



## 2023 Vendor Info. & Market Guidelines Packet Spring Market Dates

The Town of Livingston is excited for another season of our award winning Market! This year's market season starts April 13th. The market will be held Thursdays 5:00-8:00 weekly, and will end the season with our popular 4th of July concert, featuring US Band. The goal for our market has always been to provide our community with great locally-grown food and hand-crafted products, while promoting local small businesses within our area. The market provides a fun, family-friendly shopping atmosphere that beckons back to simpler times. Thanks to our sponsors & vendors, we continue to be able to host this family-friendly event. We are looking forward to an exciting market season!

### PRODUCT REGULATIONS:

All products must be produced by the vendor and should fall into three general categories:

- **Category 1:** hand-crafted products such as arts, crafts, clothing, pottery, jewelry, soaps, candles, etc.
- **Category 2:** edible products such as baked, canned goods & wrapped goods, etc.
- **Category 3:** grown/raised agriculture products such as fruits, vegetables, meats, seafood, plants, etc.

The market takes place every Thursday and vendor set up begins at 4:00 pm on each market date (please do not be late as it will take the full hour to get product unloaded and get settled prior to market opening).

### Reserving a Booth Space/Vendor Approval

Thank you for your interest in being a vendor at "Livingston Local." We encourage your participation and have outlined the following procedures to make it enjoyable and profitable for you. Please read the information carefully. If you have received this packet, it means your vendor application was approved and you should have received an approval email previously with scheduled sale dates by now. The market map indicating booth space number will be sent to you by the preceding Wednesday at 5:00 pm ahead of Thursday's market. Space is limited and applications are reviewed on a first come, first served basis. Please note that "Livingston Local" will limit the number of vendors invited per category (example: jewelry, candles, art work, etc.) due to spaces available in the market layout and fair sales ratios.

### Permitted Items for Sale

"Livingston Local" promotes the sale of handmade products & locally grown food. All items sold must be produced or grown by the vendor, the vendor's family member, or an employee of the vendor. **The re-sale of items purchased by the vendor is not allowed.** The Livingston Event Coordinator and/or Livingston Merchants Association reserves the right to refuse any vendor or deny specific products submitted for approval if we believe it does not fit with the market mission. **THIS IS NOT A WHOLESALE MARKET.**

**Category 1 Vendors:** hand-crafted products such as arts, crafts, pottery, jewelry, soaps, home and garden décor, children's toys, ornaments, soaps, lotions, perfumes, organic cleaning products, clothing items, purses, wreaths, floral arrangements, stained glass, wood products, hand-crafted furniture, etc.

**Category 2 Vendors:** edible products such as baked and canned goods that are not to be eaten onsite; includes herbal oils and vinegar, cakes, breads, jellies, jams, fresh dairy products, cheese, canned and pickled products, etc.

**\*see below for further regulations\***

**Category 3 Vendors:** grown/raised agriculture products such as raw fruits and vegetables, edible plants/mushrooms, eggs, honey, shelled peas and beans, spices, grains, herbs, grown plants, fresh cut flowers and foliage, fresh/frozen meats and seafood, etc.

**\*visit [http://www.mdac.state.ms.us/departments/ms\\_farmers\\_market/permit.htm](http://www.mdac.state.ms.us/departments/ms_farmers_market/permit.htm) for more details.**

**\*additionally, agriculture is exempt from state sales tax; please visit <https://www.dor.ms.gov/Business/Pages/Sales-Tax-Exemptions.aspx> for additional information on sales tax requirements.**

- ***Whether a vendor is considered a Food Vendor or a Craft Vendor will be at the discretion of the Livingston Event Coordinator & Livingston Merchants Association.***
- ***Antiques and collectibles will be allowed at the discretion of the Livingston Event Coordinator & Livingston Merchant's Association at select markets.***

#### **\*Category 2 Vendors**

Vendors must remit a copy of a ServSafe license and/or business license, as well as a copy of your liability insurance. Vendors without licensing or insurance selling non-raw goods will be identified as a cottage food operation. Cottage food vendors must label each item according to the laws set by the Mississippi State Department of Health. Each label must contain the product name, business name and address, ingredients, net weight, allergens, and the statement, "Made in a cottage food operation that is not subject to Mississippi's food safety regulations." Vendors must submit a copy or a photo of this label to "Livingston Local" ahead of scheduled market date for verification. For more information about cottage food law, visit [www.cottagefoods.org/laws/usa/Mississippi/](http://www.cottagefoods.org/laws/usa/Mississippi/).

## **Booth Space Logistics and Rentals**

- The "Livingston Local" event coordinator will assign booth spaces. Booth assignments will be emailed to vendors on the Wednesday afternoon prior to your scheduled market date by 5:00 pm at the email address on your application form.
- A market booth rental is \$20.00 per booth, per market date. Payment must be received by 8:00 pm at the close of each market and will be taken by a market representative located at the Livingston Merchants Association table (to the right of The Briar Patch, in the open space by Farmers Table Cooking School). Vendor booth payments may be made in cash (exact change required) or check made out to "Livingston Merchants Association," noting the name of the business and market date paid for. Payments received after this market date will be assessed a \$15.00 late fee.
- Booth spaces are limited to a 10'x10' space. Any additional space requested must be approved by the Livingston Event Coordinator and/or Livingston Merchants Association in advance of the scheduled market date; additional space requests may be subject to additional fees at the discretion of the Livingston Event Coordinator and/or Livingston Merchants Association.
- Vendors paying for all scheduled dates in advance will be guaranteed the same booth space **upon request only**. Booth requests will only be granted to those paying for all scheduled market dates up front. Your space is chosen by the Livingston Event Coordinator based on the best layout for the overall flow of the market & spacing allotments; all decisions are final.
- Tables, chairs, and tents are the responsibility of the vendor; these items **WILL NOT BE PROVIDED** by the Town of Livingston, rain or shine; ***please ensure you have a plan B in the threat of rain.***

- Vendors can display products on their tables facing the public or on a back bar (if needed), but not on the ground or back of vehicles. Canopies, tents, or umbrellas are encouraged, due to sun/heat/rain. Vendors are responsible for creating an attractive display and making their booths look professional. All tables should be covered with a tablecloth.
- No radios or other noise generating electronic devices are allowed. Please step away from booth to smoke in designated smoking area, alcohol is strictly prohibited while exhibiting, drugs are strictly prohibited.
- Vendors must stay for the entire market. Leaving in the middle of the market is not allowed and could result in vendor expulsion from future markets for the remainder of the season and/or inclusion in future events held at the Town of Livingston; if you have an emergency that arises and need to leave early, you will need to notify the Livingston Event Coordinator (preferably by telephone or text message to (601) 951-7075); you will also need to remit the sales tax form, sales tax payment and vendor booth fee before departure.
- Booth rental fees are non-refundable. Failure to show for reserved space without prior notice to Livingston Event Coordinator will result in the loss of a requested booth number for the remainder of the market season and may result in denial of future booth rentals at Town of Livingston events.
- Cancellation or postponing of market due to threat of a severe weather event or unforeseen conflict is at the discretion of the Livingston Event Coordinator and Livingston Merchants Association; in the event of severe weather, booth fees paid in advance will only be refunded at the discretion of the Livingston Event Coordinator and/or Livingston Merchants Association.
- In the event that you are unable to participate in a market that has been paid for in advance, you may not give your booth space to another vendor; all replacement vendors must be approved by the Livingston Event Coordinator or Livingston Merchants Association.
- A vendor may share his or her booth with another person only after approval by the Livingston Event Coordinator.

## **Procedures for Set-Up**

Vendors may begin setting up one hour prior to the market. Vendors should unload merchandise quickly, move their vehicle, **and then set up the booth**. Should you need assistance with unloading your products, you may request it from the Livingston Event Coordinator, but please note, it will be dependent on if we have market staff available (not busy with other market obligations) to assist you. If additional time is needed, vendors must notify the Livingston Event Coordinator for approval in advance. All set-up must be completed and vendors must be ready for business at 5:00 pm. Vehicles may unload inside the market area, but **must be moved by 4:40 pm**. Parking for vendors is designated behind the old county seat restaurant building. **Please refrain from parking behind The Gathering as to not interrupt their supper service customers and leave parking spaces close to the market free for market shoppers.**

## **Procedures for Clean-Up**

Vendors should clean up their areas at the end of each market. Vendors should pack up the entire contents of their booth before pulling their car into the market area. **Cars should not be brought into the market area until fifteen minutes after the close of the market.** All vendors must load vehicles and be clear of the market area within 1 hour after the close of the market. Vendors will be responsible for maintaining the cleanliness of their selling areas. Vendors shall not use public trash receptacles for disposal of products, boxes, or other refuse, etc.

## **Health Regulations**

Vendors are responsible for any permits as applicable. Food vendors will need to check with the State Department of Health to ensure they have the proper licensing. Food vendors must remit a copy of their food permit and a copy of liability insurance to via email at [livingstonlocalmarkets@gmail.com](mailto:livingstonlocalmarkets@gmail.com) ahead of scheduled market date. Copies of your food permit should be displayed at your booth. Seafood vendors are required to have and display a current commercial fishing or selling license. Food vendors without licensing or insurance selling non-raw goods will be identified as a cottage food operation. Cottage food vendors must label each item according to the laws set by the Mississippi State Department of Health.

## **Hold Harmless Clause**

All authorized vendors participating in the “Livingston Local” spring markets shall be individually responsible for any loss, personal injury, deaths, and/or damage that may occur as a result of the vendor’s negligence or that of its servants, agents, and employees. All vendors hereby agree to indemnify and save the Livingston Event Coordinator & Livingston Merchants Association harmless from any loss, cost, damages, and other expenses, including attorneys’ fees, suffered or incurred by the “Livingston Local” spring markets 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 the “Livingston Local” spring markets for negligence, its servants, agents, and employees. Because no insurance is provided to participants in the “Livingston Local” spring markets, each vendor must carry his/her own product liability insurance as necessary.

## **Sales**

Vendors may turn in their taxes beginning at 8:00 pm at the close of the market and no later than 8:30 pm after the close of the market. Each vendor is responsible for calculating and turning in his/her own sales tax (7%). Tax forms will be handed out at the beginning of the market and are to be returned with the reporting of sales tax & payment of sales tax (must be in the form of a check made out to “Livingston Merchants Association”; **no exceptions**). Even if no sales were made, vendors must complete and return the sales tax form indicating \$0.00 sales on the form. A copy of the sales tax receipt will be provided to you at the time of your submission. The Livingston Merchants Association will report and send all the sales tax money to the Mississippi Department of Revenue at the close of market season. Failure to submit sales tax and/or tax form at close of each market will result in expulsion from future markets. **NO EXCEPTIONS.**

## **Photo Release**

Vendors at the “Livingston Local” spring market may appear in pictures taken for publication by Town of Livingston employees, members, or the general public. By submitting a signed application, vendors agree to have themselves or their products photographed and printed in Town of Livingston publications or posted on Town of Livingston affiliated websites and social media outlets. If you do not agree with our photo release clause, please send Livingston Event Coordinator an email indicating you would like to be exempt. Email is provided below.

## **Other**

Upon occasion we receive requests for vendor contact information from journalists writing promotional articles for our market as well as customers interested in making direct purchases. By signing the vendor application, vendors agree to the sharing of information as it relates to the promotion of the market or the vendor himself/herself. If you do not agree with us sharing your business information, please send Livingston Event Coordinator an email indicating you would like to be exempt. Email is provided below.

**For questions, concerns or more information email [livingstonlocalmarkets@gmail.com](mailto:livingstonlocalmarkets@gmail.com)**

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*Please return a copy of the next 2 pages to [livingstonlocalmarkets@gmail.com](mailto:livingstonlocalmarkets@gmail.com) prior to your first scheduled market date. Also, please save a copy of this packet for your records. Any forms not on file for a vendor by the opening of the market at 5:00 pm will need to be signed and remitted to the Livingston Event Coordinator before the booth is allowed to conduct any sales.*

**Business Name:** \_\_\_\_\_

2023 Market Dates Scheduled (& that received confirmation by Livingston Event Coordinator via email as approved dates). Check/circle all that apply:

- April 13
- April 20
- April 27
- May 4
- May 11
- May 18
- May 25
- June 1
- June 8
- June 15
- June 22

**Mandatory Booth Fees**

Do you intend to pay vendor booth rental fee in advance (check only)? Please indicate your answer below with a check mark.

\_\_\_\_\_ Yes, I will mail a check for total of booth fees to Livingston Merchants Association at 1030 Market Street, Flora, MS 39071.

\_\_\_\_\_ No, I intend to pay event coordinator/market staff on date(s) of markets I am scheduled for (cash /check accepted).

**Mandatory State Sales Tax Collection**

I have read the enclosed Miss. Department of Revenue documents and agree to properly collect, report (fill out DOR form passed out on market date) and remit payment (via check only) to Livingston Merchants Association on market dates I am scheduled for, in order to comply with the 7% state sales tax requirements for promoted events, as required by state law & the Miss. Department of Revenue.

Owner/Authorized Individual Initials: \_\_\_\_\_

**Mandatory Food Safety Requirements, Miss. Dept. of Health & Miss. Dept. of Ag. & Commerce**

**(Edible / Food Vendors Only):**

I have read the enclosed Miss. Department of Health & Miss. Department of Agriculture guideline documents and agree to abide by Mississippi Food Safety and Cottage Law requirements, as required by state law and Miss. Department of Health/ Miss. Department of Agriculture.

Owner/Authorized Individual Initials: \_\_\_\_\_

Not Applicable (Does Not Apply): \_\_\_\_\_

**I have carefully read the vendor information and market guidelines packet and I understand that failure to comply with any "Livingston Local" Spring Market policies or procedures will result in my immediate dismissal from the 2023 market season and/or possible expulsion from future events held at the Town of Livingston.**

**PRINT NAME:** \_\_\_\_\_

**PRINT NAME OF BUSINESS:** \_\_\_\_\_

**OWNER/AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_

**REVIEWED AND APPROVED BY:** \_\_\_\_\_

**(Livingston Event Coordinator/Member, Livingston Merchants Assoc.)**