



COLLIERVILLE FARMERS MARKET
1016 W. Poplar Avenue
Suite 106-147
Collierville, TN 38017
www.colliervillefarmersmarket.org

March 12, 2016

Dear Vendor :

We are pleased to announce that the 2016 season of the Collierville Farmers Market (CFM) is just around the corner. We are looking forward to another outstanding market season and hope that you will be a part of it.

It is important that you carefully read the Vendor Information section of the application. It is the goal of the CFM to offer fresh, seasonal produce, which is grown locally by independent farmers. In order to meet this goal, it is vital that our vendors closely follow the CFM rules and regulations. In particular, section 2(A)(1) therein which pertains to goods allowed for sale at the market, which states, in part, that “up to 25% of the produce sold by a vendor may be purchased from another local farm (not from a wholesaler or warehouse).” **THE SALE OF PRODUCE PURCHASED FROM A WHOLESALER OR WAREHOUSE IS PROHIBITED AT THE COLLIERVILLE FARMERS MARKET.** Additionally, **any produce not grown by the vendor and purchased from a neighboring or local farm must be clearly labeled.** Any items you sell must be listed on your County Extension Service letter. Therefore, selling any out-of-season produce would clearly violate this rule and would subject the vendor to suspension or expulsion from the CFM.

The enclosed application has two sections: 1) Market Vendor Application, and 2) Market Vendor Information. Please complete both sections, sign where indicated, and mail, along with the appropriate documentation (letter from your county extension agent, proof of insurance, kitchen certification, and/or organic certification, as applicable,) to:

Collierville Farmers Market
1016 West Poplar Ave
Suite 106-147
Collierville, TN 38017

Emergency contact information will be required of all vendors. Please indicate the contact’s name, relationship and provide two contact telephone numbers. Vendor fees for the 2016 season will be \$15 per week. In order to ensure a booth space, we ask that all applications be submitted by April 15, 2016. Should you have questions, please email your question to colliervillefm@gmail.com.

Thank you for your interest in the Collierville Farmers Market. We look forward to seeing you in May!

Sincerely,

Collierville Farmers Market

Board of Directors

COLLIERVILLE FARMERS MARKET VENDOR APPLICATION 2016

Vendor name: _____

Business name: _____

Mailing address: _____

Farm location: _____

Primary Tel #: _____

E-mail address: _____

Web site: _____

Emergency Contact: (1) _____

(2) _____

I wish to sell (circle one or both) a) farm products and/or value-added farm products b) non-farm products

Other markets at which you vend: _____

Number of years vending at farmers markets: _____

Number of years vending at CFM: _____

When will you be ready to sell? _____

How late in the year will you have produce to sell? _____

Specific Items you intend to sell: _____

Would you like your information to be listed in the vendor directory of our web page? _____

The reputation of the Market depends on vendors' integrity. The Market permits vendors to sell produce they grow themselves or that is grown locally on neighboring farms; see rule # 2 in Market Vendor Information section. I agree to abide by this rule.

Signed: _____ Date: _____

Printed Name: _____

COLLIERVILLE FARMERS MARKET VENDOR INFORMATION

The Collierville Farmers Market (herein referred to as the Market or CFM) is run by a Board of Directors as a not-for-profit entity for the benefit of Collierville area residents.

MARKET MISSION:

- To provide a reliable source of fresh, locally-grown fruits and vegetables and related agricultural products.

- To provide a market for independent, local farmers and producers, especially and particularly those who employ sustainable and organic and/or chemical-free farming practices.
- To help foster a sense of community.
- To educate the public about relevant topics, including nutrition and the benefits of eating fresh foods and buying locally.

MARKET LOCATION: Collierville United Methodist Church, 454 West Poplar Ave, Collierville, TN 38017

MARKET TIMES: The CFM will open for the season on Thursday, May 12, 2016 and will operate through October 6, 2016, weather permitting. Hours are 8:00 am until 1:00 pm each Thursday.

RULES AND REGULATIONS:

- 1. Booth fee.** The Market will charge a weekly booth fee of \$15 per vending space, payable by cash or check at the beginning of each Market day. Booth fees may also be paid monthly.
- 2. Allowable items.** All items sold by a vendor must be listed on the application and will be approved or rejected on a per-item basis by the CFM Board of Directors. Goods allowed for sale include the following items:
 - A. Farm products grown by the vendor:** fruits, vegetables, mushrooms, herbs, grains, legumes, nuts, shell eggs, honey and other bee products, cut flowers, nursery stock, livestock food products (including meat, milk, yogurt, cheese, and other dairy products), and wool.
 1. Up to 25% of the produce sold by a vendor may be purchased from another local farm (**not from a wholesaler or warehouse**), *with full disclosure to customers and a sign indicating the name and location of the other farm(s) from which the produce was purchased.*
 2. **Please note that pumpkins will NOT be allowed at the Market due to host site requirements.**
 - B. Value-added farm products, made by the vendor from products grown by the vendor or purchased from another local farm:** any product processed (in a permitted, inspected kitchen) by a grower from a farm product, such as baked goods, jams, jellies, canned vegetables, dried fruit, syrups, salsas, salad dressings, flours, smoked or canned meats, sausages, soap, lip balms, and other forms of prepared products.
 - C. Non-farm product items, made by the vendor, such as but not limited to:** ready-to-eat snack foods (prepared in a permitted, inspected kitchen), knife sharpening services, cookbooks, and other garden-related items.
 - D. Fish and seafood:** in compliance with all rules and regulations governing the sale of same.
- 3. No smoking.** Smoking is not permitted at the Market.
- 4. Space assignment.** The allocation of vending spaces shall be the responsibility of the Market Management Team. Vendors in regular attendance and good standing will be assigned the same space each week, unless the Market Management Team deems it necessary to move vendors.
- 5. Vending spaces.** A vending space is approximately 10 ft x 20 ft. Canopies, umbrellas, tables, signs, and merchandise are not to extend into the space of another vendor unless agreed to by both parties. Electricity will not be available. Vendors requesting multiple spaces will provide payment for all spaces utilized. CFM provides vending space only and does not provide any structure, shade, table, etc.
- 6. Vending displays and signs.** Well-secured canopies, tents, and umbrellas that fit within the booth space are allowed. A sign naming the business/farm/organization and its town or county of origin is required. All items must be clearly priced. Those items bought from other farms must be clearly labeled as such.
- 7. Set up and opening.** Vendors should be set up and ready for business when the Market opens at 8:00 am. Vending may not begin before 8:00 am.
- 8. Late arrival and absence.** If a vendor is unable to attend the Market any given week or will be arriving late, every effort should be made to contact a member of the Market Management Team in advance.
- 9. Pricing, weights, & measures.** Each vendor will operate as an individual entity and is responsible for setting his/her own prices. All scales shall be approved by the Tennessee Department of Agriculture and have current inspection stickers.
- 10. Vending of Prepared Foods.** Vendors of prepared foods shall follow all rules and regulations pertaining to the products they sell as set forth by the Shelby County Department of Health, or any

other regulatory agency governing said sales, and shall be solely responsible for learning and following same.

11. **Sales tax.** Each vendor will operate as an individual business entity and is responsible for collecting his/her own sales tax.
12. **Clean up and closing.** Vendors shall be responsible for the cleanliness of their selling areas. Vendors shall clean up their areas at the end of each Market day. Vendors shall not use public or host site trash receptacles for disposal of produce boxes or unsold produce. All vendors shall load their vehicles and be clear of the parking lot within 30 minutes of close of the Market. No structure or vehicle may remain after said time. **The Collierville Farmers Market does not provide trash removal service. Every vendor shall remove his/her own trash at the end of each market day.**
13. **Extension agent's letter.** Growers must obtain a letter from their county extension agent stating where and what crops are grown. This letter must be on official letterhead and be filed with the Market. Produce not listed on the county extension agents letter may not be sold at the Market unless it was purchased from another local farm and is labeled accordingly.
14. **Special certifications.** Producers of prepared and/or packaged goods must be permitted and inspected by the Tennessee Department of Agriculture Regulatory Services. This permit must be displayed at the booth and filed with the Market. All vendors who display signage indicating that their produce is certified organic must provide the Market with the appropriate documentation.
15. **Liability insurance.** Each vendor is required by the Market to carry his/her own liability insurance.

VIOLATIONS AND COMPLAINTS:

1. **General.** Any complaint against any vendor must be directed to the attention of the Board of Directors of the Market in writing. Complaint resolution is the responsibility of the Board of Directors.
2. **Vendor/customer conflicts.** Any conflict which arises between a vendor and a customer must be brought to the attention of the Market Manager for resolution, and should further action need to be taken, to the Board of Directors of the Market.
3. **Sole discretion.** When the Market's Board of Directors determines that a vendor has violated any provision of these guidelines, a vendor may receive a warning, temporary suspension, or expulsion from the Market.
4. **Market management team's suspension authority.** The Market Management Team shall have the authority to warn or temporarily suspend a vendor for the next Market day, based on the Market Management Team's personal observation(s) of a violation of the guidelines.
5. **Revocation of approval of application.** The Market reserves the right to revoke the approval of any vendor's application at any time, resulting in the expulsion of the vendor, if the Market finds said vendor in violation of any of the aforementioned guidelines and eligibility requirements.

I have read, have understood, and agree to abide by these regulations.

Signed: _____ Date: _____

Printed Name: _____