



Vendor Application Process

Thank you for your interest in becoming a vendor at the Alexandria Farmers Market.

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.

The Alexandria Farmers Market has two types of vendors, The Community Produce Tables, is a produce-only consignment table run by the market, these vendors are referred to as Consignment Vendors or Community Produce Table vendors; Market Vendors are vendors that set up their own booths at the market. Market Vendors are preferably year-round (50 markets a year).

Market Vendor Information & Process

We are especially interested in recruiting Market Vendors in these product categories for 2024:

- Fresh fruits and vegetables, especially crops beyond the typical and common tomatoes, cucumbers, okra, and summer squash.
- Cheese made with milk from a Louisiana dairy farm.
- Savory baked goods, sourdough breads, bagels, rolls, sandwich bread, etc..
- A beverage vendor with locally roasted coffee, handcrafted teas, lemonade, smoothies, etc.
- Louisiana Seafood w/ high quality retail packaging.
- Louisiana raised poultry including chicken, duck, goose, etc.
- Louisiana raised & processed rabbits.
- Honey - full product line to include honey straws, spoons, comb, propolis, royal jelly, beeswax, beeswax candles, and other similar products.
- Unique value-added products that include significant Louisiana grown/ harvested/ raised/ produced ingredients.

Alexandria Farmers Market is open YEAR-ROUND (we average 50 markets a year). The Alexandria Farmers Market prioritizes year-round vendors that are the actual producers/growers. We discourage reselling. Value added products are favorably reviewed for inclusion at the market *when they are made with* Louisiana grown, harvested, raised, and/or produced ingredients.

The Alexandria Farmers Market is a farmer centric market. We prioritize having a broad selection of Louisiana grown fresh fruits and vegetables, sold by the people who grow and harvest them, at the market every week.

There are vendor fees and an application process, acceptance is not guaranteed. If you are ready to apply here are a few steps to take to get you started:

- Stop by the Farmers Market to introduce yourself and tell us about what you grow or make.
- Go to our website: www.louisiana-central.com/afm and read about the market. Especially the rules and regulations document; be sure to reach out if you have questions.
- Ensure you have all required supporting documents for the application, familiarity with the Louisiana Cottage Food Law and labeling requirements, Health Inspection Certificates, and other required signage and labels for your products and your booth.
- Fill out and submit the online application with all needed documentation. The link is on the website.
- Wait to hear back from the Market Manager, this process can take 2 weeks or more. The complete process from application to submission can take roughly 4-6 weeks or more depending on the products and readiness of the applicant.
- Note that our market maintains a product mix of roughly:
 - 55% (minimum) Fresh Produce
 - 20% Meat, Poultry, Pork, Seafood
 - 20% Value added. Preference for products to be made from locally sourced ingredients.
 - 5% Non-food items. Preference given for products made from locally sourced materials.
- If accepted as a vendor to the Farmers Market
 - The Farmers Market Staff will do a Site Visit prior to your first market.
 - You will be required to provide proof of \$1 Million product liability insurance policy, and proof of vehicle liability insurance for any vehicles driven to the market by you, your family, or any staff (anyone that will be inside your booth and participating in the general booth operations).
 - Ensure you have all your products, tent, credit card payment processing ability, social media accounts, a marketing plan, and engaging booth display ready prior to your first market.
 - Submit the ACH Authorization form and a W9 (the market manager will send this to you to complete and return).

Consignment Vendor Information & Process

Consignment Vendors may only sell fresh fruits and vegetables that they grow and harvest on The Community Produce Table at the Alexandria Farmers Market.

- Fresh fruits and vegetables, especially crops beyond the typical and common tomatoes, cucumbers, okra, and summer squash.

Alexandria Farmers Market is open YEAR-ROUND (we average 50 markets a year). The Alexandria Farmers Market consignment table prioritizes very small farms and home gardeners that are the actual producers/growers of the products. The Alexandria Farmers Market is a farmer centric market. We prioritize having a broad selection of Louisiana grown fresh fruits and vegetables, sold by the people who grow and harvest them, at the market every week. Consignment Vendors are welcome to volunteer to staff the Community Produce Table on occasion.

There is an application process for the Community Produce Table, acceptance is not guaranteed. If you are ready to apply here are a few steps to take to get you started:

- Stop by the Farmers Market to introduce yourself and tell us about what you grow or make.
- Go to our website: www.louisiana-central.com/afm and read about the market. Especially the rules and regulations documents; be sure to reach out if you have questions.
- Ensure you have all required supporting documents for the application, including a marketing plan, and biographical statement and photo.
- Fill out and submit the online application with all needed documentation. The link is on the website.
- Wait to hear back from the Market Staff, this process can take 2 weeks or more. The complete process from application to admission can take roughly 4-6 weeks or more depending on the products and readiness of the applicant.
- If accepted as a Consignment Vendor at the Farmers Market
 - The Farmers Market Staff will do a Site Visit prior to your first market.
 - You will be required to establish a product delivery and pick up time in alignment with market operations as stated in the Consignment Table rules.
 - Submit the ACH Authorization form and a W9 (the market manager will send this to you to complete and return).