



2025 MARKET RULES AND GUIDELINES

The objective of the Monroe Market is to create a market that will support the development of the local agricultural and artisan economy in Walton County. Our hope is that the market will foster stewardship of our land and goodwill in our community by providing a place for vendors to sell their products to customers, as well as create a place that will provide local shopping, education, and entertainment for the Monroe and Walton County community.

The market application period will be from January 2, 2025-January 31, 2025. All applications will be reviewed, approved, and scheduled by the Market Board. Vendors will be notified of acceptance/denial/waitlist by February 15, 2025.

The market will be held weekly on Saturdays, year-round with seasonal breaks. Market hours will be 9am-1pm. The market will be held on Court Street, adjacent to the Historic Courthouse on South Broad Street, in Downtown Monroe.

Seasons: 33 markets

Spring/summer markets--April 5-July 26

Closed August

Fall markets--September 6-November 22

Closed December

Winter markets--2nd and 4th Saturdays

January 2026-March 2026

Closed April

2026 market season to open in May 2026

Vendors will have the opportunity to apply for the Crepe Myrtle Festival (June 14) and/or FallFest (October 11). Festival applications will be available through Downtown Monroe.

Vendors shall be local farmers or makers, based in a county bordering Walton County. Exceptions may be permitted if approved by the market manager/committee.

All products must be made or grown by the person/business selling the product. No reselling/rebranding. Exceptions may be permitted if approved by the market manager/committee.

Items sold must be pre-approved by the market. The market reserves the right to remove any unapproved items from the table. Only approved items listed on the application will be allowed to be sold. If adding additional items that are not listed on the application, prior approval is required.

Subleasing will not be permitted. A vendor's space can only be used by the vendor listed on the application for the approved items listed on the application.

There will be no combined artisan/ag-produce vendors. If you would like to sell both types of products, you will need to apply and be approved for each category. You will need to purchase a separate space for each category. Spaces are not guaranteed to be next to each other, so each space will need to have personnel capable of supervising and selling your items.

Artisan/Craft vendors will be accepted to attend the 1st Saturday Artisan Fairs.

Artisan/Craft vendors will be accepted and assigned based on seniority and past attendance.

Booth spaces will be assigned weekly by the market manager by check in time. Assigned booth numbers can change weekly.

A standard booth space is 10'x10'. Additional space will need to be purchased and pre-approved by the market.

Vendors must bring their own tent and weights. Tents will not be available for vendor use. Tent needs to be a **10x10 straight leg** tent to be able to fit in the booth space.

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.

Vendors will need to provide their own tables and chairs.

Each vendor is responsible for keeping and leaving their booth space clean and free of refuse. If refuse is not properly disposed of, the vendor will be subject to a fine of \$25.00.

Electric will be available on a limited basis. This must be approved prior to the Market.

Restroom facilities will be available at the Monroe Visitors Center, located on Broad Street.

Bill changing will not be available. Wells Fargo offers Saturday hours and is within walking distance of the market.

The Monroe Farmers Market, the Market Committee, and the City of Monroe are not responsible for product liability or the paying of sales taxes for individual vendors. This responsibility lies with the individual market vendors. Please consult your accounting professional and/or your insurance company for directions.

In the event of rain, the market will be closed. Every attempt will be made to make the appropriate weather call BEFORE Saturday morning. Please check your email for updates on weather closings.

Early breakdown will not be permitted. All vendor booths must remain set up and occupied until 1:00.

If you find that you cannot come to the market on your agreed dates, please communicate this to the market manager no later than 24 hours before the opening of the market. A change in attendance can be made by contacting the market manager by email or text. Market attendance notices and invoices are emailed multiple times each week. **It is the responsibility of each vendor to check their weekly emails, as this is our main source of communication.**

1st No-Show without notice will result in a warning and the vendor will be responsible for booth fees for that day.

2nd No-Show without notice will result in removal from future markets and vendor will be responsible for booth fees for the day.

Market Pricing

Application Approval Fee	\$35.00
Daily Booth Fee	\$20.00
Artisan Fair Daily Booth Fee	\$35.00
Prepay Season Pass	\$560.00

Licensing and Permits

Proper permits and licenses are the responsibility of the vendor and can be obtained through or directed by the Georgia Department of Agriculture. Licenses and/or permits must be displayed in booths during each market.

Permits and licenses include, but are not limited to the following:

- Cottage Foods License
- Food Sales Establishment License
- Meat, Milk, and Cheese license
- Egg Candling Certification
- Live Plant License
- Mobile Vehicle License
- Better Process Control School Certification
- GA Dept of Health Permit
- ServSafe or ANSI Accredited Food Handlers Card
- Organic and Naturally Grown Certification

Any vendor selling food items will be required to submit a copy of their liability insurance with their application. The Monroe Market should be listed as an “additional insured”.

Proper licensing, permits, and proof of insurance are required to be submitted before the application can be approved.

Pricing of goods is enforced by the Georgia Department of Agriculture and shall be done by volume or by piece (such as \$3.00 for a pumpkin or \$4.00 for a quart of blueberries), or by weight. Scales should be certified by the Department of Agriculture and certification is the responsibility of the vendor.

Proper labeling must be approved and accompany all packaging. Items will be periodically inspected during the market season for proper labeling. At the discretion of the Market Manager, products that are not properly labeled or exceed your licensing limitations, must be removed from your table.

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.

All farms and kitchens are subject to inspection by the Market Manager and/or Committee Member(s).

Behavior and Conduct

The behavior of vendors to consumers and fellow vendors 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 permanent expulsion.

Vendors will be held to the market standards of conduct for professional behavior. No horseplay or unprofessional conduct will be tolerated. Incidents or reports of violations of this conduct code will be subject to review by the Market Manager and/or Committee.

Monroe Farmers Market is a smoke-free environment. No smoking will be permitted in the market area.

Behavior and/or actions which are considered disruptive, unsafe, and/or actions which are considered to be a nuisance are prohibited at the market. All decisions regarding disruptive behavior and/or nuisance activity are at the sole discretion of the Market Manager and/or Committee.

The Monroe Farmers Market will not discriminate against anyone because of race, color, creed, national origin, sex, age, disability, or sexual orientation.

Set up and Break Down Procedures

Our market hours are 9am-1pm. All vendors are required to stay at the market for the entire time the market is open. **No early breakdowns. Leaving early will impact your opportunity to participate in future markets.**

Set up is 7:30am-8:50am. Your arrival time window will be assigned according to your booth number. Arrival times and other instructions will be emailed every Friday evening.

Enter Court Street from Midland Avenue. (This is opposite of the one way.) Pull up to your assigned booth number, unload your items, and pull out onto Broad Street by turning right to find a parking lot. Do not set up until you return from parking your vehicle. **There will be no parking on Court Street during the market.**

Please do not park on Broad Street. The spaces on Broad Street are for Downtown Businesses and the Monroe Police Department enforces a two-hour parking limit. We do not want anyone to get a ticket.

Court Street will close to vendor traffic at 8:30. If you arrive after 8:30, you will need to park in a parking lot and carry your items into the market.

Some customers arrive before 9am. You do not have to sell before 9am.

If you still have customers at closing time, please be as quick and polite as possible to complete the sale. If you still have customers when the load up line begins to move, please let your customers know that the market is closing and ask them to move into your booth or on the sidewalk for safety reasons. Customers cannot be on the road during load up time.

We ask that you do not begin to pack up until 1pm, as it gives the appearance that the market is shutting down.

At 1pm or as soon as the street is clear of customers, the barricades at the end of Court Street will be moved so you can pull your vehicle down the street. This time gets hectic...everyone wants to leave and we understand, however, care must be taken so we do not have an accident.

We require that you consolidate and pack your booth as much as possible BEFORE pulling into the load up line, as this impacts the efficiency of the departure process.