

# Bluegrass Farmers' Market, Inc.

## MARKET GUIDELINES – 2011

Although members sell as individuals, the market is a cohesive unit and its success depends on the cooperation and joint effort of all the members as a whole for the good of everyone.

### I. PARTICIPATION

A. The Farmers' Market is a member driven association of Kentucky growers of vegetables and other related agricultural and horticultural products; Kentucky producers of value-added items such as baked goods, pickles, jams, etc.; Kentucky crafts people; and any other category deemed acceptable to the membership.

B. Applications for membership shall be filled out and submitted as noted on the application. Applications shall first be reviewed by the Membership Committee. If the application is not approved by the Membership Committee, the application will be returned with the reason for denial noted. If approved by the Membership Committee, it will be forwarded to the Farm Inspection Committee, which will perform a production site inspection prior to the first day of sales if at all possible. If a production site inspection cannot be conducted prior to the first day of selling, the applicant may be temporarily permitted by the Membership Committee to sell if there is verification by two current market members. After the production site inspection, the Farm Inspection Committee will forward its findings to the Membership Committee. The Membership Committee will make the final decision and inform the applicant.

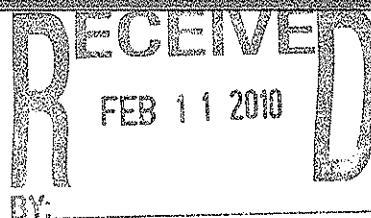
C. Members must grow, harvest, or make all the products to be sold at their Market site.

1. Members agree to production site inspection(s), whether scheduled or not.
2. A high standard of quality and/or freshness is required for all products.
3. Board members will make up and/or appoint the farm inspections committee.

D. Members are expected to conform to the Bluegrass Farmers' Market, Inc. statement of purposes as set forth in the by-laws and market guidelines and attend at least four (4) market days during the season to retain voting rights.

E. If a member is not able to attend the market, he/she may designate a representative to sell on his/her behalf with prior approval by the board.

F. Any member in good standing may act as a sales representative for another individual provided that so named individual is also a member of the market and is bound by the market rules and regulations. A member may act as sales representative for no more than three (3) other members.



G. One day trial marketers must sell under the auspices of a current market member and maintain a separate cash box and records.

H. All members must be a member of the “**Kentucky Proud**” program, and complete the “**KY GAP**” (**Good Agricultural Practices**) training.

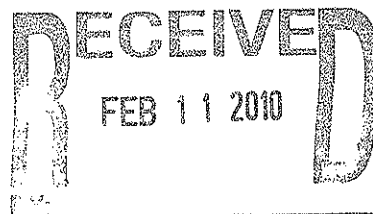
I. Guest chefs, street musicians, ‘entertainers’, Master Gardeners, health professionals and those wishing to demonstrate uses for items available for purchase at the market will be encouraged to participate.

J. The Bluegrass Farmers’ Market, Inc. reserves the right to prohibit anyone from selling or displaying at the market.

## II. ACCEPTABLE PRODUCTS

A. Products offered for sale must be in compliance with the guidelines for the sale at the Bluegrass Farmers’ Market, Inc. The market is an outlet for Kentucky agricultural, horticultural, and craft products. **No items purchased for resale are permitted.**

1. All products, agricultural and horticultural, must have been grown or produced by the member and must be listed on each year’s market application. With Board approval, items may be added during the growing season.
2. Product(s) may include but is not limited to plant sales including bedding, vegetable, herbs, flowers (indoor and outdoor), trees, shrubs, woody ornamentals and brambles if raised by the member and labeled appropriately.
3. Seed sales of heirloom or open-pollinated edible and ornamental plant varieties are allowed if the plants were raised and the seeds collected and/or processed by the member.
4. Member-produced foodstuffs and baked goods pursuant to all applicable laws.
5. Herb and seasoning mixes, preserves, and equivalents must actually be blended or produced by the member. The ingredients may be purchased or grown by the member pursuant to applicable laws.
6. Soaps, lotions, candles, etc. must be produced and packaged by the member. The ingredients may be purchased. They must be labeled according to FDA regulations if required.
7. Honeys, bee products, syrups and sorghums produced and packaged by or for the member, pursuant to applicable laws.
8. Value-added dried fruits, vegetables, herbs and mushrooms pursuant to applicable laws if they are grown/produced by the member.



9. Polished and cut stones and other craft materials (yarn, dried plants, 'driftwood', etc.) are allowed if produced or collected by the member.

10. Meat, eggs and dairy products must be processed and handled in a manner that meets all governmental regulations and you must have all appropriate licenses and certificates present at the market.

B. The acting market manager shall have the right to prohibit the sale of any unacceptable item(s).

C. Crafts are allowed IF:

1. Product materials are grown and/or collected by the member.
2. The materials are purchased; the craft must be so labeled. (#3 and #4 still apply)
3. All assembly or handcrafting is physically done by the member or under his direct supervision.
4. No imported or domestic "finished" crafts or pre-assembled kits are allowed.

### **III. PERMITS, LABELING, AND INSURANCE**

A. All booths must display farm name and county.

B. All products must be labeled with the variety and price, or this must be clearly posted.

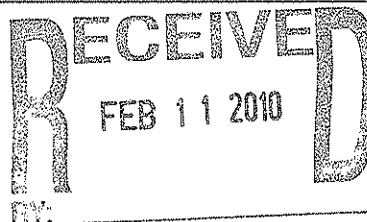
C. Knowledge and compliance with all regulations regarding the production, labeling display, and legal permits of all products at the Bluegrass Farmers' Market, Inc. is the sole responsibility of the individual member.

D. It is strongly recommended that all members carry product and liability insurance, especially for value-added products.

### **IV. MARKET MANAGER**

A. A market manager will be appointed for each market day, by the Board. In the absence of the market manager, a board member in attendance will serve as the market manager.

B. The market manager will collect daily fees and give receipts. (It is suggested that these be paid on a monthly basis, using the provided 'accounting sheet'.)



C. The market manager will make any on-site decisions relating to market management when the need arises. At the request of the membership, any such decisions are subject to review by the Board in a timely manner.

## V. MARKET OPERATION

A. Sales tax must be collected as required by Kentucky State law. Kentucky's sales and use tax law requires tax collection on non-edibles such as crafts, plants and flowers. It is the sole responsibility of each member to obtain their own tax numbers and be familiar with what items are taxable, and to collect such taxes and forward them to the State Treasurer.

B. Processors of homemade foods such as pickles, baked goods, etc. must be in compliance with HB 391 and all Kentucky Department of Agriculture requirements, and assume sole responsibility for licensing, inspection, product liability insurance, etc. Attach copies of all permits and licenses with your application.

C. Fresh produce must be displayed at least 24 inches off the ground.

D. Product may be sold by the bunch, item, or legal weight measures. Scales must be certifiable by KDA.

## VI. MARKET SITE

A. The market will be conducted in the parking lot of **Pedal the Planet and Fast Signs**, at 3450 Richmond Road, in Lexington, KY. The market will operate on Saturday mornings from 9:00 AM until 2:00 PM and on Tuesday afternoon from 3:00 PM until 6:30 PM. The opening day will be the third Saturday in April, (4/25/08) and the final market will be on the last market day in October, (10/31/08). Changes in the market location, days or times of operation may be made by two-thirds (2/3) vote of the members present, during the market session.

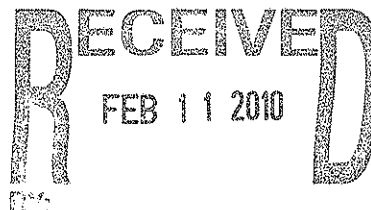
B. Layout of the market stalls will be determined by joint agreement of the Board of Directors and the property owners.

## VII. STALL ALLOCATION

A. Number, size and location of stalls available at market site(s) will be determined by the board officers. Member operations may determine stall location. A member may occupy no more than two (2) stalls. Under special circumstances the market manager may allow a member to occupy additional stall spaces.

B. Market stall locations shall be allocated by seniority of market participation.

C. The market manager will decide any dispute over stall spaces.



## **VIII. APPEARANCE AND CONDUCT**

- A. Members will be neat, suitably dressed, and deal with the public in a courteous and appropriate manner.
- B. All members will display their products neatly and attractively with consideration for the other members and the general public.
- C. Members are responsible for their own stalls, will supply all necessary trash containers, and will leave their site clean and in a manner acceptable to the market manager and property owner.
- D. Bluegrass Farmers' Market, Inc. prohibits members from bringing live animals to the market site unless allowed by law or with permission of the market manager.
- E. Smoking by members will not be permitted inside your booth area.

## **IX. MARKET FEES**

- A. For each Grower/Producer member:

- 1. One (1) year membership fee is \$50.00 and is entitled to one (1) stall space. Annual membership dues must be paid prior to or concurrent with the first day of selling.
- 2. Additional stall fee is \$75.00

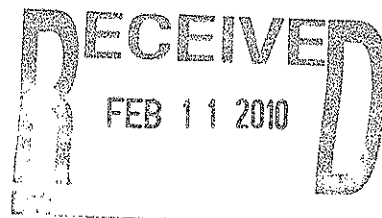
- B. A daily stall fee of 4% of the day's total gross sales (rounded to the nearest dollar) will be charged to market participants, with a minimum payment of \$1.00. The payment may be made the following week and must be paid no later than the next market day when you sell, in the following month.

- 1. The membership shall set stall fees at the annual meeting. The fees will be used to defray the costs associated with the market site and operations, e.g. advertising and publicity, insurance, rent, etc.
- 2. Stall fees will be collected and each payer will receive a receipt for each market day by the market manager.
- 3. The fee for one day trial will be \$10.00 plus 5% of sales for the day. If the trial marketer joins the market, then the \$10.00 will credit towards the annual membership dues and future gate fees will be 4% of the daily gross sales.

- C. All fees are non-refundable.

## **X. NON-DISCRIMINATION**

Bluegrass Farmers' Market, Inc. does not discriminate on the basis of age, disability, gender, race or religion.



## **XI. GRIEVANCE PROCEDURE**

Reasonable reprimand procedures will be put in place in writing with the concurrence of the majority of the market members. These will include clear-cut reasons and procedures for a member's expulsion and an appropriate appeal procedure.

### **GRIEVANCE PROCEDURE**

If a member feels that their rights as a member of the Bluegrass Farmers' Market, Inc. have been violated or that another member has acted outside of their authority with the Bluegrass Farmers' Market, Inc. or in a way that harms the Market as a whole, the following steps should be taken.

1. The grievance or concern should be put in writing, including a clear and specific description of the problem and the name(s) of the person(s) involved, a description of the ways a person has attempted to resolve the matter, (if appropriate), and at least one course of action that would satisfy the writer (if appropriate).
2. Copies of this correspondence (Grievance and Complaint form) should be sent to a member of the Grievance Committee and to all persons involved in the grievance or concern. The form or correspondence must be signed. (We will NOT deal with anonymous grievances.)
3. The Grievance will be reviewed as soon as possible by the Grievance Committee and a written response will be issued within fourteen (14) days.
4. The Grievance Committee shall take a course of action that may include but is not limited to:
  - a. Determine that the issue does not warrant formal steps to resolve it and should be handled through other channels.
  - b. Mediation between involved parties.
  - c. Referral to Rules Committee if complaint is a violation of a Market rule.
  - d. Bring grievance before the Board of Directors for a hearing.
5. If the grievance cannot be resolved through the above courses of action, the writer may personally appeal to the Board of Directors.
6. The Board of Directors has final authority in deciding the outcome of grievances.



# BLUEGRASS FARMERS' MARKET, INC. APPLICATION - 2011

Send to: Linda McMaine, 450 Hawkins Lane, Salvisa, KY 40372, or hand deliver, at the market.

Please take your time while filling out this application. The market advertising will be based upon what our farmers have available. If you have something unique to add to our market, please let us know on an attached separate page. This is your market and we need to promote you!

Name \_\_\_\_\_

Farm Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Farm Address \_\_\_\_\_

Home/mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact - Ph. No. \_\_\_\_\_ County \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Directions to farm, start from a main road \_\_\_\_\_

Approximately how many acres or row-feet or square feet do you use for your produce, flowers, or plants? \_\_\_\_\_

Do you need electricity? \_\_\_\_\_ Water? \_\_\_\_\_ Will you be using a generator? \_\_\_\_\_

Are your products: Certified organic? \_\_\_\_\_

Prepared: under HB391? \_\_\_\_\_ In a commercial kitchen? \_\_\_\_\_

Are you a member of the Kentucky Proud program (participation is mandatory)? \_\_\_\_\_

Please list any professional or social memberships/ involvement and educational background that may be pertinent, or of assistance, to the BGFM \_\_\_\_\_

Number of market spaces desired (maximum of two) \_\_\_\_\_



Mark an "x" in the month(s) and week(s) boxes you anticipate selling at the market

	April	May	June	July	Aug	Sept	Oct
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							

The following pages are a listing of items commonly sold at the Bluegrass Farmers' Market, Inc.. **THESE FILLED-OUT PAGES MUST BE INCLUDED WITH YOUR APPLICATION!** Please check each item that you plan to sell in 2011. You must notify the secretary via mail or email of any additions you might make, after your application has been approved. Make sure you place a check mark if the item is an heirloom...it helps us with advertising! If you need more space please attach a separate sheet of paper. If you plan to sell any craft items you must submit a description and a photo or sketch of the items. If you attach any additional list(s) of produce or products you intend to sell, please use our list format.

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If accepted as a member of the Bluegrass Farmers' Market, Inc. I agree that I will provide all necessary permits and pay all applicable fees. If you make a significant change in your plantings (or have major crop losses), you must submit a Crop Addendum Form as soon as possible.

By signing this application you agree that you will not hold the Bluegrass Farmers' liable for any injury, theft or damage to either buyer or seller or their property arising out of or pertaining to preparation or participation in the Bluegrass Farmers' Market, Inc., whether such injury, theft or damage occurs prior, during or after the Bluegrass Farmers' Market, Inc.. Seller further agrees to indemnify and hold the Bluegrass Farmers' Market, Inc. harmless for and against any claims for such injury, theft or damage.

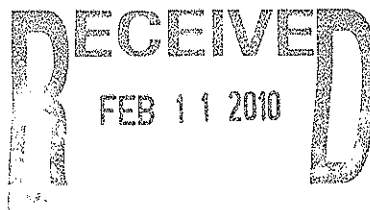
You also agree that you have read the attached rules/regulations set forth by the Bluegrass Farmers' Market, Inc. and agree to abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The membership committee will review your application. We will notify you of our decision as soon as possible. We will schedule a farm inspection, before you may begin selling. You must also have a Fayette County Health Department Farmers' Market Permit, any additional required permits/licenses, proof of membership in the 'Kentucky Proud' program, and have completed the KY GAP training program. If you intend to provide samples to customers, you must have also completed the KY Sampling Program. You must attach copies of ALL necessary permits and certificates to your application. We hope to offer the opportunity to be part of our market, to every farmer who qualifies, and we will review each and every application.

**OFFICE USE ONLY**

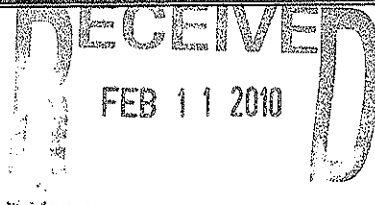
Approval date \_\_\_\_\_ Number of spaces \_\_\_\_\_ Amount paid \_\_\_\_\_



"It is important to complete the Crop Production Section of your Application very carefully and completely. This section is used during farm inspections, and elsewhere, as a critical part of demonstrating compliance with the requirement that you produce all you sell at our market."

**Products you intend to offer for sale at BGFM in 2011:**

<u>VEGETABLES</u>	<u>HEIRLOOM?</u>	<u># VARIETIES</u>	<u>QUANTITY (Plant # or Row-Ft.)</u>	<u># OF PLANTINGS</u>
Asparagus	_____	_____	_____	_____
Beans (Specify types)	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Beets	_____	_____	_____	_____
Broccoli	_____	_____	_____	_____
Broccoli Raab	_____	_____	_____	_____
Brussels Sprouts	_____	_____	_____	_____
Cabbage (Specify types)	_____	_____	_____	_____
	_____	_____	_____	_____
Carrots	_____	_____	_____	_____
Cauliflower	_____	_____	_____	_____
Celery	_____	_____	_____	_____
Endive	_____	_____	_____	_____
Radicchio	_____	_____	_____	_____
Corn (Specify types)	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Ornamental Corn	_____	_____	_____	_____
Cucumbers	_____	_____	_____	_____
Eggplant	_____	_____	_____	_____



**VEGETABLES (CONT.) HEIRLOOM? # VARIETIES QUANTITY (Plant # or Row-Ft.) # OF PLANTINGS**

**Greens (Specify types)** \_\_\_\_\_

**Kohlrabi** \_\_\_\_\_

**Leeks** \_\_\_\_\_

**Lettuce (Specify types)** \_\_\_\_\_

**Okra** \_\_\_\_\_

**Onions (green)** \_\_\_\_\_

**Onions (bulb)** \_\_\_\_\_

**Parsnips** \_\_\_\_\_

**Peas (Specify types)** \_\_\_\_\_

**Peppers, sweet (bell)** \_\_\_\_\_

**Peppers, sweet (ethnic)** \_\_\_\_\_

**Peppers, hot and chilies** \_\_\_\_\_

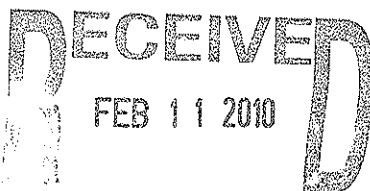
**Potatoes (Specify types)** \_\_\_\_\_

**Potatoes, sweet** \_\_\_\_\_

**Pumpkin (specify types)** \_\_\_\_\_

**Radishes** \_\_\_\_\_

**Shallots** \_\_\_\_\_



**VEGETABLES (CONT.) HEIRLOOM? # VARIETIES QUANTITY (Plant # or Row-Ft.) # OF PLANTINGS**

Squash, summer (types) \_\_\_\_\_

Squash, winter (types) \_\_\_\_\_

Tomatoes (Specify types) \_\_\_\_\_

Tomatillo \_\_\_\_\_

Turnips \_\_\_\_\_

Other \_\_\_\_\_

**HERBS HEIRLOOM? # VARIETIES QUANTITY (Plant # or Row-Ft.) # OF PLANTINGS**

Basil \_\_\_\_\_

Cilantro \_\_\_\_\_

Dill \_\_\_\_\_

Elephant Garlic \_\_\_\_\_

Fennel \_\_\_\_\_

Garlic \_\_\_\_\_

Mint \_\_\_\_\_

Oregano \_\_\_\_\_

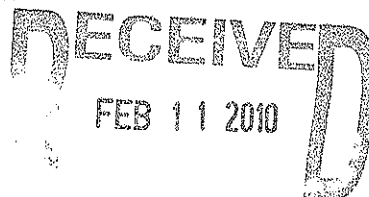
Parsley \_\_\_\_\_

Rosemary \_\_\_\_\_

Tarragon \_\_\_\_\_

Thyme \_\_\_\_\_

Other \_\_\_\_\_



**FRUITS**                      **HEIRLOOM?**   **# VARIETIES**   **QUANTITY (Plant # or Row-Ft.)**   **# OF PLANTINGS**

Berries (specify types) \_\_\_\_\_

Apples (specify types) \_\_\_\_\_

Medians (specify types) \_\_\_\_\_

Pears (specify types) \_\_\_\_\_

Peaches (specify types) \_\_\_\_\_

Grapes (specify types) \_\_\_\_\_

Cherries \_\_\_\_\_

Rhubarb \_\_\_\_\_

Other \_\_\_\_\_

**MEATS/DAIRY**                      **PLAN TO SELL**                      **HEIRLOOM?**                      **APPROX. # OF VARIETIES/CUTS**

Beef \_\_\_\_\_

Pork \_\_\_\_\_

Poultry \_\_\_\_\_

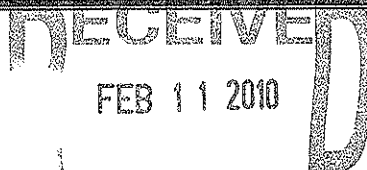
Lamb \_\_\_\_\_

Other \_\_\_\_\_

Eggs \_\_\_\_\_

Cheese \_\_\_\_\_

Butter \_\_\_\_\_



<u>FLOWERS/PLANTS</u>	<u>HEIRLOOM?</u>	<u># VARIETIES</u>	<u>QUANTITY (Plant # or Row-Ft.)</u>	<u># OF PLANTINGS</u>
Cut Herbs				
Bedding Plants				
Ornamental Grasses				
Vegetable Plants				
Herb plants				
House Plants				
Trees				
Shrubs				
Bulbs				
Other				
Flowers (Specify types)				

<u>VALUE ADDED</u>	<u>PLAN TO SELL</u>	<u>HEIRLOOM?</u>	<u>APPROX. # OF VARIETIES/KINDS</u>
Baked Goods			
Honey			
Jam/Jellies			
Salsas			
Sauces			
Pickles			
Seeds			
Nuts			
Dried Beans			

