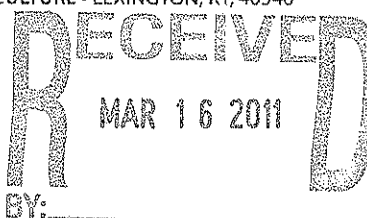


2011



## Rules for Boone County Farmers Market

1. This Market is part of an Educational Program sponsored by the Boone County Extension Service. Market will open for the season in March- April and close in November- December as the season dictates.
2. All vendors must be in compliance with all local, state and federal requirements to conduct business at the Boone County Farmers Market.
  - Vendors selling non-food items must charge sales tax unless they have signs stating "Sales Tax Included."
3. The hours of operation will be: 10a.m.—5p.m. 7 days a week before Memorial Day and again after Labor Day. Hours will remain 9a.m.—6p.m the days in between.
4. Items sold will be limited to agricultural and horticultural products, such as ornamental or vegetable plants, fresh fruits and vegetables, honey and value added processed products. Also allowed are craft items produced by members that also sell products listed above. Craft items shall not exceed 25% of the items a member has for sale at any given time. No wine sales are allowed at the Boone County Farmers Market.
  - All items sold at the Boone County Farmers Market must be grown or produced in Boone, Kenton, Campbell, Gallatin, Grant, Pendleton, Carroll, Owen or Bracken Counties by market members. The market may accept members from any KY county based on the need for products to be determined on a case by case basis by the Market Manager.
  - The Boone County Farmers Market Association reserves the right to inspect or spot-check any farm records or growing sites as necessary to insure that items being sold are grown in the listed counties.
  - Due to food security reasons, edible items may not be left on the market grounds overnight.
  - Produce and plants offered for sale must be grown, harvested and cared for post-harvest to assure customers receive fresh, high-quality fruits and vegetables. Vendors may be asked to remove deteriorated produce or plants.

- Market members may purchase and resell produce from other market members. Market members may also sell produce for other market members. Items being resold must be labeled with the name of the vendor that produced them. Craft items may only be sold by the person that produced them.
  - Farmers are prohibited from purchasing produce from wholesalers for resale at the Boone County Farmers Market.
5. All vendors must be identified. A sign, identifying the name of the person growing items sold at the market, must be in an easily visible location on each space.
6. Space designation
- Reserved spaces will be assigned to maximize available space at the market. All applications for reserved space will be reviewed annually by the Market Manager and Farmers Market Board before space allocation is made. Underutilized spaces may be reassigned.
  - All vendors are required to setup in spaces designated by the Extension Service. Each vendor is required to keep their products within the boundary of their spaces. They may expand into adjoining vacant spaces, if available, upon approval of the Market Manager.
  - There are 2 types of spaces available. Reserved and Non-reserved. If a reserved space vendor uses the space less than 25 times during the season, they will not be allowed to reserve a space the following year.
  - Reserved spaces must be occupied by a vendor by opening time or that spot becomes available for non-reserved vendors to use. Tents left in unoccupied reserved spaces may be used by another vendor, if Market Manager deems it necessary.
  - Vendors unable to occupy their spaces by the above times may call the Market Manager, at (859)586-6101, the day prior to keep their space available until a later time in that day.
  - Vendors will be limited to 2 reserved spaces per individual farm if available.
  - Families or businesses will be considered as one vendor unless they operate separate operations on separate locations with separate tax returns.
  - Vendors not participating in the Annual Meeting may still arrange for reserved spaces by contacting the Market Manager prior to the Annual Meeting.

- Other vendors wanting reserved spaces will contact the Market Manager, who will assist them in choosing from spaces available. Spaces will be assigned on a first come first served basis. Present vendors wishing to have new reserved space(s) will follow the same procedure.
- Spaces are not considered reserved until fees are paid.
- If the market fills to capacity, vendors with more than one space may be required to forfeit their second space. If this is done it will be at the discretion of the Market Manager and the Extension Service. The process will be that the vendors with the least seniority will forfeit their spaces first. If a space is forfeited under this provision, the fee for that space will be reimbursed to the vendor.
- Vendors with reserved spaces may negotiate trading spaces by contacting the Market Manager.

## 7. Structures

- Structures on the market lot must have a white top and be either a 10 X 10 pop-up tent or a 10 X 20 tent.
- Structures on the market (tents, canopies, etc.) must be removed at closing each day unless they are structures that were approved by the Extension Service.
- All structures must be placed only on the reserved space(s) leased by the vendor, not in aisle ways, roadways or someone else's space.

## 8. Fee schedule

- Membership fee for the season is \$60.00, if paid by the annual meeting. The fee is \$100.00, if paid after the annual meeting date. Membership fee for new vendors will be \$60.00, regardless of when the new member joins the market association.
- The membership fee guarantees a vendor a space to sell from. The space may not be the same space each day. Spaces will be assigned by the Market Manager.
- Reserved spaces are \$125.00 for the first space and \$250.00 for the second space. This fee is in addition to the membership fee (only one membership fee is required per vendor).
- The Extension Service and Market Manager will have an expansion plan to accommodate every vendor wishing to sell at the market.

9. All vendors are responsible for the safety of the products they sell at the market. The Boone County Extension Service and the Boone County Farmers Market Association are not liable for sickness or injury caused by your products. Both product liability and personal injury insurance are required of all persons selling at the market.
  - Persons selling value-added (processed) food items are required to carry a minimum of \$1,000,000 product liability insurance on these products. An insurance certificate, listing the Boone County Farmers Market, must be provided to the Market Manager before any of these products are sold at the market.
10. Only persons with reserved spaces may leave tables, flowers, etc. in their spaces overnight. Vendors leaving items on the lot overnight must man the space the following day. Vendors leaving items unattended during market hours will be asked to remove them and their rights to leave product overnight will be lost for the season. All items, including tents, must be removed from non-reserved spaces each night.
11. Trailers and other vehicles may not be left on the parking lot overnight.
12. Vendor vehicles may not be parked in customer parking spaces.
13. Each seller will be responsible for cleaning their own area. Areas shall be kept clean at all times. After three substantiated violations of a member not keeping the area clean, a permit can be revoked and the person turned away from selling at this market.
14. Any complaints must be in writing, signed and presented to the Market Manager. The Board will review the complaint and take appropriate action.
15. Any rules established to govern this market will be printed and distributed to all members.
16. The Extension Service, Market Manager and the Board of Directors of the Boone County Farmers Market Association will be in charge of enforcing all rules. If rules are not followed, a permit can be revoked and the person turned away from selling at this market.

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I certify that I have read and understand the 2011 Rules for the Boone County Farmers Market. I also certify that I am responsible for the safety of the products that I sell at the market and that I have insurance in effect that will cover any litigation that might be caused by my products or my actions at the market.

Signed \_\_\_\_\_ Date \_\_\_\_\_

RECEIVED  
MAR 16 2011  
BY: \_\_\_\_\_

2011

# Boone County Farmers Market Association Application for Membership

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone home \_\_\_\_\_ cell \_\_\_\_\_

E-mail \_\_\_\_\_

Please check items you are paying

<input checked="" type="checkbox"/> Membership fee	\$60.00	_____ \$60.00 _____
<input type="checkbox"/> Reserved Space	\$125.00	_____
<input type="checkbox"/> 2nd Reserved Space	\$250.00	_____
	TOTAL	_____

Please make Check payable to: Boone County Farmers Market Association

(Must be a Boone County Farmer to serve on the Market Board)

Are you willing to serve on the Market Board if elected? Yes \_\_\_\_\_ or No \_\_\_\_\_