



# Covington Farmers Market: Mistletoe Market

## “Where Community Grows Strong”

1143 Oak Street SE | Covington, Georgia 30014 | [COVFarmersMarket@cityofcovington.org](mailto:COVFarmersMarket@cityofcovington.org)

The Covington Farmers Market was created after a 2021 Quality of Life survey's number one request for the community was a farmers' market and was established in 2022. Since its inception, the market team has focused on offering a safe and enjoyable space for local farmers, ranchers, and artisans to interact with their community and share their talents. It has also spawned other markets including an Ag Day Market, Christmas in July market and **Mistletoe Market**. The below guidelines only apply to the **Mistletoe Market**.

Please note that completing an application does not guarantee you a vendor spot. Vendors are selected based on the needs of the market. Vendors will be notified via email if they have been selected to participate.

### MARKET LOCATION

The Mistletoe Market is held at Legion Field in conjunction with the Lights at Legion Kickoff. This will normally be held the first Saturday in December from 6 p.m. to 9:30 p.m. Please refer to the application for the specific date and times. *The Lights at Legion Kickoff includes not only the Mistletoe Market but the lighting of the Lights at Legion trees; a visit from Santa; movie shorts on a screen on Legion Field; food trucks; and ice skating.*

### MARKET SETUP

Vendors will be emailed their set up time along with a numbered space and map.

- ❖ **Individuals/businesses will only be able to purchase one booth space.**
- ❖ Tables, chairs, tents and electricity are not provided.
- ❖ No generators allowed due to the size/confinement of the market.
- ❖ No booths that require an additional trailer allowed unless it can fit exactly in the 10x10 space without impeding neighboring booths.
- ❖ 10x10 spaces are assigned the week prior to the market and space numbers are sent out the Friday (day before) before the market.
- ❖ Booths **must** have a fire extinguisher per the City of Covington Fire Marshal Vendor Regulations. The Fire Marshal will be onsite to check all booths.
- ❖ If using a tent, all 4 legs must be weighted down or you will not be allowed to use your tent. Acceptable weights include store bought tent weights, water-filled gallon jugs, cinder blocks, and other heavy-duty items that can be attached directly to each leg of the tent. Tents are not required.
- ❖ Vendors will be assigned a space based on product balance and special requirements. We cannot guarantee accommodation of special requests.
- ❖ Vendors will be unable to park next to their booth space as cars must be moved out of the market area. Vendors will unload at their space and then must move their vehicles. If you have a truck and trailer, please follow the directions of market staff to ensure your vehicle/trailer are not blocking passage for other vendors. If you have a truck/trailer to unload, please inform our staff prior to the market.
- ❖ We can accommodate approximately 50 vendors.
- ❖ **PARKING:** There is no parking within Legion Field. There will be Handicap Parking across from the facility.
- ❖ **DECORATING:** Please make your booth look festive as this is a holiday market/event.

## **PRODUCT & VENDOR GUIDELINES**

### ***Licensing, Product Types, Diversity of Product – Where Applicable***

Vendors, relative to food products, shall have all health department, Georgia Department of Agriculture, USDA, and any other applicable federal, state, or local licenses required in order to sell items at the market. A copy of any pertinent license shall be emailed to the Covington Farmers Market (covfarmersmarket@cityofcovington.org) at the beginning of the market season. If you are not sure if your product requires certain licensing, please visit the Georgia Department of Agriculture's website <https://agr.georgia.gov/licensing> for more information.

- ❖ Cottage Food License (<https://agr.georgia.gov/cottage-food-licenses>): Our farmers market meets the criteria for farmers markets as listed in O.C.G.A. § 26-2-391. Therefore, these food items do not require a license by the Georgia Department of Agriculture: fresh produce, jams and jellies, honey, and baked goods that do not require temperature control. Per the Georgia Department of Agriculture, the below items are considered Cottage Foods:
  - Loaf Breads, Rolls, and Biscuits - Cakes - Pastries and Cookies - Candies and Confections - Fruit Pies - Jams, Jellies, and Preserves - Dried Fruits - Dry Herbs, Seasonings and Mixtures - Cereals, Trail Mixes, and Granola - Coated or Uncoated Nuts - Vinegar and Flavored Vinegar - Popcorn, Popcorn Balls, and Cotton Candy
- ❖ Egg Candling License (<https://agr.georgia.gov/egg-candling-certification>): Georgians who want to produce and offer for sale shell eggs must obtain an egg candling certificate in order to sell their eggs at retail to the end consumer and submit said license to the Covington Farmers Market.
- ❖ Mobile Meat License (<https://agr.georgia.gov/mobile-meat-sales-licenses-retailers>): License must be submitted to Covington Farmers Market.
- ❖ Vendors selling agricultural and farm raised products receive priority in acceptance of applications.
- ❖ All agriculture products must be grown within the state of Georgia.
- ❖ All vendors are expected to clearly label all products as necessary in accordance with all applicable local, state, and federal rules and regulations.
- ❖ Vendors will be selected based on customer demand, space availability, and maintaining a balance in product diversity. Other factors considered in the selection process: uniqueness and quality of product, professional display, clear signage, and previous history with the Market (attendance, rule compliance, interactions with customers, staff, and vendors).
- ❖ The Covington Farmers Market/Mistletoe Market reserves the right to limit the number of vendors selling duplicate items. However, there is no guarantee that any vendor will be an exclusive seller of any product. Exclusivity cannot be promised.
- ❖ A limited number of concession vendors will be allowed at the market that sell food & beverage to consume at the market.
- ❖ Open flame cooking is not allowed.
- ❖ Vendors are responsible for collecting and paying Georgia sales tax and for reporting earnings to the IRS.

## **HEALTH REGULATIONS**

All vendors participating in the market shall comply with the sanitary rules and regulations of the County and State Health Departments. All food must be properly displayed, fresh and grown and/or prepared in accordance with all local, state and federal regulations.



## SPACE RENTAL FEES

A vendor must pay a non-refundable fee of \$25 cash/check **made out to Discover Covington** and it is due two weeks prior to the day of the market. Payment may be mailed to the attention of the Mistletoe Market, 1143 Oak Street SE, Covington, GA 30014 or dropped off at the Covington Welcome Center in person (same address for mailing). Receipt of payment confirms your spot. If payment is not received by the deadline, your spot will be given to a vendor on the waiting list. The \$25 non-refundable fee covers the space only. It does not cover table, chair, tent, or electricity.

## LIABILITY

All authorized Vendors participating in the Covington Farmers Market's Mistletoe Market are independent operators and shall be liable for any loss or damage to property, personal injury, including death, or any other injury or damage that may occur as a result of any act or omission of Vendor and/or Vendor's agents, representatives, employees and contractors. Vendor further agrees to indemnify and hold harmless the Covington Farmers' Market, Discover Covington and City of Covington, its elected officials, officers, agents, employees and representatives, for any loss, costs, damages and other expenses including attorneys' fees and costs of litigation, incurred as a result of any act or omission of Vendor and/or Vendor's agents, representatives, employees and contractors, except to the extent said loss or damage is caused by a negligent act or omission of the Covington Farmers Market, Discover Covington, its officers, directors, agents, employees and representatives or the City of Covington, its elected officials, officers, agents, employees and representatives.

## MARKET COMMUNICATION

Communication with market staff is essential to providing a well-balanced market. Farmers market communications are through email or other mode of communication as designated by the market staff. The email address is [COVfarmersmarket@cityofcovington.org](mailto:COVfarmersmarket@cityofcovington.org). Space assignments are emailed the day prior to the market. **If you are unable to attend, please inform our staff via email by Monday prior to the market. Please remember your vendor fee is non-refundable.** Email is the primary form of communication from our staff. Please check your email including your Spam/Junk folder.

## MISCELLANEOUS

- ❖ **Prohibited items at the market:** Drugs, cigarettes, e-cigarettes, and alcoholic beverages are prohibited at the market.
- ❖ **Inclement Weather:** If, on the evening prior to or on the day of the market, the weather prior to market opening is dangerous, the market will be closed and vendors will be notified via email. If the forecast predicts 60% chance of rain or higher throughout the day on the Thursday and/or Friday before, with or without high winds, the market on Saturday may be closed. Please check your emails and Facebook (@covingtongafarmersmarket & @cityofcovingtonga) for weather and cancellation updates.
- ❖ **Campaigning:** Campaigning is not allowed.

