

MARYVILLE FARMERS' MARKET

RULES AND PROCEDURES

**** Please maintain this copy for your records. ****

Rules and Procedures

1. Application fee is \$20 non refundable due by April 1st. After April 30th, application fee is \$40 non-refundable until June 1st.
2. Maryville Farmers' Market Members' items for sale will be divided into two categories: Grower Produce and Artisan Products.

Grower Produce includes: Garden and orchard produce, meat, potted plants, cut flowers, eggs and like items. Grower produce must be grown by the member, on the member's farm, one's family farm, or on land leased or rented by the Member. No products can be re-sold. **All applicable certificates must be displayed at Member's booth.**

Artisan Products include: Baked goods, cheese, pickled items, preserved fruits, salsa, salad dressing, cured meats, sausage and like items. **Artisan food products must be prepared in a certified kitchen, with proper certificates on file with the Market Manager and displayed at vendor booths.** Food production and sales must adhere to regulations detailed in the TN Department of Agriculture 2019 Farmers Markets State Compliance Guide. A current state certification and a copy of your last inspection must be attached to your application for any of the above categories. The application is incomplete without these and will not be processed. You must comply with all state and/or federal regulations or you will not be permitted to sell.

Artisan Products must be made by the Member, but are not required to be made with ingredients grown by the Member. However, every effort should be made to grow or use appropriate ingredients from fellow MFM members or the local community. No products can be re-sold, and the Member is subject to periodic inspection of his/her facility by a representative of the Board of Directors. All Artisan Products are subject to review and approval by the Board of Directors. Members are allowed to sell both Grower Produce and Artisan Products, but if the majority of items being offered are Artisan Products, the Member will be deemed an Artisan Vendor.

Artisan Vendors shall not number more than 33% of the total membership without MFM Board approval, rounded to the nearest number, whichever is greater.

Both Grower Produce and Artisan Products are subject to 5% commission of gross daily sales.

Items requiring certificates: Potted plants, flowers, shrubs, or trees in pots, Poultry (i.e. chicken, duck), All Meats – beef, lamb, pork, buffalo, ostrich, etc., Processed Dairy products (cheese, milk, etc), Bread Baker members (bread, muffins, granola, or other baked goods), Food processed in a certified kitchen (jellies, jams, marmalade, salsa, dressing, etc).

3. The Member of the Maryville Farmers' Market or their family or employee must sell all products.
4. Members must agree to allow a representative of the Board of Directors to inspect the farm to ensure the Member is growing all products offered for sale.
5. Only individuals may apply for active membership – not co-ops, partnerships, etc. A Member may not act as a broker for another farmer and thus sell another growers' produce.
6. A seller may lease land for crop production; however if that land has an established crop on it at the time of the origin of the lease, the seller must perform all operations necessary to manage that crop for at least one full season prior to the season in which the fruits of that crop are harvested for sale

- at the market. Documentation of the lease may be required. Lessee and Lessor may not sell the same crop off the leased land.
7. The annual membership fee is \$20.00 non refundable due by April 1st or \$40 non-refundable due by June 1st. This fee allows the Vendor to sell at any MFM sponsored event. Each member is allowed a maximum of one marked parking space for one vehicle per membership. If additional vehicle space is required, an additional parking fee will be assessed.
 8. A commission of 5 percent (5%) based on gross sales for each sale day must be paid to the Market Manager or Board member on duty for that day. A completed Sales and Commission Form must be turned in at the time the commission is paid. The commission is to be paid as soon as possible after the market closing.
 9. Because the Pick Tennessee logo is featured, all products should come from East Tennessee, which is defined by all Tennessee counties in the Eastern Time zone as well as Bledsoe, Cumberland, Sequatchie, and Marion counties. On rare occasions, the Board of Directors will accept applications for products grown outside the East Tennessee area (for example, western North Carolina).
 10. The market does not offer exclusive rights to any one vendor or their products, however, if the Market Manager or Board deems any product saturated in the market, duplicate products may be denied entry.
 11. At market close, members are responsible for cleaning up the immediate area around one's space. Failure to comply will result in exclusion from the Market.
 12. No early sales will be permitted or tolerated. Sales can begin **ONLY AFTER** the opening bell sounds. *Vendors may purchase from other vendors prior to the opening of the market.

The Market hours are:

Saturdays, beginning mid-April from 8:30 am - 11:30 am. .

Setup may begin at 7 am on the day of the market.

Set up must be completed by 8:00. Anyone arriving after 8:00 must contact the Market Manager for direction.

The location of the Saturday Market is in the 300 block of E. Broadway and E. Church Ave, in the Founder's Square parking lot.

13. It is the responsibility of the Member to adhere to all food safety rules and regulations, both on the state and federal level. See above.
14. Items should be clearly marked and priced (organic items should be clearly and truthfully identified) and free of dirt. Containers and produce should be attractive and clean. Weights should be accurate and overall weight should not include the container. Members should present displays of sound, healthful items in a clean atmosphere.
15. Any sales tax collection is the responsibility of the Member.
16. Members understand that inclement weather may exist.
17. Prices must be fair and similar to like products of other vendors.
18. Due to health and environmental concerns, **please refrain from smoking at your booth or in the immediate market area.** As a courtesy to customers, please smoke in an area that is away from the public.
19. A copy of the MFM By-Laws may be obtained from any Board Member if desired. 20. Meat vendors who do not raise livestock from birth must adhere to the following guidelines of ownership prior to slaughter to be considered raised. Bovine species, at least 9 months, ovine species, at least 6 months, swine, at least 4 months and poultry must be owned on the 5th day after hatching.

Exclusions

Items listed below shall be excluded from all sales at the Maryville Farmers Market. The Board reserves the right to prohibit other items not stated at their discretion.

1. Alcohol
2. Hemp or hemp based products
3. Tobacco or tobacco based products.
4. Beverages of any kind are not to be sold or distributed.

The Maryville Farmers' Market is a not-for-profit organization whose purpose is to give small growers a retail outlet for their products, including fruits, vegetables, ornamentals, flowers, plants, herbs, and other specialty crops and food products. Oversight is controlled by a Board of Directors, and revenue to support the Market is generated by fundraising, annual memberships, and sales commission. Members must agree to abide by the rules and requirements for membership and the bylaws of the Maryville Farmers' Market and to abide by the decisions of the organization and its Board of Directors. Failure to comply will result in exclusion from the membership.