



Kentucky Department of Agriculture
Office of Marketing and Product Promotion

111 Corporate Drive, Frankfort, Kentucky 40601 – (502) 782-4133

2022 KDA FARMERS' MARKET REGISTRATION FORM

All markets must register each year to keep their registration current. Please go to www.kyproud.com to register or update your market information. Please contact Ally Hall at 502-782-4133 or by email ally.hall@ky.gov if you are having issues or problems. Please make sure to update by March 31st.

Market Name _____ County _____

Contact Name _____

Mailing Address _____ City _____ Zip _____

Phone _____ Cell Phone: _____

E-mail (to be listed on kyproud.com) _____

Market Website: _____

Market Facebook Page: _____

Market Instagram Page: _____

Approx. Number of Vendors for this market season: _____ Year established: _____

MARKET LOCATION(S) (Please be very specific – include actual physical address and description of location)

Location #1 _____

Location #2 _____

Location #3 _____

Location #4 _____

MARKET DAYS (please make sure to list information for each market location listed above)

Table with 4 columns: Day, Time, Location # from above, Start and end date for each market location. Includes example row: Ex: Tuesday, 7 am - 12, #1, May 15 - November 10.

Please answer the following questions.

1. How much is your market membership? _____
2. Is there a separate fee for a vendor to setup? ____yes ____no If yes, what is the charge? _____
3. How is the fee charged? ____yearly ____weekly ____each setup
4. Does your market have a permanent structure? ____ yes ____ no If yes, describe below:

5. 2021 Annual gross sales for entire market _____ (If unsure, please estimate)
(valuable information to collect for future funding opportunities and market structures)
6. Does your market as a whole accept the following (mark all that applies)?
 - a. ____ Credit Cards
 - b. ____ Debit Cards
 - c. ____ WIC- FM Nutrition Vouchers
 - d. ____ Senior - FM Nutrition Vouchers
 - e. ____ SNAP/Food Stamps
 - f. ____ Double Dollars
 - g. ____ Other (ex: FARMACY, Farm RX)
Please List: _____
7. Does your market allow reselling? ____yes ____no if yes, percentage allowed? _____ If yes, only Kentucky products or any source (please explain).

8. Do you have a paid market manager? ____yes ____no Paid with market funds? ____yes ____no
9. Does your market carry liability insurance? ____yes ____no
10. Does your market require vendors to carry product liability insurance? ____ yes ____ no
11. Does your market require the vendors to have a current diploma for PBPT? ____yes ____no
12. Does your market allow vendors to offer samples? ____yes ____no
13. Does your market conduct farm inspections? ____ yes ____no If yes, how often? _____
14. Does your Municipalities require a business license? ____yes ____no
 - a. If yes, how much is the fee paid for the business license? _____
15. Number of vendors in **2021** _____ How many were first time vendors? _____
16. Is your market a Summer Feeding Program host or site? _____
17. Does your market have a sponsor? ____yes ____no If yes, please complete the following:

Name of sponsoring organization _____

Contact name _____

Mailing address _____ City _____ Zip _____

Phone _____ FAX _____ E-mail _____

Email address the market prefers KDA to use when communicating with the market:

Any additional email addresses of market leadership who would like to receive email directly from KDA:

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

The USDA and the Kentucky Department of Agriculture defines a farmers' market as a prescribed location(s) where two or more farmer-producers gather on set days and times to sell products (fruits & vegetables, meat, fish, poultry, dairy, and grains) that they grow or produce directly to consumers. Though the market may allow other types of sales, the sale of agriculture products grown or produced by the seller or their family should be the primary business of the market.

_____ ***I have read the above definition and confirm the market listed on this registration form meets the definition of a Farmers' Market with the USDA and the Kentucky Department of Agriculture.***

_____ ***I have attached the following information with our KDA Farmers' Market Registration (check all that applies)***

- _____ [Market Membership Application](#)
- _____ [Market Rules](#)
- _____ [Market Guidelines](#)
- _____ [Market By-laws](#)
- _____ [Brief Description of special events or programs at our market](#)
- _____ [Checklist of all products sold at the market](#)

Signature _____ **Date** _____

Print name and title _____

Phone number _____ Cell phone number: _____

E-mail _____

**Please return to: Kentucky Department of Agriculture
 ATTN: Ally Hall
 111 Corporate Drive
 Frankfort, Kentucky 40601**

Reminders:

- **Remember to fill in the Annual Gross Sales for your market, if unsure, please estimate.**
- **Remember to include any additional documentation regarding your market (membership application, rules, guidelines or regulations required by your market). Note: This information will be placed on our website for public information.**
- **Your market will not be considered a registered Farmers' Market with KDA if the application is not approved by our office. Please note if your market isn't registered with KDA, this may cause issues with the USDA Food and Nutritional Programs, grant funding and products being sold at your market.**