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## Norton Commons Farmers Market Rules 2011

Read these rules and regulations carefully before signing below. Keep them for your records, as they are your agreement with Norton Commons market. Please sign the portion below and return a copy to us.

Failure to observe these rules may result in suspension or termination of your Market participation. If you have questions regarding these rules, contact Sarah Fritschner, [sfritschner@gmail.com](mailto:sfritschner@gmail.com), 502-396-5457.

### Product and Sales Regulations

1. Participation in the Norton Commons farmers market requires the submission of an application and selection by the Farmers Market Committee. Upon selection, producers will receive a letter of confirmation from Norton Commons or an email from the manager.
2. Membership to the market is open to those farmers actively engaged in producing regionally grown products, whether full or part time. No commercial produce is allowed. Products must be grown or produced within Kentucky borders or south of Columbus, Ind.
3. Products sold must be grown or produced by the principal farmer/producer (hereinafter "producer") or his/her representative (relative, intern etc). Only those items listed on the producer's confirmation letter may be sold. Producers must notify the market manager in writing (email is fine) of any proposed changes before bringing previously unlisted items to the market. If there is a farm product not represented at our market by another farmer, a farmer may resell that product with permission from the market manager. This permission is temporary to the current season only and will deal with fruit of all kinds, mushrooms, rabbit, fish, sorghum and dairy products and other farm products TBD.
4. Qualified items include vegetables, herbs, fruit, animal products, value-added food products such as pickles and jams, bedding plants, fresh flowers, Christmas trees (if applicable) and other greenery, cider, ornamental produce, potted plants, cut flowers, plant arrangements, firewood and other farm-based craft products. Products not listed must receive approval from market manager.
5. Assuming that vendors have complied with all applicable state and local regulations, the following items may also be sold: baked goods, canned goods, eggs, preserves, honey, sorghum, maple syrup, cider, meats, dairy products and bottled products. Participants selling processed food must be certified through the Health Department or county cooperative extension agency and have a current Home Processed Food Certificate. A copy of the certificate must be provided to Norton Commons to keep on file.

6. A limited number of Kentucky Proud products with and without farmgate impact will be allowed to diversify the market and make it more customer-friendly.
7. In addition to agricultural, horticultural, and food items, the following non-edible products may be sold at the Market: dried flowers, dried flower arrangements and other art products made from materials found, grown, foraged and/or produced by the producer on his/her farm or land.
8. Produce offered for sale must be grown, harvested and cared for post-harvest to assure customers receive fresh, high-quality fruits and vegetables. Culls and produce with only a limited shelf-life remaining, which may be useful for processing (i.e. sauces), must be labeled as such. Poor quality produce may be removed by the market manager.
9. All produce or products labeled organic must be third party certified according to USDA standards by a recognized organic certifying agency. Certification letters must be available for inspection at your stand. Verbal or written declarations of organic status that are not documented as required will result in suspension from the market. Please submit copies of your certification to Norton Commons.
10. Pricing will be determined by the seller; however, prices should reflect the cost of production for someone who must live off the sales of the product. Attempts to intentionally undersell other producers are discouraged.
11. The Market reserves the right to inspect or spot-visit any farm or establishment, with advance notice if possible, as necessary throughout the season. Visits will be made only with a farm representative present unless otherwise permitted.
12. No live animals will be sold at the market.
13. To maintain consistency, producers will be assigned space at the Market. Space assignments will be based on seniority and the Market Manager's discretion to establish variety among vendor booths. Those vendors with consistent schedules and participants the entire season will be centrally clustered, with seasonal and intermittent displays on open sides. We expect sellers to keep their selling spaces well delineated and not encroach on other spaces. During the 2011 season, each farmer will have 2 parking spaces. Farmers are asked to be flexible during special events. There should be plenty of room for everyone.
14. Market festival days will include "special" vendors and guests of many varieties, including chefs, local merchants, live music and others who might enhance the excitement and usefulness of the market on that festival day. These special events are used to publicize the market and bring in more shoppers and ensure the market's success.

## Rules of Operation

1. Farmers should arrive and park no less than 15 minutes before the market opens for business and should be open when the market opens.

2. All participants are advised to review the Kentucky Farmers' Market Manual, available at [www.kyagr.com/mkt\\_promo/hort/programs/hort/farmer\\_mkt/VAPlantMktsManual.htm](http://www.kyagr.com/mkt_promo/hort/programs/hort/farmer_mkt/VAPlantMktsManual.htm). If you do not have access to the internet, call the Kentucky Dept. of Agriculture at (502) 564-4983.
3. Market prices for all items must be visibly posted.
4. Operate your stand in a safe and sanitary manner. Arrange your table to create an attractive display. Keep sales area clear of debris and keep edible products off the ground.
5. Producers must be honest and courteous at all times. Disagreements with other growers, managers, and customers must be handled in a respectful manner.
6. Grievances for any market matter should be submitted in writing to the market manager. The market manager will investigate and resolve the issue based on market rules. Last word on grievances rests with the Norton Commons management.
7. Producers are individually responsible for conforming to all city, state and federal laws including the securing of any license required in connection with the operation of your market space. Producers selling non-consumable items are subject to sales tax. Sales Tax registration must be visible at your booth.
8. Please clean your sales area and take home all refuse at the end of your sales day. If you are selling readily consumable items, you must provide an approved waste receptacle for used wrappers, napkins, cups, etc.
9. If you cannot attend the market, please notify the Market Manager.

The producer agrees to hold harmless and indemnify Norton Commons against products liability for injuries sustained by anyone that are a direct or proximate result of consuming items offered by producer at the Farmers Market.

Norton Commons reserves the right to refuse membership in the Market to anyone.

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Keep the above rules for your reference and please return your signature.

I have read and understand these Rules and Regulations for Norton Commons Farm Market 2011, and I agree to abide by them.

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Signature

(revised 3/11)

Date