108 South Broadway Street
P. O. Box 468
Tupelo, MS 38802-0468

(662) 841-6598**