



## **RULES & REGULATIONS**

**October 2017**

*Updated 8/2018*

Lafayette Farmers and Artisans Market is a federally designated 501c-3 Non-Profit Organization, incorporated by the State of Louisiana, and is a collaborative effort of Local Growers, Food Artisans, Craftsmen, and Fishers.

The Lafayette Farmers and Artisans Market is a Producer-Only Farmers Market. No Resale is Permitted.

### **Mission**

The Lafayette Farmers and Artisans Market at the Horse Farm, Inc. (LFAM) provides access to affordable food and health education by serving as a premier venue for seasonal, farm-based products and artisanal creations offered by local producers. Located in Moncus Park, LFAM is a regional hub of interactive cultural and educational activity with programs ranging from cooking classes and gardening workshops to heritage events, environmental stewardship lessons, and traditional craft demonstrations.

LFAM provides an arena in which farmers, gardeners, nutritionists, physicians, yoga instructors, chefs, cultural leaders, artists, consumers, and others can build collaborative relationships, thereby empowering locals to improve health outcomes and fostering a strong sense of community.

LFAM builds broad public support for the community-enriching projects of Moncus Park while generating funds to develop, maintain and further the Park's educational activities.

### **Vision**

The Lafayette Farmers and Artisans Market will be a recognized destination for local farmers selling their agricultural products, local artisans selling their wares, and value-added food vendors offering local specialty food and drink, thereby creating a community incubator of economic development for these small businesses. The Lafayette Farmers and Artisans Market encourages a sustainable local food system as it offers: fresh, healthy, local food choices to customers of all income levels, relationships with farmers and fishers, interactive cooking classes and educational opportunities for our community, especially our youth, on the social, economic and health benefits of producing, buying and consuming fresh, local food, with respect to seasonal harvests. LFAM seeks to become a central gathering place for our culturally diverse residents and visitors.

### **LAFAYETTE FARMERS AND ARTISANS MARKET RULES AND REGULATIONS:**

The Lafayette Farmers and Artisans Market has established rules and regulations that guide vendors in understanding their responsibilities as members of the market community. Understanding and complying with these guidelines helps the market operate smoothly and efficiently so that all participants may benefit.

#### **I. VENDOR ELIGIBILITY INFORMATION & REQUIREMENTS**

##### **A. Producer-Only Market:**

- The Lafayette Market is a producer-only market.
- All products sold must be grown or otherwise produced by the vendor. No resale is permitted.
- A vendor may not sell products grown or produced by others.

- Vendors warrant the quality of all his/her products when they are offered to the public.
- Produce grown or products produced at a location not listed in the application are not eligible to be sold - except by cooperatives, as noted below.

**B. Definition of farm/vendor production facility:**

**Vendor** shall be defined as the producer of goods sold and shall include the spouse, siblings, children, parents, and employees of the applicant who assist in the cultivation of the same property listed in the application under "name of the farm/production facility." Only vendors listed in the approved application are eligible to sell from the booth at the market.

**C. Cooperatives:** The participation of true grower cooperatives is encouraged, but proof of cooperative membership and organization (Bylaws, articles of incorporation, etc.) is mandatory. In this case, the address of each farm participating in the cooperative and the name of each farmer should be included in the application.

**D. Product Verification:** All vendors are required to allow LFAM representatives to inspect their farms, boats, and production facilities prior to vendor acceptance to the market and at any time, with or without notice, so as to maintain the integrity of a producer-only market.

**E. Vendor Categories:**

**1. Market Member Vendor** – A member of the Lafayette Farmers and Artisans Market who vends at the Lafayette Market on a regular, sporadic, or seasonal basis throughout the year. This includes vendors in all selling categories, as well as Food Trucks. Consistent weekly vendors will be given first priority in space assignment and have seniority in retaining their assigned space, understanding that the Market Director (or Board of Directors in the absence of a Market Director) will approve all space assignments and make adjustments as necessary. **No spots are guaranteed, regardless of tenure or attendance regularity.**

**2. Non-Profit Representative** - Organizations with official 501c-3 status may apply for a booth space at the Market by submitting the Non-Profit Representative Application found on the Market's website. The Board of Directors and Market Director will approve applications based on the organization's ability to demonstrate a significant relationship with the market's mission on their application. Due to space limitations, only one non-profit representative will be allowed at the Market each week, solely to promote and educate market-goers about their organization. Approved non-profit representatives will not be permitted to fund-raise, sell merchandise, sell memberships, or make any financial transactions with market-goers. Once approved, non-profit representatives may require scheduling far in advance because of space limitations.

**F. Market Guests** – Guests may request entry into the market or may be invited to the market by the LFAM Board of Directors and Market Director. Guests may be accepted or invited to help fulfill the mission and vision of the Lafayette Market. Examples include:

1. Musical Guest
2. Guest Chef
3. Guest Speakers & Educators
4. Special Event Guests (i.e. Courir des Mardi Gras Leader, etc)

**G. What May And May Not Be Sold At Market:**

**1. Consideration of Product Mix and Variety:** In order for the Market to ensure an appropriate product mix, vendors are permitted to sell only the items that are listed on their vendor application. Vendors who want to introduce new products must contact the Market Director to make an amendment to their vendor application. ***This request must be made in writing.*** The Market Director and/or the Market Board will determine eligibility of items that vendor is requesting to add. ***NOTE: Effective October 2017: An additional weekly rental fee may be assessed for any current vendors who have added items outside of their original application that were not approved by the Director and/or Board.***

## H. VENDOR CATEGORIES

**Category 1: Fresh Produce, Plants, Flowers**

**Category 2: Value-Added Products/Prepared Foods (see sub-categories below)**

**Category 3: Fish, Meat, Dairy**

**Category 4: Artisans**

**CATEGORY 1: Fresh Produce, Plants, Flowers:** Includes foods that historically have NOT been identified as sources of food-borne illness: items such as, but not limited to, raw vegetables and fruits; edible plants; eggs; honey; shelled peas and beans; cut, washed and unwashed, bagged vegetables; nuts; garlic; spices; grains; herbs; bedding plants.

### **CATEGORY 2: Value-Added Products/Prepared Food**

**Category 2a: Non-edible Value Added Products** which include homemade soaps, candles, lotions, body oils, lip balms, and other prepared items not suitable for consumption.

**Category 2b: Edible Value Added Products** which include foods that have been identified as the source of few outbreaks of food-borne illness. They are usually packaged in plastic bags or glass/plastic bottles or in jars/bottles and include items such as, but not limited to, native wines, herbal vinegars, pastries, cookies, cakes, cheesecakes, chocolates, fruit syrups, jellies, jams, herbal and vegetable spreads, vegetarian focaccias, sandwiches, pies, stuffed breads, fresh pasta, fresh juice, and cider.

**CATEGORY 3: Fish, Meat & Dairy** which includes the most common sources of food-borne illnesses, some of which are life threatening. Cleaning process, transportation, and storage environments are required. These include raw and frozen meats (beef, lamb, mutton, pork, goat); raw and frozen small poultry; raw and frozen game bird and rabbit; raw and frozen fin fish and seafood (crustaceans, fish, turtle, alligator); live seafood (shellfish, crustaceans, oysters); fluid milk and fresh dairy products; cheese; canned and pickled products; cured sausage and cured meat.

**Additional Considerations for Category 2 and 3 Vendors:** New category 2 and category 3 producers must submit product samples for tasting at scheduled gatherings of the Lafayette Market Board of Directors. Potential new market item(s) to be sampled/sold should:

- Include at least one locally grown ingredient and/or demonstrate a link to Acadiana's cultural heritage.
- Be a product that can be marketed during more than one season.
- Be submitted to the committee in the exact form they will be offered for sale. They must be packaged, labeled with ingredients, company name, address, and telephone. Products must also be labeled with the intended price.
- Preferably, be healthful and nutritious.

**CATEGORY 4: Artisans:** The Lafayette Farmers and Artisans Market (LFAM) complies with standards set by the Louisiana Crafts Guild (LCG) and the Division of the Arts Crafts Marketing Program.

- The LFAM Artisan/Craft Committee will jury the work of all non-LCG-member Artisan/Craft Applicants prior to their acceptance as a vendor at the Lafayette Farmers and Artisans Market.
- Artisan Applicants who are currently juried members of the Louisiana Crafts Guild are eligible to apply directly to the Lafayette Farmers and Artisans Market by submitting an LFAM Artisan application and \$25 application fee.

- Artisan Applicants who are NOT Crafts Guild Members or who have NOT been previously juried must first have their work juried and approved by the LFAM Artisan/Craft Committee in order to sell at the Market.

The Board of Directors of the Lafayette Farmers and Artisans Market reserves the right to review juried artisans' work periodically to ensure that items sold at the market are of the same quality of the items each artisan was approved to sell through the jury process.

## I. PRODUCTS NOT PERMITTED FOR SALE:

- Produce grown or produced at a location not listed on the application.
- Items not approved in advance by market staff.
- Items purchased by the vendor for resale.

## J. VENDOR APPLICATION, FEES AND MEMBERSHIP

- Application:** All persons, businesses, or organizations wishing to become a vendor at the Lafayette Farmers and Artisans Market must file a vendor application verifying that they are the actual grower or producer of the specific items that they wish to sell at the market. **Potential vendors are encouraged to fully read rules and regulations to ensure they are eligible for the market before applying.**
- Application Fee:** Applicants must pay a non-refundable \$25.00 fee in order to be considered. The Vendor Application Committee will review the application. The fee is non-refundable.
- Annual Membership Dues:** "Market Member Vendors" are required to pay Annual Membership Dues of \$50.00, effective October 1, 2013. Vendors entering the market October 2 through February 28 must pay the full \$50 membership fee. Vendors entering the market March 1 through September 30 must pay a \$25 Membership Fee.

**After October 1 of each year, only Market Member Vendors who have paid their Annual Membership Dues will be permitted to sell at the market. Any vendor who has not paid by October 15 (grace period) will no longer have access to the Market and will need to reapply.**

- Entry Into the Market as a Vendor:** Upon meeting all of the requirements (acceptance of vendor application; payment of all applicable fees, submission of proof of insurance; product sampling) applicant will be notified by the Market Director of the date they may start selling at the Market. The process may take from two to four weeks. The Market Director will make every effort to keep applicant apprised of approval progress.

## II. LFAM RENTAL FEES & POLICIES

### A. Weekly Real Estate Dues:

- Fee is \$30/per 10' frontage, per week.

**White Tents:** Only white tents are allowed. Vendors are responsible for bringing their own white tent. Colored tents are not allowed. All Vendor displays must remain within a 10 x 10' square space.

A limited number of white tents are available for new Vendors to rent for a four-week maximum. Rental fee is \$10 per week. Prepay at the Market tent prior to picking up the tent from the storage container. These tents must be returned to the storage container each Saturday at close of the Market.

- Market Umbrella:** Limited quantities of market umbrellas are provided for vendors. Market umbrellas are

available for \$5 each week in addition to the \$30 rental space fee.

3. **Non Profit Representatives:** Non Profit representatives will be assigned a designated non-profit booth space.
4. **Food Truck Vendors:** Food trucks are allowed to vend at a \$30 day.
5. **Cancellation Policy:** The strength of any Farmers' Market depends on the presence of a number of vendors with a diversity of products. When a vendor sells at the Market, the vendor is operating a small business. As with any business, customers must be able to count on the vendor's regular presence. Similarly, for the Lafayette Farmers & Artisans Market to be a success, and for the vendor's business to be a success, each vendor must be able to count on the regular attendance of other vendors. Continuity and reliability are critical!

**No Shows are not reimbursed for missed days.** All paid reservations are final. In the event of a foreseeable absence, a vendor may cancel their reservation and their payment may be applied to a future market if the vendor contacts the Market Director by email **no later than noon on the Thursday before the Market.**

6. **Payment Method:** Dues can be paid monthly or weekly, in person or online. If paid weekly online, payments are due by noon on the Thursday before market day. Payments made by cash or check shall be handled by the Market Director or a member of the Board of Directors. Checks payable to the Lafayette Farmers and Artisans Market or by credit card through the website. Vendors who have prepaid must cancel, via email, before the Thursday noon cut-off.
7. **Space Assignment:** The Market Director will assign spaces by Friday morning before Market day. **Designated spaces are not guaranteed** and during peak seasons, vendors may be assigned different vending spaces. Every effort will be made to keep vendors in general areas, but that is not guaranteed. Working together is always appreciated. **Spaces are assigned using seniority and regularity of attendance as a guideline.**

### III. VENDOR RELATIONS:

The Market Director has the right to deny or restrict any vendor or vendor representative's access to the market for failure to follow the LFAM Rules and Regulations. Problems, complaints or concerns must be directed immediately to the Market Director. Any grievance that cannot be resolved between a vendor and the Market Director may be submitted in writing to the LFAM committee for settlement.

The LFAM strives to provide a fair and equal opportunity for all participants to sell and purchase only quality products at a fair and reasonable price. All vendors and the LFAM Market Director have received a copy of the Rules and Regulations with an understanding of the importance of their cooperation. The grievance procedure is in place to help insure this policy is followed. If you feel a vendor or the Market Director has acted in a way that harms the LFAM please complete the LFAM Grievance Form and email it to [admin@marketatmoncuspark.com](mailto:admin@marketatmoncuspark.com).

### IV. HEALTH AND SAFETY:

- A. All vendors participating in the Lafayette Farmers and Artisans Market must comply with the sanitary rules and regulations of the Parish and State Health Departments.
- B. All seafood, fish, meat, meat products, poultry and dairy products must be raised, harvested, prepared for sale, packaged and displayed in accordance with current local, state, and federal regulations.
- C. All produce must be fresh (not last week's produce on sale today) and displayed elevated off the ground by at least 6 inches. Live plants are excluded from this requirement. Farmers must follow state and federal pesticide

control laws.

- D. Value-added products must be produced in accordance with state health regulations, which in some cases may require preparation in state-approved commercial kitchens.  
(For more information: <http://forrager.com/law/louisiana/>)
- E. Food samples, if offered, must be provided to the public in appropriate containers, maintained at an appropriate temperature and handled in accordance with health regulations.
- F. The Market Director can deny a vendor permission to offer food samples for reasons such as extremely hot weather and/or if a potential health issue is raised.

## V. GENERAL OPERATIONS

- A. **Market Hours** are Saturdays, 8:00 a.m. – 12:00 Noon, at Moncus Park, 2913 Johnston Street in Lafayette, LA.
- B. **Space Assignment:** The Market Director will assign spaces prior to Market day. Designated spaces are not guaranteed, and during peak seasons every effort will be made to keep vendors in general areas, but that is not guaranteed. Working together is always appreciated. Tenure and regularity of attendance are considered when weekly spaces are assigned. Vendors will receive an email from the Market Director on Thursday evening that contains a list of Saturday's Vendors and their booth numbers.
- C. **Tent/Display**
  - 1. Vendors should display produce/product on tables facing the public.
  - 2. White tents and official Market Umbrellas are allowed. A 25lb Weight is required on each tent leg.
  - 3. Tents and umbrellas, tables and merchandise are not to extend into the space of another vendor unless otherwise agreed upon by both parties and the Market Director. The Market Director has the right to require vendors to change their display if it is deemed to present a safety risk.
  - 4. A tent space is generally defined as a space measuring 10 feet by 10 feet deep or in the case of a Market Umbrella, 8 Feet in diameter. Any expansion beyond one space into any part of another will require that dues be paid for the whole of that additional space. If the sale of a certain item absolutely requires the presence of a truck, trailer, or vehicle at a near distance from the tent (not in designated vendor parking areas), the vendor may request the use of additional space to meet these requirements and will need to pay dues to cover the cost of the whole of that additional space.
- D. **Set up:** The setting up of the Market may begin at 6:00 a.m. on Saturday mornings. Vendor entry, located at the gate entrance on Johnston Street nearest the barn, will close at 7:30 a.m. Vendors arriving after this time will be excluded from participating in the Market for that day. Vendor parking is available next door at the South College Center Parking Lot to reserve the best parking spots nearest the Market area for customers. The gravel road is used for loading & unloading only, and **vehicles must remain on the gravel road at all times for loading and unloading. To protect the beautiful and historic oak trees of the Moncus Park property, no vehicles are allowed to park, load, or unload on the mulch around the oak trees' roots.** A vendor's first violation of this policy will result in a verbal or written warning, the second violation will result in a \$50 fine, and the third violation will result in two months suspension from the Market.
- E. **Bagging & Selling:** Neither selling nor bagging shall begin before 8:00 a.m. on Saturdays. Selling shall cease at noon.

- F. **Take Down:** Take down shall not begin before noon. If a vendor sells out of product, the farm or business signage and tables/coverings must remain set up at the booth, along with a sign indicating that the vendor is out of product. **Do not sign up for a Market if you cannot commit to being there until 12:00 Market close.** The first violation of this policy will result in suspension from the market for two months, the second violation will require the vendor to reapply to the market through the online application process, and the third violation will result in expulsion from the market.
- G. **Clean up:** All vendors will be responsible for the cleanliness of their selling areas during Market hours. Vendors will clean up their areas at the end of each Market day. Market Director will approve clean up.
- H. **Pricing, Weights, and Measures:** Each vendor will operate as an individual entity and, as such, each vendor is responsible for setting his/her own prices. However, intentional undercutting and price wars are not allowed. Weights and measures are expected to be in accordance with all applicable local, state and federal rules and regulations, approved by the Louisiana Department of Agriculture and Forestry, and have current inspection stickers.
- I. **Signage:** All vendors must display their farm or business name at their booth for the duration of the Market. Vendors may also be required to display other licenses or permits by state or local regulatory agencies. All signage is subject to approval of the Market Director. Only signage promoting items approved for sale at the Lafayette Farmers and Artisans Market is permitted for display.
- J. **Labeling:** All vendors are expected to clearly label all products as necessary and in accordance with all applicable local, state and federal rules and regulations.
- K. **Method of Production and Product Quality Claims:** Under existing state and federal law only certified organic growers may label their products “organic.” (<https://www.usda.gov/topics/organic>) No products sold at the market shall be labeled with uncertified health claims. Disparagement of other vendors’ products is strictly forbidden.
- L. **Sales Tax:** Each vendor will operate as an individual business entity and as such, each vendor is responsible for collecting his/her own sales taxes, where applicable. Whereas farmers selling their own produce directly to consumers are exempt from sales taxes, value added producers (i.e. bakers, preserve makers) and artisans may be required to pay sales or other taxes.
- M. **Violations and Complaints:** Violations of the Lafayette Market Rules and Regulations will be handled as follows (unless otherwise noted in the Rules and Regulations for specific policies):
1. 1st offense: Verbal reminder.
  2. 2nd offense: Written notice.
  3. 3rd offense: Vendor to meet with the Board of Directors
  4. 4th offense: Removal from Market participation.
- N. **Insurance:** Each vendor, selling value-added edible products **MUST CARRY HIS/HER OWN PRODUCTION LIABILITY INSURANCE.** Proof of product insurance will be verified upon entry into the Market and a copy must be submitted to the Market Director. Renewed proof of insurance will be submitted to the Market Director each year with Annual Membership Dues.

For more information on Product Liability Insurance:

(Online) <http://www.campbellriskmanagement.com/vendors-and-producers>

(Local) Montesano Insurance Agency: 337.235.5919

- O. **Hold Harmless:** The renter shall indemnify, defend and hold harmless the Lafayette Farmers and Artisans Market, **7**

their sponsors and managing agency, employees and volunteers from and against all claims, damages, losses, and expenses arising out the space's use if such claim is attributable to personal injury, bodily injury, disease of death, or injury to, or destruction of property, including the loss of uses there from, and is not caused by any negligent act or omission of willful misconduct of the Lafayette Market, their sponsors or their employees or volunteers acting within the scope of their employment.

## **VI. Miscellaneous**

- A. Modifications:** These rules and regulations may be amended at any time by the Lafayette Market Board of Directors.
- B. Construction and Growth:** Moncus Park is in a transitional phase and construction will take place on various portions of the property in the coming years. The market may be moved around the park proper, or even to adjacent property to accommodate construction. Cooperation is appreciated by all vendors as progress for the community park moves forward.
- C. Booth Sharing:** Vendors selling the products of two or more completely independent producers/businesses are not permitted to share booth space. Each booth should represent only one producer/business.
- D. Soliciting:** Soliciting for events that are not directly related to the Lafayette Farmers and Artisans Market is prohibited. All flyers, pamphlets, handouts, and sign-up sheets present at the market must be approved by the Market Director and the Board of Directors a week in advance of the market at which they are to be distributed.

### **Modifications:**

The Board of the Lafayette Farmers and Artisans Market reserves the right to revise the Market rules and regulations at any time they deem appropriate. These rules are hereby adopted and valid as of October 1, 2017.



**LAFAYETTE FARMERS AND ARTISANS MARKET GRIEVANCE FORM**

If you feel a vendor or any other participant has acted in a way that harms the LFAM, please supply the following information:

Your name: \_\_\_\_\_

Phone number: \_\_\_\_\_

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

Name of the vendor or person in question: \_\_\_\_\_

Infraction(s). Please state the specifics of the violation of the rule. Provide any evidence that supports your concern:

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Date(s) of occurrence: \_\_\_\_\_

Time(s) of occurrence \_\_\_\_\_

Please submit your claim via email, to: [admin@marketatmoncuspark.com](mailto:admin@marketatmoncuspark.com)

I have read the LFAM Rules & Regulations policy. I agree to all terms and conditions of the LFAM.

Your Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received by: \_\_\_\_\_