



Consignment Rules and Regulations

Market Mission

The Alexandria Farmers Market is a weekly gathering that connects the community of Alexandria with the farmers, ranchers, and agricultural artisans of Central Louisiana. This connection strives to improve the physical, social, and economic well-being of the region by providing access to fresh, healthy, local food for residents, fostering community relationships, and serving as a business incubator for growers and producers.

Consignment Seller Code of Conduct

It is essential that Consignees act with honesty and respect. Their duties should be carried out in a manner that preserves and enhances public confidence in their integrity, and the integrity of the market.

1. Conduct themselves courteously towards customers, vendors, other consignees, and staff, representing the market in a positive manner. It is the Market's intent to win friends and benefit vendors & consignees, customers, and the community.
2. Show integrity and professionalism adhering to the AFM Rules and Regulations.
3. Uphold the Market's organizational mission, not acting in a manner that is detrimental or disparaging to its values.
4. Bring to the attention of the Market Management any issues they believe will have an adverse effect on the Market.
5. Respect fellow vendors and consignees, not seeking to upstage, embarrass, or disparage them at any time.

Market Staff

The Market Staff supports the day-to-day operations of the AFM. The Market Staff's duties include (but are not limited to):

1. Managing vendors and consignees (including applications, fees, space, etc.),
2. Promoting the market (including print, social, and local media),
3. Handling market-day logistics/operations,
4. Accounting for vendor and consignee fees, sponsorships, and expenses,
5. Liaising with partner organizations,
6. Implementing market programs, and
7. Overseeing volunteers

1. Eligibility and Products

- a. The consignment table is for fresh produce, and seeds & plants that grow produce, only.
 - i. These should be grown/saved by the person who applied to the consignment table program.
 1. We may allow a limited amount of aggregate reselling of produce on a case by case basis and fully at the discretion of the Market Staff.
- b. Consignees may bring a maximum \$200 (retail value) worth of product to the consignment table each week.
 - i. Consignees with capacity for more will be encouraged to apply as a full market vendor.
 - ii. An exception to this policy could be made available to certain consignee's, based on Market Staff discretion and the consignee providing proof of product liability insurance valued at \$1 Million.
 1. If this applies to you, please send your valid proof of insurance to Market Staff and describe the items and quantity you would like to bring to market in detail.
 - iii. There is no minimum consignment per market - we leave this up to the discretion of each consignee. Our goal is twofold, to increase your income and to increase the accessibility of fresh produce at the market.
- c. All applicants and consignment vendors must agree to allow the Market Staff to inspect their farm, production facility, or business location when requested.

Please initial here to certify you clearly understand the eligibility and products policy at the Community Produce Table of the Alexandria Farmers Market: _____

2. Health Codes & Food Safety

- a. All consignees must comply with the sanitary rules and regulations of the FDA, USDA, and Parish and State Health Departments, which vary by products being sold.
- b. Food samples, if offered, must be provided to the public in appropriate containers,

maintained at appropriate temperatures, and handled in accordance with health regulations. No open flame cooking equipment may be used at any time. The Market Manager can deny permission to offer food samples for reasons such as extreme temperatures or if a potential health issue is raised.

- c. It is the consignees responsibility to ensure they maintain all appropriate permits, certifications, or other documentation, and keep them updated with the Market files.
- d. All consignees are encouraged to review and understand industry best practices to ensure produce and all food items adhere to FDA (and/or USDA) standards for safe unadulterated food. Familiarity with the Food Safety Modernization Act is **strongly** encouraged. Please take the FSMA Grower's Training if possible.

Please initial here to certify you clearly understand the health codes and food safety policy at the Community Produce Table of the Alexandria Farmers Market: _____

3. Delivery and Market Operations for the Community Produce Table

- a. The market is open every Tuesday from 3pm-6pm. The market area will be blocked by traffic cones and/or signage. Vehicles are not allowed to enter **or exit** the market area during market time (3-6 pm).
- b. Consignees must notify market staff of attendance at the market no later than Monday at 5 pm.
- c. Consignees must have produce delivered to designated market staff no later than 2:00 pm on market day.
 - i. CPT vendors are **strongly encouraged** to drop off at the market between 1 pm and 2 pm.
 - 1. Alternatives to this must be clearly requested to CPT staff no later than Monday at 5pm.
 - ii. Produce should be packaged for retail sales.
 - iii. Produce should be in coolers with ice packs (not loose ice) or other suitable climate control in warm weather months.
 - iv. Products delivered that do not meet quality standards will not be accepted for sale, at the CPT staff discretion.
- d. Consignees are required to pick up leftover produce from the market by 6:30 pm or it will be donated to an appropriate individual/agency for their use.
 - i. Coolers and totes may be picked up from the Louisiana Central offices later in the week, if not picked up on market day.
 - ii. Consignment Table staff will document all sales for each consignee, including leftover, unsold produce. This documentation will be provided electronically.
 - iii. If the Consignee does not collect their leftover produce at the end of market they agree to abide with the staff inventory.

1. Concerns about discrepancies should be brought to the attention of program leadership: Bahia Nightengale
<bnightengale@louisiana-central.com>
- e. Consignees are responsible for ensuring that produce is fresh, safe for human consumption, with minimal blemishes, wholesome, and suitable for display and sale.
- f. Consignees are required to provide information to market staff for Community Produce Table signage with their name and location of business (as required by law).

Please initial here to certify you clearly understand the delivery and market operations policy at the Community Produce Table of the Alexandria Farmers Market: _____

4. Produce Receiving Guidelines

- a. Produce is NOT required by law to be washed (there is important training the grower should take prior to implementing a post harvest wash and pack system, FSMA Growers Training information [HERE](#)), but all produce IS required to be safe for human consumption, fresh, clean, unwilted, properly handled, and of excellent quality.
- b. Produce should be harvested as close to delivery time as possible and kept at the appropriate storage temperature to ensure freshness and food safety.
- c. Produce should be free from visible dirt, pests, and in a ‘tidy’ condition (unwilted).
- d. Produce should be packed for retail sale in new, non-reused, packaging that is suitable for the market display.
 - i. Examples:
 1. Radishes: all in equal count bunches, bunches secured with twist tie or other device, bunches packed carefully in cooler or other container with temperature control suitable to the weather/climate. Radishes and their attached greens should be crisp and fresh, not soft or wilted.
 2. Carrots: with or without tops, bunched with rubber band or baggietie, equal bunches packed carefully in cooler or tote with temperature control suitable to the weather/climate. Carrots should be crips, clean, and not soft.
 3. Salad greens: bagged, and sealed, unwilted, crisp.
- e. All produce in packaging is encouraged to be labeled with farm name, product identification, and farm location.
 - i. Labels should also include harvest date, storage tips, weight and “wash before eating”. As appropriate.
 - ii. Labels on packaging and for display not made by staff MUST be approved one week before the market
- f. Non-compliant, below standard produce will not be accepted for resale at the CPT.

Please initial here to certify you clearly understand the produce receiving guidelines policy at the Community Produce Table of the Alexandria Farmers Market: _____

5. Pricing and Taxes

- a. Produce must be delivered with an accurate invoice each market. Produce without an invoice will not be accepted.
 - i. Invoice should include:
 1. Farm Name
 2. Business Address
 3. Date
 4. Line item for each unique item with accurate count of said items and the retail price being charged.
 5. Whether or not the consignee is picking up leftovers that evening, or requesting they be donated.
- b. All product pricing (retail price) must be accurate and clearly listed on the invoice.
- c. Each vendor will operate as an individual entity, and each vendor is responsible for setting their own prices.
 - i. All pricing at the Alexandria Farmers Market must be within a reasonable range of current market retail prices as determined by the 2021 [Louisiana Market Price Survey](#), [USDA Terminal Crop Reports](#), and additional retail pricing indicators (we can provide you with pricing technical assistance if you need it).
- d. Intentional undercutting and price wars (as determined by the Market Staff) are not allowed.
- e. You can view a slide show [HERE](#) about Pricing, as presented by Marguerite Green at Sprout Nola.
- f. Vendors are encouraged to create retail pack sizes that embrace the sales opportunities presented by the nutrition access programs.
 - i. Kids Club, for instance, is ONLY available in \$5 tokens (no-change can be given) so high demand products like fruit and child-friendly veggies typically experience higher sales if they have a \$5 pack size option for the Alexandria Farmers Market.
- g. Weights and measures must be in accordance with all applicable local, state, and federal rules and regulations.
 - i. We strongly encourage all CPT vendors to sell by pack size, by the each, by count, etc. and not by weight.
 - ii. Items generally sold by weight must be weighed upon delivery and certified by the consignee and market staff.

1. The Consignment Table has a certified scale that will be used to weigh in your produce as needed and used in the sale of weighed produce.
2. Consignees are encouraged to get their own certified scale as non-certified scales can vary significantly.
3. Non-certified weights will not be honored as correct if different from certified scale weight.

Please initial here to certify you clearly understand the pricing and taxes policy at the Community Produce Table of the Alexandria Farmers Market: _____

6. Nutrition Access Program Tokens

a. Nutrition Access Program Tokens

- i. All consignment vendors that sell qualified products are required to participate in the Nutrition Access Programs and comply with all relevant policies.
 1. **Kids Club** (White Tokens): Fresh/raw fruits and vegetables and plants that grow fruits & vegetables
 2. **SNAP** (Red Tokens): All fresh fruits & veggies, breads, cakes, cookies, baked goods, meat and seafood, dairy products, canned goods/preserves, pecans, frozen tamales and frozen meat pies
 - a. No prepared, ready-to- eat foods, hot or cold
 - b. No nonfood items (e.g. body care, housewares)
 - c. No supplements/vitamins
 3. **Greaux the Good** (Purple Tokens): all fresh fruits & veggies, breads, cakes, cookies, baked goods, meat and seafood, dairy products, canned goods/preserves, pecans, frozen tamales and frozen meat pies
 - a. No prepared, ready-to- eat foods, hot or cold
 - b. No nonfood items (e.g. body care, housewares)
 - c. No supplements/vitamins
 4. **Farmers Market Nutrition Program** (Senior and WIC) FMNP is an optional nutrition access program, as this program requires a certification from the state. Vendors who grow and sell fresh, unprocessed fruits and vegetables are **strongly encouraged** to become FMNP Certified at the Louisiana Department of Agriculture. Visit [HERE](#) for registration details.
 - a. FMNP: only fresh fruits, fresh veggies, cut fresh herbs, and honey (honey only in the senior program not the WIC program) from vendors certified by the state, as outlined by the Louisiana Department of Agriculture.

5. Market Match (Yellow Tokens): Everything at the AFM

- ii. Misuse of tokens may constitute fraud and/or may be a violation of federal law.
- iii. Consignees will NOT re-spend tokens that customers pay them with.
- iv. Tokens can only be used for their intended purpose.
- v. Tokens acquired/processed illegally will not be reimbursed.
- vi. Failing to comply with FMNP or SNAP rules is a federal offense and grounds for immediate termination from the Alexandria Farmers Market.

Please initial here to certify you clearly understand the nutrition access program tokens policy at the Community Produce Table of the Alexandria Farmers Market: _____

7. Fees

- a. Consignment Table fees are 20% of sales per market, withheld from the reimbursement check.

Please initial here to certify you clearly understand the fees policy at the Community Produce Table of the Alexandria Farmers Market: _____

8. Hold Harmless and Insurance

- a. All authorized consignees participating in the AFM shall be individually and severally responsible to the Alexandria Farmers Market, its sponsors, employees, and volunteers for any loss, personal injury, deaths, and/or any other damage that may occur because of consignee negligence or that of its agents and employees. All consignees must agree to indemnify and save the Alexandria Farmers Market, its sponsors, employees, and volunteers from any loss, costs, damages, and other expenses, including attorney's fees, suffered or incurred by the Alexandria Farmers Market, its sponsors, employees, and volunteers by reasons of the consignees negligence or that of its servants, agents, and employees.
- b. Consignees are currently covered under the general limited product liability insurance of the Alexandria Farmers Market/Louisiana Central, unless the consignee is providing proof of their own product liability insurance.

Please initial here to certify you clearly understand the hold harmless and insurance policy at the Community Produce Table of the Alexandria Farmers Market: _____

9. Participation

- a. Consignees are expected to participate in all weekly markets they apply for, to the

extent possible.

- i. In the event a consignee is unable to attend when expected, they must notify the market staff 48 hours before the market time (i.e., Sunday), or as soon as absolutely possible.
- ii. A no-call, no-show will result in removal from the Consignment Table program and could prevent a business from being a market vendor moving forward.

Please initial here to certify you clearly understand the participation policy at the Community Produce Table of the Alexandria Farmers Market: _____

10. Annual Consignee Application Renewal:

- a. Each consignee is responsible for **re-submitting** an application every year for renewal. Failure to submit an application, comply with the renewal process, or to complete and sign all forms will result in the consignee's inability to participate in the Alexandria Farmers Market.
- b. A consignee that has very limited market participation, and/or large amounts of lapsed time between selling at the market, may be asked to resubmit application forms more often, or as needed.
- c. A renewing consignee is not guaranteed its position as a consignee at the Farmers Market.

Please initial here to certify you clearly understand the annual application renewal policy at the Community Produce Table of the Alexandria Farmers Market: _____

11. Communications

- a. Consignees should respond to communications with the Market Staff in a timely manner.
- b. Complaints of any kind, must be in writing for the Market Staff to evaluate.
- c. If there is any reason that a consignee feels uncomfortable discussing something with the Market Staff, then they may request an appointment with the Executive Director of Farm and Food
 - i. Bahia Nightengale, bnightengale@louisiana-central.com

Please initial here to certify you clearly understand the communications policy at the Community Produce Table of the Alexandria Farmers Market: _____

12. Harassment

- a. All market parties (staff, vendors, consignees, and attendees) have a right to work and

exist in a market environment free from all forms of harassment and, accordingly, any form of harassment is unacceptable.

- i. Harassment is defined as any unwanted conduct or comment that is intimidating, hostile or offensive in the market environment. Any harassment is cause for immediate removal from the Farmers Market. We invite everyone to be aware of the impact of their words, and actions, not just their intent.

Please initial here to certify you clearly understand the harassment policy at the Community Produce Table of the Alexandria Farmers Market: _____

13. Compliance:

- a. Violations of these Rules & Regulations will be handled as follows (unless specified as grounds for immediate removal in other sections):
 - i. 1st offense: Verbal reminder
 - ii. 2nd offense: Meeting with Market Staff.
 - iii. 3rd offense: Removal from market participation
- b. Alexandria Farmers Market retains the right to terminate any consignee, with or without cause, for any reason. Any reimbursements due to consignees at the time of termination will be paid according to rules and timelines outlined above.

Please initial here to certify you clearly understand the compliance policy at the Community Produce Table of the Alexandria Farmers Market: _____

14. Modifications:

- a. Alexandria Farmers Market (Louisiana Central) reserves the right to revise the Alexandria Farmers Market Rules and Regulations at any time they deem appropriate. These rules are hereby adopted and valid as of November 2024.

15. General Market Information

- a. Alexandria Farmers Market is open YEAR-ROUND (we average 50 markets a year). The Alexandria Farmers Market prioritizes year-round vendors/consignees that are the actual producers/growers/makers.
The Alexandria Farmers Market is a farmer centric market. We prioritize having a broad selection of fresh fruits and vegetables at the market every week, sold by the people who grow them. We discourage reselling, but do allow it in limited ways.

Contact:

Alexandria Farmers Market Staff

AFM@louisiana-central.com

318-441-3407

Louisiana Central

1302 Murray Street

Alexandria LA, 71301

www.louisiana-central.com/afm

www.facebook.com/alexandriafarmersmarket

CPT applicant, please sign here to certify you clearly understand the Community Produce Table 2025 Rules and Regulations at the Alexandria Farmers Market and agree to abide to these policies:

Printed Name: _____

Business Name as listed on Application: _____

Signed: _____ *Date:* _____