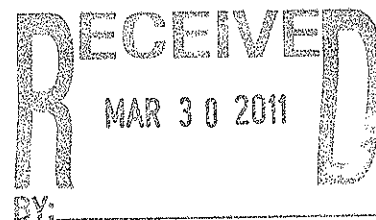


# Southern Kentucky Regional Farmers Market

## MARKET GUIDELINES 2011



### I. PARTICIPATION

A. The Farmers Market consists of Kentucky growers of vegetables, fruit, and other related agricultural and horticultural products; Kentucky producers of "added value" items such as baked goods, pickles, preserves, etc.; Kentucky crafts people; and any other category deemed acceptable to the board of directors.

B. It is recognized that although members sell as individuals, the market is a cohesive unit and its success depends on the cooperation and joint effort of all the vendors as a whole.

C. Members must make or grow all the products they sell at the Market site.

D. There will be a farm or business inspection for all first time applicants, and a biennial inspection thereafter. The market reserves the right to inspect any farm or business at any time without prior notice. Photos of production may be taken at the time of inspection for documentation purposes.

E. The Southern Kentucky Regional Farmers Market reserves the right to prohibit anyone from selling at the market.

F. Members are expected to conform to the Southern Kentucky Regional Farmers Market statement of purposes as set forth in the by-laws and attend at least 4 market days during the season in order to retain voting rights.

G. Members who violate market guidelines may be subject to disciplinary action which can include being barred from selling at the market for a sale day or days, including the day the violation occurs, the rest of the calendar year or indefinitely at the market manager's or board's discretion.

### II. ACCEPTABLE PRODUCTS

A. Products for sale at the Southern Kentucky Regional Farmers Market must be in compliance with the guidelines of the association. The market is an outlet for Kentucky agricultural, horticultural and craft products.

1. All produce, agricultural and horticultural products must have been grown or produced by the member, and must be listed on the application form. A high standard of quality and freshness is required. Items purchased for resale are strictly forbidden.

2. The member must make all craft items offered for sale. All craft items must be of high quality and should be clearly marked with the maker's name. Items purchased for resale are strictly forbidden.

3. Value-added food items must come either from a licensed commercial kitchen or be produced under the regulations of HB 391. HB 391 food items must adhere to **all** the regulations of HB 391, for instance, the major **horticultural** ingredient must be grown by the farmer, home-based processors may only sell those items included under home based processing in HB 391 and micro-processors may only sell those items included under micro processing. All members selling processed food must include a copy of their license/certificate with their application and have a copy with them when selling at the market.

4. In 2008, the Kentucky Department of Agriculture in cooperation with the Department of Health developed regulations for vendors wishing to offer samples of their products at farmers markets. All vendors wishing to offer samples at the market must complete a 3 hour course given at several locations in the state. Any market member planning to offer samples must attach their certificate from said course to their application and have a copy with them at the market and adhere to all regulations regarding sampling.
5. Our market strongly encourages the use of vendor member produced farm products in food sold by our prepared food vendors.
6. Selling of beverages for consumption on the premises is only allowed by prepared food vendors. Approved beverages include coffee, water, milk, fruit juice, tea or others as approved in advance by the board. Prepackaged beverages other than water are prohibited.

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

### III. 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 make any on-site decisions relating to market management when need arises. Any such decisions are subject to review by the board in a timely manner.

C. The market manager may deem any member's business operation to be unacceptable and refuse to allow that member to participate in that day's market.

### IV. MARKET SITE

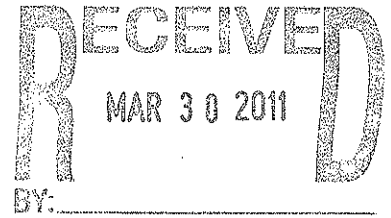
A. The markets will be conducted in the parking lot at the rear of the Medical Arts building on the campus of The Medical Center. The lot located at the intersection of High Street and 5<sup>th</sup> Ave. in Bowling Green, KY. The market will operate on Saturday mornings from 7 AM until 12 Noon and on Tuesday from 7 AM until 1 PM. The opening day will be Saturday, April 9<sup>th</sup>, 2011, and the ending market date will be Saturday, October 29<sup>th</sup>, unless the membership wants to continue selling later into the fall and the board approves. The board of directors may make changes in the market location, days or times of operation.

B. Layout of the market stalls will be determined by joint agreement of the market manager with the property owners.

C. In order to be fair to all market members, **sales may only** be made between the hours of 7 AM and Noon on Saturdays and between 7 AM and 1 PM on Tuesdays. **There will be no exceptions.** Members must start packing up their booth within 15 minutes of the close of sales and vacate the market site within a reasonable time.

D. Vendors may start setting up no earlier than 6:00 AM so the market manager has time to designate stall spaces and direct vendors to the appropriate space(s).

E. Unfilled spaces in the market by absent vendors detract from the look of the market. Therefore, members who will not be at the market by the opening time of 7:00 AM must notify the market manager as early as possible but no later than 6:45 AM day of market. If the market manager is not notified, the space may be assigned to another vendor. The market manager will endeavor to keep customers from parking in the space of late arriving vendors, but will not be able to assure that it will not happen.



## V. STALL ALLOCATION

A. Number, size and location of stalls available at market site(s) will be determined by the board officers and may be changed by the market manager. Member operations may determine stall location. A member may occupy no more than 2 stalls and must occupy the space designated by the board of directors or the space assigned by the market manager. Under special circumstances, the market manager may allow a member to occupy additional stall spaces with appropriate prior request.

B. Stall fees of \$10.00 per single stall and \$25 per double stall on Saturday and \$5.00 per single and \$10.00 per double stall on Tuesdays will be charged to market participants. Payment entitles a member to sell at the market on the day in which the fee is collected. Members who have purchased an additional stall space must pay for both spaces whenever they attend the market. Tuesday fees will be waived in the months of April, September and October.

1. The board will set stall fees annually. These 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 recorded each market day by the market manager, the market treasurer, or by a member designated by the treasurer.

C. Market stalls may be allocated by seniority of market participation.

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

## VI. MARKET OPERATION

A. Knowledge of and compliance with all regulations regarding the production, labeling, display and sale of all products at the Southern Kentucky Regional Farmers Market is the sole responsibility of the individual member.

B. 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 and plants. It is the sole responsibility of each member to obtain their own tax numbers, and be familiar with which of their items are taxable, and to collect such taxes and forward them to the State Treasurer.

C. Processors of homemade foods such as pickles, baked goods etc. must comply with all Kentucky Department of Agriculture requirements, and assume sole responsibility for licensing, labeling, inspection, product liability insurance, etc.

D. Eggs, fish, meat, and dairy products must be handled in a manner acceptable to all governmental administrative and regulatory requirements.

E. Fresh produce must be displayed at least 12 inches off the ground.

F. We encourage members to post their name and location of their farm or business at their stall each market day.

G. Prices should be clearly displayed.

## VII. APPEARANCE AND CONDUCT

A. All members will display their products neatly and attractively, with consideration for the other members and the general public.

B. Members are responsible for their own stalls, will supply all necessary trash containers, and will leave their site clean and in a condition acceptable to the market manager and property owner.

C. Southern Kentucky Regional Farmers Market prohibits members from bringing live animals to the market site unless required by law or with permission of the market manager.

D. Smoking by vendors will not be permitted except in designated smoking areas.

#### VIII. MARKET FEES

A. Producer Member;

1. A 1-year membership fee is \$125.00 if paid on or before 3/15 and \$150.00 after 3/15 and entitles the member to 1 stall space.

2. Additional stall fee is \$125.00 if paid on or before 3/15 and \$150.00 after 3/15.

B. Stall fees are \$10 per single space per Saturday market, \$25 per double space per Saturday market, \$5 per single space per Tuesday Market, and \$10 per double space per Tuesday market except that Tuesday markets will have no stall fees in the months of April, September and October. Members who have purchased an additional stall space must pay for both spaces whenever they attend the market.

C. All fees are non-refundable.

#### IX. INSURANCE

A. All members are encouraged to have liability insurance in appropriate amounts and coverage.

#### X. NON-DISCRIMINATION

A. Southern Kentucky Regional Farmers Market does not discriminate on the basis of age, disability, gender, race or religion.

# SKy Farmers Market Application 2011



This box for office use	
Received _____	Check # _____
Membership Fee: \$125 (\$150 after 3/15) for one stall _____	
\$250 (\$300 after 3/15) for two stalls _____	
Inspected by: _____	Date: _____
Certified Kitchen Permit: _____	YES _____ NO _____
KY Home Processor (HB 391): _____	YES _____ NO _____
KY Microprocessor (HB 391): _____	YES _____ NO _____
Sampling Permit: ? _____	YES _____ NO _____
Organic Certification? _____	YES _____ NO _____

Please type or print legibly.

Name \_\_\_\_\_ Farm/Business Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_ County \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Farm Website URL: \_\_\_\_\_

Address of farming location(s) or business where items you will be selling at the market can be inspected.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1.) How many selling spaces are you applying for?     1 selling space     2 selling spaces  
**NOTE: a selling space is 10 feet wide.**

2.) What days do you intend to sell at the market?     Tuesdays     Saturdays

3.) What months do you plan to sell at the market?  
 April     May     June     July     August     Sept     Oct

Do you intend to be at the market on opening day? Yes    or    No

RECEIVED

MAR 30 2011

BY: \_\_\_\_\_

4.) Please mark **all** the selections that you **intend to sell at the market**

- Vegetables
  - Shelled peas and beans
  - Cut or bagged vegetables
  - Dried fruits and veggies
  - Fruits
  - Grains
  - Nuts
  - Meats \*  
(beef, bison, lamb, pork, goat)
  - Poultry (chicken, turkey) \*
  - Fish and Seafood \*
  - Rabbit \*
  - Game bird \*
  - Honey
  - Native wines
  - Ice Cream \*\*
  - Dairy Products \*\*
  - Cheese \*\*
  - Herbs
  - Spices or seasonings
  - Garlic-in-oil products \*\*
  - Jellies/Jams \*\*
  - Canned/Pickled products \*\*
  - Breads, pies and cakes \*\*
  - Plants
  - Cut Flowers
  - Soap and body care items
  - Eggs
  - Organic products \*\*\*
- Hand crafted items (describe) \_\_\_\_\_
- Other items (describe) \_\_\_\_\_

\* Be sure to attain all permits necessary for retail sale of meats (Local Health Dept)

\*\* Must have either licensed kitchen permit (or, for applicable items, House Bill 391 permit or HB 120 permit).

<http://chfs.ky.gov/dph/info/phps/food.htm>    <http://www.ca.uky.edu/agc/micro/>

\*\*\*Must include Organic Certification License with market application

<http://www.kyagr.com/marketing/plantmktg/organic/index.htm>

The following is a great reference for most questions pertaining to Kentucky's regulations on food at Farmers markets: <http://www.kyagr.com/marketing/farmmarket/documents/20102011KyFarmersMarketManualwCover.pdf>

**Copies of all required permits must be supplied to the market before any sales are allowed!**

**SKY 2011 farmers market application, page 3**

5.) Please give a complete, detailed list of the **specific** products you intend to sell at the Market and the approximate crop space to be planted. For greenhouse, that can be the number of pots, baskets, flats, etc. For fields, the number of rows, plants, acres, etc. Please indicate approximate growing space/numbers devoted to each crop. For instance, if you are growing 600 tomato plants, indicate 600 plants as your quantity; ½ acre of tomatoes, indicate ½ acre as your quantity. If you are offering bedding plants, perennials, or other horticulture products, indicate the total greenhouse/shade house/outdoor growing area. **If more space is needed, please attach additional sheets.**

**NOTE: You will only be allowed to sell the items on this list. If, after being inspected, you wish to sell additional items not on this list, it will require another inspection at your cost which will include inspector's time at \$10.00/hour including driving time, and mileage at 50 cents per mile round trip from inspector's starting point.**

---

---

---

---

---

---

---

---

**Application fee:** Yearly membership fee is \$125.00 for one market space, plus a \$10.00 stall fee each Saturday market attended and a \$5.00 stall fee each Tuesday market attended. An additional market space may be purchased for \$125.00 at the start of the season. If an application is received after March 15th, the fee is \$150.00 per space. Members who purchase a second stall must pay a \$25.00 stall fee each Saturday market attended and a \$10.00 each Tuesday market. Tuesday markets in April, September and October will have no stall fees. There must be a farm/business inspection for all members before their first sale day at the market, and random spot inspections during the growing season. It is the vendor's responsibility to schedule an inspection before the first day of intended sales. Please allow a reasonable amount of time for the market to respond to your requested inspection. It could be a week or more in a busy time of year. Please send a check made out to **Southern Kentucky Regional Farmers Market** for total amount along with your completed application and all required permits to: **SKYRFM, 976 Hill Road~ Bowling Green, KY 42103**. The membership fee is refundable if membership is not approved.

**I have read and understand the Farmers Market By-Laws and market guidelines. I understand that my membership will be contingent on a satisfactory farm/business inspection and approval by the membership committee. I also give market representatives permission to photograph my farm/business and my market booth for documentary and promotional purposes. By signing this application, I agree that, if accepted as a member, I will abide by the rules, conditions and decisions of the Market and its appointed agent(s).**

Member Name (Type or Print) \_\_\_\_\_ Date \_\_\_\_\_

Member Signature \_\_\_\_\_

