



"From East Tennessee Hands"

MARYVILLE FARMERS' MARKET 2019 VENDOR APPLICATION (Season: April 20-November 9, 2019)

The Maryville Farmers' Markt is a not-for profit organization whose purpose is to give small growers a retail outlet for their products .

Please complete application and submit with \$20.00 non-refundable fee by April 30th, \$40 non refundable fee until June 1st. After June 1st, applications are subject to approval by the Board.

MARYVILLE FARMERS' MARKET POST OFFICE BOX 7286 MARYVILLE, TN 37802

Name: _____

Farm/Business Name: _____

Address: _____

County: _____ City: _____ Zip: _____

Home Phone: (____) ____ - ____ Cell Phone: (____) ____ - ____ Office: (____) ____ - ____

Email Address: _____

***email address necessary for you to receive Vendor News Updates**

Address of location(s) where products are raised/produced. (NOTE: all products must come from East TN-refer to Rules and Procedures for explanation). Please provide directions or a map on the reverse side of this application:

I am a: ____ individual ____ family Are you 18 years or older: ____ Yes ____ No

Farmers and Growers: Please check each category in which you plan to bring to the market:

Fruits: ____ Vegetables: ____ Cut-Herbs: ____ *Meat: ____ *Poultry: ____ *Seafood: ____

Eggs: ____ *Dairy: ____ Baked Goods: ____ Honey: ____ Cut Flowers: ____ Fiber: ____

*** Requires Certification***

(NOTE: On the reverse side, please include each item that will be sold at the market.)

In Soil Bedding Plants/Flowers/Herbs: ____ Vegetable Plants: ____ **(NOTE: Must have T.D.A. certification)**

Processors and Prepared food Vendors: Please check each category in which you plan to bring to the market:

Breads and Baked Goods: ____ Jams and Jellies: ____ Soaps: ____ Lotions: ____

Other (please specify): _____

Who will represent you to assist with sales at the Market in the event that you are not available?

Are any of your products Organic? ____ Yes ____ No. If so, which ones? _____

NOTE: Please provide copies of all certifications with application.

Please provide the name and phone number of two persons who will serve as a reference attesting to the quality of your product(s):

Name: _____ Phone: (____) _____ - _____

Name: _____ Phone: (____) _____ - _____

Your answers on this application will not negate your participation in the Market. All applications will be reviewed by the Board of Directors. Therefore, a minimum of two weeks processing time is required prior to vendor selling products at the Market. Approval to sell is dependent upon authorization by the Board. Maryville Farmers' Market will keep this application as an official record.

Release, waiver, and assumption or risk:

I, the undersigned, am fully aware and understand the potential risks involved with my participation in the Maryville Farmers' Market. Specific dangers include damage to personal property, loss of personal inventory, serious physical injury, or death.

Additional dangers include and are not limited to damages due to inclement weather and other reasonably anticipated risks that accompany participation in such event. I acknowledge that I voluntarily participate in this event. I hereby agree to assume all risk of injury, damage to persons and property and/or death, and to hold the City of Maryville, Maryville Farmers' Market, and its volunteers, officers, agents, or employees harmless from any liability for any injuries, or claim for damage, damage to goods or death that may arise in connection with my participation in this market. This Hold Harmless Agreement also pertains to any actions of negligence by the City of Maryville, Maryville Farmers' Market, and its volunteers, officers, agents, or employees which may have caused or contributed to the injury, damages, or death.

This agreement shall be binding upon my heirs and dependents as well as me. I participate freely and voluntarily in this market and expressly assume all of the risks of the event. I have also read and agree to abide by all the rules and regulations of the Maryville Farmers' Market.

Applicant: _____ **Date:** _____

I have read the rules and procedures and understand them and agree to abide by them. (Refer to Maryville Farmers' Market Rules and Procedures)

Signed: _____ **Date:** _____

The mission of the Maryville Farmers' Market is to promote the sale of local farm products; to improve the freshness, taste, and nutritional value of produce available; to encourage more social contact between the consumer and farmer, to educate the public as to the agricultural traditions of East Tennessee; and to celebrate and help preserve family farms.

Vendor Code of Conduct: Vendors are expected to behave courteously to customers, other vendors, and market staff and to conduct themselves professionally at all times. Vendors are not to publicly disparage other vendors, products or markets. It is the market's intent to serve the public and create a friendly atmosphere that will benefit both the vendors and customers. Behavior by vendors or their family members that is disruptive, abusive, or threatening towards other members, the public, or the market coordinator is not allowed. If there is a grievance, it should be brought to the Market Manager's attention first. If the grievance is not solved, the Market manager will require that a grievance form be filled out and the grievance will be brought to the Board's attention.

Vendor Signature: _____ **Date:** _____

OFFICIAL USE ONLY:

Renewal: ____ New: ____ Date Received: _____
Date Paid: _____ Check No.: _____ or Cash: _____ or Credit: _____
Number of Spaces: ____ One ____ Two ____ Three (\$20.00 per space)
Date Inspected: _____ Inspected By: _____ Approved: ____ Yes ____ No
Date Vendor Notified: _____ Mileage: _____

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. After June 1st, applications are subject to approval by the Board.
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 [TN Department of Agriculture 2019 Farmers Markets Sate 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 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 nearer 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 member (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 other early sales will be permitted or tolerated. Sales can begin ONLY AFTER the opening bell sounds.

The Market hours:

Saturdays, beginning mid-April from 9a.m. til noon, setup may begin at 7a.m. on the day of the Market. **Set up must be completed by 8:30. Anyone arriving after 8:30 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 market 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.**

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 fund raising, 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. Fail-

ure to comply will result in exclusion from the membership.