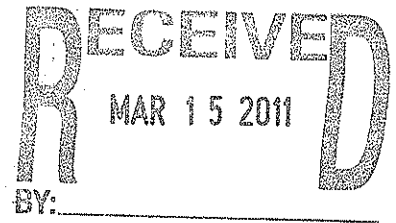


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**SIMON KENTON
FARMERS' MARKET**
Est. 2008



2011 Season Rules

Please read the rules carefully before filling out and signing the application provided on the last page.

Failure to observe these rules may result in suspension and/or probation

Rules of operation/ Product and Sales Regulations

- The 2011 market season will open Saturday April 30th and will run through Saturday October 29th.
 - Scheduled market hours
 - **Saturday 8:30 A.M. –2:00 P.M**
 - Vendor setup will begin one hour prior to market opening
- Vendors must supply their own tables, tents, canopies, etc. No set up equipment will be supplied by the farmers' market.
- All vendors must be in compliance with all local, state, and federal requirements to conduct business at the Simon Kenton Farmers' Market.
- **If vendors plan to sell processed foods such as jams, honey, canned produce, etc. they must have the proper certifications--a home-based processor and/or home-based microprocessor certification from the Kentucky cabinet for health services.** Information on obtaining this certification can be found on www.kyagr.com. A copy of certification must be attached to your application if you plan to sell the above items.
- Items sold will be limited to agricultural and horticultural products such as ornamental or vegetable plants, fresh fruits and vegetables, honey and other value added processed products.
- Hand crafted items will be allowed on a limited bases but must be produced by the vendor no resale items will be allowed at the market.
- Simon Kenton High School Clubs and Organizations will be allowed to sell selective other items and operate fundraisers to help support the school with approval.
- Market members may purchase and resell from other active market members, **but are prohibited from purchasing plants, and produce items from wholesalers for resale at the Market.** All Items sold at the Simon Kenton Farmers' Market must be grown or produced in Boone, Kenton, Campbell, Gallatin, Grant, Pendleton, Carroll, Owen, or Bracken counties by market Members. (select greater Cincinnati area vendors will be allowed at the market to fill the need of items not filled by local vendors)
- The SK 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 areas.

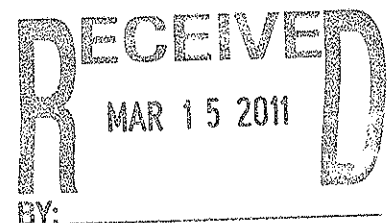
- ❑ Produce and plants offered for sell must be grown, harvested and cared for post-harvest to assure customers receive fresh, high-quality fruits and vegetables. **Vendors may be asked to remove deteriorated produce or plants.**
- ❑ **All vendors must display a sign, in a visible location, which identifies the name of the person or farm/business growing, or making, items sold at the market. All prices must be clearly displayed.**
- ❑ **If vendors plan to sell produce or other items by weight they must have a legal produce scale for weighing items the Market will not provide a scale for vendors.**
- ❑ *Vendors selling non-food items must charge sales tax unless they have signs displayed stating "Sales Tax Included." The Market must be supplied with the sales tax number form from the vendor.*

Space Designation and Assignment

- ❑ Vendors Lots or Spaces will be located on the lot next to the Kenton county court house in Independence in front of the old fire house.
- ❑ All Vendors must have a reserved space allocated to them through an application process to be allowed to sell at the Farmers' Market.
- ❑ Vendors will be allowed to choose placement of their spaces on a first come first served basis. Any vendor who is not set up in their allocated space by 8:30 will lose the right to that space for the day. All vendors must be set up and ready to go by the opening of the market we can not have vendors driving into the market setting up when customers are walking around.
- ❑ All vendors are required to setup in spaces designated by the SK Market Manager. **Each vendor is required to keep their products within the boundary of their spaces.** They may purchase one additional lot for an additional fee upon approval of the Market Manager.
- ❑ Vendors will be limited to two reserved spaces per individual or farm.
- ❑ Families or businesses will be considered as one vendor unless they operate separate operations on separate locations with separate tax returns.
- ❑ Vendors may arrange for reserved spaces by contacting the Market Manager anytime during the season. Spaces are contracted on a first come first serve basis those wishing to have premium spaces need to complete the application process as early as possible.
- ❑ **Spaces are not considered reserved until fees are paid.**

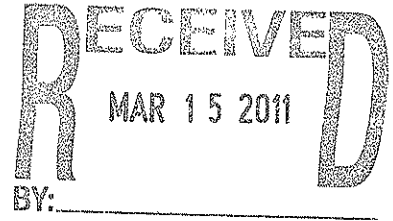
Structures

- ❑ Structures setup at the market (tents, canopies, etc.) must be removed at the closing each Saturday and the site cleared of any debris. **Vendors are responsible for providing their own hand washing station if needed.**
- ❑ **All structures must be placed on designated vendor spaces only, not in walkways, aisles, roadway or someone else's space.**



Fee Schedule

- ❑ The **annual fee** for reserved spaces is as follows:
 - Spaces (If available) \$60.00
- ❑ **Monthly Rental**
 - Spaces (if available) \$40.00
- ❑ **One Day Rental**
 - Spaces (if available) \$15.00



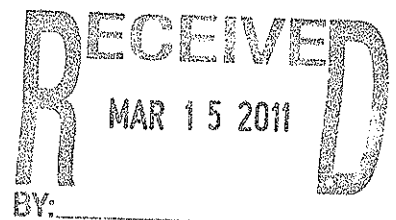
Insurance

- ❑ **All Vendors are required to have liability insurance.** Product liability insurance is necessary because customers may have an allergic reaction or illness due to some chemical residue, product-acidity, food spoilage, or other food-safety related issue.
- ❑ **Certificates of required insurance must be presented to the market manager prior to selling at the market. All vendors will comply with KRS regulations. .**

Appearance and Conduct/Miscellaneous

- ❑ Vendors will be responsible for cleaning their area. Any and all complaints of a seller not cleaning their area shall be brought to the attention of the market manager.
- ❑ Vendors will be neat, suitably dressed, and deal with the public and fellow vendors in a courteous and appropriate manner.
- ❑ All vendors will display their products neatly and attractively, with consideration for the other vendors and the general public.
- ❑ Vendors are responsible for their own stalls, **supply their own necessary trash containers, and will leave the site clean and in a condition acceptable to the market manager and property owner. This includes the removal of their trash containers and other waste and trimmings before leaving the Market.**
- ❑ **Vendors will in no way cause detriment to other vendors this includes gossiping about the other vendors to customers putting down other vendors produce or production methods, etc.**
- ❑ **Hawking and false advertising is forbidden.**
- ❑ There will be no bartering with customers. **Prices should be clearly displayed.**
- ❑ There will be no political or religious campaigning.
- ❑ There will be **NO Yard Sales** allowed.
- ❑ Alcoholic beverages may not be consumed at the Market.
- ❑ **Members who are registered with the Kentucky Cabinet for Health Services are allowed to sell their value added products (baked goods). They must be a Certified Home Processor or Microprocessor and must have their certificate with them and DISPLAYED at all times during their operation at the Market. Simon Kenton Student groups may be allowed exemption to have bake sales for fundraising purposes on a limited basis with manager approval.**
- ❑ All members must comply with all local, state or federal laws, label or food safety and handling regulations. **The use of scales is not required but if they are used, they must be certified as accurate by the Division of Weights and Measures of the Kentucky Department of Agriculture.**
- ❑ **Unsupervised children will not be allowed on the lot.**
- ❑ **Vendors are not allowed to have pets or other animals at the Market.**

- ❑ Grievances for any market matter should be submitted in writing to the market manager. The market manager will act immediately if needed and the Market's Board will review the grievance to take appropriate action. Absolutely no conflicts are to be created between vendors or resolved at the market.
- ❑ Any seller not in compliance with the regulations of the Simon Kenton Farmers' Market will be issued the following by market management:
 - First offense—a written warning of non-compliance
 - Second offense—member will be suspended from selling for the remainder of the year and will be on probation the following year.
- ❑ Absolutely no refund of fees to vendors who are not in compliance with these rules
- ❑ Market members agree to release and hold harmless the city of Independence and Simon Kenton Farmers' Market, its directors, officers, agents and employees from all claims related to or arising from such membership, as a condition of membership.
- ❑ Market management reserves the right to prohibit anyone from selling at the Market.
- ❑ A mandatory annual meeting will be held each spring for all vendors. The date and time will be announced by the market management.
- ❑ **Market management's decisions are final.**
- ❑ Market management may modify these rules at any time at their discretion.



**Simon Kenton Farmers' Market
Vendor Contract**

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE STATED RULES, for the Simon Kenton Framers' Market, AND THAT I AGREE TO ABIDE BY ALL RULES ADOPTED BY THE MARKET MANAGEMENT, FROM TIME TO TIME, IN ITS SOLE DISCRETION. **I UNDERSTAND THAT I MUST SHOW PROOF OF LIABILITY INSURANCE BEFORE I CAN SELL PRODUCTS AT THE FARMER'S MARKET.** I FURTHER ACKNOWLEDGE THAT I HAVE RECEIVED A DUPLICATE COPY OF THE RULES.

Market Member (vendor) signature

Date

Print Name

Tax Number (if applicable)

Certification Type and number (if applicable) (attach a copy of certification)

Liability Insurance carrier: _____ Exp. Date _____
(attach a copy of proof of insurance)

Please list individual names of anyone authorized to sell on your behalf:

Items that you will be selling _____

Farm or Business Name _____

Street Address _____

City _____ Zip _____ County _____

Phone _____ E-mail _____

Mailing Address if different from above _____

Intended Participation: All Season One Month Vendor -- Month requested []
 One Time vendor -- Date requested []

Mail applications to: Simon Kenton Farmers' Market
c/o Reta Vann
Simon Kenton High School
11132 Madison Pike
Independence, KY 41051

