



# 2024 BROOKS MARKET VENDOR APPLICATION

## WELCOME to the 2024 Brooks Market!

*The Brooks Market was commissioned to provide a safe and friendly atmosphere where consumers can purchase directly from local food producers, artisans and craftsmen. It is our goal to support the economic growth of the area by attracting visitors who will want to shop, relax and do business here and to provide a sense of community by promoting local businesses, events and activities.*

Dear Market Vendors,

We are excited to offer the Brooks Market again this year and look forward to having a successful market year. The Monthly markets take place March through December, rain or shine. Unless otherwise noted, the markets are open to the public from 9 a.m. to 1 p.m.

Only food products that come directly from the earth, or food items made by our vendors will be sold. Crafts or non-edible products are allowed, but must be approved by the Market Manager. Emphasis for crafts or non-edible items will be on individuality of the product offered. Duplication of product mix by vendors will not be allowed, except for produce.

**Market Manager:**

Maurice Ungaro, 678.221.8410, [mungaro@brooksga.com](mailto:mungaro@brooksga.com)

**2024 Market Dates:**

March 16—9:00 am to 1:00 pm  
April 20—9:00 am to 1:00 pm  
May 18 —9:00 am to 1:00 pm  
June 15 —9:00 am to 1:00 pm  
July 20 —9:00 am to 1:00 pm

August 17 —9:00 am to 1:00 pm  
September 21 —9:00 am to 1:00 pm  
October 19 —4:00 pm to 8:00 pm  
November 16 —9:00 am to 1:00 pm  
December 8 —4:00 pm to 8:00 pm

**Market Location:**

Brooks Market Hall, 963 Hwy 85 Connector, Brooks GA 30205

**Vendor Setup:**

Vendor setup begins 90 minutes before the market opens to the public, and we ask that you do not start setting up before that time. Please park on the Brooks Christian Church parking lot, located at the head of Church Alley after you unload.

**Vendor Fees:**

The fee for each market is \$20, which must be paid in advance by the Friday before the market. Payment may be hand delivered to Town Hall, either inside, in the black collection box to the left of the Town Hall door, **OR** online at:

<https://brooksga.governmentwindow.com/estore.html>

You may prepay \$135 for the whole market season to reserve space Inside Market Hall. Produce vendors are allowed to set up outside Market Hall for free.

**Vendor Marketing:**

As a regular vendor of the Brooks Market, vendor information may appear on the Town of Brooks website, Town of Brooks social media, print media and digital paid advertising.

Vendors are encouraged to follow these channels and share market information with their followers. Vendors should post regular product updates, photos and videos to tag the Town of Brooks on social media. Vendors who do not have social media may email content to the Market Manager.

- <https://www.brooksga.com/FarmersMarket.aspx>
- [Facebook.com/TownOfBrooks](https://www.facebook.com/TownOfBrooks)
- #BrooksGA, #BrooksMarket

The application for the Brooks Market can be found on page 4. Please complete all the application. Review the Rules & Guidelines and keep this page for reference. The Market Manager will contact you after receiving your application and go over the information with you. After the application is approved, you will receive a signed copy that will serve as your vendor permit for the market season. If you have any questions, please email the Market Manager.

Return the application by mail:

Town of Brooks  
PO Box 96  
Brooks, GA 30205

Or hand deliver:

Brooks Town Hall  
961 Hwy 85 Connector  
Brooks, GA 30205

Make checks payable to Town of Brooks.

# 2024 Brooks Market Rules & Guidelines

## Rules & Regulations for Vegetable, Plant, and Food Vendors:

1. Vendors shall be local farmers and gardeners or crafts people. Home baked goods and agricultural related canned products are also allowed. Entertainment, demonstrations, and presentations shall be allowed with prior approval.
2. Products offered at the Market should be the highest quality within the rules and regulations established by the Georgia Department of Agriculture such as, but not limited to: cleanliness, spoilage and product damage. Only those items listed on the application may be sold. Vendors must notify the Brooks Market in writing of any proposed changes and receive approval from the Market Manager prior to the market date.
3. Booth spaces are assigned. The Market Manager may require a vendor to move from one space to another at any time, for any reason.
4. Set up will begin at 7:30 AM. Do not start setting up before the Market Manager is on site. The market opens at 9:00 AM, unless otherwise noted. All vendors are expected to stay until the market closes at 1:00 PM or until products are sold out., unless otherwise noted.
5. The Market will be held rain or shine with no refunds given.
6. Vendors are responsible for their own messes. Any refuse must be disposed of by the vendor. If refuse is not properly disposed of, the vendor will be subject to a fine of \$25.00.
7. Behavior of vendors to consumers, other vendors and staff will be in a professional manner that fosters a sense of market community and camaraderie. Verbal or physical threats, foul language or gestures are grounds for immediate ejection from the Market and possible permanent expulsion.
8. Vendors should park behind the Market after unloading, unless otherwise determined by the Market Manager. Except for food trucks, vendors are not allowed to vend from vehicles.
9. Value added edible items such as jams, sauces, and baked goods must be produced from scratch ingredients by the vendor in their home or in a licensed facility according to local, state, and federal regulations. An effort to use local ingredients is expected.
10. No business reselling is allowed. If it can be purchased at a retail establishment, or through an independent consultant then it can't be sold here (Mary Kay, Norwex, Tupperware, etc.)
11. What products cannot be sold: imported or mass-produced items; used clothing; produce grown outside of the state.
12. The Brooks Market reserves the right to inspect or spot-visit any farm or establishment with advance notice, if possible, as necessary throughout the season. Visits will be made only with a vendor representative present. Failure to allow an inspection will constitute a violation of market rules and/or application will be denied.
13. Use a quiet generator if refrigeration is necessary.
14. Vendors must have a professional looking sign, which clearly and legibly lists the name of their business and contact information.
15. The Town of Brooks is covered by a limited liability insurance policy. Each vendor is required to carry their own liability insurance.

## Additional Information:

1. Every attempt will be made to provide functional Wi-Fi. The Market Manager will provide Wi-Fi access info to the vendor.
2. Vendors are encouraged to hand out information about their farms/gardens or organizations.
3. Bill changing will not be available.
4. Electricity is not guaranteed.
5. Tents, tent weights, tables and chairs are the responsibility of the vendor.
6. There is no guarantee that any vendor will be an exclusive seller of any product. Exclusivity cannot be promised. For certain products only a limited number of vendors will be allowed.

## Licensing & Permits:

Proper permits and licenses will be solicited from the county extension and/or Georgia Department of Agriculture. Permits include, but are not limited to the following:

1. Processed food permits are available through the Georgia Department of Agriculture and pertain to any food that has been packaged. Proper labeling must accompany packaging.
2. Vendors shall comply with all rules and regulations of the State of Georgia, and the Town of Brooks relating to the products they sell (including but not limited to: State ID Tax #, sales tax, labeling and processing laws, insurance, etc.).
3. To be able to sell value added food products, vendors must have a readily available list of ingredients used.

## 2024 Vendor Fee and Schedule

\$20 per Market/\$135 for the season

Indoor spaces are 6' x 8'; Outdoor spaces are approximately 10' x 10'

Spaces are assigned by the Market Manager.

### VENDOR INFORMATION

Vendor/Farm/Company Name: \_\_\_\_\_

Please provide a brief description of all products to be sold:

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(You will only be able to sell items listed here. Additions must be pre-approved by the Market Manager.)

Check the market dates you expect to attend.

<input type="checkbox"/>	Mar 16
<input type="checkbox"/>	Aug. 17

<input type="checkbox"/>	April 20
<input type="checkbox"/>	Sept. 21

<input type="checkbox"/>	May 18
<input type="checkbox"/>	Oct. 19

<input type="checkbox"/>	June 15
<input type="checkbox"/>	Nov. 16

<input type="checkbox"/>	July 20
<input type="checkbox"/>	Dec. 8

### Contact Information

Main Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Alternate Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Website or Facebook: \_\_\_\_\_

I hereby certify that I have read and agree to abide by the rules of the market set forth in this application and in Georgia State law and agree to hold harmless from any liabilities the Town of Brooks, Brooks DDA or Brooks VBA and their employees and volunteers.

Signature of Applicant

Date

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Return completed application to Town of Brooks, PO Box 96, Brooks, GA 30205, or hand deliver to Brooks Town Hall, 961 Hwy 85 Connector, Brooks, GA 30205. Include only page 4 and keep pages 1-3 for your records.

Please make checks payable to Town of Brooks.