



## **Nicholasville Farmers' 2023 Market 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, and
- 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:**

- Helping consumers understand the benefits of a healthy lifestyle acquired through locally grown agricultural products
- Promoting the economic, social, and ecological benefits for purchasing products from local farmers, growers, producers, and artisans
- Identifying and recruiting members
- Developing a network to inform, educate, support, and train market

members

- Building cooperation with the community, farmers, producers, and artisans.
- Conducting business of the market to benefit its members.

### **Role of Members of the Market:**

- Providing safe, fresh, and high quality products
- Making market events successful by managing the setup and breakdown of market venues
- Promoting the Market through:
  - Community promotion
  - Promotion and advertising of market
  - 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 booth

### **Membership:**

1. The Nicholasville Farmers' Market invites growers, producers and artisans from Jessamine and surrounding counties.
2. Members are accepted based on product and annual application.
3. Members agree to allow authorized market representative(s) appointed by the Board to inspect production at any time.
4. Fees are as follows:
  - a. Annual membership fee of \$50/member for one booth, \$75/member for two booths. A booth space shall have a maximum size of 12' x 12'.
  - b. Monthly Gate Fee of 4%- Payment and Gate Receipt form will be due to the market Treasurer by the 15th day of the following market month. Late gate fees are subject to a \$25 late fee. Receipts will be issued.
  - c. The market relies on the honor system for monthly sales reporting.
5. Removal of a member is done by the established grievance procedure.
6. A budget is established in January for determining:
  - a. Annual membership fee
  - b. Fees for participation in additional markets
  - c. Employment of Market Manager
  - d. Grant applications

7. Membership application forms can be obtained at the Jessamine County Cooperative Extension Office, by any Board member or through the Nicholasville Farmer's Market Website.

8. Membership application form along with annual membership fee will be submitted to Membership Committee chairperson for application review by membership committee for approval.

- a. Paid members of the previous growing season are eligible to vote in the annual meeting held each year in December.
- b. 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.
- c. Paid members in good standing are voting members.

**Products:**

1. 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.
2. Value-added products (seasonal products, HB 468 approved canned goods, and goods commercially produced); and
3. High quality artisan products.

**Selling:**

1. 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.
2. A vendor or his or her employees may sell another vendor's products if vendor is unable to attend market day provided the following criteria are met:
  - a. The other grower/producer/artisan is currently an approved NFM member.
  - b. Products being sold adhere to the rules set forth and were not purchased, traded or bartered.
  - c. Income is reported separately for each vendor.
  - d. 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.
3. Vendors may begin setting up - ninety minutes prior to market opening and breakdown must begin promptly at closing time with complete clean up of booth

area finished within one hour.

4. Members are responsible for:

a. All permits and certificates necessary to sell must be on display or available for review at all times.

b. Following applicable state and federal regulations

c. Registering with local and following Health Department regulations for production, processing & packaging

d. Paying all applicable sales taxes

e. Using scales that are legal for trade and submit scales for inspection by Kentucky Department of Agriculture inspectors as required

f. Completing and displaying necessary permits and signage

g. Attending FMNP (Farmers Market Nutrition Program) training, if applicable.

5. Members set a minimum “price floor” for core products at the beginning of the day which is removed one hour prior to closing the market for the day. Sales may commence before marketing time but will adhere to price floor once established for the market day.

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

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

### **Market Code of Conduct:**

1. Members agree to:

a. Honor the hours of operation established by the Board

b. Deal with disagreements civilly away from the Market area

c. Extend courtesy, kindness and respect to other members and to the public

d. Speak as a member only and not on behalf of the Market or Board

e. Never impede or obstruct another member's business

f. Follow the Market guidelines

g. Sign the contract for following Market Rules and adhering to the mission

h. Dress respectfully

i. Never use tobacco products in the area of the Market

j. Display all products neatly and attractively

k. Welcome farm visits by an approved committee of members

- I. Be pet friendly on Market days
2. Failure to comply with these rules may result in disciplinary action.

**Market Location & Hours of Operation:**

1. The Market area is only open to pedestrians.
2. Market days and hours are set annually by the Board.
  - a. Mid-April - October 9:00 a.m. - 1:00 p.m.
  - b. The Market operation may be extended when agreed upon by the Members.

**Market Set Up and Take Down:**

1. Location or Placement of booths in the Market
  - a. Set up perpendicularly
2. Members are encouraged to be set up by opening time
3. Members are responsible for attractive signage, tables, tents, umbrellas, certified scales and bags. A vendor will have signage with name of farm/business or vendor and address.
4. Start breaking down at the official closing time
5. Remove all garbage and leave the booth space and surrounding area clean
6. Continue to sell products while breaking down and closing up
7. Members are encouraged to stay until closing

**Grievance Procedure:**

1. Market Member will be 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.
2. The Grievance Committee:
  - a. Defines offenses according to severity
  - b. Establishes an offense list and non-compliance policy

**Guidelines are subject to change.**