



Westwego Farmers & Fisheries Market Rules

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I. ELIGIBILITY REQUIREMENTS:

A. All persons who produce food and local agricultural products or handcrafted original art & crafts which is made by the artisan themselves, are eligible for sale and must meet the board's approval

B. Permitted Items for sale in Farmer's Market include 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; native wines, herbal vinegars, pastries, cookies, cakes, cheesecakes, chocolates, fruit syrups, jellies, jams, herbal and vegetable spreads, vegetarian focaccias and sandwiches, pies, stuffed breads, fresh pasta, fresh juice and cider; 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 meat, prepared hot foods are eligible.

II. GENERAL RULES:

MARKET HOURS ARE SATURDAY 8:30AM TO 12:30PM. VENDORS ARE TO BE SET UP AND OPEN 30 MINUTES BEFORE OPENING TIME, MEANING VENDORS ARE TO BE AT THE MARKET NLT 8AM ON SATURDAY AND ARE NOT TO PACK UP UNTIL AFTER 12:30PM ON THE SATURDAY.

A. Definition of Farm Vendor and Farm/Production Facility: All products sold must be grown or produced by the vendor. "Vendor" shall be defined as the producer of goods sold and shall include the any and all persons associated with the applicant who assist in the cultivation of the same property listed in the application under the "name of the farm/production facility." Products grown or produced at a location not listed on the application is not eligible to be sold. The resale of items purchased by the vendor shall not be permitted. Farmers may sell limited amounts of products from neighboring farms on a temporary basis at the discretion of the board. All farm vendors shall allow market representatives to inspect their production facilities at any time, with or without notice, so as to maintain the integrity of a producers' market.

B. The Market needs a stable group of local farmers to sell each and every week. Please work with the Market Coordinator to determine a schedule that works for you, but doesn't put the market in a bind for unexpected no shows.

C. Vendors are only permitted to sell:

- **Products that are handcrafted originals**

- Are produced by the applicant
- Does not duplicate another vendors items

E. Health regulations: All vendors participating in the WFFM must comply with its Wholesome Food Handling Procedures for Open-Air Farmers' Market. (Please ask Market Coordinator for handbook if you require one) And vendors must have product liability insurance if you sell prepared foods. A copy of insurance must be given to the Market Coordinator.

F. Hold Harmless Clause and Insurance: All authorized vendors participating in the WFFM shall be individually and severally responsible to the Westwego Farmer's & Fisheries Market for any loss, personal injury, deaths, and / or any other damage that may occur as a result of the vendors' negligence or that of its servants, agents, and employees, and all vendors hereby agree to indemnify and save the Westwego Farmer's & Fisheries Market harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by the Westwego Farmers & Fisheries Market by reason of the vendors' negligence or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify Westwego Farmer's & Fisheries Market for negligence, its servants, agents and employees. **Because no insurance is provided to participants in the WFFM, each food vendor must carry his / her own product liability insurance. A copy of the declarations pages must be submitted to the Market Coordinator within 30 days of first set-up.**

The Market is a member of the Farmers Market Coalition , vendors are eligible to get liability insurance at a very inexpensive rate though CAMPBELL RISK MANAGEMENT, 9595 WHITLEY DRIVE, SUITE 204, INDIANAPOLIS, IN 46240, (800) 730-7475. APPLICATIONS ARE AVAILABLE FROM THE MARKET COODINATOR.

G. Fees: All approved applicants who sell goods in the market are required to pay rent for the space that they use. All Fees shall be paid to the Westwego Farmers & Fisheries Market in the correct change or by check.

- All vendors must commit on a monthly basis. The fee is **\$60.00 per month. Booth fees must be paid in full by the first of the month or on the first Market day of the month. Payment may be by check or cash.** There are no refunds if vendor does not show up on appointed day. Credit will be given to vendor in the event the Market is cancelled by the City of Westwego. Special Arrangements may be made with Market Coordinator for a specific schedule of days under certain circumstances.
- For vendors who come only once per month, or twice per month, the fee is \$20 per market day
- Cancellations must be called in no later than 24hrs. before market, if a fine is not to be imposed. **Vendors may e-mail confirmation/cancellation to cathyp@cityofwestwego.com but must also call (504)669-8270 and leave a message.**
- **Booth fees are forfeited on all no shows without notification to coordinator**

H. Market Location: The WFFM is held weekly on Saturday morning, **8:30am to 12:30pm, rain or shine,** 484 Sala Avenue and Fourth Street, Westwego, LA 70094

I. Space Assignment: The Market Coordinator assigns spaces on market day. Do not set up in any space other than one assigned to you. All tables must be behind the brick column to allow customers to step into the booth. Best setup for more than one table is an "L" or "U" shape. Canopies and umbrellas are allowed. **All vendors must furnish their own tables, chairs, and tent (if needed).**

- Each Space measures 8' x 17'
- Items are to be displayed on a table or back bar facing the public
- Items are not to be displayed on the ground

J. Set-up and Clean up:

The set up of the market may begin at 7:30am on Saturday. **For vendors on the 4th St. side of the Market** - Vendors are to off load their products and tables at their booth, go park their vehicle and then go back to setup merchandise. This will prevent a backlog of vehicles trying to get to the booth unloading areas. Please be considerate of the other vendors and move your vehicles promptly. **Upon arrival at the Market, before beginning set-up, all vendors must check in with the Market Coordinator.**

Clean up: Vendors shall be responsible for the cleanliness of their selling areas. All vendors shall clean up their areas at the end of each market. All vendors shall load up their vehicles and shall be clear of the parking lot within 30 minutes of the closing bell. All vendors agree to bring **every week** a broom and trash bags, and for food vendors, some type of absorbent, like kitty litter, for spills.—**VENDORS SHALL NOT USE PUBLIC TRASH RECEPTACLES FOR DISPOSAL OF PRODUCE BOXES OR LEFTOVER PRODUCTS. THERE IS A DUMPSTER AT THE BACK OF THE MARKET ON THE LOUISIANA ST. SIDE OF THE BUILDING.**

K. Miscellaneous: The WFFM reserves the right to sell all beverages at market. All vendors are responsible for their own change. The WFFM cannot be responsible for changing large bills. No drugs or firearms are allowed on the property.

L. Sales Tax: All vendors are responsible for filing and paying any appropriate sales tax to Jefferson Parish and State of Louisiana.

M. Parking: For Vendors with booths on the 4th Street side, please load and unload as quickly as possible and immediately move your vehicle to an appropriate parking space either in the lot on Sala Ave, in the space on 4th St and if you are going to park on Louisiana St you must be sure NOT to block the driveway. Westwego Police will issue tickets to any vehicle that blocks driveways, or traffic flow for inappropriately parked vehicles. Vendors on railroad side, other than those designated, will off load and immediately move their vehicles to the parking lot on Sala Ave. All vendors will display the WFFM Vendor placard on their dashboard. Vendors are not allowed to park in handicapped spaces.

N. Bags: Vendors are to use bags printed with the Westwego Farmers & Fisheries Market logo. WFFM bags for use by vendors are available at a cost of \$2.00 per 100 or a box of 1000 bags for \$20. Do not use bags from another farmers market.

O. Attendance: Vendors who cancel or are no show/no call on a continuing basis will be asked to leave the market; it is unfair to those who are waiting for a booth space and to the customers of the market.

III. Attendance & Fees

A. Attendance

The Westwego Farmers & Fisheries Market operates every Saturday, rain or shine. All vendors are expected to be set up on every market day they have signed up for. If you cannot participate every Saturday, work a schedule that works for both you and the Market.

Note: All attendance violations are covered in section IV Violations.

B. Fees

Saturday Market

- **Cost for a booth for the Saturday market for attendance every Saturday (rain or shine) is \$15.00.**
- **If vendor comes only once or twice a month fee is \$25.00**

C. Special Events & Concerts

Food vendors:

- **25% of total sales for the event**

Crafters:

- **\$50.00 per event**

If a vendor participates in 80% or greater of the Saturday Markets the fees are:

- **Food Vendors – 20% of total sales**
- **Crafters - \$30.00 per event**

IV. VIOLATIONS:

A. Any complaint against any vendor regarding the origination of their produce or goods, or any other matter, must be directed to the attention of the **Vendor Representative** in writing who will forward it to the Market Coordinator. Complaint resolution of matters of this nature is the responsibility of the Market Coordinator and the board. Together they shall determine, in their sole discretion, what type of investigation, if any, shall be conducted; what type of response (written and oral) a vendor against whom a complaint is made shall be entitled to make; and the time frame in which such a response shall be made.

EXAMPLES OF MARKET VIOLATIONS INCLUDE:

- Arriving late: Vendors must be at their table prepared to sell before the bell rings at 8:30am. Vendors must arrive for setup no later than 8:00am)
- **Not showing up: defined as not notifying the Market Coordinator (at least 24 hours prior to Market) that vendors are not coming to Market. The Market allows for Acts of God and life happens issues (flat tire, equipment failure, weather, etc.). In those cases, contact the market coordinator at 504-669-8270**
- Selling before the opening bell or after the closing bell.
- Leaving early: before the closing bell.
- Failing to pay for table rent. Vendors cannot return to the Market until payment is made. Rent is paid on a monthly basis.
- Directly violating/undermining the market coordinator's authority

B. When the Market Coordinator and the Board determines that a vendor has violated any provision, or performed an action that undermines the smooth operations of the Market; a vendor may receive immediate dismissal and/or the following penalties:

- First violation: vendor receives written notification.
- Second violation: vendor can stay for that Market day but will lose the right to sell the following week
- Third violation: vendor can stay for that Market day but then it's time to say goodbye.

C. The Westwego Farmers & Fisheries Market reserves the right to cancel the approval of any vendor's application at any time if and when the WFFM finds said vendor in violation of any of the aforementioned guidelines and eligibility requirements; or, if the Market Coordinator, the Board or the City of Westwego feels the vendor's presence undermines the smooth operation of the market.

IV. FEE SCHEDULE:

- \$15per market day – per month, paid in full by the first of the month
- For vendors who come only once per month, the fee is \$25.00 per market day.

V. MODIFICATIONS:

Westwego Farmers & Fisheries Market reserves the right to revise the WFFM's Rules and Regulations at any time, as they deem appropriate.