



# Guidelines

## Mission

The Nicholasville Farmers' Market will provide:

- a family friendly gathering place for community members
- support for sustainable agriculture and regional small farms, artisans, and value-added producers
- information about the needs and resources in Jessamine County
- education for the customer on nutritious food choices and the value of supporting local farmers
- access to affordable healthy and fresh foods for people of all income levels through assistance programs and partnerships with local hunger relief agencies

## Role of the Board Members

The Nicholasville Farmers' Market board members will:

- help consumers understand the benefits of a healthy lifestyle acquired through locally grown agricultural products
- promote the economic, social, and ecological benefits of purchasing products from local farmers, growers, producers, and artisans
- identify and recruit members
- develop a network to inform, educate, support, and train market members
- build cooperation with the community, farmers, producers, and artisans
- conduct business of the market to benefit its members

- establish a budget every January for determining:
  1. Annual Membership Fee
  2. fees for participation in additional markets
  3. employment of Market Manager
  4. grant applications

## Role of Members of the Market

The Nicholasville Farmers' Market members will:

- provide safe, fresh, and high quality products
- make market events successful by managing setup and breakdown of market venues
- promote the Market through:
  - community promotion
  - promotion and advertising
  - organizing and conducting special events
  - collecting booth fees and maintaining records
  - handling market day signs
  - creating and distributing newsletters
  - setting up and taking down community booths

## Membership

The Nicholasville Farmers' Market invites growers, producers and artisans from Jessamine and surrounding counties to become members. Members are accepted based on products and an annual application. Members agree to allow authorized market representative(s) appointed by the Board to inspect production at any time. Removal of a member is done by the established grievance procedure.

Prospective members can apply and pay their membership fee by following the instructions on the [Nicholasville Farmers' Market Website \(https://www.nicholasvillefarmersmarketky.com/\)](https://www.nicholasvillefarmersmarketky.com/).

Membership application form along with annual membership fee must be submitted to a board member for application review and approval by the membership committee.

Vendors may join the market at any time during the season, but must pay the full membership fee along with a completed and approved membership application.

Members are responsible for:

1. acquiring all permits and certificates necessary to sell and making these available for review at all times
2. following applicable state and federal regulations

3. registering with the local Health Department and following their regulations for production, processing and packaging
4. paying all applicable sales taxes
5. using scales that are legal for trade and submitting scales for inspection by Kentucky Department of Agriculture inspectors as required
6. completing and displaying necessary permits and signage
7. attending Farmers' Market Nutrition Program (FMNP) and/or Food Safety Modernization Act (FSMA) training, if applicable
8. following the market code of conduct

## **Market Code of Conduct**

Members agree to:

1. honor the hours of operation established by the Board
2. deal with disagreements civilly away from the Market area
3. extend courtesy, kindness and respect to other members and to the public
4. speak as a member only and not on behalf of the Market or Board
5. never impede or obstruct another member's business
6. follow the Market guidelines
7. sign the contract for following Market Rules and adhering to the mission
8. dress respectfully
9. never use tobacco products in the area of the Market
10. display all products neatly and attractively
11. welcome farm visits by an approved committee of members
12. be pet friendly on Market days

Failure to comply with these rules may result in disciplinary action.

## **Fees**

### **Annual Membership Fee**

- \$75/member for one booth
- \$125/member for two booths
- students currently enrolled in FFA receive a \$25 per booth discount
- payment will be submitted with membership application form

### **Monthly Gate Fee**

- 4% of monthly sales including any pre-order or CSA pick-ups at the market
- payment and gate receipt form due to the market Treasurer by the 4th day of the following market month
- late gate fees are subject to a \$25 late fee

- receipts will be issued
- the market relies on the honor system for monthly sales reporting

## Grievance Procedure

Market members are responsible for adhering to all rules, suggestions and guidelines. Formal complaints should be submitted in writing to the Market Manager or Board-appointed Grievance Committee made up of 3 members - one must be a Board member. The Grievance Committee reviews the submitted complaint and determines what action should be taken to correct the situation.

## Products

The market includes:

- a diversity of locally grown, agriculturally-based products (fruits, vegetables, mushrooms, eggs, cheese, flowers, meat, fresh water seafood, shrubs, perennials, annuals, baked products)
- value-added products (seasonal products, HB 468 approved canned goods, and goods commercially produced)
- high quality artisan products

## Selling

The Nicholasville Farmers Market is a **growers only market**. This means that all products sold must be grown, raised, produced or crafted by the vendor. Exceptions to this must be approved by the board on a case by case basis. Approved exceptions must be labeled with the name of the producer and the Kentucky county where it is grown or produced.

Any pre-order or CSA pick-ups at the market must be included in the totals reported for gate fees for the month in which the pick-ups occurred.

A vendor or his or her employees may sell another vendor's products if the vendor is unable to attend market day provided the following criteria are met:

1. the other grower/producer/artisan is currently an approved NFM member
2. products being sold adhere to the rules set forth and were not purchased, traded or bartered
3. income is reported separately for each vendor
4. the other vendor's products are clearly marked as their own at the point of sale and all documents are available upon request at any time

Vendors may begin setting up 90 minutes prior to market opening. Breakdown must begin promptly at closing time and complete within one hour.

Members set a minimum “price floor” for core products at the beginning of the market season.

Items purchased for resale at the market are prohibited, unless explicit Board approval is granted on a case by case basis.

Vendors who market their products as “certified” organic must provide proof of certification with membership application and have a certificate on display. Non-certified organics will display products as such.

## **Market Location & Hours of Operation**

The market will be held in the Tractor Supply Parking lot. The Market area will be roped off and is only open to pedestrians.

Market days and hours are as follows:

1. every Saturday starting the last Saturday of April to the last Saturday of October
2. 9:00 A.M. - 1:00 P.M.

Market operation may be extended when agreed upon by the Board.

## **Market Set Up and Take Down**

Member will:

1. abide by Market Manager assignments of booth locations at the market
2. be set up by 8:30 A.M. and stay until closing
3. provide attractive signage, tables, tents, umbrellas, certified scales and bags
4. display signage with the name of farm, business or vendor
5. start breaking down at the official closing time
6. remove all garbage and leave the booth space and surrounding area clean

**Guidelines are subject to change.**