



Friday Night Farmers' Market Vendor Packet

Friday Night Farmers' Market

VENDOR GUIDELINES

I. Our Mission: To provide a venue for a mutually beneficial partnership between producers and consumers in our community. For the regular exchange of high quality, locally grown/produced foods, and fine artisan products for the purpose of improving both the financial and physical health of the community as a whole. To provide the opportunity to preserve the connection between farmers, producers, and consumers and to educate consumers about the benefits of preserving local agriculture and the benefits of using locally produced foods. In addition, to further benefit the community at large by drawing and encouraging the return of visitors from other communities.

II. Market Season: The market season will run from June until November, and be held on every third Friday. The market hours are 6:00 to 9:00 p.m.

Market location is at the Henry County Public Library (280 East Broadway, Eminence, KY 40019.)

III. Participants:

Vendor: Anyone registered to sell at the market. A vendor can be a farmer, producer, or artisan. See descriptions for each below:

- a. Farmer: A person who has grown, raised, or gathered a product that is sold directly to the consumer by him/herself, employee, or family member.
- b. Producer: A person who creates local handmade items that can be consumed, such as breads, jams/jellies, syrup, honey, or soap.
- c. Artisan: A person who creates local handmade items that cannot be consumed, such as paintings, glass, jewelry, metals, wearable art, fibers, etc.

Market Support Staff: Anyone appointed by the Henry County Public Library or the Henry County Chamber of Commerce to help with the market.

IV. Policies:

1. Each vendor shall be responsible for complying with all applicable state and local laws, regulations and requirements. Vendors at the Farmers' Market are expected to comply with all food safety rules. This will require vendors to contact the local health department in the county where food products are offered to ensure they have the proper permits. Vendors are also expected to familiarize themselves with the principles of Good Agricultural Practices (GAP) or the Produce Best Practice Training (PBPT) and safe food handling procedures to ensure that farmers' market customers are provided with a safe, wholesome and unadulterated product. The Friday Night Farmers' Market covers the city license for selling items the day of each event. Copies of all current licenses must be handed in prior to the first day of sale or with application.

2. All food products and nursery plants sold at the market must be germinated, grown, raised, or gathered in Kentucky by the vendor, their employee(s), or family member(s) or business partners.

3. Each vendor is required to sign and return the vendor application and vendor agreement prior to the first day of sale.

4. All vendor applications will be reviewed and applicant will be notified within seven days if they are accepted to sell at the Friday Night Farmers' Market. We have the right to accept or deny any application.

5. All residents of Henry, Oldham, Trimble, Shelby, Carrol, Owen, and Franklin Counties are eligible to be vendors. Eligibility of programs is based on residency.

6. No jobbers, resellers, multi-level marketing, or wholesalers are permitted to sell at the market. Local produce, food items, or artisan items only.

7. Vendors are asked to stay for the entire event (6:00 p.m. – 9:00 p.m.). In the case that people start to leave and there are not people remaining, you may be told by a Farmers Market Support Staff member that you can go early.

8. No more than 4 people will be allowed to work at each booth. (If you need more than four people, please contact Natalie Jeffries.)

9. Set-Up time is between 4:00 p.m. and 5:45 p.m.

10. If any member of your vendor team is sick or feeling ill the day of the event, please ask them to stay home.

11. Food samples are not permitted at the market.

12. No homemade fruit ciders or beverages of any kind are allowed to be sold.

13. Meat can be sold but all meat and poultry being marketed to the public must be obtained from an approved source. This means that all meat products must be produced and packaged in an establishment under either a federal (USDA) or state (Food Safety) inspection program. Packaged meat products must: 1) bear the relevant mark of federal or state inspection, 2) be protected from contamination, and 3) be stored frozen or under proper refrigeration (41F or below). Additionally, meat and poultry products shall carry safe handling information and a "use by" date. Home-processed or custom-processed meat and poultry, including wild game, may not be marketed or sold at farmers' markets. In general, the United States Department of Agriculture (USDA) has jurisdiction over most meat and poultry items. USDA inspection requirements, exemptions, and areas of jurisdiction are often complex. For this reason, producers should first consult with the Kentucky Food Safety Branch prior to any processing. Cuts of meat (including beef, pork, goat, etc.) and poultry (including turkey, chicken, duck, etc.) from species which are considered "amenable" by USDA must be processed in a USDA-inspected facility and bear the mark of USDA inspection. Although USDA has some exemptions for small poultry processors who raise, slaughter, and sell their own product, the Kentucky Food Safety Branch still requires USDA-exempt processors to comply with state requirements if these products are intended to be marketed to restaurants, grocery stores, or at farmers' markets. A listing of USDA inspected processing plants in Kentucky can be found on this link:

<http://www.kyagr.com/marketing/meat-marketing.html>.

Other animal species, such as rabbit or quail, are considered non-amenable by

USDA. This means that USDA requires a fee-for-service in order to inspect the product and provide the USDA mark of inspection. A vendor who wishes to process and market cuts from non-amenable species must ensure that: (1) the products were processed under USDA inspection protocols and bear the mark of USDA inspection; or (2) the products were processed in a permitted, state - inspected and approved facility. Vendors who market product under option number two (2) above shall carry to the farmers' market invoices and a copy of the processing facility's state permit — and be ready to provide this information upon request.

The Mobile Processing Unit (MPU) operated by Kentucky State University is an example of a small USDA-exempt poultry processing facility that is under a state permit to operate. Poultry products processed in this state-inspected facility do not receive the mark of USDA inspection but are considered “approved-source” products. It is important that vendors who market poultry products processed in this unit at farmers' markets be able to provide pertinent documentation (invoices, etc.) to health authorities which verify that the products are from an approved source. Inspectional jurisdiction over seafood, including fish and prawn, is retained by the Food and Drug Administration (FDA) and the agency's state counterpart, in this case the Kentucky Food Safety Branch. All processed seafood marketed at farmers' markets must come from a permitted, stateinspected and approved facility. Vendors shall carry to the farmers' market pertinent documentation which can be used to verify that the product was obtained from an approved source. As addressed above, such documentation includes invoices as well as a copy of the processing facility's state permit. Vendors selling meat, poultry, seafood and other commercially packaged processed foods should contact their local health department with regard to obtaining a mobile, prepackaged retail sales permit. The yearly permit is \$50 and allows you to sell other commercially processed products as well as meat and poultry. The permit expires annually on December 31.

14. All non-food artisan products sold at the market must be created in the counties of Henry, Oldham, Trimble, Shelby, Carroll, Owen, or Franklin, by the vendor, or their family member(s) or a partnership of people all selling as one vendor. (Two separate vendors, making similar product but working independently are considered as two separate vendors). All artwork must be original. Acceptable works include: all media painting, photography, fibers, glass, jewelry, metals, wearable art, etc. No kits, imports, or resale items are permitted.

15. Each vendor must post all signs provided by the market (if any).

16. All vendors must set up their booth prior to the commencement of the daily market. No vehicles are allowed on the commons area (customer walkway) after 5:30 p.m.

17. All vendors must conduct themselves, at all times, in a professional and respectful manner with customers and fellow vendors. All vendors agree to keep sales areas and displays clean and attractive.

18. Vendors are responsible for their own set-up and clean-up. All stands, tables, and products shall be transported to the area each market day and everything shall be removed after each market day. Materials or produce may not be left overnight. Each vendor is responsible for cleaning their own space and must remove all garbage and left-over produce.

19. Our market is pet-friendly when outside. We ask our vendors and customers to please be mindful of your pets and clean up messes promptly. Remember that while letting your dog pee on a tree in the park is fine, peeing on a table/cone/flowerpot at the market is a definitely not. Pet owners should use short leashes and follow all applicable local ordinances. If your pet causes a disruption, you may be asked to leave the market. Service animals are permitted, as long as they do not pose a health or safety risk. Use your discretion.

20. No smoking or alcohol consumption allowed on the farmer's market grounds or in the library building.

21. The Market Support Staff may deny or restrict any vendor or vendor

representative's access to the market for failure to follow the state and local laws or the guidelines of the Friday Night Farmers' Market rules. Problems, complaints or concerns may be directed immediately to the Market Support Staff.

22. Policy Violation:

- A. 1st offense: Initial verbal warning from Market Support Staff.
- B. 2nd Offense: Written warning with penalty to miss next market day.
- C. 3rd Offense: Final warning with dismissal from market.

23. Customer Complaints: Any customer complaints received by the Market Support Staff concerning a vendor at the market will be documented on a complaint form provided to the customer by the Market Support Staff. The vendor against whom the complaint was filed will receive a written copy of the complaint before the next market day.

24. Please notify Market Support Staff three days prior to market date if you are unable to attend for a day you signed up for, if/when possible.

25. PAYMENT & FEES: Being a vendor is free of charge. All vendor applications will be reviewed and each vendor will be notified within seven days, if they are accepted to sell at the Friday Night Farmers' Market.

Please fill this form out in its entirety, and mail to:

Henry County Public Library
c/o Natalie Jeffries/Farmers' Market
280 East Broadway
Eminence, KY 40019

You can also drop this application off in-person at the Henry County Public Library. If you have any questions you may call Natalie Jeffries at (502) 845-5682 or email her at Natalie.Jeffries@henrylibrary.org

Friday Night Farmers' Market

VENDOR APPLICATION

FULL NAME OF APPLICANT: (please print)

BUSINESS/FARM NAME:

ADDRESS: _____

PHONE NUMBER: _____

ALTERNATE PHONE: _____

EMAIL: _____

IN CASE OF EMERGENCY CONTACT: _____

VENDOR TYPE

(Select One)

_____ **FARMERS:** (Please indicate the type of produce you will sell at the market so we can promote it.)

___ Certified Organic

___ Naturally Grown/Raised (no synthetic fertilizers, pesticides, herbicides, hormones)

___ Conventionally Grown (uses any of the previously listed aids)

___ Other (please specify: _____)

_____ **PRODUCERS:** Please describe the type of consumable good(s) you will sell at the market:

_____ **ARTISAN:** Please describe the type of art that you will sell at the market (Optional: attach a photo with application): _____

_____ **BUSINESS/ORGANIZATION:** Please describe the type of business or organization you have:

Please include a brief summary of your business for inclusion with marketing materials and publication on the Friday Night Farmers' Market, should you be accepted as a market vendor:

Please Check the Dates You Will Attend the Market

SPRING SHINDIG – SATURDAY, APRIL 23, 2022 _____

2022 Friday Night Farmers’ Market Dates:

Friday, June 17 _____

Friday, July 15 _____

Friday, August 19 _____

Friday, September 16 _____

Friday, October 21 _____

Friday, November 18 _____

FRIDAY NIGHT FARMERS’ MARKET VENDOR AGREEMENT

I have read and agree to follow all of the guidelines outlined in the Friday Night Farmers’ Market Vendor Packet. I understand that if the Market Support Staff observes or receives evidence of my failure to adhere to this agreement, the offense may affect my ability to participate in the market. I understand it is my responsibility to inform my family and employees and partners of these rules before they sell at the market on behalf of my farm or business. I understand by signing this agreement I am giving my permission for my vendor information and pictures taken at market to be displayed on the Friday Night Farmers’ Market social media and marketing materials, unless explicitly requested otherwise.

In consideration for participating as a vendor in the Friday Night Farmers’ Market, I assume all risks of injury suffered while on and/or upon the premises of the market and release and agree not to sue the Friday Night Farmers’ Market, its employees, sponsors or anyone connected with the market of any claim, damages, costs, or cause of action which I have or may in the future have as a result of injuries or damages sustained or incurred while on and/or upon the premises of the grounds or parking lot or building occupied by the Friday Night Farmers’ Market as a farmers’ market vendor. This document releases liability, results in assumption of risk, and provides for indemnification and holds harmless the Friday Night Farmers’ Market by vendor participant. I agree that Friday Night Farmers’ Market, the Henry County Public Library, the Henry County Chamber of Commerce, and Sponsors are held harmless of any incidents or accidents that may occur while I occupy given space and will sign and abide by the statement below. *(Please read carefully before signing.)*

Vendor Name (Please Print)

Vendor Signature

Business Name (Please Print)

Date