

KEEP FOR YOUR RECORDS



The opening of Tupelo Farmers' Depot is just around the corner, and we are looking forward to another great season!

Tupelo Farmers' Market was created to supply small farms of the north Mississippi region with a direct sales outlet while also providing the Tupelo community with the freshest and healthiest foods available in our region.

Exciting times are ahead for our Farmers' Market. Dirt work has begun for our new location of The Depot on Front Street in Downtown Tupelo. This state-of-the-art facility will serve not only as our Farmers' Market, but also as a venue for many events in our Downtown. Unfortunately, we do not expect the facility to be completed for the 2024 market season. Therefore, we will be in our original location of 415 South Spring Street for this year's market. We are extremely excited about The Depot and its endless possibilities! Although we will have to wait another year, it will be worth the wait!

We are always looking for ways to improve our market. In assessing the needs of our customers, one request that is consistent is a change in hours for the Farmers' Market. We want to honor this request with a time change for the market. The 2024 market will begin at 8 am and close at noon. We will promote this change as "4 Hours of Fresh" at Tupelo Farmers' Depot. This time change will allow more people to enjoy the market, especially those with small children who enjoy coming. This time change will also align better with our Downtown Tupelo merchants who wish to partner with us. Tupelo Farmers' Depot will begin with an opening date of Saturday, May 4, 2024, and continue each Saturday until the end of October (subject to change depending on number of vendors participating).

We will review your application and decide if you are a good fit for the market. We are looking for a diverse and balanced group of products. Should your application be declined, we will discuss with you the reasons and try our best to help you navigate through the process.

Sincerely,

Tupelo Farmers' Depot Staff

Guidelines

Statement of Purpose

The Tupelo Farmers' Depot (TFD) is a producers-only market providing locally grown products to Tupelo area consumers. The TFD provides local farmers a direct market for their products in an atmosphere conducive to producer/consumer interaction and education on how healthy food is produced, prepared and grown.

Dates and Hours of Operation

- The TFD will operate every Saturday from 8 a.m. to noon. The season opens May through September. The TFD is located at the shed on Spring Street at the railroad tracks (415 South Spring Street). We will move to the new Depot location on Front Street and Jefferson Street as soon as the new space is available.

Vender Application Process

Old and new vendors must fill out a yearly application, pay the yearly \$25 registration fee and expect to be visited by a representative of the market. Members will be accepted as needed and at the discretion of the Board of Directors of the Downtown Tupelo Main Street Association and the Market Manager. The registration fee will be returned if your application is not accepted. Make checks payable to: Downtown Tupelo Main Street Association. Return your completed application and check to:

Tupelo Farmers' Depot

P.O. Box 468

Tupelo, MS 38802

Guidelines all vendors must comply with

1. Vendors must be the original producer of the product or be engaged in a direct cooperative arrangement approved by the Market Manager. No reselling is allowed at TFD.
2. Weekly market space rental fee is \$10 per day for one 10x10 space, to be given to the Market Manager before the end of the market day.
3. The Rules and Regulations of the TFD that support a smooth-running market must be abided by.

Rules and Regulations

The Downtown Tupelo Farmers' Depot promotes the sale of locally grown produce and homemade food products to achieve a successful market. All items sold must be grown or produced by the vendor, a family member, or employee that is doing the selling at the market. To permit fair and equal opportunity for all sellers and to ensure effective 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

MS sales tax rules and exemptions: MS Code Ann. § 27-65-103 (f): Agriculture Exemptions:

1. Vendors selling homegrown Mississippi produce (grown by the vendor) or Mississippi home processed foods (made by the vendor), from a MDAC certified market, are exempt from the collection of sales tax.
2. Home processed food vendors that are an extension of an established retail food outlet **are not exempt** from remitting sales tax. (Example: restaurants, processed food products not made by the vendor)
3. Vendors selling agricultural food products that were not produced in Mississippi, landscape plants, home processed food products not made in Mississippi, and/or arts and crafts must remit sales tax to the Mississippi State Tax Commission.

Hours of Normal Operation

- Saturday- 8 AM to NOON "Four Hours of Fresh"

Pricing/Sales Techniques

1. Growers set their own pricing for their products.
2. Each vendor is encouraged to post his or her business sign or farm name in their display area.
3. 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.
4. Exchanges of produce and/or refunds are the vendor's choice.

Booth Space

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

One stall may be reserved in the following manner.

1. Payment of a nonrefundable \$25 reservation fee per stall.

Reserving a stall means that the Market Manager will post a reserved sign on your space with your name on it. That space is available for the entire month. However, if you do not attend the market, your reserved space may be rented to another vendor daily by the manager.

Should another vendor occupy your reserved space 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 7:00 a.m. to make sure that you are not coming to sell that day.

Vendors not reserving a stall may use any unreserved stall on a first come, first served basis, and must pay the \$10 rental fee daily.

Rental Rates

- \$25 Stall Reservation Fee
- \$10 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 fine or forfeiture of the right to sell at the market. Both actions may be taken 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.

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 manage the load. Electricity is provided only for 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.

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. Use of alcohol, controlled substance or gambling are not allowed anywhere on the TFD grounds. Any vendor under the influence of drugs or alcohol is subject to expulsion from the market for up to one year.
4. Fraudulent, dishonest and deceptive practices continued at the market should be reported to the Market Manager and may result in revocation of permission to sell at the Market.
5. 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 State and Federal laws control the use of the word "organic."
6. Management may dispose of any shelving and other equipment left unattended in the market for more than 7 days.
7. Children under 10 years of age shall not be permitted to roam or wander around the market unless accompanied by an adult who shall always be responsible for the conduct of such a minor. Vendors who bring minors to the market with them or allow minors to visit with them shall be responsible for conducting this provision. The riding of bicycles or other similar devices under the market shed is forbidden.
8. No smoking under the shed or in booth.
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.
10. If you have any questions or problems with the TFD, please address them in writing.

To: Lucia Randle, Executive Director
Downtown Tupelo Main Street Association
PO Box 468
Tupelo, MS 38802

RETURN WITH YOUR PAYMENT

2024 Tupelo Farmers' Depot

VENDOR APPLICATION

Name of owner(s): _____

Business Name: _____

Street Address: _____

City/Town/State & Zip: _____

Telephone: _____ Cell Phone: _____

E-mail address: _____ Web Page: _____

***Please draw a map with directions to your farm on the back of this form.**

Please list the months and days of the year that you are interested in selling at the market:

- May – September: Entire Market
- Specific Months: ___ May ___ June ___ July ___ Aug ___ Sep.
- Specific Days: ___ Saturday 8AM to NOON
- To better prepare the Farmers' Depot Staff please be honest and up front on any dates that you will not be at the market. It is always nice to fill all slots when available.

As a vendor at the Tupelo Farmer's Depot, you are required to list the items of produce that you will plant and sell this year. The list covers the period from May 2024 through September 2024. If you fail to complete and return this list to 108 S. Broadway, Tupelo, MS 38802, you will not be able to participate in the market this year. You are to list only the produce that you personally will grow and sell. All vegetables except row crops are listed as the number of plants that you will plant. Row crops, such as corn, peas, beans, etc. will be listed as number of rows and row length OR by the acre.

<u>Vegetable</u>	<u># of plants</u>	<u>Vegetable</u>	<u># of plants</u>
Eggplant	_____	Tomato	_____
Pepper	_____	Brussel Sprouts	_____
Cabbage	_____	Cauliflower	_____
Broccoli	_____	Kohlrabi	_____
Okra	_____	Potato	_____
Sweet potato	_____	Cucumber hills	_____
Squash	_____	Cantaloupe	_____
Watermelon	_____	Honey Dew	_____
Other	_____		_____

<u>Row crops</u>	<u>Number of rows</u>	<u>Row length</u>	<u>Acres</u>
Corn	_____	_____	_____
English peas	_____	_____	_____
Beans – lima or butter bean	_____	_____	_____
Beans – snap or pole	_____	_____	_____
Cow peas	_____	_____	_____
Purple hull peas	_____	_____	_____
Quick pick peas	_____	_____	_____
Southern peas	_____	_____	_____
Onions	_____	_____	_____
Leeks	_____	_____	_____
Garlic	_____	_____	_____
Mustard greens	_____	_____	_____
Turnip greens	_____	_____	_____
Collard greens	_____	_____	_____
Spinach	_____	_____	_____
Kale	_____	_____	_____
Swiss chard	_____	_____	_____
Turnips	_____	_____	_____
Beets	_____	_____	_____
Rutabaga	_____	_____	_____
Carrots	_____	_____	_____

<u>Fruits</u>	<u>Number of trees or bushes</u>	<u>Variety</u>
Apple	_____	_____
Peach	_____	_____
Berries	_____	_____
Other	_____	_____

Vendor Agreement

- I submit that the information provided for my participation in the market is accurate and complete, that I have received, read, and understand the *Tupelo Farmers' Depot Rules and Regulations*, and I agree to abide by the provisions of this application as well as the Market's governing policies as described in the *Tupelo Farmers' Depot Rules and Regulations*.
- I agree to hold harmless the Tupelo Farmers' Depot, its board and manager from any legal or financial liability in case of accidents or incidents at the market.
- The Tupelo Farmers' Depot may use information and photos taken at the market for advertising.

Signature _____ Date: _____

