

Please return the application only. Rules are for your records.

MARYVILLE FARMERS' MARKET

VENDOR APPLICATION

Renewal _____ New _____

OFFICE USE ONLY

Date Inspected: _____

Inspected by: _____

Approved: Yes ___ No ___

Mileage: _____

Date Vendor notified: _____

Please complete application and submit with \$20.00 annual membership dues two weeks prior to selling to:

Maryville Farmers' Market Post Office Box 7286 Maryville, TN 37802.

Name _____

Farm/Business

Name _____

Home Address _____

City _____ Zip Code _____

County _____

Home phone: (____) _____ Cell phone (____) _____ Office:
(____) _____

Email: _____

Address of locations where products are raised/produced (NOTE: all products must come from East Tennessee—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

Do you plan to sell each Saturday morning? ___ Yes ___ No If no, how often? _____ Wednesday afternoon market? ___ Yes ___ No

Please list all items you intend to sell at the Market. (continue on reverse)

1 _____	5 _____	9 _____
2 _____	6 _____	10 _____
3 _____	7 _____	11 _____
4 _____	8 _____	12 _____

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

Are any of your products organic? ___ Yes ___ No. If so, which ones?

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

Phone: _____

Phone: _____

Your answers on this application will not negate your participation in the Market. All application will be reviewed by the Board of Directors. Therefore, **a two week processing time is requested prior to vendor selling product at the Market.** 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 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 and its volunteers, officers, agents, or employees which may have caused or contributed to the injury, damage, 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 of 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 next page

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 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: _____

RULES AND PROCEDURES

- 1. All applicants must submit an application, along with applicable certificates, two weeks (14 days) before the date they expect to begin selling. No exceptions.*
- 2. Maryville Farmers' Market Members' items for sale will be divided into two categories: Grower Produce and Artisanal 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.

Artisanal Products include: Baked goods, cheese, pickled items, preserved fruits, salsa, salad dressing, cured meats, sausage and like items. Artisanal food products must be prepared in a certified kitchen, with proper certificates on file with the Market Manager and displayed on vendor booths. Due to food handling regulations, if foods are prepared in a commercial kitchen not owned by the member, the member must take the Domestic Kitchen course that is provided by the Food and Technology Department at the University of Tennessee. Both the commercial kitchen license and the domestic kitchen course certificate must be on file with MFM and displayed at the vendor's booth.

A current state certification and a copy of your last inspection must be attached for any of the above categories. The application is incomplete without these and will not be processed. You must comply with state regulations or you will not be permitted to sell.

Artisanal 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 Artisanal Products are subject to review and approval by the Board of Directors.

Members are allowed to sell both Grower Produce and Artisanal Products, but if the majority of items being offered are Artisanal Products, the Member will be deemed an Artisan vendor.

Artisan vendors shall not number more than 10, or 10% of the total membership, rounded to the nearer number, whichever is greater.

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

*Items requiring certificates: * Eggs * Potted herbs, 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) * Foods processed in a certified kitchen (jellies, jams, marmalade, salsa, dressings, etc.)*

3. A Member of the Maryville Farmers' Market or their representative must sell all products.
4. Member 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 grower's 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 is \$20. 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. Only coffee may be sold before 9 a.m. No other early sales will be permitted or tolerated. Sales can begin ONLY AFTER the opening bell sounds.. The Market hours are Saturdays, beginning May 7 from 9 a.m. till noon. Setup may begin at 8 a.m. on the day of the Market. The location of the Saturday Market is in the 300 block of E. Broadway and E. Church Av., in the Founder's Square parking lot. The Wednesday Market hours are 3:30 p.m.-6:30 p.m. and it is located at New Providence Presbyterian Church, Maryville.
13. It is the responsibility of Members 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. A copy of the MFM By-Laws may be obtained from any Board Member if desired.

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 commissions. 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 this organization and its Board of Directors. Failure to comply will result in exclusion from the membership.

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