



Vision

The Culinary Kitchen of Athens will create a vibrant, diverse community full of new opportunities for the food entrepreneurs of Athens including a commercial kitchen space, events, resources and partnerships.

Mission

The Culinary Kitchen of Athens is a non-profit organization dedicated to supporting the local food industry - farmers, vendors and entrepreneurs in Athens, GA.

Guiding principles of the market:

- To promote appreciation for the local food businesses in Athens and the surrounding area
- To provide a market that opens opportunities for small, local food businesses
- To encourage and assist people of all ages to learn about environmentally sound agricultural and sustainable business practices.
- To enrich the cultural base of Athens by providing a venue that assists a diverse range of vendors and clientele.
- To develop a sustainable market that involves a cooperative partnership between farmers, the Athens Clarke County government entities and the community.
- To provide a venue where customers can engage directly with the supplier and receive the freshest food products.
- To provide opportunities for food vendors to sell directly to customers
- To develop sources of marketing, education and management for its members.

In an effort to complete its mission, the Culinary Kitchen of Athens, INC will create several markets and events throughout Athens. The following outlines the general rules and information for current and prospective vendors. These are general rules that are meant to be observed in addition to any rules pertaining to the specific event in which an attendant may be participating in. These rules are subject to change with email notice from the Director Rashe Malcolm.

***VENDOR BY-LAWS
OF
THE CULINARY KITCHEN OF ATHENS, INC***

The Culinary Kitchen of Athens Rules

1. All vendors and members who submit an event application and return it with the required fees agree that they have read, understand and agree to the following rules, in addition to any rules outlined for that specific event.
2. **Hours of operation.** Hours of operation for both the kitchen and for each individual event are to be determined by the Director of said event.
3. **Set up, clean up and breakdown.** Each vendor and member will set up, clean up and break down their individual work area and/or vendor space at the given times for each event and kitchen work time.
4. **Equipment and supplies.** Unless otherwise noted at events, each vendor shall be responsible for bringing their own necessary supplies. This includes, but is not limited to, signs, tables, chairs, products and cleaning equipment.
5. **Signs.** During event hours of all The Culinary Kitchen of Athens events, all signs must remain in the allotted vendor exhibit space provided to the individual vendor. Signs shall not block traffic or pedestrian ingress/egress, or interfere with other vendors' displays, signs or views.
6. **Permit Display.** In order to participate in all associated events as a food vendor, food vendors must display their permit pass in order to occupy a stall site. Permits shall remain on display during market hours.
7. **Vehicles and product display.** Vehicles shall not be utilized for display or advertising purposes. Vehicles may not be utilized as a source for dispensing market goods unless the source is a refrigerated unit. Vehicles are strictly prohibited from running during market hours other than for purposes of refrigeration of product. The use of canopies, awning and umbrellas which do not exceed the vendor space are encouraged.

Permitted Products That May Be Sold at The Culinary Kitchen of Athens Events:

- **Raw agricultural products.** Such products include fruits, vegetables, grains, flowers, bedding plants and potted plants, aquaculture and fish. The Seller must grow bedding plants and potted plants from seed, plug, cutting, bulbs or bare-root.
- **Value added agricultural products.** Such products include raw agricultural products grown by the seller that have been processed or any product that the sale of which is regulated by a government agency. Examples include but are not limited to milks, cheeses, oils, vinegars,

meats and poultry, eggs, honeys, soaps, teas and other herbal preparations. The member must make all value-added products predominantly of material grown or gathered by the member. Cultural products licensed, inspected or otherwise regulated by the federal government, the state of Georgia, Athens-Clarke County, or the city of Athens may be sold only upon the market's receipt and acceptance of the required documentation of compliance. Members must abide by all applicable federal, state and local health regulations. In addition, all members must adhere to federal guidelines on all labels.

- **Farmers.** Farmers include those who raise and or produce plants or animals which they sell at the farmer's market, on land which they own or lease/rent in Georgia or the surrounding states. The term "Farmers" may include individuals who process, produce, or grow on their own property into a value-added product such as but not limited to jams, cider, or salsa. The term may also include those who raise the basic ingredients of a product, but must send said product out for fundamental processing before creating the value-added product. Examples may include those selling minks, oils, smoked meats, fish or shellfish, etc.

- **Processors.** Processor include those who sell processed foods from which they have personally prepared on their own or leased/rented property. Processors are persons or entities offering fresh food products such as meats, seafood, ciders, baked goods, etc. that **have value added to their product through some sort of hands on processing. All processors permits and licenses shall be displayed whenever a processor is selling at any commissary kitchen of Athens events.** Processors must produce their products in Georgia, be based in Georgia, or come from the surrounding states. Processed food products are encouraged to include ingredients from Georgia or regional farms as much as possible. The Culinary Kitchen of Athens shall give stall/space preference to processors using ingredients from Georgia and regional farms or waters.

- **Crafters.** Crafters are persons or entities who craft products with their own hands and then they offer the products for sale. To qualify as a crafter, a majority of the tools and equipment used by the crafter to produce their products must require unique skills, personal handling and/or guidance by the crafter. Crafters must create their craft products in Georgia or the surrounding states.

Some events will not include crafters. All crafts must be pre-approved before being allowed into the market. Approvals will be completed prior to the morning of the market.

- **Prepared food vendors.** Prepared food vendors offer freshly made foods available for sale and immediate consumption on-site at The Culinary Kitchen of Athens events. Prepared food vendors must possess and maintain all required state, county and local permits. Prepared food vendors are highly encouraged to use ingredients produced in Georgia or the surrounding states as much as possible. When selecting prepared food vendors, The Culinary Kitchen of Athens encourages vendors to provide a broad variety of healthy foods. The Culinary Kitchen of Athens will give preference to vendors who are current members of The Culinary Kitchen of Athens and also those who use ingredients produced in Georgia or the surrounding states.

Certain vendors may experience certain restrictions due to contractual obligations with the market venue.

Director and Market Manager Discretion

- The Director and/or Market Manager shall resolve all questions as to the suitability of an item presented for sale at the markets.
- Displays of public interest such as nutritional, health or consumer information may only be displayed with the permission of the Director or Market Manager.

All products must be sold, displayed and stored from a surface above the ground. All vendors must utilize tables, shelves, shells, cases or other structures for this purpose.

Insurance

All prepared food vendors shall be required to carry products liability insurance and general liability insurance in the amounts of one million or greater and furnish a copy or certificate of the insurance to The Culinary Kitchen of Athens no less than 1 week prior to scheduled vending at the market. All food vendors are strongly encouraged to carry one million dollars or greater in general liability insurance to cover operations at the market. Food vendors are responsible for consulting with insurance agents for advice regarding these matters.

Fees and Space Assignments

1. Current Members shall have first right of refusal to available vendor spaces for which they had occupied during the previous season. In order to preserve current rights as a Member, Members are required to pay annual dues by the end of the first general meeting of the new market season.
2. Vendor spaces may be reserved by paying at least one week in advance for said space. This option extends to Non-Members of The Culinary Kitchen of Athens.
3. Any member without a reserved space will be given a space by the Market Manager on a first-come first-served basis. The assignment shall be for that market day only and may vary from week-to-week.
4. The Director or Market Manager shall consider reimbursements to vendors in cases of illness or death.

Market Day Procedures

- The market hours will be determined by each individual event. Arrival and set up time will be 1-2 hours before event start time.
- All vendors are required to be ready for business by the time the event begins. Late arrivals will not be permitted to set up for the event. Allowances may be made for farm vendors who need to harvest products the morning of a market or event.

- For safety reasons, early takedown and departure is prohibited. Exceptions may be made in the cases of emergency. In such a case, the vendor should speak with the Director or the Market Manager.

Farm/Craft Inspection

- The Market Manager and/or Director reserves the right to inspect any member's or other vendor's farm or crafter's workshop. Inspections shall be coordinated between the vendor and the Board of Directors.
- The primary purpose of a farm or craft inspection will be to determine whether the Member or vendor is in fact producing all that he/she is offering at the market.
- The resale of any products that are not grown or produced by the member or vendor personally is strictly forbidden except as outlined in cases of Director-approved resellers. *This applies to Downtown Culinary Showcase/Incubator Kitchen Space
- All new Members of The Culinary Kitchen of Athens and vendors are subject to inspection.
- A complaint procedure has been established by the Board and will be used if a Member or customer believes a rule violation is occurring or has occurred.

Miscellaneous

- All vendors will display their products neatly in an attractive manner with consideration for the other vendors and the general public
- Vendors are responsible for their own booth, will supply their own necessary trash receptacles, and will leave their site clean and in a condition that is suitable to the Director, Market Manager and the Property Owner. Each member will remove all containers, waste and trimmings before leaving the market.
- Vendors will in no way cause any detriment to the event spaces, consumers, or other vendors.
- Peddling and false advertising is forbidden.
- No soliciting, political or religious activity shall be permitted within the market areas.
- No religious or political campaigning is permitted within the market areas and during market events.
- All events shall be smoke free in accordance with the Athens-Clarke County smoking regulations.
- Space dimensions must be observed and respected. Members and vendors are not permitted to block the view of other vendors or the flow of traffic or ingress/egress on areas assigned to other vendors.

Effect of Membership of The Culinary Kitchen of Athens

- By becoming a Member, the Member agrees to the terms , regulations and the By-Laws of The Culinary Kitchen of Athens.
- By becoming a Member, the Member agrees to the terms and regulations of all associated events.
- The Member agrees to permit field inspection as necessary to comply with the rules and regulations of the markets.
- As a condition of membership, the Member agrees to release and hold The Culinary Kitchen of Athens, it's Directors, officers, agents and employees harmless from all claims related to or arising from such membership.
- Members are expected to comply with all government regulations that may be in effect for activities that take place at The Culinary Kitchen of Athens, as well as associated events. These include but are not limited to certification of scales, health rules and regulations applicable to product samples and food display, statements regarding products being organically grown, etc.
- All Members and food vendors are responsible for providing proper product liability insurance. Product liability insurance is necessary and required because customers and patrons may have allergic reaction, illnesses or other food safety-related issues.
- Compliance with all codes and regulations of the county Health, Fire and Police departments, the State Health and Revenue departments, and the Center for Disease Control is required. These agencies have final say in any dispute regarding the operation of the market. All codes and regulations will also apply to the preparation of foods on site including but not limited to food samples.
- Vendors found to be in violation of one or more of these rules may be suspended from selling at any and all events. Any Member(s) found to be in violation of one or more of these rules will be subject to membership suspension.
- Anyone who fails to comply with the rules and regulations or the By-Laws may have their membership terminated without refund of dues and/or fees.

Event and Market Operations

- Knowledge of and compliance with all state regulations regarding the production, labeling, display and sale of all products at markets and events are the sole responsibility of the individual vendor.
- Sales tax must be collected as required by state law. It is the responsibility of each vendor to obtain their own tax identification numbers and be familiar with which of their items are taxable and to collect such taxes and forward them to the state department of revenue.
- All vendors are encouraged to consider obtaining individual liability insurance for products sold.
- Vendors shall be credited for fees paid if inclement weather causes cancelation of an event.

Enforcement of Rules

- The Director or Market Manager is responsible for enforcing the market and event rules and regulations. Possible violations will be discussed and resolution attempted. Vendors found to be selling prohibited items will be asked to remove those items from sale or leave the event without any refund.
- Unresolved problems will be referred to the Board of Directors. Continued violations will result in the violator being banned from The Culinary Kitchen of Athens without reimbursement of fees paid. For non-members who are vendors, continued violations will result in the violator being banned from all future events, including events that have been prepaid with no refunds.
- Any vendor challenging another vendor's product(s) or product's legitimacy or conduct must file a written complaint with the Director and Market Manager, giving the name of the vendor and the product, or summary of the situation. The complainant must date and sign their name to the complaint and the Director will attempt to find a resolution. If a resolution is not possible, the complaint will be referred to the Board of Directors.

*Adapted from the Classic City Farmer's Market