

#422



City of Springfield  
127 West Main Street  
2018

Dear "Farmers Market at the Depot" 2018 Prospective Vendor:

The 2018 Farmers Market Season will soon be here! We have fond memories of past successes at the market and anticipate an exciting season in 2018. An addition to the market this year will be to include artisan vendors (homemade arts and crafts only) to be a part of the market. **No Flea Market booths will be allowed.**

The management of the market is under the direction of the City of Springfield. The opening date is set for **Saturday, June 2, 2018** and will continue **through the end of October**. **There will be one exception on Saturday October 6th when the Sorghum Festival and BBQ Classic is held. The market pavilion WILL NOT be available on that day for farmers market vendors.**

The market hours have been set for Saturdays 8:00 am to 12:00 pm. The City has also decided that you may set up on Wednesday afternoon from 3-6 pm if you wish, providing no other activity is scheduled there. Allowances for selling may also be made for other days by request.

Enclosed is your application for 2018. Please review, **sign all pages** and return the application with your **\$25.00** fee for the season to Springfield City Hall **before** June 2<sup>nd</sup> to begin selling on opening day. The booth spaces will be 10' x 10'. If you need another space you will be required to pay an extra booth fee of \$25.00. We also have a **\$5.00 permit for one day only** which must be paid 24 hours in advance at Springfield City Hall.

City Hall is open Monday-Friday 8:30 am to 4:30 pm. We ask that you please follow the space requirements and bring your own tables. Please make sure to clean your space upon closing. **The 10 x 10 spaces will be on a first come, first served each week. Limited picnic tables are available (one per vendor please) and can be used on first come, first served basis as well. There will be no minimum product pricing this year.**

Each vendor is responsible for being in compliance with all regulations and permits as stated in the Kentucky Farmers Market Manual that is available online at [www.kyarg.com](http://www.kyarg.com). You can read and download the manual from this online web address. If you are in need of GAP Training (Good Agricultural Practices) for providing samples of your product, call Dennis Morgeson at the Extension office 336-7741 for details. He has a video you can watch for certification.

**If you choose to obtain either permit for home based processing or microprocessing you must display the required permit in your booth while selling. A brochure and info is attached. It you have questions concerning these permits for added value products, please call Kathy at City Hall.**

**We also will be a market that can accept Senior Vouchers this year. To qualify to accept these you must contact Kathy at City Hall before April 21<sup>th</sup> and watch a PowerPoint presentation to explain how the program works. You will have forms to fill out that Kathy will send to Frankfort for you. A free stamp to stamp your vouchers for depositing into your bank account will be provided by the state. Please call me as soon as possible if you wish to participate.**

The City of Springfield appreciates your participation in our Farmers Market. This venue is an extremely important asset to our community for economic development, providing healthy nutritious foods and a place to socialize with our neighbors. Without your commitment this would not be possible. The city will be doing some marketing through Facebook, Briefly in the Sun and other sources for the Market. Each vendor is encouraged to do your own marketing through these resources as well. Please call me at **336-5440** if you have any questions.

Sincerely,

Kathy Elliott  
City Project Coordinator

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Amount Paid \_\_\_\_\_  
Date Received \_\_\_\_\_

**Farmers Market at the Depot**  
**"2018 Market Guidelines and Agreement"**



1. The Farmers Market at the Depot is open to all people regardless of race, color, sex, age, religion, disability or national origin.
2. The Farmers Market at the Depot is open to all Washington County producers and artisans. **Only products grown or made in Kentucky may be sold.**
3. Sellers are responsible for paying a **\$25** registration fee for the 2018 season or \$5.00 fee for 1 day. **Sellers are responsible for obtaining proper permits for value added products by guidelines per the State Farmers Market Manual. Permits must be displayed in your booth.**
4. Sellers may set their own prices for their products. No minimums will be set.
5. Sellers must keep their area clean at all times. **Sellers are responsible for providing their own trash bags/cans and sweeping their area when leaving.**
6. Smoking will be prohibited under the pavilion by sellers and customers.
7. No pets are allowed unless assisting with disabilities.
8. The Farmers Market will be open on Saturdays from 8:00 am to 12:00 pm, Wednesdays 3-6pm and other days can be requested with 24 hour notice.
9. **Spaces for sellers will not be reserved, but will be taken on first come- first served basis. Please provide your own tables. Spaces will be 10' x 10'. There is a limited number of picnic tables that can be used on a first come, first served basis and limited to 1 per seller.**
10. As required by certain reporting agencies (i.e., Ag Development Fund, Kentucky Proud, Kentucky Farm Bureau) you will be asked to give estimated annual gross sales to allow a total market value to be reported to these agencies. These figures are kept confidential and are for reporting purposed only.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers:  
(Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

Email \_\_\_\_\_ Emergency Contact \_\_\_\_\_

**I agree to the above rules and regulations of the Farmers Market at the Depot.**  
**Failure to comply with the rules set forth in this agreement will forfeit your right to sell at the Market.**

List items you will sell \_\_\_\_\_

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

Return this form to: Farmers Market at the Depot, City of Springfield, 127 W. Main Street,  
Springfield, KY 40069, Attn: Kathy Elliott 859 336-5440