



#971

**BLUEGRASS FARMERS' MARKET, INC. APPLICATION – 2018****THIS FORM IS FOR RETURNING MEMBERS ONLY!**

Mail ~~By Roger Postley~~, BGFM Secretary, 751 Kirkland Drive, Lexington, KY 40502 or send a scan to RPostley@aol.com. Everything will be scanned and forwarded to the Membership Committee. **YOUR CHECK MUST BE ATTACHED** and it will be forwarded to the Treasurer. The market advertising will be based upon what our vendors have available. If you have something unique to add to our market, please let us know on an attached separate page. This is **YOUR** market and we want to promote **YOU!**

Name(s) \_\_\_\_\_ Farm Name \_\_\_\_\_

Farm Address \_\_\_\_\_ County \_\_\_\_\_

Home/mailling Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_ Facebook \_\_\_\_\_

Emergency Contact **AND** Ph. No. \_\_\_\_\_May the Market allow members (not 'others') to have access to your 'contact information'? Y N

Directions to farm (start from a main road) \_\_\_\_\_

Do you plan to offer samples? Y N If so, do you have a current "All Samples" permit? Y N

If not, do you have a current "Cooked/Processed Sampling" permit? Y N

Will you use a generator? Y N Will you use a long trailer or truck? Y N

Are your products: Certified organic? Y N Prepared: Homebased/HB391? Y N

Prepared: Microprocessor/HB391? Y N Prepared in certified commercial kitchen? Y N

**MANDATORY: You must be a member of one or more of the Kentucky Proud programs.**

Which program(s)? \_\_\_\_\_ Certificate #(s) \_\_\_\_\_

Completed KY GAP training? Y N (Mandatory if you grow/sell produce or sample anything.)  
(GAP Training must be updated for 2018.)Are you willing to support our market and serve on standing and/or *ad hoc* committees and/or  
the farm inspection team Y NPlease list any professional or social memberships/involvement and educational background that may be  
pertinent, or of assistance, to the BGFM \_\_\_\_\_I anticipate selling in (check): April \_\_\_ May \_\_\_ June \_\_\_ July \_\_\_ Aug \_\_\_ Sept \_\_\_ Oct \_\_\_Do you anticipate selling at BOTH (possible) market sites **SIMULTANEOUSLY?** (Circle) Y N



## Produce

## Fruits

## Plants/flowers

## Value added and baked

## Meats/dairy/eggs

**Other** \_\_\_\_\_

If accepted as a member of the Bluegrass Farmers' Market, Inc. **I agree that I will provide all necessary permits and pay all applicable fees.** If you make a significant change, deletion, or addition in your plantings (or have major crop losses), you **must** submit a **Crop Addendum Form** as soon as possible.

By signing this application you agree that you will not hold the Bluegrass Farmers' liable for any injury, theft or damage to either buyer or seller or their property arising out of or pertaining to preparation or participation in the Bluegrass Farmers' Market, Inc., whether such injury, theft or damage occurs prior, during or after the Bluegrass Farmers' Market, Inc. Seller further agrees to indemnify and hold the Bluegrass Farmers' Market, Inc. harmless for and against any claims for such injury, theft or damage.

The General Liability Insurance Policy of the Bluegrass Farmers Market does not provide coverage for the individual members of the market. Members are independent contractors and are responsible for their own insurance coverage, including product liability coverage. Limits of liability of at least \$1,000,000 are strongly encouraged.

**I have read the attached rules/regulations set forth by the Bluegrass Farmers' Market, Inc. and agree to abide by them.**

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

The membership committee will review your application but the market reserves the right to refuse membership to anyone. We hope to offer the opportunity to be part of our market, to all who qualify. We will notify you of our decision as soon as possible. We will try to schedule a farm inspection, before you begin selling. Most vendors will need a Fayette County Health Department Farmers' Market Permit, and any additional required permits/licenses, be in the "Kentucky Proud" program, and have completed the KY GAP training program (if you grow and sell any produce). **You must attach current COPIES of ALL necessary permits, licenses, and certificates to your application.**

**Attach a check for the fifty-dollar (\$50) annual membership fee for the primary market location and twenty-five dollars (\$25) additional if you will be simultaneously selling at both Saturday sites. Double spaces will NOT be available this year. (Membership fee will be reduced to twenty-five dollars (\$25) if paid before April 15.) Payments will be refunded if your application is not accepted or there is no second market site. You will owe a 5% gate fee for your total monthly sales due by the middle of the following month. NO APPLICATIONS ACCEPTED AFTER JUNE 1.**

Application received	Approval date	Amount paid	Check Number
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#971

# **BLUEGRASS FARMERS' MARKET, INC. APPLICATION – 2018**

**THIS FORM IS FOR NEW MEMBERS ONLY.**

Mail to: **Roger Postley, BGFM Secretary, 751 Kirkland Drive, Lexington, KY 40502** or send a scan to **RPostley@aol.com**. Everything will be copied and then forwarded to the Membership Committee. **YOUR CHECK MUST BE ATTACHED** and it will be forwarded to the Treasurer. Take your time while filling out this application. The market advertising will be based upon what our vendors have available. If you have something unique to add to our market, please let us know on an attached separate page. This is **YOUR** market and we want to promote **YOU!** **(To print this application, please set the top, bottom, and both side printer margins to one half inch.)**

Name(s) \_\_\_\_\_

Farm Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Farm Address \_\_\_\_\_ County \_\_\_\_\_

Home/mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Emergency Contact **AND** Ph. No. \_\_\_\_\_

May the Market allow members (not 'others') to have access to your 'contact information'? Y N

Directions to farm (start from a main road) \_\_\_\_\_

Do you plan to offer samples? Y N If so, do you have a current "All Samples" permit? Y N

If not, do you have a current "Cooked/Processed Sampling" permit? Y N

Do you need electricity (your generator)? Y N Will you use a long trailer or truck? Y N

Are your products: Certified organic? Y N Prepared: homebased/HB391? Y N

Prepared: microprocessor/HB391? Y N Prepared in certified commercial kitchen? Y N

**MANDATORY: You must be a member of one or more of the Kentucky Proud programs.**

Which program(s)? \_\_\_\_\_ Certificate #(s) \_\_\_\_\_

Completed KY GAP training? Y N **(Mandatory if you grow/sell produce or sample anything.)**  
**(GAP Training must be updated for 2018.)**

I am willing to support our market and serve on standing and/or *ad hoc* committees and/or  
the farm inspection team Y N

Please list any professional or social memberships/involvement and educational background that may be pertinent, or of assistance, to the BGFM \_\_\_\_\_





I anticipate selling in (check): April \_\_\_\_ May \_\_\_\_ June \_\_\_\_ July \_\_\_\_ Aug \_\_\_\_ Sept \_\_\_\_ Oct \_\_\_\_

Do you anticipate selling at BOTH (possible) market sites SIMULTANEOUSLY? (Circle) Y N

Do you anticipate selling at (some/all) of the weekday markets? \_\_\_\_ Tues. \_\_\_\_ Thurs. (possible)

This application includes a Produce/Product form. The must be submitted with your application and is a "best guess" estimate with approximate amounts. **ONCE EVERYTHING HAS BEEN PLANTED AND HAS GERMINATED, YOU MUST SUBMIT AN ADDITIONS/DELETIONS LIST IF THERE ARE ANY SIGNIFICANT CHANGES.** If you plan to sell any craft items you must submit a description and a photo or sketch of the item layout(s). If you attach any additional list(s) of produce or products you intend to sell, please try to use our application format.

\* \* \* \* \*

If accepted as a member of the Bluegrass Farmers' Market, Inc. **I agree that I will provide all necessary permits and pay all applicable fees.** If you make a significant change, deletion, or addition in your plantings (or have major crop losses), you **must** submit a **Crop Addendum Form** as soon as possible.

By signing this application you agree that you will not hold the Bluegrass Farmers' liable for any injury, theft or damage to either buyer or seller or their property arising out of or pertaining to preparation or participation in the Bluegrass Farmers' Market, Inc., whether such injury, theft or damage occurs prior, during or after the Bluegrass Farmers' Market, Inc. Seller further agrees to indemnify and hold the Bluegrass Farmers' Market, Inc. harmless for and against any claims for such injury, theft or damage.

The General Liability Insurance Policy of the Bluegrass Farmers Market does not provide coverage for the individual members of the market. Members are independent contractors and are responsible for their own insurance coverage, including product liability coverage. Limits of liability of at least \$1,000,000 are strongly encouraged.

**I have read the attached rules/regulations set forth by the Bluegrass Farmers' Market, Inc. and agree to abide by them.**

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

The membership committee will review your application but the market reserves the right to refuse membership to anyone. We hope to offer the opportunity to be part of our market, to all who qualify. We will notify you of our decision as soon as possible. We will try to schedule a farm inspection, before you begin selling. **Most vendors will need a Fayette County Health Department Farmers' Market Permit, and any additional required permits/licenses, be in the "Kentucky Proud" program, and have completed the KY GAP training program (if you grow and sell any produce). If you provide samples to customers, you must complete the KY Sampling Program (which requires GAP training). You must attach COPIES of ALL necessary permits, licenses, and certificates to your application.**

**Attach a check for the fifty-dollar (\$50) annual membership fee for the primary market location and twenty-five dollars (\$25) additional if you will be simultaneously selling at both Saturday sites. Double spaces will NOT be available this year. (Membership fee will be reduced to twenty-five dollars (\$25) if paid before April 15.) Payments will be refunded if your application is not accepted or there is no second market site. You will owe a 5% gate fee for your total monthly sales due by the middle of the following month. NO APPLICATIONS ACCEPTED AFTER JUNE 1.**

OFFICE USE ONLY

Application received \_\_\_\_\_ Approval date \_\_\_\_\_ Amount paid \_\_\_\_\_ Check Number \_\_\_\_\_





Name \_\_\_\_\_ Farm name \_\_\_\_\_ Date \_\_\_\_\_

**SUBMIT THIS FORM WITH YOUR BGFM APPLICATION.** It is important to complete this Crop Production Section very carefully. This is needed for farm inspections, used in market advertising, and to allow us to suggest additional vendor plantings of crops that might be missing in our market. **INCLUDE A DETAILED LISTING and/or MAP of your specific varieties, ESTIMATED quantities (length, number, area, etc.), and number of plantings of each crop as possible. Indicate heirloom varieties.** (Attach additional sheets, if needed.) This section is critical to demonstrate compliance with our requirement that you grow/produce **ALL** that you sell at our market." **Any additions/deletions can be made later!**

**General Information (circle answer):**

Will you be growing heirloom crops? **Y N** List TYPES (not varieties) \_\_\_\_\_

Do you auction or wholesale produce? **Y N** Do you operate a produce stand at your farm? **Y N**

Do you sell at other farmers' markets? **Y N** If you answered **YES** to any of these three questions, are you selling any items that you did not grow or produce? **Y N** Do you operate a greenhouse? **Y N**

Do you operate a high tunnel **Y N** Do you have Cold Storage Facilities? **Y N**

If YES, briefly describe your Cold Storage capability \_\_\_\_\_

Approximately how many **TOTAL** acres or row-feet or square feet do you use for your produce, flowers, or plants? \_\_\_\_\_

<u>Produce/Product (check):</u>	<u>#Varieties:</u>	<u>#Plantings:</u>	<u>Total Amt. (area or row-ft.):</u>
( ) Alliums (onion/garlic), green or bulb	_____	_____	_____
( ) Asparagus	_____	_____	_____
( ) Beans (green or other)	_____	_____	_____
( ) Cole crops	_____	_____	_____
( ) Cucumbers V	_____	_____	_____
( ) Eggplants E	_____	_____	_____
( ) Greens (non-Asian) G	_____	_____	_____
( ) Greens (Asian) G	_____	_____	_____
( ) Herbs (cut) I	_____	_____	_____
( ) Lettuces E	_____	_____	_____
( ) Okra S	_____	_____	_____
( ) Peas (all types)	_____	_____	_____
( ) Peppers (sweet)	_____	_____	_____
( ) Peppers (hot)	_____	_____	_____
( ) Potatoes (not sweet)	_____	_____	_____



( ) Potatoes, sweet \_\_\_\_\_

**Produce/Product (check):** **#Varieties:** **#Plantings:** **Total Amt. (area or row-ft.):**

( ) Pumpkins V \_\_\_\_\_

( ) Rhubarb E \_\_\_\_\_

( ) Root crops (beets, carrots, etc.) G \_\_\_\_\_

( ) Salad crops (not lettuces) G \_\_\_\_\_

( ) Squash, summer I \_\_\_\_\_

( ) Squash, winter E \_\_\_\_\_

( ) Sweet corn S \_\_\_\_\_

( ) Tomatoes \_\_\_\_\_

( ) Other veggies ( ) \_\_\_\_\_

( ) Other veggies ( ) \_\_\_\_\_

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( ) Apples \_\_\_\_\_

( ) Berries (all types) F \_\_\_\_\_

( ) Cherries R \_\_\_\_\_

( ) Grapes U \_\_\_\_\_

( ) Melons I \_\_\_\_\_

( ) Peaches T \_\_\_\_\_

( ) Pears S \_\_\_\_\_

( ) Other fruits ( ) \_\_\_\_\_

-----  
( ) Bedding plants \_\_\_\_\_

( ) Bulbs \_\_\_\_\_

( ) Flower plants (baskets/pots) P \_\_\_\_\_

( ) Flowers (cut) L \_\_\_\_\_

( ) Herb plants A \_\_\_\_\_

( ) House plants N \_\_\_\_\_

( ) Ornamental grasses T \_\_\_\_\_

( ) Trees, shrubs S \_\_\_\_\_

( ) Vegetable transplants \_\_\_\_\_

( ) Other plants ( ) \_\_\_\_\_



<u>Product (check):</u>	<u>#Types:</u>	<u>Total Amount (estimated):</u>
( ) Baked goods		
( ) Cheese products		
( ) Dried beans		
( ) Dried flowers	V	
( ) Dried herbs, mixes	A	
( ) Gourds	L	
( ) Honey	U	
( ) Jams/jellies	E	
( ) Juices/cocktails		
( ) Lotions and balms	A	
( ) Mushrooms (dried/fresh)	D	
( ) Nuts	D	
( ) Pickles	E	
( ) Salsas, sauces	D	
( ) Seeds		
( ) Soaps		
( ) Sorghum		
( ) Syrups		
( ) Wines		
-----		
( ) Beef/veal	M	
( ) Goat	E	
( ) Lamb/mutton	A	
( ) Pork/bacon/sausage	T	
( ) Poultry	S	
( ) Other meats ( )		
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( ) Eggs		
( ) Cheese, butter		
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( ) Specialty items (describe)		



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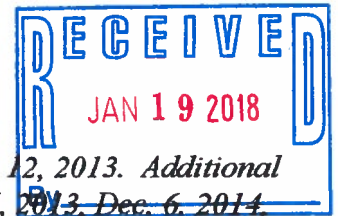




#971

## **Blue Grass Farmers' Market, Inc.**

### **MARKET REGULATIONS—2018**



*(Adopted by membership on December 10, 2011, with minor updates made on January 12, 2013. Additional changes were voted on by the Membership at the 2013 Annual Meeting on December 7, 2013, Dec. 6, 2014, Dec. 3, 2016, Mar. 11, 2017, May 24, 2017, and December 9, 2017)*

The Bluegrass Farmers' Market, Inc. is organized as a business league, under the 501(c)(6) of the Internal Revenue code. It is a cohesive unit and its success depends on the cooperation and joint effort of all the members as a whole for the good of everyone. Although members sell as individuals, each also has a duty to support the BGFM. These Regulations provide the basic rules and vending information for the organization.

#### **I. PARTICIPATION**

A. The Blue Grass Farmers' Market, Inc. is a member-driven association of Kentucky growers of vegetables and fruits and other related agricultural and horticultural products; Kentucky producers of value-added items, such as baked goods, pickles, jams; Kentucky crafts people; and any other category deemed acceptable to the membership committee. The BGFM is an organization run for and by the members. All members are expected to contribute minimal time and/or labor, as needed.

B. Any individual whose goods are in compliance with Market rules and guidelines who wishes to participate in the Market is eligible to become a Member of and vendor at the Market. To become a Member, a person must submit a completed "Application for Membership" form and the annual fee, along with copies of all current, applicable licenses and permits. It is the applicant's responsibility to find out which licenses and permits are required to meet state and local laws. An individual will not be allowed to participate in the Market before submitting all of the above to, and receiving temporary approval from, the Membership Committee.

C. Applications for membership shall be filled out and submitted as noted on the application. All applications shall be mailed to the Secretary and scanned or photocopied prior to being passed on to the Membership Committee. These copies will be retained by the Secretary, and are official Market documents. Approval of these Applications will then be reviewed by the Membership Committee. All applicants that the Committee recommends rejecting shall be reviewed by the Board prior to rejection. If the application is not approved by this committee and the Board concurs, the application will be returned with the reason for denial noted. If approved, the application will be forwarded to the Farm Inspection Committee, which will perform a production site inspection, prior to the first day of sales if at all possible. If a production site inspection cannot be conducted prior to the first day of selling, the applicant may be temporarily permitted by the Membership Committee to sell if there is verification by a current market member or the applicant's County Agricultural Extension Agent. After the production site inspection, the Farm Inspection Committee will forward its findings to the Membership Committee. This Committee will make the final decision and inform the applicant.

D. Members must grow, harvest, produce, or make all the products to be sold at a Bluegrass Farmers' Market, Inc. market site. High quality is required for all products.

E. All BGFM members also must be a member of the "Kentucky Proud" program (including the "Homegrown by Heroes" or "Appalachia Proud" programs). If they are growing/selling any produce, they must have completed the "KY GAP" (Good Agricultural Practices) training. All members must also have a current Fayette County Health Department Farmers' Market Stand/Booth Permit prior to selling edible fruits or vegetables. All sampling offered by vendors must meet Kentucky Department of Agriculture Farmers Market Guidelines. These vendors must also have a valid Kentucky sampling permit. Vendors will, at their own expense, obtain all necessary federal, state, and local permits, pay all license fees, and comply with all laws, rules, ordinances, and regulations that are applicable to the vendor's offerings.



F. (1) If a regular attending vendor member is not able to sell at the market, he/she may designate a representative to sell on his/her behalf.

(2) It is each member's obligation to inform the Market Manager(s) when he will be selling at the market as this is needed for advance market advertising. The Market Manager(s) also need to know, in advance, if possible, when a member will not be present. Emergencies occur, but please try to let the manager(s) know, even if it is just before the market starting time, because this information is needed to lay out the market stalls. Failure to notify the Market Manager is considered non-compliance with the Regulations.

G. One member may not sell another member's product while both are at the same market at the same time.

H. Guest chefs, street musicians, "entertainers", Master Gardeners, not-for-profit health professionals and those wishing to demonstrate uses for items available for purchase at the Market will be encouraged to participate. An application form must be submitted and prior approval by the Board is required.

I. The Bluegrass Farmers' Market, Inc. reserves the right of approval for anyone selling or displaying at the Market.

J. Members are expected to conform to the Bluegrass Farmers' Market, Inc., statement of purposes as set forth in the Bylaws and Market Regulations and sell at the market on at least four (4) different market days during the market season to retain voting rights and remain in 'good standing'. The Board may, by majority vote, terminate the membership of any member who violates any part of the Market Bylaws or Regulations or for such cause deemed deleterious to the Market. Prior to termination of membership, the member shall be given notice and a reasonable opportunity to be heard. The action of the Board thereon shall be final. A former member desiring to be reinstated must reapply for membership in the proper membership classification.  
{amended 12/3/16}

K. Every week, the individual in charge of Market Advertising and Publicity will get in touch by email with every market vendor. Each week it is the vendor's choice to respond with which market(s) you will attend AND provide information on what you **anticipate** having for sale. All vendors who respond for that week will have their name/farm and merchandise included in that week's blog, Facebook page(s), and any of our paid advertising (space permitting). This information may also be submitted to sites over which we have no copy control, including, but not limited to, Herald-Leader columnists, other local periodicals, radio and TV releases, and shared with other related social media sites.

## **II. ACCEPTABLE PRODUCTS**

A. Products offered for sale must be in compliance with the Regulations for the sale at the Bluegrass Farmers' Market, Inc. The Market is an outlet for Kentucky agricultural, horticultural, and craft products. **No items purchased for resale are permitted.**

1. All products, agricultural and horticultural, must have been grown, foraged, or produced by the member and must be in compliance with applicable regulations and must be listed on each year's market application, with specific confirmation on the early season report. With Board approval, items may be added during the growing season by submitting a completed form to the Market Manager. Products which are processed and sold under a brand name other than the vendor's own are not allowed.
2. Products may include but are not limited to fruits, vegetables, cut flowers, herbs and plant sales, including bedding, vegetables, herbs, flowers (indoor and outdoor), trees, shrubs, woody ornamentals and brambles if raised by the member, labeled appropriately, and in compliance with all appropriate licenses and fees.



3. These stipulations must be followed, to ensure that what vendors are selling is truly “theirs”, and NOT purchased for immediate resale. All flowers and herbs grown from plugs MUST have been in the vendor’s possession at least THIRTY (30) days prior to sale. All perennials MUST have been in the vendor’s possession at least NINETY (90) days prior to sale. All poultry offered for sale MUST come from birds that have been in the vendor’s possession for at least THIRTY (30) days prior to slaughter. All beef offered for sale MUST come from livestock that has been in the vendor’s possession for at least SIX (6) months prior to slaughter. (Exceptions will be made for veal.) All other meats (sheep, goats, pigs, etc.) offered for sale MUST come from livestock that has been in the vendor’s possession for at least NINETY (90) days prior to slaughter. (5/24/17)
4. Seed sales and ornamental plant varieties are allowed if the plants were raised and the seeds collected and/or processed by the member, subject to Kentucky seed sales regulations.
5. Member-produced foodstuffs and baked goods are permitted pursuant to all applicable laws.
6. Herb and seasoning mixes, preserves, and equivalents must actually be blended or produced by the member. The ingredients may be purchased or grown by the member pursuant to applicable laws.
7. Soaps, lotions, and candles must be produced and packaged by the member. The ingredients may be purchased. They must be labeled according to FDA regulations, if required.
8. Honeys, bee products, syrups and sorghums produced by a member, are permitted, pursuant to applicable laws.
9. Value-added dried fruits, vegetables, herbs and mushrooms are permitted if they are grown/produced by the member, pursuant to applicable laws.
10. Polished and cut Kentucky stones and other craft materials (yarn, dried plants, ‘driftwood’, etc.) are allowed, if produced or collected by the member.
11. Meat, eggs and dairy products must be processed and handled in a manner that meets all governmental regulations and all appropriate licenses and certificates must be present and displayed at the Market.
12. Foraged (edible and/or ornamental) plants, plant material, fruits, berries, or nuts, as permitted by law, are allowed when collected from public lands, or from private lands with written permission. Currently, wild fungi may not be sold in any farmer’s market per KY Department of Agriculture rules. It is strongly recommended that all foragers hold current product liability insurance.
13. GMO (Genetically Modified Organism) produce is allowed (but not encouraged) at the market, but it must be clearly labeled so that customers are aware that it is a GMO.

**B. Crafts are allowed IF:**

1. Product materials are grown and/or collected by the member.
2. If any portion of the materials are purchased, the craft must be so labeled. The purchase of incidental parts, such as nails and fasteners, are exempt from this labeling.
3. All assembly or handcrafting is physically done by the member or under his/her direct supervision.
4. No imported or domestic “finished” crafts or pre-assembled kits are allowed.





C. The market manager shall have the right to prohibit the sale of any unacceptable item(s).

### **III. FARM/BUSINESS INSPECTION(S)**

Farm Inspections are important to the Blue Grass Farmers' Market. They provide sound evidence of what is being produced by each vendor, can be useful in resolving conflicts between vendor/market customer or vendor/Market Board, and also help reassure our customers that the produce and products they are purchasing are indeed from a local or Kentucky source.

Representatives of the Market shall have the right to conduct an inspection of the production areas of those products sold by a vendor at the Market. An inspection may include ownership information and any other information relevant to determining product legitimacy. Failure to allow such an inspection will constitute a violation of Market rules and the procedures outlined under "Enforcement of Market Policies and Rules" will be followed.

Signature(s) of a member or his representative are required to allow inspection of production facilities. Permission may be documented by (a) submitting a written agreement with the member or his representative, specifying access for inspection or (b) the signature of the member or his representative on the annual Membership application.

There are two types of farm inspections: routine and conflict. A routine inspection is intended to determine the farm production present, and to quantify it. Conflict inspections will include a routine inspection, plus be designed to provide specific data pertinent to a conflict between the Market Association and a vendor, or with a market customer.

All new applicant producer/vendors will receive a routine inspection during their first year, but the inspection might occur at anytime during the production season. Every attempt will be made to conduct this inspection prior to their beginning to sell at our market(s). Returning members will be subject to inspections. Every effort will be made to make the inspection during a time when the majority of the farm production is present.

Conflict inspections will be conducted as part of a conflict resolution process with the inspection aim directed by the nature of the conflict needing resolution. However, all conflict inspections will include a routine inspection, plus any additional required checks.

These are the guidelines that will be used by the farm inspectors for farm visits, made on behalf of the Board of Directors:

A. The visit will be pre-arranged, insuring that the grower or his/her representative will be present.

B. The inspector(s) must have a copy of the grower's BGFM application. If the grower has a drawn out or printed out crop plan/layout with them at the time of the inspection, it will also be used. The crops to be inspected will be randomly selected. The inspector(s) will explain this method. If there are four or fewer different crops, all will be checked in detail. If five to nine (5-9) crops are present, four crops will be selected for measurement. If there are ten (10) or more different crops, five (5) crops will be selected for measurement. The inspector(s) must have a tape measure or other device(s) to accurately measure length and width of a planting.

C. There are several types of measurements that may be necessary to verify the quantification the grower used in his/her application. These may include: number of acres; plant count; feet of row; number of animals; 'small patch' estimates.



**PERMITS AND CERTIFICATES THAT (MAY) NEED TO BE SUBMITTED WITH YOUR APPLICATION TO THE BLUEGRASS FARMERS' MARKET, INC. (1/1/18) (PLEASE NOTE – TO THE BEST OF MY KNOWLEDGE, THESE ARE UP-TO-DATE.)**

From Fayette County Health Dept.: \*Prices subject to change

**Farmer's Market Booths Permit (Mandatory for fruits/produce)** \_\_\_\_Y \_\_\_\_N (\$50.00)

**Pre-packaged Retail Sales Permit (for commercial products)** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a (\$75.00)

**Food Handler Certification (to serve prepared food)** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a (\$20.00)

**Food Manager Certification (to sell prepared food)** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a (\$55.00)

**Sr. Farmers' Market Nutrition Program (SR FMNP)** Free. Must be posted at booth—not currently available

**WIC Farmers' Market Nutrition Program (FMNP)** Free. Must be posted at booth—not currently available

**Home-based Processor Certification** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a (free)

Raw mixed greens, fruit jams, fruit jellies, sorghum, fruit preserves, fruit butter, bread, fruit pies, cakes, cookies, dried products (herbs, fruits, vegetables)

**Home-based Microprocessor Certification** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a (\$50.00)

Non-fruit or sugarless jams or jellies, acid foods, formulated acid food products, low acid canned foods

**The following potentially hazardous foods are prohibited from either category noted above:**

1. Canned, pureed baby foods
2. Cheesecake
3. Crème-filled pies
4. Crème, custard and meringue pastries
5. Custard
6. Custard pies
7. Foods containing meat and poultry
8. Foods vacuum packaged in containers other than mason type jars
9. Garlic-in-oil mixtures
10. Pies with meringue
11. Processed juices
12. Raw seed sprouts
13. Other foods as designated by the Process Control Authority

**Bakery items (including breads) and candies** MAY be covered under Home-based Processor Certification OR General Food Manufacturing Permit

**GAP Certificate (Mandatory for produce sales and All Samples Certificate)** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a (free)

**EARLIER GAP TRAINING CERTIFICATION MUST BE UPDATED IN 2018**

**Organic Certification** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a

**All Samples Certificate (if sampling raw vegetables)** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a (free)

**Cooked or Processed Sampling Certificate** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a (free)

**Farmers' Market Temporary Food Service Establishment Permit** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a (\$50.00)

**Pet Food & Dog Biscuit Permit** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a Go to: [http://www.rs.uky.edu/regulatory/feed/pet\\_treats/](http://www.rs.uky.edu/regulatory/feed/pet_treats/)

**Honey Certification** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a (Only needed if selling more than 150 gallons per year)

**Meat and Poultry** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a (Must be USDA inspection stamped or MPU documentation)

**Cheese Commercial Permit** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a

**Certified Market Scales Certificate (Mandatory or display Seal)** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a (KDA inspection is free. Scales must be legal for trade.)

**General Food Manufacturing Permit** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a (\$120.00 or more)

**Plant Nursery Dealer License** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a (Not needed for most herbs or vegetable transplants.)

**Ginseng Dealer Permit** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a

**Egg Retail License** \_\_\_\_Y \_\_\_\_N \_\_\_\_n/a (Not needed if selling less than 60 dozen eggs per week)



Balms and Cosmetics Commercial Permit \_\_\_\_\_Y \_\_\_\_\_N \_\_\_\_\_n/a



#971

# Bylaws of the Blue Grass Farmers' Market, Inc. (BGFM)

(Rev. Nov. 10, 2011, adopted Dec. 10, 2011, rev. at the Dec. 6, 2014 Annual Meeting, amended Jan. 10, 2015)

## ARTICLE I: Purpose

## ARTICLE II: Membership

- 2.1 Calendar
- 2.2 Applications and membership requirements
- 2.3 Rights of members in good standing
- 2.4 Dues
- 2.5 Participation
- 2.6 Termination and reinstatement



## ARTICLE III: Membership meetings

- 3.1 Meetings
- 3.2 Quorum
- 3.3 Meeting notifications
- 3.4 Decision making

## ARTICLE IV: Board of Directors

- 4.1 Duties and authority
- 4.2 Composition
- 4.3 Meetings; quorum
- 4.4 Removal of directors; filling vacancies
- 4.5 Multiple vacancies
- 4.6 Indemnification

## ARTICLE V: Election of Board of Directors and Officers

- 5.1 Nominations
- 5.2 Selection; terms

## ARTICLE VI: Officers

- 6.1 President
- 6.2 Vice President
- 6.3 Secretary
- 6.4 Treasurer

## ARTICLE VII: Standing Committees

- 7.1 Farm inspection committee
- 7.2 Membership committee
- 7.3 Grievance committee

## ARTICLE VIII: Market Regulations

## ARTICLE IX: Dissolution

- 9.1 Liabilities
- 9.2 Assets
- 9.3 Other Assets

## ARTICLE X: Revisions/Amendments





## **ARTICLE I: Purpose**

The purpose of the Blue Grass Farmers' Market, Inc. is to provide one or more market(s) for locally grown produce and Kentucky-produced quality products, thereby increasing net farm income for more Kentucky farmers. In doing this, the organization will provide consumers with a source of locally grown/produced, quality products. The BGFM is **not** only an organization run **for** the members – it is run **by** the members, for the members. All members are expected to contribute minimal time and/or labor, as needed.

## **ARTICLE II: Membership**

### **2.1 *Calendar***

The Blue Grass Farmers' Market, Inc. will operate on a calendar fiscal year running from 1 January to 31 December.

### **2.2 *Application and membership requirements***

Any person, family, or business with the capacity to produce farm goods to offer for sale through the market may apply for membership in the market. To be considered for membership, each applicant must submit a completed current application form. The Board of Directors shall establish procedures, subject to approval at a membership meeting, for reviewing and approving applications for membership. The Membership Committee has the final approval for membership in the BGFM.

The organization shall not discriminate by sex, race, color, age, disability, sexual preference, religion or national origin.

### **2.3 *Rights of members in good standing***

Each membership of the organization has voting privileges and each membership shall be entitled to cast one vote.

Each membership shall receive reports of each Board or Membership meeting, including any financial report made at that meeting. Any member may run for election to the Board of Directors or to an Office.

### **2.4 *Dues***

Prior to the General Meeting, the Board of Directors shall set membership fees and annual dues, subject to Membership approval at the annual meeting.

### **2.5 *Participation***

All members are expected to participate and assist in the BGFM day-to-day operations on an as-needed basis.

### **2.6 *Termination and reinstatement***

The Board of Directors shall establish written policy regarding grounds for discipline, expulsion, and reinstatement of members. These policies will be included in the current Market Regulations.

## **ARTICLE III: Membership Meetings**

### **3.1 *Meetings***

The Board of Directors shall convene an annual General meeting of all members in November or early December of each year. This meeting may be postponed due to inclement weather or other extenuating circumstances duly noted in the minutes.

The Board may convene other meetings, with at least a two-week notification to the members.

Upon the receipt of a petition from twenty percent (20%) of the members, the President shall convene a General meeting, with at least a two-week notice to all members. Said meeting shall be held within

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thirty (30) days of receiving the petition unless the petitioners request otherwise. All General meetings of the organization shall be open to members and visitors.

**3.2 *Quorum***

A General BGFM meeting must have at least thirty percent (30%) of current BGFM market members present to conduct official business.

**3.3 *Meeting notifications***

Notice of each General meeting of the BGFM shall be sent to the last known electronic or postal address of each member at least two (2) weeks in advance of the meeting.

**3.4 *Decision making***

The BGFM membership shall strive to achieve consensus on all decisions, but a majority of those voting shall constitute approval of decisions, except as otherwise stated in these bylaws.

## **ARTICLE IV: Board of Directors**

**4.1 *Duties and authority***

The Board of Directors shall direct the operations of the organization.

The Board shall develop proposals for policies for management of the Blue Grass Farmers' Market. These policies, and subsequent changes in policies, shall be submitted for approval by vote at the BGFM General meeting.

The Board of Directors establishes standing and temporary committees and appoints members thereto. Committees may be composed of members who are not members of the Board.

Directors shall not receive any compensation for services but shall be eligible to receive reimbursement for any expenses that they may incur in the performance of their duties and obligations as a member of the Board.

**4.2 *Composition***

The Board of Directors shall consist of the seven (7) elected directors: four officers and three directors-at-large.

**4.3 *Meetings; quorum***

The Board of Directors shall convene a Board meeting at least three (3) times per year, in addition to the annual General meeting. A meeting of the Board of Directors must have a quorum of five (5) directors in direct communication, either in person, by telephone call, or e-mail. A summation of results of said communications shall be available to all members.

**4.4 *Removal of directors; filling vacancies***

The Board of Directors may remove any member of the Board of Directors from his position if he is absent from two (2) consecutive meetings without a justified excuse. This may be done by a minimum of a 2/3 vote for removal by attending Directors.

Any Director or elected position, excluding the President, vacated for any reason during the term shall be filled by appointment by the remaining Board of Directors for the duration of the unexpired term.

**4.5 *Multiple Vacancies***

If multiple vacancies occur within the Board of Directors, the remaining Board members shall appoint replacements until a general membership meeting can be called.

**4.6 *Indemnification***

1. The first part of the paper discusses the importance of the study.

2. The second part of the paper discusses the methodology used in the study.

3. The third part of the paper discusses the results of the study.

4. The fourth part of the paper discusses the conclusions of the study.

5. The fifth part of the paper discusses the implications of the study.

6. The sixth part of the paper discusses the limitations of the study.

7. The seventh part of the paper discusses the future research.

8. The eighth part of the paper discusses the acknowledgments.

9. The ninth part of the paper discusses the references.

10. The tenth part of the paper discusses the appendices.

11. The eleventh part of the paper discusses the index.

12. The twelfth part of the paper discusses the glossary.

13. The thirteenth part of the paper discusses the bibliography.

14. The fourteenth part of the paper discusses the list of figures.

15. The fifteenth part of the paper discusses the list of tables.

16. The sixteenth part of the paper discusses the list of abbreviations.

Directors and former directors shall have the full range of indemnification authorized under law. The Corporation shall also be authorized to purchase and maintain insurance for protection of directors.

## **ARTICLE V: Election of Board of Directors and Officers**

### **5.1 Nominations**

The Board of Directors shall appoint a nominating committee at least one (1) month prior to the annual meeting to establish a slate of officers and directors to be presented at the annual meeting in December. Each nominee must be a member in good standing and must have agreed to serve in the position for which he/she is nominated. Prior to voting, additional nominations can be made from the floor by Market membership.

### **5.2 Selection; terms (amended 2/10/15)**

Officers and at-large directors shall be elected by a majority of those members voting at the annual meeting. For the 2015 year only, the seven elected officers and directors shall decide which three positions will have a one-year term; the other four positions will serve for two years. In following years, all terms will be for two years. This will automatically stagger the terms of those on the Board. The officers' and directors' terms shall begin immediately following their election. There is no limit to the number of terms one member may serve.

## **ARTICLE VI: Officers**

The elected officers of the Blue Grass Farmers' Market, Inc. shall be President, Vice President, Secretary, and Treasurer.

### **6.1 President**

The President shall:

- Convene Board and General meetings, as required in Sections 3.1 and 4.3 of these Bylaws.
- Prepare agendas for and preside over all meetings of the organization
- Insure that the Articles of Incorporation and Bylaws are executed and that all officers of the organization properly discharge their duties
- Appoint the official media and public relations representative for the organization.
- Appoint Market Managers for each BGFM site
- Appoint *ad hoc* committees, as needed
- Delegate responsibilities for specific market events

### **6.2 Vice President**

The Vice President shall:

- Assist the President
- Act as presiding officer in the absence or disability of the President
- Assume the office of President for the duration of the term in the event of a vacancy in the office of President for any reason
- Serve as chair and member of the membership committee, with full voting rights

### **6.3 Secretary**

The Secretary shall:

- Keep written minutes of each General meeting, to be read and approved at the next scheduled General meeting
- Keep written minutes of each Board of Directors meeting, to be read and approved at the next Board of Directors meeting





- Maintain documentation of administrative and program business of the Board of Directors
- Handle all market correspondence, including sending requested membership applications
- Provide meeting reports to the Board and remind the Board of unfinished business indicated in those records
- Provide reports to the membership of organizational functions and actions of the Board of Directors
- Maintain an accurate up-to-date list of members in good standing, including all contact information
- Be custodian of the corporate records and all required communications with Kentucky Secretary of State and other agencies, as applicable
- Receive and maintain a copy of all official documents

#### **6.4 Treasurer**

The Treasurer shall:

- Collect weekly/monthly market fees and provide receipts
- Maintain all financial record and provide copies to the secretary
- Inform the Board of Directors of the organization's financial status at every Board meeting and provide full financial reports at the annual General Meeting
- Notify those members who are in arrears with dues and/or gate fees and provide this information to the Vice President, as Chair of the Membership Committee
- Be responsible for the filing of tax and other legal documentation
- Provide copies of all financial records to a Board appointee for annual review
- Make all deposits and pay all BGFM bills

### **ARTICLE VII: *Standing Committees***

The Board of Directors will appoint or accept volunteer members for all committees. Each committee should include at least one Board member.

Committee members shall be eligible to receive reimbursement for any expenses that they may incur in the performance of their duties and obligations.

#### **7.1 Farm Inspection Committee**

#### **7.2 Membership Committee**

The Vice President shall serve as chair.

#### **7.3 Grievance committee**

#### **7.4 Budget committee**

#### **7.5 Advertising committee**

### **ARTICLE VIII: *Market Regulations***

BGFM Regulations shall be established and reviewed annually and presented to each member along with their application for membership

### **ARTICLE IX: *Dissolution* (amended 12/6/14)**

Upon the dissolution of this Corporation, assets of the Corporation shall be applied and distributed as follows.



**9.1** All liabilities and obligations of the Corporation shall be paid and discharged, or adequate provision shall be made therefore;

**9.2** Assets held by the Corporation upon condition requiring return, transfer, or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred, or conveyed in accordance with such requirements;

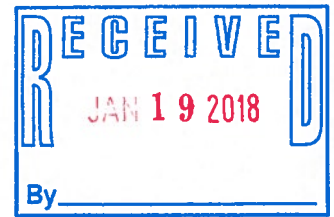
**9.3** Other assets, if any, shall be transferred or conveyed for one or more exempt purposes within the meaning of section 501(c)(6) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public, exempt purpose.

## **ARTICLE X: Revisions/Amendments**

These Bylaws may be revised or amended at a membership meeting by a two-thirds (2/3) majority vote of the voting members. Members shall be notified of the proposed Bylaw change at least two (2) weeks in advance of the meeting at which the change is subject to vote. Members shall be allowed to vote by submitting a written or electronic statement of their voting choice in advance of said meeting, or in person, at the meeting.



# 971



## Special Bluegrass Farmers Market Events:

Members of the Fayette County Master Gardeners are present at the market place to answer gardening questions one Saturday a month throughout the market's season. The members bring educational materials to distribute and promote their program in cooperation with the Fayette County Extension office.

In 2017, a representative from the Kentucky Department of Fish, Game and Wildlife was present at our 2 market places to promote this program and answer questions. Educational materials were distributed.

In 2017, Fiona Yong-Brown- Author of The B-Movie Cookbook which presents you with dishes inspired by 15 films from the golden age of B-Movies was a guest of the market place. The B-Movie Cookbook is a handy guide to some of the best movie cheese to grace the silver screen!



#971

**Monroe, Nancy G (AGR)**

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**From:** Monroe, Nancy G (AGR)  
**Sent:** Friday, February 9, 2018 11:26 AM  
**To:** 'BOverman'; Spencer, Sharon (AGR)  
**Cc:** RPostley@aol.com; martha wilson  
**Subject:** RE: Bluegrass Farmers Market change in 2018 operating hours

Good morning,

Thanks. I have updated this on your registration form and in the KY Proud database. It may take 24 hours for the changes to be reflected online.

Have a great day,

Nancy

Nancy G. Monroe

Ag Program Coordinator

Direct Farm Marketing Division

Kentucky Department of Agriculture

111 Corporate Drive

Frankfort, Kentucky 40601

Direct Line: 502-782-4133

Email: [NancyG.Monroe@ky.gov](mailto:NancyG.Monroe@ky.gov)

Website: [www.kyagr.com](http://www.kyagr.com) or [www.kyproud.com](http://www.kyproud.com)



**From:** BOverman [mailto:bsoverman@gmail.com]  
**Sent:** Friday, February 9, 2018 11:14 AM  
**To:** Spencer, Sharon (AGR) <sharon.spencer@ky.gov>; Monroe, Nancy G (AGR) <NancyG.Monroe@ky.gov>  
**Cc:** RPostley@aol.com; martha wilson <2grammy169@att.net>  
**Subject:** Bluegrass Farmers Market change in 2018 operating hours

Hi,

**I wanted to notify you that the 2018 Bluegrass Farmers' Market held on Tuesdays at the Hamburg location in Lexington has changed the hours of operation from 2 - 5pm to 2 pm to 6 pm.**

**Thank you.**

**Babette Overman**

**Bluegrass Farmers' Market of Lexington**