

Farmers Market at BERRY FARMS

2015 Rules and Regulations

You have to Make it, Bake it or Grow it!

The Farmers Market at Berry Farms consists of four types of vendors:

1. Farm Vendors
2. Non-Farm Food Vendors
3. Artisans
4. Food Trucks

A Producer Certificate must be completed by Farm Vendors before selling at the Farmers Market at Berry Farms (FMBF). The certificate will be provided by the FMBF and must be filled out and signed by your County Extension Agent. The Market Manager will retain the original.

A COPY OF THIS CERTIFICATE MUST BE DISPLAYED IN YOUR MARKET SPACE.

The FMBF will be open for retail sales from 3:00 pm to 7:00 pm each Tuesday; May 19th thru October 13th.

Market Vendors should be set up and vehicles parked in designated parking areas 15 minutes before opening time. Each vendor is required to stop selling at the close of the market and have everything loaded for removal one hour after the close of the market. The FMBF Management has the authority to change the market hours at any time. The market will be held every Tuesday, rain or shine.

Due to the Market's liability insurance requirements, Vendors will not begin selling until the market officially opens at 3:00 pm on Tuesdays. Vendors are required to stay until the market closes even if all goods are sold. The Market Manager must approve exceptions to this policy in advance. The Market Manager is responsible for officially opening and closing the market each day.

Each vendor must leave the selling area clean and in orderly condition. All refuse and unsold goods must be removed from the market area by the vendor. Vendors will be assessed a fee (\$100.00) for cleanup if the market has to further clean or professionally clean a selling space. Trash and Recycling receptacles will be available for market trash only.

Farmers may sell any farm products, including value-added products. At least one ingredient or material in any value-added good sold in a farm vendor's booth must have been grown on the producer's farm. All produce sold at the market must be locally grown. To be locally grown, the produce must have been

grown within an area defined as the State of Tennessee between the time zone line in the east to the Tennessee River in the west. The FMBF Management may make exceptions, including but not limited to allowing farms to purchase produce from non-local farmers during slow growth periods or in case of crop destruction. All non-local produce must be approved by Market Director first and labeled clearly for all patrons to read and understand.

Any complaints filed with the FMBF Management about producers not following these rules will be investigated.

All processed foods must comply with all applicable state and federal health and safety regulations and prepared in either a commercial kitchen or an approved domestic kitchen. A copy of the commercial kitchen certificate or domestic kitchen certificate must be displayed in the booth at all times. Food and food products must be packaged with proper labeling. Food products must be held for sale at the proper temperature and environment as defined by the food or food product. *Documentation of certified scales must be displayed in the booth.* Proper labeling pertaining to organically grown produce must be displayed.

Egg, meat and all baked good vendors must display a TDA regulatory services current permit and copy of the most recent inspection.

Farmers must submit application to the FMBF by a process defined by the FMBF Management. A producer certificate must be completed by ALL farm vendors before selling at the FMBF. The certificate will be provided by the market and must be filled out and signed by your County Extension Agent. A copy of the farm certificate must be displayed at each farm vendor's booth. The market manager will retain the original certificate.

75% of the products sold at a farm booth must have been grown or produced by the vendor. 25% of the product sold by farm vendors may be product from two additional Middle Tennessee farms. A Farm vendor is defined as the person who grows or makes the product and may include the producer's immediate family, partners, employees, or local cooperatives upon review. There must be a farm certificate displayed for all of the farms represented in a vendor's booth and product must be clearly marked as to what farm it came from.

No wholesale brokers will be allowed. The FMBF Management has the right to physically inspect crops and production areas of Farm Vendors at any time.

Acceptance in the FMBF is based on quality and freshness of the product(s) and the relevance of the product(s) to the overall diversification of the Market. **The ratio of Farm to Non-Farm Vendors should not drop below 60:40 for the average of the Market season.**

Local arts and crafts are permitted for sale at the Market if produced by the vendor. Nonfarm vendors must submit application to the FMBF. A jurying process is required for non-farm vendors. The jurying process will be determined by the Market Management. Selection will be made by the FMBF Management and will be made on the basis of quality, originality, and Market space availability.

Vendors must supply their own tents, tables, chairs, etc. Booth space is not transferable. Nothing, including signage, will be allowed to extend outside the designated booth space dimensions.

Spaces may be reserved for the entire summer season. Specific pricing and booth location information is included in the FMBF application. **If vendors plan to miss a particular market day or days, the vendor must notify the Market Manager in advance of the day or days.** Vendors who continually miss the market without notifying the Market Manager will forfeit their rights to their booth space.

The day rental fee will be \$10 - \$20.

A limited number of truck spaces are available for those with a truck or trailer display. Vehicles larger than 1 ton need to be discussed with the Market Manager. All displays, including umbrellas and canopies, must be securely anchored and must not extend beyond the limits of the assigned space.

Vendors who choose to bring children to the Market are asked to ensure that the conduct of the minors is appropriate and not disruptive to customers or other vendors.

The sale of live animals is not allowed in the market.

Alcoholic beverages are not allowed in the market.

Absolutely NO SMOKING!

Pricing of goods sold at the market is the sole responsibility of the individual vendor. Fraudulent, dishonest, or deceptive merchandising or collusion to set prices among vendors may be grounds for forfeiture of the right to do business of any kind in the market for a length of time to be determined by the FMBF Management.

All vendors must adhere to sanitary procedures for selling produce and value-added items.

All vendors must dress appropriately. Shoes and shirts are required.

It is the responsibility of each vendor to abide by all state and federal regulations which govern the sampling, production, labeling, or safety of the product the vendor offers for sale at the market. Failure to comply may result in forfeiture of the vendor's booth.

If you have any questions on this matter, please speak with Kristin Cales, the FMBF Market Manager, or the Williamson County Health Department.

Quality control is one of the most important factors in the FMBF Market. Routine inspections may be conducted. If your product is found unfit to sell at the FMBF Market, the Market Manager may ask you to discontinue sales of this item immediately. Vendors who repeatedly attempt to sell unfit items or produce may be asked to leave the Market.

Inappropriate conduct or language towards other vendors, customers, or management of the FMBF, whether in person or by electronic media, will not be tolerated and may be grounds for immediate dismissal from the Market by the FMBF Management and/or the Market Manager. All complaints will be investigated thoroughly by the FMBF Management.

Vendors who have a complaint may verbally relay them to the Market Manager or any member of the FMBF Management, or may submit them in writing. The FMBF Management will investigate the complaint and will respond to the vendor in writing within one week. Professional conduct is required during the complaint process. Inappropriate conduct during the complaint process (i.e., yelling, swearing, throwing items, harassing or threatening management, etc.) will not be tolerated and could result in immediate dismissal from the Market.

If an infraction of these rules and regulations is noted, an oral warning will be given to the vendor in question. The second warning will be written and the infraction must be corrected by the next market attendance or the vendor will not be allowed to return to the market.

If a concern, dispute, or question is noted, the vendor must notify the FMBF in writing to Kristin Cales, the Market Director, or one of the management team members.

Farmers Market at Berry Farms
2000 Meridian Blvd, Suite 250
Franklin, TN 37067

Management will review the situation and will make a decision. All decisions are at the sole discretion of the board and will be final.

If you have any questions or concerns you would like the FMBF management Team to address, please submit these in writing to:

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Any vendor or customer with complaints regarding policy or implementation of policy may request a meeting with the FMBF management and will be contacted in a timely manner to schedule a meeting.

Any matter not specifically set out in the 2015 Farmers Market at Berry Farms Rules and Regulations will be taken before the FMBF Management and a decision will be made and added to the rules and regulations. Any decision made by the FMBF Board will be final.