

# Azalea City Market

## Official Vendor Rules & Regulations Agreement

---

Welcome to the Azalea City Market. To maintain a premium, safe, vibrant, and community-centric "Third Place" for our visitors, neighbors, and local businesses, all participating vendors must review, agree to, and strictly abide by the following official rules and operational procedures.

### 1. Mission & Product Authenticity

---

- **Grower, Maker, Artisan Only:** The Azalea City Market is dedicated to supporting local agriculture, craftsmanship, and culinary arts. All items offered for sale must be grown, baked, crafted, or produced directly by the vendor.
- **Prohibited Categories:** Mass-produced commercial items, buy-and-resell merchandise, and Multi-Level Marketing (MLM) business structures are strictly prohibited to protect the integrity and artisan brand of the market.
- **Curation:** The market management reserves the right to review all vendor applications and product lines to ensure a balanced, high-quality variety of booths.

### 2. Market Schedule & Attendance

---

- **Official Hours:** The market operates on Saturdays from 9:00 AM to 12:00 PM.
- **Mandatory Duration:** Vendors must remain completely set up and operational for the entire duration of the market hours. Early pack-downs or leaving before 12:00 PM is strictly prohibited, as it compromises pedestrian safety and creates an unprofessional appearance for the community.

### 3. Market Day Logistics & Pedestrian Safety

---

To maintain our strict pedestrian-first environment, vendor vehicle logistics must follow a coordinated, staggered schedule:

- **Staggered Load-In (7:00 AM – 8:30 AM):**
  - **Wave 1 (7:00 AM – 7:45 AM):** Heavy setups, farm vendors, and vendors with large, complex inventory layouts.
  - **Wave 2 (7:45 AM – 8:30 AM):** Light artisans, crafters, and vendors with minimal inventory footprint.
- **The "Unload-First" Vehicle Rule:** Upon arrival at your assigned avenue, you must completely unload all tents, weights, and inventory onto the pavement and immediately move your vehicle to the designated secondary vendor parking lot. No booth setup or tent assembly may begin while your vehicle is still parked within the market footprint.

- **Hard Lockout (8:30 AM):** All vendor vehicles must be completely cleared from the grid by 8:30 AM. No vehicles are permitted to enter, move, or operate within the market footprint after this time.
- **Load-Out Process (12:00 PM – 1:30 PM):** Breakdown begins promptly at 12:00 PM. Vendors must completely collapse their tents and pack their inventory before retrieving their vehicles from the secondary lot. Vehicles will not be permitted back into the market footprint until the vendor's space is completely packed down, preventing layout gridlock.

## 4. Booth Space, Setup, & Canopy Safety

---

- **Space Allocation:** A standard vendor space consists of a designated 10'x10' area. Vendors must keep all signage, inventory, displays, and transactions strictly within their allocated boundary.
- **Asphalt Protection:** Staking directly into the parking lot asphalt is strictly prohibited.
- **Mandatory Tent Weights:** Every tent leg must be secured with a minimum of 25 lbs of dead weight (such as professional canopy weights, heavy sandbags, or concrete blocks securely fastened to the frame). This is a non-negotiable safety rule to protect pedestrians and neighboring booths from sudden wind gusts. Tents without proper weights will be required to pack down immediately.
- **Visual Appeal:** Vendors are responsible for providing their own high-quality 10'x10' pop-up tents (clean, solid white canopy covers are highly preferred to maintain a unified, premium aesthetic), tables, matching tablecloths, and professional signage.

## 5. Cleanliness, Waste, & Site Integrity

---

- **Pack It In, Pack It Out:** Vendors are completely responsible for the cleanliness of their immediate booth area during and after market hours.
- **Zero-Trace Policy:** All trash, cardboard, packaging, and debris generated by a booth must be packed out by the vendor or brought to designated market consolidation points.
- **Illegal Disposal:** Dumping commercial waste, grease, gray water, or organic food scraps into public mall trash receptacles, landscaping, or storm drains is strictly illegal and will result in immediate, permanent termination from the market.

## 6. Compliance, Licensing, & Taxes

---

- **Permits & Regulations:** Vendors are independently responsible for obtaining all necessary local, county, and state health certificates, licenses, and permits required to sell their specific products (including cottage food, prepared foods, and raw agricultural goods).
- **Sales Tax:** Vendors are solely responsible for collecting and reporting Georgia state and local sales tax on all items sold.
- **Liability:** The market management and property owners assume no responsibility for vendor inventory, equipment, or personal property.

### Vendor Acknowledgement & Agreement

By signing below, or by submitting an electronic vendor application for the Azalea City Market, I acknowledge that I have read, understood, and agree to strictly comply with all the rules and regulations outlined in this document. I understand that failure to follow these guidelines—particularly regarding pedestrian safety, vehicle rules, early pack-downs, and tent weights—can result in the immediate forfeiture of my vendor space without refund.

---

VENDOR BUSINESS NAME

---

AUTHORIZED REPRESENTATIVE NAME (PRINT)

---

DATE

---

SIGNATURE