

Oxford Farmers Market Vendor Policies & Code of Conduct

1. Purpose & Values

The Oxford Farmers Market exists to support local farmers, growers, makers, and artisans while fostering a welcoming, respectful, inclusive, and safe community space for vendors, customers, staff, and volunteers. As the market grows, these policies establish clear expectations to ensure a positive experience for all participants.

2. Vendor Eligibility & Product Standards

- The market is open to farmers, growers, artists, makers, and craftsmen from Newton County and counties contiguous to Newton County (Rockdale, Walton, Morgan, Jasper, Butts, and Henry).
- Vendors must grow, produce, or hand-make all items they sell. Reselling, rebranding, or selling items produced by others is prohibited.
- All products offered for sale must be listed on the vendor's application and approved by market management. Any changes or additions require prior written approval. Photos of products must be submitted with application via email.
- The market reserves the right to limit the number of vendors selling similar products to maintain product diversity. No vendor is guaranteed exclusivity.

***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.

3. Market Dates, Hours, Location & Communication

When: Regular Market Season is from April 23 – October 29, 2026. Special dates outside of the season are posted on the information page and website.

Where: The market is held in the city green space outside at 915 Emory Street, Oxford, Ga.

Hours: Every Thursday, 4-7pm. Thursday food truck nights are 3-7pm.

Communication: All market communications will be done through email. **It is the responsibility of the vendor to check their emails regularly.** Check your spam folders and add the market to your contacts. Space assignments are emailed the day prior to the market.

4. Vendor Conduct & Professional Behavior

Vendors are expected to conduct themselves in a professional, respectful, and courteous manner at all times, including during setup, market hours, and breakdown.

Prohibited behavior includes, but is not limited to:

- Harassment, intimidation, or threatening behavior
- Discrimination based on race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, or any other protected status
- Verbal abuse, derogatory language, or offensive gestures
- Actions that create an unsafe, disruptive, or hostile environment

The Oxford Farmers Market does not tolerate discrimination or harassment in any form.

5. Inclusion, Safety & Reporting Concerns

The City of Oxford is committed to maintaining a market environment where all vendors feel welcome and safe.

- Vendors are encouraged to report concerns related to conduct, discrimination, harassment, or safety to the Event Manager or City Manager.
- Reports may be made privately and will be handled as discreetly as possible.
- Retaliation against any individual who raises a concern in good faith is prohibited.

6. Market Operations & Booth Standards

- Vendor spaces are limited to a standard 10' x 10' area unless prior approval is granted.
- Vendors are responsible for providing their own tents, tables, chairs, displays, and signage.
- Each vendor is required to attach weights to the legs of their tent. Any liability resulting from improperly secured tents will be the responsibility of the vendor.
- Booths must be kept clean and orderly. Vendors are responsible for removing all trash and materials at the end of each market day.
- Alcohol, drinking, smoking and vaping are not allowed on City of Oxford property.
- Vendors may not sublet any portion of their space to another vendor.
- Open flames are not permitted.
- This is an outdoor event. Vendor spaces may not be completely level.
- Electrical access on the green is not available.
- A Truist ATM is located adjacent to the property.

- Vendors must display their City-issued Farmers Market Permit at all times while selling.
- Permits are non-transferable. If vendors' produce/items are presented by a family member, employee, or other person at the Farmers Market, that person must display the vendor's Permit, and must have in their possession a written statement from the vendor authorizing them to sell the vendor's produce/items.

5. Permits, Licensing & Regulatory Compliance

All vendors are responsible for complying with all applicable federal, state, and local laws and regulations, including those of the State of Georgia.

- Proper permits, licenses, and certifications are the responsibility of the vendor and may be obtained through or directed by the Georgia Department of Agriculture or the Georgia Department of Public Health. 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.
- All required permits and licenses must be submitted to the City prior to application approval and must be displayed in the vendor booth during each market.

Permits and licenses may include, but are not limited to:

- Food Sales Establishment License, Georgia Department of Public Health Permit, Cottage Food License, Dairy License, Egg Candling Certification, Mobile Food Vehicle License, SERV Safe or other ANSI-accredited Food Handler Certificate, Organic or Naturally Grown Certification, Produce Safety Alliance Grower Training Certificate

All vendors handling food in any way must hold, at minimum, a valid SERV Safe or equivalent Food Handler certification.

At the discretion of the Event Manager or City Manager, products that are improperly labeled or exceed licensing limitations may be required to be removed from sale. Farms and food vendors may be subject to inspection by the Event Manager or City Manager before the season opens and at any time deemed necessary.

7. Attendance, Cancellations & Market Hours

Consistent vendor attendance is essential to the success of the Oxford Farmers Market.

- Vendors are expected to attend the market on the days for which they have signed up or been scheduled.
- If a vendor is unable to attend, notice should be provided to the Event Manager as soon as possible, and preferably no later than 24 hours prior to market start time.

No-call / No-show:

- Vendors who fail to attend a scheduled market without prior notice may be subject to corrective action.
- Repeated no-call/no-show incidents may result in suspension or revocation of the vendor permit.

Leaving Early:

- Vendors are expected to remain set up and actively vending for the full duration of the market unless otherwise approved by the Event Manager.
- Early breakdown or departure without approval may be considered a violation of market policy, as it negatively impacts the market experience for customers and fellow vendors.

Exceptions may be made for emergencies, severe weather, or circumstances approved by market management.

Attendance Thresholds:

- Two (2) no-call/no-show incidents within a calendar year may result in suspension or revocation of vendor privileges.
- Repeated early departures without approval may result in corrective action.

Weather-Related Cancellations:

- In the event of severe weather or unsafe conditions, the market may be delayed, shortened, or cancelled at the discretion of the Event Manager and City Manager.
- Vendors are responsible for monitoring official market communications for weather-related updates.
- Leaving early due to approved weather-related closures will not be considered a violation.

8. Authority & Enforcement

The Event Manager and City Manager are authorized to enforce these policies.

Violations may result in one or more of the following actions, depending on severity and frequency:

- Verbal or written warning
- Temporary suspension from the market
- Removal from the market for the day

- Revocation of vendor permit

Serious violations, including discriminatory or threatening behavior, may result in immediate removal.

The City of Oxford reserves the right to take appropriate action as deemed necessary to protect the safety, integrity, and values of the market.

9. Liability and Indemnification

All authorized vendors participating in the Oxford Farmers Market are independent operators and are not employees, agents, or representatives of the City of Oxford.

Each vendor shall be solely responsible for any loss, damage, injury, or claim arising out of the vendor's participation in the market, including but not limited to personal injury, property damage, or product liability resulting from the acts or omissions of the vendor, the vendor's employees, agents, volunteers, or representatives.

Vendors agree to indemnify and hold harmless the City of Oxford, its elected officials, officers, employees, agents, volunteers, and representatives from and against any claims, damages, losses, costs, or expenses, including reasonable attorneys' fees, arising from the vendor's participation in the market, except to the extent caused by the negligence or willful misconduct of the City of Oxford.

10. Policy Updates & Amendments

These policies may be updated as the Oxford Farmers Market grows and evolves. Vendors will be notified of material changes and are expected to comply with the most current version.

Participation in the Oxford Farmers Market constitutes agreement to abide by all current policies and procedures.

Adopted by the City of Oxford. Subject to revision.