

Florence Farmers Market Community Table Registration and Guidelines

Florence Farmers Market: Tuesday, May 23-Oct 17, 3-6pm Bay & Kingwood

The Community Table (CT) offers community members (vendors) a low-risk and cost-effective way to try selling at the Market. This is also an opportunity for vendors to sell quantities that would not financially justify a full booth. It's a good place to learn marketing techniques and get a feel for selling at a farmers market before making a seasonal commitment. It is also a great way to increase the diversity and element of surprise each week at the Market.

The Community Table booth fee is 25% of total sales per vendor.

Only fresh fruits, veggies, ODA approved producer processed products and flowers may be sold at the Community Table. There can only be four vendors selling products per week. The CT is managed by a Florence Farmers Market Coordinator and is a separate entity from the Market. Weekly vendors are encouraged to help with the setup, sales and tear down if possible. They are not required to stay and sell but they do need to get their proceeds and any remaining products at the end of each Market (6 pm). Potential CT vendors must contact the CT Coordinator ahead of time to ensure there is space available. Email Britte Kirsch at britte.kirsch@gmail.com or call 435-729-0554 to reserve space and get more details.

The purpose of the Community Table is to:

- Provide a direct Market outlet for home gardeners with extra produce.
- Provide an outlet to new farmers and backyard gardeners who are not yet ready or able to operate their own booth.
- Add diversity to the products at the Florence Farmers Market.

NAME	PHONE
MAILING ADDRESS	EMAIL
PREFERRED COMMUNICATION _____ TEXT _____ EMAIL	MARKET DATE (S)
PRODUCTS	QUANTITY/PRICE

I have read and agree to comply with the Community Table Guidelines (back side).

Signature

Date

Procedure:

- The CT Coordinator will contact vendors Sunday before the Tuesday Market to confirm attendance and product offering. Vendors must notify the CT Coordinator via email by 3:00 pm on the Monday prior to the Market opening if they will not be able to attend.
- Participants should arrive at the Market and check in at the CT **at least 30 minutes before** the start of the Market (2:30 pm). They should have their product offering ready for selling (organized in bags, containers, etc). Arriving after the Market opens is strongly discouraged unless prior arrangements were made. Once the Market starts, the CT Coordinator must turn attention to the customers.
- The Community Table will provide two tables for the vendors to share and participation will be capped at 4 vendors including the CT Coordinator. Only the assigned table space may be used for product display. Participants should be prepared to assist in setting up and taking down the CT canopy, tables and weights and help set up their products.
- Vehicles are not allowed in the Market area 15 min. prior to opening or any time during the Market.
- Vendors are not required to remain at the Market while it is open but may request to stay.
- At the end of the Market (6pm), vendors may check in with the CT Coordinator to be paid for sales that day. Payment will be cash only.
- Vendors must take any unsold produce with them or it will be donated to Florence FoodShare.

Guidelines and Rules:

- Participants must comply with regular Market Guidelines. Find them on the Market website: www.florencefarmersmarket.org
- Any existing non-produce selling vendor is allowed to **ONLY** sell personally grown produce/ flowers or ODA approved processed products at the CT.
- The CT Coordinator will provide blank signs to fill out and place on your products, listing what the product is, what it costs and how it was grown if applicable. Pricing will be determined based on other participating vendor pricing to keep things fair. Products should be pre-packaged and priced based on quantity and not weight since there will not be a scale available. Vendors may bring a chair if needed but cannot bring any extra tables.
- If you are selling any ODA approved producer processed products, specific labels are required. All producer-processed products must be labeled with the following:
 - Product identity • Net weight • An ingredients statement (including any major allergens)
- The address of the agricultural producer.
 - Also a label must include: **“THIS PRODUCT IS HOMEMADE AND IS NOT PREPARED IN AN INSPECTED FOOD ESTABLISHMENT” “NOT FOR RESALE”**
- This vendor opportunity is cash **ONLY** except for the SNAP participant funds, which will be reimbursed at the end of the Market. Unfortunately, WIC checks are not accepted at the CT.

For more information, please contact: Britte Kirsch, Florence Farmers Market Community Table Coordinator britte.kirsch@gmail.com (435) 729-0554