

#5780

The Farmers Market on the Square will open for the 2018 season April 7, 2018 we will be open each Saturday until the end of October and will open in June 6, 2018 for the week day market.

Our focus this year will be Childrens Education along with Good Nutrition;

Special Event Days will be: Education Nutrition Day in May
Kentucky Proud Day in July
Senior Citizens Day in September
Customer Appreciation in October

We plan to have a great year and provide lots of local fresh products to our community.



#5780

Farmer's Market on the Square

Annual Dues _____

2018

Date Paid _____

Membership Application

Daily Dues are \$10.00

NAME: _____

NAME OF FARM/BUSINESS _____

ADDRESS: _____ EMAIL: _____

PHONE NUMBERS: _____

Are you applying as a:

Farmer _____

Crafter _____

Other Please explain: _____



Please provide a brief description of the items you wish to sell

- *Crafters please attach photographs of your products*
- *Vendors selling baked goods, processed foods (canned) or prepared foods must submit copies of necessary licenses or certifications*
- *Concessioners (food) must submit copies of necessary licenses or certifications*

___ I affirm that all produce offered for sale is grown on my farm

___ I affirm that all arts and crafts products offered for sale are handmade by me

___ I affirm that I have read and agree to abide with all FM² rules, guidelines, policies and regulations pertaining to my business as well as regulations and policies set by local and state agencies

___ I understand the policy on payment to vendors and agree to abide by the policy

___ I have attached copies of all required licenses, certifications required for the production/sale of my product

___ I hereby give my permission to release my name, farm name, and contact information to the press and potential customers

Vendor _____ Date _____

Approved by _____ Date _____

#5780



Farmers Market on the Square
Columbia, Kentucky
Rules and Guidelines 2018

As a valued Farmers Market on the Square (FM²) vendor, you are responsible for assuring that you and your staff follow market rules, policies and regulations pertaining to your business as well as regulations and policies set by local and state agencies. By doing so, you help keep the Farmers Market on the Square a vibrant, viable community asset.

Staying in compliance with the following rules also makes you a "Vendor in Good Standing". Actions and behaviors that may put you out of compliance with market rules will result in a range of consequences, including warnings, fines and suspension.

1. Association

- a. The Farmers Market on the Square operates under the Kentucky Proud Guidelines for Farmer's Markets. Refer to the Kentucky Farmer's Market Manual 2016-2017 for guidelines on any item not specifically addressed in this document.
 - a.i. Any subsequent changes to the Kentucky Farmer's Market Manual will be in effect at the time of publishing.
 - a.ii. A copy of the Kentucky Farmer's Market Manual is available on line at
http://www.kyagr.com/marketing/documents/FM_20142015FarmersMarketManual.pdf

- b. Officers of the Farmers Market on the Square Association for 2018 are as follow:
 - b.ii. President -
 - b.ii Vice President -
 - b.iii. Secretary -
 - b.iv. Treasure -
 - b.v. Market Coordinator -
 - b.vi. Wednesday Market Coordinator -
- c. Committee
 - c.i.
 - c.ii.
 - c.iii.
 - c.iv.
 - c.v.
- d. Membership Committee
 - d.i.
 - d.ii.
 - d.iii.
 - d.iv.
 - d.v.

2. Location

- a. The Farmers Market on the Square is located in the city parking lot at the corner of Campbellsville Road and Merchant Street, 105 Merchant Street, Columbia, KY.

3. Days and Hours of Operation

- a. Saturdays 8m – 1pm CT
 - a.i. Opening Day (Saturdays) -
 - a.ii. Closing Day (Saturdays) -

- b. Wednesdays 1pm – 6pm CT
 - b.i. Opening Day (Wednesdays) -
 - b.ii. Closing Day (Wednesdays) -
- c. The Farmers Market on the Square is open rain or shine except for weather events determined to be dangerous to our customers or vendors.

4. Membership

The Farmers Market on the Square values the time each of our members devote to making FM² the best farmer's market in south central Kentucky. Every FM² member is asked to volunteer his or her time and expertise at the market in order to continue to keep FM² association annual fees low while meeting the market's day to day expenses, promotional and advertising costs. By working together to support our market we will all benefit.

- a. Each prospective member must complete a vendor application and obtain approval from the association membership committee prior to sale day.
- b. All prospective members must comply with all necessary federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products prior to sale day.
 - b.i. Copies of all required documents, licenses, certifications must be on display at Market.
- c. Membership is open to residents of Kentucky offering produce grown on their own farm only.
 - c.i. An on-site farm inspection can be conducted annually by a member of the Committee.
- d. Membership is open to residents of Kentucky who produce venue-appropriate and approved handmade arts and crafts. All arts and crafts items must be pre-approved by the membership committee.
- e. Membership is defined as one business selling under one business name.

e.i. Vendors may not sublet space to others.

e.ii. Vendors may not "sell for" a non-member.

f. Membership fees are:

f.i. 2018 Season

f.i.1. \$75 annually (vendor email address provided regardless of the number of set up days **OR**

f.i.2. \$10 per day set up

f.i.3. Vendors 16 years and younger are permitted to set up at no charge.

f.i.3.a. Young vendors must certify that they are responsible for the production of their product.

f.i.3.b. Young vendors are permitted to have a mentor assisting them.

f.ii. Fees must be paid to the Association Treasurer prior to vendor set up.

f.iii. Fees are used for day-to-day expenses and promotional/advertising purposes.

g. The Association reserves the right to refuse membership to any individual.

h. Membership fees are not refundable or transferable.

i. Late season vendors- cost determined at the time. Pro rate is possible.

5. Product Representative Guidelines

a. Sale of products produced by another association member is permitted, provided that both vendors are paid members in good standing.

b. Both vendors must comply with federal, state, and local health regulations and licensing requirements that govern the production, display, distribution, sampling, and sale of their products.

6. Vendor Identification

a. Each vendor must prominently display a sign clearly identifying the farm, business or individual.

7. Vendor Space, set up and safety

- a. Vendors are encouraged to sign-up for market space in advance.
 - a.i. Saturday market – no later than Thursday by noon
 - a.ii. Wednesday market – not later than Sunday by noon
 - a.iii. Vendors who sign-up prior to markets will be included in all market advertising
- b. Spaces of assigned by the market coordinator each week with consideration to the following.
 - b.i. Vendors who are required to have access to city electricity in order to meet Health Department, USDA or Kentucky Agricultural guidelines to sell their product
 - b.ii. Vendors who purchase multiple booths
 - b.iii. The order in which vendors sign up for weekly markets
 - b.iv. Vendors' general attendance record including leaving before closing time (no including sell outs)
 - b.v. To best meet general business and safety requirements for the Farmers Market on the Square
- c. Vendors requiring electricity must set up in designated areas. Spaces with electricity are limited and available on first come first served basis
 - c.i Vendors requiring electrical power are responsible for providing their own outdoor extension cords
- d. Vendor space is defined as one designated 10'x10' area
- e. Vendors are encouraged to purchase additional spaces as necessary to accommodate their products
 - e.i. Vendors will not be permitted to occupy multiple spaces for the sole purpose of deliberately denying other vendors a space, to dominate the market or to obtain a space in a specific area of the market

- f. All vendors are responsible for their own garbage receptacles, cleaning up their own space and removing all garbage at the end of the day
- g. Vendors are responsible for supplying their own tents, tables, chairs etc.
 - g.i. Tents/displays may not exceed 10'x10'
 - g.ii. Additional vendor spaces may be purchased to accommodate tents/displays exceeding one vendor space
- h. Vendors utilizing vehicles or trailer in lieu of tents are permitted to set up in designated spaces only.
 - h.i. Vehicles or trailers may not exceed 10' wide
 - h.ii. Additional vendor spaces may be purchased to accommodate vehicles or trailers exceeding one vendor space
 - h.iii. Vendors are permitted to utilize a reasonable amount of space to the rear of a vendor space (when available) to store additional products provided that:
 - 1. Customer walkway or parking is not impeded.
- i. Vendor set up is welcome prior to market start time
 - i.i. Saturday vendors are permitted to set up after 5am CT
 - i.ii. Saturday vendors are permitted to drive into the market area to unload and load before 7am and after 1pm CT
 - i.ii.1. Absolutely no vehicular traffic is permitted in the market area between 7am-1pm CT OR if ANY customer is Present.
 - i.iii. Wednesday vendors are permitted to set up after 11am CT as traffic/parking permits.
 - i.iv. Wednesday vendors are permitted to drive into the market area to unload and load between 11am and 12pm and after 5pm CT.
 - i.iv.1. Absolutely no vehicular traffic is permitted in the market area between 12-5pm CT or if ANY customer is present.
 - i.v. Parking for vendors
 - i.v.1. Saturday market

I.v.1.a. The parking lot behind the Annex building or behind the jail.

I.v.1.b. Judicial Center parking lot. Please park at the far end of the lot.

I.v.2. Wednesday market

I.v.2.a. The parking lot behind the Annex building or behind the jail.

I.v.2.b. Judicial Center parking lot Please park at the far end of the lot.

I.v.3. Please leave on-street parking for customers.

8. Items for sale

- a. Locally grown fresh produce, fruits, herbs and nuts.
- b. Value-added products produced under Kentucky House Bill 391 and Farmers Market Legislation. To qualify under either the Homebased Processor or the Homebased Microprocessor program, the final product must contain a primary or predominant ingredient which is a fruit, vegetable, nut or herb that is grown by the farmer in Kentucky.

b.i. Homemade jams, jellies, breads, fruit pies, cakes, cookies, etc. Homebased Processors may produce and sell low risk products such as fruit jams (containing sugar), jellies and syrups, fruit butters, baked goods, prepackaged mixed greens or herbs, and dried fruit, vegetables, nuts or herbs.

b.i.1. Vendor must be registered as a Homebased Processor with the Kentucky Cabinet for Health Services/Food Safety Branch, submit verification of an approved water source, and follow labeling requirements.

b.i.2. Proof of certifications must be on display.

- ii. Home processed canned goods

1. Homebased Microprocessors may sell higher risk products such as canned tomatoes, pickled fruits and vegetables, salsas,

barbeque sauce, pepper or herb jellies, herbal vinegars low- or no-sugar jams and jellies, and pressure-canned vegetables.

2. Vendor must be registered as a Homebased Microprocessor with the Kentucky Cabinet for Health Services/Food Safety Branch, submit verification of an approved water source, and follow labeling requirements.
 3. Proof of certifications must be on display.
 4. Detailed information can be found at https://fcs-hes.ca.uky.edu/homebased_processing_microprocessing
- c. Jams, jellies, processed fruits and vegetables, salsas, breads, fruit pies, cakes, cookies etc. Where **no** ingredient is grown by the vendor/farmer in Kentucky.
- c.i. If the vendor does not grow a primary ingredient of their value-added product, a Commercial Food Manufacturing Permit is required on display.
 - c.ii. Detailed information can be found at <http://chfs.ky.gov/dph/info/phps/food.htm>
 - c.iii. When vendors product does not come from their own land, a lease/rental agreement, signed and notarized must be supplied to the market coordinator.
- d. Honey
- d.i. Beekeepers who produce fewer than 150 gallons of honey a year are exempt from regulations that require honey to be processed (extracted and bottled) in a certified food processing establishment, or from begin required to obtain a permit from the state health department.
 - d.ii. Labels must include the following
 - d.ii.1. Identity of the product. HONEY
 - d.ii.2. Quantity of contents. Usually stated in weight –

ounces and grams. Example: Net Wt. 16 ounces (454 grams) or Net Wt. 1 lb. (454 grams).

d.ii.3. Name of manufacturer

d.ii.4. Complete address and telephone number of manufacturer

e. Soaps, Balms and Cosmetics etc.

e.i. Soaps – Kentucky law exempts the manufacture of soaps from regulations provided that the label makes no medicinal claims.

e.i.1. Examples, treats acne, eases psoriasis, eliminates rashes

e.i.2. Soaps that DO make medicinal claims are regulated under federal regulations and must be manufactured accordingly.

f. Eggs

f.i. Cleaned, candled, and in new cartons. Egg cartons must be clearly labeled with contact information and the term "ungraded".

f.ii. Eggs must be stored at 45 degrees Fahrenheit or below during transport and display.

f.iii. Eggs must meet Kentucky Cabinet of Health guidelines.

g. Flowers, bedding and potted plants grown (from seed) by the vendor.

h. Landscape plants (trees, shrubs, ornamentals etc.) in the possession of the grower for a minimum of 90 days.

h.i. Includes plugs, liners, transplants, rootings, nursery stock etc.

h.ii. Farmer's Market on the Square reserves the right to request invoices on any plants in question.

i. Handcrafted items appropriate to the venue.

i. No live animals of any type may be offered for sale.

j. Locally grown meat and poultry.

j.i. Meats must be maintained at or below 40 degrees Fahrenheit during transport and display at the market.

j.ii. Coolers, refrigerators, freezers etc. must have a thermometer.

j.iii. Meat and poultry must be processed at a USDA inspected facility.

- j.iv. Vendor must have a permit to sell USDA inspected meat.
 - j.v. No shrimp products.
 - k. Locally grown fish (aquaculture).
 - k.i. Fish must be maintained at or below 40 degrees Fahrenheit during transport and display at the market.
 - k.ii. Coolers, refrigerators, freezers etc. must have a thermometer.
 - k.iii. Fish must be processed at a USDA inspected facility.
 - l. Cheese
 - l.i. Cheese must be produced under USDA guidelines.
 - l.ii. Cheese must be maintained at or below 40 degrees Fahrenheit during transport and display at the market.
 - l.iii. Coolers, refrigerators, freezers etc. must have a thermometer.
 - m. Concession Vendors. Concession vendors must be permitted through the Lake Cumberland District Health Department under either permit. Contact Cory Patterson, 270.384.2286.
 - m.i. Temporary Food Service Establishment Permit
 - m.i.1. Concession vendors must display a copy of a current "temporary food service establishment" permit
 - m.i.2. Concession vendors must comply with all Lake Cumberland District Health Department temporary food service guidelines.
 - m.ii. Farmer's Market Temporary Food Service Establishment Permit
 - m.ii.1. Permit is available only to Kentucky farmers operating at a KDA registered farmer's market
 - m.ii.2. Permit is valid for direct-to-consumer marketing of Kentucky grown farm products from approved sources for a period of time not to exceed two (2) days per week for any consecutive six (6) month period in a calendar year.
 - m.ii.3. Vendor must successfully complete an approved food manager training program and re-certify every 2 years.
 - n. All descriptions of products must be accurate and truthful.

- o. Copy of organic certification for vendors offering products described as "organic" for sale must be on file with the Association and displayed.
- p. Association approval prior to sale for requests to sell items not specifically listed.

9. Sales/Pricing

- a. Produce will be priced and sold by bulk (bunch, ear, dozen, bushel etc.)
- b. Produce sold by weight is acceptable provided the vendor uses an on-site, registered commercial scale. The scales are for estimation only. Use of non-certifiable scales is permitted.
- c. Pricing will be determined by the vendor.
- d. No vendor will be permitted to sell "below fair market value" in order to deliberately undercut sales of other vendors for the purpose of dominating the market or putting another vendor out of business. Fair market value: Market should sell in supper 50% between terminal wholesale and retail which accounts for supply demand variances as well as quality variance.
- e. Reselling of produce/food items from another farmer, wholesaler, store, or other food operation is not permitted at the market, except as provided for under the Product Representative guidelines (se Product Representative Guidelines section 5)
- f. Re-selling of any processed or micro processed food item e.g. jams, salsa, pickles, etc. From another farmer, wholesaler, store, or other food operation is not permitted at the market, except as provided under the Product Representative guidelines (see Product Representative Guidelines section 5)
- g. Vendors are permitted to offer non-produce resale items.
 - g.i. All non-produce resale items must be directly related to an approved product and be preapproved by the committee
 - g.ii. All non-produce resale items are at the discretion of the board and must be deemed appropriate to the venue

- h. The market does not offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having a choice. However, if FM² believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.
- i. The Farmer's Market on the Square Association reserves the right to offer non-produce resale items for sale for the purpose of fund raising for the association.
- j. The association's approval of selling privileges for a vendor is always for a vendor is specified period and never exceeds one market season.
- k. Street musicians (for tips only) are permitted when space allows. They must check in with the market coordinator who will assign them an area if available. Electronic amplification is not allowed nor is playing/singing in a loud, disruptive manner such as to impede communication between vendors and customers.
- l. Scheduled entertainment is permitted to utilize electronic amplification provided that it does not impede communication between vendors and customers.

10. Payment

- a. Form of payment is to be determined by each vendor.

11. Courtesy and Customer Service

- a. While at the market, vendors and staff are expected to behave courteously toward customers, other vendors, market staff, and volunteers.
- b. Vendors and staff are expected to conduct themselves professionally at all times.
- c. The Farmer's Market on the Square, its vendors and staff does not and shall not discriminate because of race, color, religion, sex, national origin, sexual orientation or gender identity, ancestry, age, disability, veteran status or genetic information.

12. GAP- Good Agricultural Practices

- a. GAP is a requirement for selling fresh produced fruit, meat, poultry, eggs or value-added products.
 - a.i. Annual association members offering produce, fruit, meat, poultry, eggs, or value-added products are required to satisfactorily complete a GAP class.
 - a.ii. Vendors paying by the day are required to present a GAP certificate.
- b. Training for GAP will be offered in cooperation with the Adair County Extension Services office at least once prior to the markets' opening day annually. Contact Nick Roy, 270.384.2641 for schedule.
- c. Vendors are highly encouraged to attend a live GAP class prior to selling at FM², however an online class is available to those unable to attend a live class.
 - c.i Vendor is responsible for registering with the Adair County Extension office for an on-line GAP class.
 - c.ii. GAP certifications from other counties is accepted.
- d. GAP is required to offer samples (either raw or cooked) of your product prior to sampling
- e. A sampling certificate is required for all vendors prior to offering food samples (available as part of GAP).

13. WIC Farmer's Market Nutrition Program (WIC FMNP)

- a. Vendors accepting WIC FMNP vouchers must attend a required training class and register with the Nutrition Services Branch, Department for Public Health.
- b. Vendors must comply with all program regulations.
 - b.i Authorized vendors may not accept WIC FMNP vouchers for another (unauthorized) vendor.

- b.ii. Failure to comply with program regulations will result in the vendor being released from the program.
- c. Training for WIC FMNP will be offered annually prior to the markets' opening day.
- d. WIC FMNP training will not be offered during the market season.
- e. Farmer's Market on the Square is not responsible for the administration or payment of WIC FMNP reimbursements.

14. Senior Farmer's Market Nutrition Program (SR FMNP)

- a. Vendors accepting SR FMNP vouchers must attend a required training class and register with the Kentucky Department of Agriculture
- b. Vendors must comply with all program regulations.
 - b.i. Authorized vendors may not accept SR FMNP vouchers for another (unauthorized) vendor.
 - b.ii. Failure to comply with the program regulations will result in the vendor being released from the program.
- c. Training for SR FMNP will be offered annually prior to the market's opening day.
- d. SR FMNP training will not be offered during the market season.
- e. Farmer's Market on the Square is not responsible for the administration or payment of SR FMNP reimbursements.

15. Sponsors/Guests

- a. The Farmer's Market on the Square Association is dedicated to consumer education as a critical component in building sales for local agriculture.
- b. In order to keep vendors' fees as low as possible and still fund educational outreach, the Market solicits sponsors and guests for special events and activities.
- c. Sponsor/Guest candidates are evaluated on an individual basis to ensure there is not direct conflict with the Market's mission.

- d. Sponsors/Guests are not charged a set-up fee and are permitted to accept donations to their program.
- e. The Market on the Square Association may hold fundraising events, enlist support from volunteers, and cultivate community partners in order to enrich the program.

16. Raffles, contests, drawings, give-ways

- a. Vendors are not eligible to win prizes associated with free raffles, drawings, contests.
- b. Raffle, contest, and drawing prizes must be the property of the Farmer's Market Association.
 - b.i. Prizes may be donated or purchased by the association.
 - b.ii. No prizes offered as "split-pot" are permitted.

17. Vendor Roster Publication

- a. The market supports an open policy in regards to publishing the vendor roster (with pre-approval by the vendor).
- b. The roster maybe posted to (but not limited to) ColumbiaMagazine.com, Farmer's Market on the Square Facebook page, Farmer's Market on the Square website. Individual names are released upon inquiry by the press or potential customers.
- c. Vendors are asked to indicate on their applications if they want the market to release their personal information. No vendor's name will be posted or given without signed permission by the vendor.
- d. The vendor roster will not be shared or sold by the association to prospective markets or competitors for the purpose of soliciting vendors.

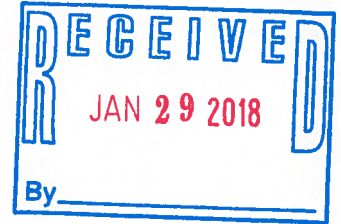
18. Responsibility

- a. The Farmer's Market on the Square or the Association is not responsible for any accidents, theft, or inclement weather conditions.
- b. Vendors operate at their own risk.

19. Violations

#5780

Farmer's Market on the Square LLC
By-Laws



Purpose: To provide central, convenient location for farmers, processors; producers to market locally grown and processed items and for the consumers to purchase locally grown and processed foods.

Goals of Market: To provide high quality, locally grown fruits and vegetables as well as processed items. To maintain good customer relations and to educate the public to the benefits of locally grown; health benefits and economic benefits to community and creating awareness of good nutrition.

We strongly believe that this effort provides the market members opportunity to educate thru advertisement, promotions and one-on-one communications with customers. Not only adults, but with young people and children thru the use of sampling, education materials and one-on-one communication to children and youth we can help create thought about healthy and nutritious food choices. This will begin to instill self-discipline, doing what is right, best, what should be done, even when the person does not want to! Because we eat so often, these people will apply self-discipline to all aspects of their lives; living healthier, happier, more productive lives.

Governing of the Market:

Electoral Process: Voting membership elect officers; each with described duties. A committee will put in place, by vote or appointment, the review and approve actions of management.

Voting members: Those paid and in good standing. Producers of fruits, vegetables and processed items. One vote per membership. Those that join for the entire year and set up regularly.

Membership dues: Annual cost or \$10/day. Late season may be pro-rated. Dues are to be used to promote market and purchase needed items; tents, tables and chairs, etc. Membership is open to residents of Kentucky that offer produce grown on their own farm. An on farm inspection can be made by market committee. Membership must meet with approval of committee. If they do not own their land; then a rental or lease agreement requiring a notary will be required.

Membership: One business selling under one name. Each member is entitled to a vender space. All vendors must complete vendor application and meet with approval of committee.

Programs such as grants, partial or whole will be reviewed by committee and accepted or denied and criteria for implementing them will be dealt with at that time as well as added to Market Rules and Regulations for the season, or length of the grant if necessary.

Local By-Laws have priority and take president; as so do market rules and regulations unless given to state and federal programs or grants which mandate their rules regulations.

Market vendors will be referred as the Association; vendors, members or voting membership.

Officers for 2018-2019

Officers:

President – Darrell Burnnell

Vice-President – Darrell Andrew

Secretary – Sandy Scott-Debbie Burris

Treasurer – Tim Blackaby-Danny Burris

Market Coordinator – Donna Jones

Membership committee: Consist of all officers listed above.

Committee appointed to Advertising and Promotions:

Darrell Andrew, Donna Jones, Sandy Scott

LLC listing members: Darrell Burnnell, Darrell Andrew, Donna Jones

LLC Registered Agent: Darrell Andrew

Ky Proud contact: Darrell Andrew

IRS contact: Darrell Andrew

All Officers have Two (2) year term limits

Duties of Officers

President: Conduct all meetings. Serve on committee. Sign documents for Market.
Co-sign all checks.

Vice President: Assist the President. Serve in absence of President. Serve on committee.

Secretary: Keep all records of Market. Keep records of all proceeding at meetings. Keep records of membership. Serve all notices and make any written reports or notifications that may be requested.

Treasurer: Have general charge and supervision of financial books, records, bank accounts. Shall receive, deposit, and disburse funds. Co-sign all checks.

Market Coordinator: Oversee daily market issues. Oversee set-u and locations. Inforce market rules and regulations. Receive trainings for WIC and Senior programs. Administer trainings to mebers.

All officers will serve with two (2) year term limit.

Agenda for Meetings

Regular meetings – Request to be on agenda or will be allowed up 2 hours before meeting, but may be denied. New business may be brought up and discussed at later meeting.

Special called meetings – No agenda needed. Things that need immediate attention.

Committee: Oversee and direct market in planning and future goals. Elect or appoint for: grants, advertising, promotions, filings for LLC, both state and federal.

Rotate committee members either with election or appointment.

Committee will be first appeal of alleged violations.