

# 667

**2017 Bardstown Farmers'**  
**Market Rules and Regulations**



**Bardstown Farmers' Market Association**

An association will exist of all licensed members of the Bardstown Farmer's Market (BFM). A five-member advisory committee will be elected annually by a majority vote consisting of licensed members of the market from the previous year. A meeting of all Bardstown Farmers' Market Association (BFMA) members should take place in November for the select purpose of choosing a committee for the following season. Committee members will serve from Dec 1<sup>st</sup> through November 30<sup>th</sup>. Committee members shall be elected annually.

The committee will itself select a chairman, vice-chairman, secretary, and a treasurer. The chairman will represent the BFMA and will be responsible for disseminating the decisions of the committee. If the chairman resigns or is no longer able to fulfill their duties the responsibility will fall on the vice-chairman. Furthermore, if any member is unable to fulfill their term the committee will appoint a replacement member.

The committee will be responsible for advertising and promotion of the BFM. The committee has the authority to collect fees and to use these fees for the promotion and maintenance of the market. The treasurer should be responsible for handling fees and keeping records of transactions with oversight by the chairman. A regular audit should take place each year at a meeting of the committee.

The committee will be responsible for heading the BFMA, managing the BFM, enforcing market rules, and coordinating events.

**Location**

The BFM will be located at the Farmers' Market Pavilion on East Flaget, between North 2<sup>nd</sup> and North 3<sup>rd</sup> Street.

**Hours and Days of Operation**

The BFM will be open on Saturdays only in April beginning on the 22 day and will begin full offering on Tuesday, May 2, 2017 until Tuesday, October 31, 2017. November and December extended season sales will be determined in September. The hours of operation are as follows:

**Tuesday 7:30am – 12:30 pm**

**Friday 7:30am – 12:30pm**

**Saturday 7:30am – 12:30pm**

**Rules**

1. A business license from the city of Bardstown must be purchased for a fee of \$25. This is a one-time fee; your business license from the city is then renewable each year free of charge.

An annual license for the BFM must be purchased at the county extension office in order to sell at the market. The annual fee will be set every year by the advisory committee. A BFM permit will be good for one season.

An eight-foot drive way shall be maintained down the center of the market at all times. All vendor spaces will be 1.5 parking spaces in width.

Permit types for the 2017 season are as follows:

- **RESERVED INSIDE**—\$125/season. These spaces are under the pavilion. Once paid for and assigned, that vendor can only use the space. These spots will be offered first to the eight participants who attended the most days in the previous season.
- **RESERVED OUTSIDE**—\$65/season. These spaces are the two spaces just adjacent to the pavilion, on both sides of the center aisle.
- **UNRESERVED/OUTSIDE**—\$50/season. These spots are first come, first served.
- **YOUNG VENDORS LICENSE**— up to 2 permits per season will be offered to vendors 18 years of age or younger whose applications are approved by the committee. These vendors will be responsible for the \$25 business license fee however the unreserved vendor fee will be waived.

Being granted a license for one season does not automatically guarantee a member's license will be renewed the following year. The issuance of all licenses and assignment of parking spaces are the responsibility of, and subject to, the committee's approval. The committee will conduct a simple public background check on all new vendors when determining approval.

2. The deadline for registration is May 1, 2017. All vendors must be registered and fees paid by May 1. **No vendors will be accepted after May 1 unless authorized by the advisory committee.** Vendors wishing to sell prior to May 1 must have their fees paid prior to the first day they set up. All BFM fees are to be paid through the Nelson County Extension Office.

3. The BFM will be a producer-only market. **Resale is not allowed.** Products for sale are limited to those vegetables, fruits, flowers, plants, animal products, and other agricultural products produced on land the member owns or leases, and or immediate family member (mother, father, sister, brother, daughter, son). The committee reserves the right to make farm visits in order to ensure compliance with these rules. Any vendor caught buying and selling will have their license revoked and be immediately expelled from the market.
4. Value-added or hand crafted items are allowed as long as the product is produced by the participating vendor. These items are to be original and handcrafted by the vendor and must be safe and exhibit quality craftsmanship.
5. Food Vendors who use a commercial kitchen are allowed to sell food items at the BFM without being a producer. A copy of the applicant's Commercial Food Manufacturing Permit must be submitted with the application and current permits should be submitted with the annual dues. Preference will be given to those whose products are complementary to the market and who use ingredients that are derived from the market vendors.
6. The BFM will be limited to producers in Nelson and surrounding counties (Anderson, Bullitt, Hardin, Larue, Marion, Spencer, and Washington counties of Kentucky.)
7. Licensed members of the BFMA will only be allowed to sell during the above listed days and hours of operation. Setup can take place 45 minutes prior to the market's official daily start time. Early sales will be permitted as long as the volume of sales activity does not impede or become an issue of safety during the setup time. Vendors may leave early. Sales are not allowed after closing time.
8. Members must display their Bardstown city business license and their BFM license at all times. A committee member or assigned person will check licenses and parking spots every market day and will keep a record of attendance in order to help make decisions on issuing licenses.
9. WIC and Senior Program participants must display a sign stating "We Gladly Accept Kentucky Farmer's Market Nutrition Program Coupons/Checks" that all customers can plainly see. All participants agree to follow all WIC and Senior coupon rules and regulations.

10. Members will be responsible for policing and/or cleaning up their area at the end of every market day.
11. Repeated complaints about a member's conduct or the member's product are grounds for consideration of license revocation by the committee. Complaints must be in written form and signed before action is taken against any member.
12. Individual members are responsible for complying with all state, local, or federal laws, label, or food safety and handling regulations. **Product Liability insurance is heavily recommended.**

The BFMA or the City of Bardstown will not be held liable. Participants shall indemnify, hold harmless and defend the BFMA, the City of Bardstown, and the Nelson County Extension Office against any and all claims, actions, damages, liabilities and expenses, including but not limited to, attorneys' and other professional fees and defense costs arising from any loss of life, personal injury and/or damage to person or property occurring in, on, or about the premises or arising from any loss of life, personal injury, and/or damage to any person or property resulting from any act, omission, or negligence of the participant, his agents, employees, or invitees.

13. Members agree to comply with all BFMA rules. Failure to do so will result in the revocation of their license for the season. Penalties for rule breaking:
  - 1<sup>st</sup> offense--Verbal/written warning
  - 2<sup>nd</sup> offense--Expulsion from association and revoking of license for the year by majority vote from the committee.
11. Rules can only be changed or amended by a 4/5 vote by the advisory committee.