

Ruston Farmers Market Mission

Ruston Farmers Market is a program of North Louisiana Farm Fresh (NLFF), a 501(c)3 nonprofit. The mission of NLFF is to provide direct producer to consumer sales opportunities, support the development of a local food network, and conduct educational outreach of sustainable agriculture, health, and nutrition throughout North Louisiana.

Goals

Provide high quality, fresh local produce on a weekly basis to the North Louisiana area and provide a direct-sales venue for area farmers, growers, and producers of local value-added products.

Create a safe gathering place in downtown Ruston in service of the community and local businesses.

Educate the community on the benefits of eating fresh, local produce and supporting regional agriculture.

The Ruston Farmers Market is a program of North Louisiana Farm Fresh, and as such is subject to the bylaws and board of directors that govern that organization.

Ruston Farmers Market Rules and Regulations

- 1) **Eligibility Requirements:** All persons who produce food and agricultural products, or approved arts or crafts, ***within the State of Louisiana*** are eligible to sell at the Ruston Farmers Market. Any questions about eligibility should be directed to the Market Coordinator.
 - a) **Saturday Market Time:**
 - i) The market will be on Saturdays rain or shine, 9:00 am to 1:00 pm.
 - ii) Vendors must be at the market no later than 30 minutes before opening for set up and inspection by the Market Coordinator and Assistants. No vehicles should remain in the market area after 8:30 am.
 - iii) Vendors must have premises cleaned and vacated 45 minutes after market close or such time as the Market Coordinator deems appropriate.
 - b) **Mid Week Market:** RFM may operate a mid-week market. Participation is voluntary and details are communicated to vendors on a weekly basis via email.
- 2) **General Rules:**
 - a) **Definition of Vendor:** "Vendor" is defined as the producer of the goods sold and includes the spouse, siblings, children, parents, and employees of the vendor who assist in the cultivation of the product. All products sold must be grown or produced within 150 miles of Ruston, Louisiana, **or within the State of Louisiana**. All products sold must be grown or produced by the vendors unless otherwise approved by the Market Coordinator as stipulated in the resale rule or consignment rule below.

- b) **Resale:** Resale must be approved at least one week prior to market day by the Market Coordinator, and can only be for those items produced within the State of Louisiana and NOT currently being grown and sold by other growers already participating in the market. For approval, the Vendor must provide verification of the farm from which the produce is bought. Upon purchase of the product, Vendor must provide a copy of the receipt to the Market Coordinator no later than the market day the products will be sold. No resale of craft/art items or value-added products will be allowed. All questions concerning resale are to be directed to the Market Coordinator.
- c) **Consignment:** Consigned products must be approved at least one week prior to market day by the Market Coordinator, and can only be for those items produced within 125 miles of Ruston, Louisiana and within the State of Louisiana. Vendors hosting consigned products are not purchasing these items for resale, but are instead providing booth space for another approved vendor's goods. The producer of the consigned products must complete the market's application and approval process before their items can be sold. This differs from resale rules in that consigned products remain the property of the original vendor until sold, and the hosting vendor acts as a facilitator rather than a buyer and reseller. All questions concerning consignment sales are to be directed to the Market Coordinator.
- d) **Tax and Licensing:** Taxing and licensing is as determined by the State of Louisiana. Ruston Farmers Market is not responsible for any taxation or licensing requirements. The vendor is responsible for meeting Louisiana law and providing Ruston Farmers Market copies of the appropriate licenses, tax IDs, etc. Questions should be directed to the Market Coordinator.
- e) **Permitted items for sale:** Items allowed for sale include raw vegetables and fruits and other produce, prepared food, value-added products, seafood and meat processed ONLY from a facility that is licensed to process meat products from live animal for resale, approved arts and craft items as determined by the Market Coordinator. Requirements for value-added products are as pursuant to Louisiana law and as determined in the Food Handling Guide. Meat products produced in a home kitchen are NOT allowed. Any questions concerning what is accepted should be directed to the Market Coordinator. It should be noted that at all times booth preference will be given to those vendors whose products are directly agriculture related. **Pricing, labeling, sales requirements:** The vendor is responsible for prominently displaying all prices for all products for sale prior to the opening of the market. Any value-added items, pre-prepared and packaged foods, eggs, seafood, or meat must be labeled with the following information pursuant to Louisiana law: Farm/Producer Name, Email Address and/or Phone Number, Ingredients, and Weight or Volume; additionally, eggs must have the following, if not graded: "Unclassified eggs – Keep refrigerated below 41°". All baked goods, candies, dried mixes, pickles and acidified foods, sauces, syrups, spices, jams, jellies, and preserves must be labeled with "Not produced in a licensed or regulated facility" if that is the case. See *Simplified Version of Cottage Food Bill* on the Vendors page for more detail. All produce sales will be based on unit/container/bunch; scales will NOT be allowed at the market.

- f) **Attending the Weekly Market:** Each vendor will be responsible for providing the Market Coordinator with a list of items for sale EVERY WEEK BY 5PM ON THURSDAY
- 3) **Vendor Fees:** All potential vendors must complete a Vendor Application which includes an administrative fee. This fee is **due annually, for all vendors**. The application must be signed and submitted at least two weeks prior to participation in the market. All approved applicants who sell goods at the market are required to pay for the space they use. Preference will be given to those vendors who have paid for the season or the month. If a Vendor will miss one of their prepaid market days, that day's fees will be forfeited. Questions about fees should be directed to the Market Coordinator or Board Treasurer.
- a) Vendor application fees:
- i) New Applicants: **\$40**
 - ii) Returning Vendors (must have applied in the last two years): **\$20**
- b) Vendor Booth Fees:
- i) Weekly fees are \$40 for a single booth, and \$72 for a double booth.
 - ii) Extra tables are available for a \$5 fee each week.
 - iii) Double booths receive a 10% discount over a single booth.
 - iv) Vendors who choose to pay monthly receive a 10% discount over the weekly prices.
 - v) Vendors who choose to pay for an entire session receive a 20% discount over the weekly prices.

See the price charts below:

Weekly Pricing		
	Single Space	Double Space
Weekly price	\$ 40.00	\$ 72.00

Session Pricing - 20% Discount from Weekly		
Session 1 - 16 weeks, Jan 11 - April 26		
	Single Space	Double Space
Weeks in Session	16	16
Discounted Weekly Fee	\$ 32.00	\$ 57.60
Session 1 Fee	\$ 512.00	\$ 921.60

Session 2 - 18 weeks, May 3 - Aug 30		
	Single Space	Double Space
Weeks in Session	18	18
Discounted Weekly Fee	\$ 32.00	\$ 57.60
Session 2 Fee	\$ 576.00	\$ 1,036.80

Session 3 - 15 weeks, Sept 6 – Dec 20		
	Single Space	Double Space
Weeks in Session	15	15
Discounted Weekly Fee	\$ 32.00	\$ 57.60
Session 3 Fee	\$ 480.00	\$ 864.00

Monthly Pricing - 10% Discount from Weekly			
Discounted Weekly Fee		\$ 36.00	\$ 64.80
Month	Weeks	Single Space	Double Space
Jan	3	\$ 108.00	\$ 194.40
Feb	4	\$ 144.00	\$ 259.20
Mar	5	\$ 180.00	\$ 324.00
April	4	\$ 144.00	\$ 259.20
May	5	\$ 180.00	\$ 324.00
Jun	4	\$ 144.00	\$ 259.20
Jul	4	\$ 144.00	\$ 259.20
Aug	5	\$ 180.00	\$ 324.00
Sep	4	\$ 144.00	\$ 259.20
Oct	4	\$ 144.00	\$ 259.20
Nov	4	\$ 144.00	\$ 259.20
Dec	3	\$ 108.00	\$ 194.40

Extra Table
\$5

- 4) **Hold harmless clause and insurance:** Each vendor is responsible for carrying his/her own product liability insurance if desired. All vendors agree to hold harmless the Ruston Farmers Market, North Louisiana Farm Fresh, and the City of Ruston for any loss, cost of damages or other expenses incurred.
- 5) **Vendor/Customer, Vendor/Vendor Conflict:** Any conflict, or potential conflict, which may arise between vendors, or between vendors and customers, must be brought to the attention of the Market Coordinator for resolution. Should further action need to be taken, the Executive Committee will address the issue for final resolution.

- 6) **Non-profit Organizations:** The Board invites non-profit organizations with missions related to farming, gardening, conservation, education, youth, and/or nutrition to participate in the Market. Application must be made in advance and approved by the Market Coordinator. All rules apply but fees may be waived.
- 7) **Vendor Responsibility:**
- a) **Products:** Products must be of sufficient quality. No food items can be stored directly on the ground. Any items requiring refrigeration as determined by the Food Handling Guide must be maintained at the determined temperature. Any food samples should be covered and offered individually to prevent cross contamination.
 - b) **Setup:** Vendors must supply any tarps, additional tables, generators, or other items as needed. The Market will provide one 8' table per paid space. Extra tables, when available, will be setup for a fee of \$5 each week. Vendors may drive up the driveways and the back area to unload on carts provided by the Market but must have a spotter when backing into the building. As soon as vehicle is unloaded, please move it to make way for other vendors. Vendors are required to display a sign with their farm/farmer/vendor name. Vendors are responsible for keeping their area clean and free of food debris, pooling water, trash, etc.
 - c) **Attendance:** If vendors have committed to a market day, they are responsible for informing the Market Coordinator in advance if, for any reason, they will not be able to attend by the Friday before market day. If a vendor misses multiple markets without notification, the Market Coordinator may take action as approved by the Executive Committee of the Board.
 - d) **Conduct:** We believe that the Farmers Market should be a family endeavor for our customers, as well as our vendors. So we would ask that vendors who have young children accompanying them to please keep close tabs on your children and not allow them behind other vendor's booths or behind the welcome table. Bring activities for them to do while the market is in session, and ask them to respect the spaces of other vendors. General courteousness and decorum will be expected. The Market Coordinator will verify all requirements, and Vendors have the right to appeal any decision to the Board. Vendor infractions are handled as follows:
 - i) **First Infraction:** Warning. A formal warning is issued outlining the concern and providing guidance on how to avoid similar infractions in the future.
 - ii) **Second Infraction:** \$30 fine. If the infraction occurs again, a \$30 fine is applied. This step is intended to emphasize the importance of adhering to our guidelines.
 - iii) **Third Infraction:** Miss a Market. For repeated infractions, there is a requirement to miss one market day. This measure is designed to address recurring issues and ensure adherence to market rules.
- 8) **Farmers Market Nutrition Program (FMNP):** Only vendors approved by the State of Louisiana as participants in the Farmers Market Nutrition Program can accept FMNP coupons. Approved vendors must clearly display their FMNP sign. FMNP coupons can only

be redeemed for fresh produce and can NOT be accepted for value-added or other products. The Ruston Farmers Market is an approved FMNP market. For more information on how to participate, contact the Louisiana Department of Agriculture and Forestry at 985-345-9483.

- 9) **Ruston Farmers Market as a Vendor:** The Ruston Farmers Market reserves the right to sell items for benefit of the Market.
- 10) **Sole Discretion:** The Executive Committee of the Ruston Farmers Market reserves the right to make any and all decisions in the best interest of the market. The Executive Committee and/or Market Coordinator have the right to refuse any vendor. Vendors have the right to appeal to the Executive Committee and/or the board.

Any questions should be directed to the Market Coordinator at (318) 957-1305 or info@rustonfarmersmarket.org

rev. 3/22/2025