

MARYVILLE FARMERS' MARKET  
**RULES, REGULATIONS AND PROCEDURES 2025**

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

**Rules Regulations and Procedures**

1. Application fee is \$20 non-refundable upon acceptance (see deadlines set out below):
  - February 28<sup>th</sup> for Processors, Prepared Food Vendors and Artisans
  - April 30<sup>th</sup> for Agriculture Vendors/Small Food Manufactures (a \$40 nonrefundable fee upon acceptance until June 1<sup>st</sup>)
2. Maryville Farmers' Market Members' items for sale will be divided into four categories: Agriculture Vendors; Small Food Manufactures; Processors, Prepared Food Vendors and Artisans; and Farmer's Market Food Units.

***Agriculture Vendors:*** Agriculture Vendors are defined as those with products 100% grown, raised, foraged, caught, collected, produced, and /or harvested on land owned and/or operated by the applicant all within 150-miles of Maryville, TN. Vendors must be in full control of production of all products sold at the market.

Agriculture products include but are not limited to produce, meat, potted plants, herbs, gourds (unadorned), cut flowers, honey, sorghum syrup, eggs, cheeses (made from dairy sourced entirely from animals raised and milked by the Vendor), meat, honey bee products, animal fibers (exclusively from animals raised by the Vendor), etc. No products can be re-sold. **All applicable certificates must be displayed at Member's booth.**

Agriculture products must be sold in compliance with the Tennessee Department of Agriculture's regulations in addition to the following policies established by Maryville Farmer's Market for their Markets.

- RAW DAIRY: Advertising the sale of raw milk and raw milk products for human consumption is **NOT** allowed. If selling raw milk as pet food, please see Tennessee Department of Agriculture Division of Markets Chapter 0080-05-05 Commercial Feed Regulations at [0080 - Department of Agriculture](#).
- HEMP & HEMP PRODUCTS: Hemp & Hemp Products are not permitted.
- EGGS: all egg Vendors will be expected to follow the practices laid out in Egg Sales in Tennessee: Requirements and Suggested Practices for Producers with Small Flocks, [A-Guide-for-Farm-to-Consumer-Egg-Sales-in-Tennessee.pdf](#), principally the 4 C's:

- CLEAN: Eggs should be washed/cleaned so as to be free of dirt, feces, debris, or other contamination.
  - COLD: Washed/cleaned eggs should be held at or below 45 degrees F (preferably below 41 degrees F) during storage, transport, and sale.
  - CARTON: Eggs should be packaged in clean and unused cartons
  - CLEAR LABELING: Cartons should be clearly labeled with the farm/producer name, address, safe handling instructions, and “Ungraded” for unclassified eggs. Including a lot number and “Packed on:” date is highly recommended.
- POULTRY/LIVESTOCK: Unless they have been born/reared onsite, poultry/livestock should be held/raised by the vendor for the following time periods, at a minimum:
    - Poultry: 6 weeks
    - Cattle: 6 months
    - Hogs: 3 months
    - Sheep: 3 months
    - Vendors must keep on file both receipts of purchase, or birth log, and slaughter of livestock and poultry. Upon inspection, the vendor must be able to produce receipts.
    - Meat Vendors may not open or repackage products but may add price and UPC stickers and farm name and contact information separately if they do not obscure the original label from the processor.
    - Poultry Vendors must adhere to the guidelines of USDA [http://origin-www.fsis.usda.gov/OPPDE/rdad/FSISNotices/Poultry\\_Slaughter\\_Exemption\\_0406.pdf](http://origin-www.fsis.usda.gov/OPPDE/rdad/FSISNotices/Poultry_Slaughter_Exemption_0406.pdf)
    - Meat Vendors must adhere to the Tennessee Department of Agriculture Farm Based Retail Meat Sales [Farm Based Retail Meat Sales - Retail Food Establishments - Food safety - Consumers - Agriculture TN.gov](http://www.tn.gov/agriculture/farm-based-retail-meat-sales)
  - ROOTED PLANT MATERIAL: all rooted plant material must be sold in compliance with TDA and the vendor must provide Maryville Farmer’s Market with all necessary and appropriate Plant Certifications. [Plant Certification Forms](#)

All Agriculture applicants should submit all necessary licensing when they submit their application. This includes documentation for Organic, GAP, and Certified Naturally Grown labeling, if applicable. The vendor holds the responsibility for promptly renewing their permits upon expiration and submitting the updated permit to Maryville Farmer’s Market, notifying us of any changes in their permitting status.

**Small Food Manufactures:** (falling under the Tennessee Food Freedom Act effective 7/1/2022 and approved by the Maryville Farmer’s Market Board of Directors) (items prepared in Home Based Kitchen) Dry Pasta; Dry Spice Blend; Canned fruit jams/jellies (non-vegetable based); Canned Salsa; Canned Pickled Vegetables; Canned BBQ Sauce; Fermented Foods (non-alcoholic ferments); Dried Products (air or freeze dried); Shelf Stable Salad Dressings, Candy, Chocolates and Fudge; Roasted Coffee; and Baked Goods (breads, cookies, pastries, muffins, cakes, brownies **without** custard or cream filling or frosting). **Small Food Manufacturers products are to be prepared in a home-based kitchen.**

- The process in which the Prepared Food products are made must be significantly “hands-on” and artisanal in nature.
- All prepared foods must be made from scratch by the vendor including doughs, crusts, shells, fillings, icings, etc.
- All coffee sold at market must be locally roasted by the vendor/applicant within a 150- mile radius of Maryville, TN. Vendors are required to roast their own coffee beans and may not simply purchase locally sourced beans to brew or prepare coffee drinks for sale at market.
- All packaged prepared foods must be labeled with, at the very least: vendor contact information (name, street address, city, state, and zip code, or a website containing the aforementioned information), as well as all ingredients and sub-ingredients in the food, listed in order of predominance by weight. Items must be properly labeled as set out in the guidelines of the Tennessee Food Freedom Act effective 7/1/2022 [Tennessee Food Freedom Act](#). You must comply with all state and/or federal regulations or you will not be permitted to sell.

Items listed above are the **ONLY** items approved to be sold under the Tennessee Food Freedom Act at the Maryville Farmers’ Market and are subject to change under the discretion of the Maryville Farmers’ Market Board of Directors. All items are subject to pH evaluation 3- 4 times per season and/or at the discretion of the Maryville Farmers’ Market Board of Directors or Market Manager.

Small Food Manufactures 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 products are subject to review and approval by the Board of Directors. Members are allowed to sell both Grower Produce and Small Food Manufactures Products, but if the majority of items being offered are Small Food Manufactures Products, the Member will be deemed a Small Food Manufactures vendor.

**Processors, Prepared Food Vendors and Artisans:** (Requires a Food Manufacturing License from TDA effective 7/1/2022 [Starting a Food Manufacturing Business in Tennessee](#) and approved by the Maryville Farmer’s Market Board of Directors) (items prepared in Commercial Kitchen) Baked Goods (breads, cookies, pastries, muffins, cakes, brownies **with** custard or cream filling or frosting); Non-Alcoholic Beverages (shelf-stable only); Pimento Cheese; and Cooked Pasta.

Food production and sales must adhere to regulations detailed under the Tennessee Food Freedom Act. A current Food Manufacturing License from TDA and a copy of your last inspection must be attached to your application. 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.

**Farmers Market Food Units:** Vendors with a “Farmers Market Food Unit Permit”, (as defined in T.C.A. § 68-14-7) using Improvised equipment rather than permanent, facilities or equipment from the local county health department will be allowed to prepare & serve food/beverages outside of a Permitted Food Truck/Cart. [Farmers market food units](#) .

- Vendors permitted will be approved at the discretion of the Maryville Farmers’ Market Board of Directors and Market Manager based on the product produced and/or the need of such items to fit within the needs of the market and customer base.
- All applicant will be required to submit their current menu with pricing during the application process.
- Only Vendors that support local growers and producers, significantly sourcing ingredients from their own farm or farms within our 150-mile radius, will be considered. This does not include buying from local distributors or grocers unless the products purchased from these third-party sellers are grown or raised within the 150-mile radius.
- All Vendors will be required to submit a list of local growers/producers from which they frequently source as well as an example list of products they source from each during the application process.

**Items requiring certificates:** Potted plants, flowers, shrubs, or trees in pots, Meats – beef, lamb, pork, buffalo, ostrich, etc., Processed Dairy products (cheese, milk, etc), Foods processed in a certified kitchen, Pet Food Products and Farmers Market Food Units.

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

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 their farm/facility to ensure the Member is growing/producing 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. Leasee and Lessor may not sell the same crop off the leased land.
7. The annual membership fee is \$20.00 non-refundable. Deadlines shall be based on a season-to-season basis as deemed necessary by the Maryville Farmers' Market Board of Directors. Dates shall be identified on the seasonal application each year. 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 immediately upon close of business the day of market.
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. On rare occasions, the Board of Directors will accept applications for products grown outside the East Tennessee area (for example, western North Carolina). All product shall fall under the "Grown Locally" umbrella which is defined as being within 150 miles of the market location.
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, included but not limited to trash and debris. All vendors shall remove any trash they acquire during the market, as Maryville Farmer's Market does not provide trash service or receptacles. 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.)
13. The Market hours are: Saturdays, mid-April through mid-November from 8:30 am - 11:30 am; December through March on the 1<sup>st</sup> and 3<sup>rd</sup> Saturday of each month from 9:00 am – 11:00 am. Seasonal opening and closing dates shall be determined by the Maryville Farmers' Market Board of Directors annually.
14. Setup may begin at 7 am on the day of the market. DO NOT arrive prior to 7 am, thus giving the Market Manager and the City time to safely clear and prepare the market area. Early arrival will not be permitted.  
  
Set up must be completed by 8:00. Anyone arriving after 8:00 must contact the Market Manager for direction and may potentially be turned away due to safety concerns for other Vendors and customers.
15. 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.
16. It is the responsibility of the Member to adhere to all food safety rules and regulations, both on the state and federal level.
17. All produce 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.
18. Processed and Prepared Foods shall be properly labeled set out within the guidelines of the Tennessee Food Freedom Act and the Tennessee Department of Agriculture Guidelines. Products shall be clearly marked and priced. Weights should be accurate and overall weight should not include the container. Members should present displays of sound, healthful items in a clean atmosphere.
19. Any sales tax collection is the responsibility of the Member.
20. Members understand that inclement weather may exist. Inclement weather does not close the Market. We will proceed with the event Rain, Shine, Frigid Temperatures or Snow; unless deemed unsafe.
21. Prices must be fair and similar to like products of other vendors. Under-cutting will not be permitted.

22. Due to health and environmental concerns, smoking is not permitted at your booth or in the immediate market area. Please smoke in an area that is away from the public.

23. A copy of the MFM By-Laws may be obtained from any Board Member if desired.

### **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.

- Products grown, raised, foraged, caught, collected, harvested, and/or produced outside of the 150-mile radius of Maryville, TN.
- Products grown, raised, foraged, caught, collected, harvested, and/or produced by a third party intended for resale.
- The sale of live animals.
- Services such as, but not limited to knife sharpening, massage, consultations, face painting, caricature drawings, balloon art, etc.
- Alcohol and smoking/e-cigarette/vaping products and/or devices including tobacco, hemp (pre-roll, rolling supplies, vapor, bud, flower, etc.), narcotics, etc.
- Franchised businesses – those who have entered into an agreement or received a license to sell a company's products and/or use a company's packaging, logo, ingredients, and/or marketing tools.
- Business promotion - those wishing to become a vendor for the sole purpose of promoting a business and not selling a product.
- Health claims – products that feature health claims that have not been qualified by the FDA.
- Explicit/vulgar material – products/vendors that feature explicit content (sexual or otherwise), or products that are deemed vulgar/not family-friendly.
- Hemp or hemp-based products
- Purchased agriculture products intended for resale
- Co-packed products and/or third-party processed products
- Potentially dangerous foods such as prepared foods made with toxic/poisonous ingredients, raw & undercooked meats, etc
- Any product that the Maryville Farmer's Market Board deems unsafe or unsanitary.

*The Maryville Farmers' Market is a not-for-profit organization whose purpose is to give small growers/producers 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.*