

CLARKSVILLE DOWNTOWN MARKET RULES AND REGULATIONS

MARKET OPERATIONS

The Clarksville Downtown Market will operate on Saturdays at One Public Square in Downtown Clarksville, Tennessee, or as specified by the Steering Committee, or at such other location as the members determine. The weeks and hours of the market will be set by the Steering Committee. The market will be open for retail sales from 8:00 a.m. to 1:00 p.m. each Saturday of the market season, which is the last Saturday in April through the last Saturday in October (29 weeks).

1. A producer certificate must be completed before the vendor may sell at the market. The certificate shall be provided by the Association and must be filled out by the vendor and signed by the producer's County Extension Agent. The Market Manager will retain the original. A current copy must be kept on file by the market manager and must be displayed in the vendor's market space.
2. After the start of the market day, vendors shall not lower prices. Vendors shall price products at fair, reasonable and profitable levels.
3. Vendors must display prices which are clearly visible to the buyer.
4. The Steering Committee will appoint a Market Manager and enumerate his or her responsibilities. All vendors will follow the instructions of the Market Manager. On market day the Market Manager's decision on any concern will be final. Unresolved concerns may be taken to the Steering Committee in writing after the close of the market that day. The Steering Committee will act on the issue within two weeks. Under special circumstances, the market manager reserves the right to ask vendors to leave the premises.
5. The Market Manager with approval by vendor shall propose stand placement and assignment. Placement shall be considered permanent throughout the market season unless absences require consolidation of the market. Changes can be made upon agreement of the involved members and the Market Manager.
6. Prospective vendors must submit an application to the Clarksville Downtown Market Association for consideration.
7. Vendors must be in place ½ hour before the market opens and remain until the market closes. If needed, convenient off-site parking will be reserved for a vendor's vehicle at no charge.

VENDOR RESPONSIBILITIES

1. Vendors are responsible for any sales taxes due on products. Information on sales taxes and farm products can be found by contacting the Tennessee Department of Revenue at 615-253-0600 or 1-800-342-1003 or on-line at www.state.tn.us/revenue.
2. It is the responsibility of each producer to abide by all state and federal regulations which govern the production, labeling, or safety of the product the vendor offers for sale at the market. Failure to comply may result in forfeiture of your booth. If you have any questions on this matter, please speak to the Market Manager or call John Sanford who is the Food Manufacturing Administrator for the Tennessee Department of Agriculture Regulatory Services.
3. All processed foods must comply with all applicable state and federal health and safety regulations.
4. There will be an annual fee for membership in the Clarksville Downtown Market Association and a fee for stall space use by each vendor each week. Fees will be set by the Steering Committee and must be paid by the last Saturday in March.
 - Membership fees shall be \$10.00/year
 - Stall space rental shall be \$10/day for seasonal renters (\$275/year if paid in advance (by March 29)
 - One-timer's fee will be \$20/day plus the membership fee
5. Seasonal renters are expected to be present at all sale days for the market season. If they are not able to do so, they must contact the Market Manager twenty-four (24) hours before the market opens. If a vendor is absent one time without calling, he risks losing his stall space seniority in the future at the discretion of the Market Manager. If a vendor is absent on three occasions without calling ahead, he risks being called before the Steering Committee for reconsideration of his membership.
6. Vendors are expected to be ready to sell at opening time on market day but make no sales before opening time.
7. Stands are to be kept hazard-free and reasonably attractive, and activities should be fair to neighboring stands.
8. Trash and litter around the stand from any source is to be placed in the appropriate container provided by the Market Association or carried away by the

vendor, and the stand should be left in broom-clean condition by ½ hour after the market closes. Vendors will be assessed a fee (\$100.00-\$5,000.00) for cleanup if the market has to further clean or professionally clean a selling space.

9. Vendors need to state their decision to participate the next year by the date determined by the Steering Committee.

10. Each vendor will be responsible for setting up, displaying, and packaging his/her goods, and providing protection from the elements.

11. There will be no smoking by vendors while vending.

12. High pressure tactics may not be used by vendors to sell their products.

13. Vendors may not bring pets (except assistant animals) to the market.

14. Vendors are required to wear shoes and shirts at all times.

15. Part-time renters must sign up two weeks in advance for each week they plan to vend. They will be expected to pay for those weeks whether or not they are present unless they cancel at least one week ahead of time. Vendors can add weeks later if space is available.

16. Clarksville Downtown Market Association requires that vendors purchase a minimum of \$100,000 in product liability insurance for their products. A copy of the insurance policy must accompany the vendor application and will be kept on file by the market manager. Vendors will also sign a hold harmless waiver as part of this agreement.

MARKET GOODS

It is the responsibility of each producer to abide by all state and federal regulations which govern the production, labeling, or safety of the product the vendor offers for sale at the market. Failure to comply may result in forfeiture of your booth. If the vendor has any questions on this matter, s/he should speak to the Market Manager or call the Food Manufacturing Administrator for the Tennessee Department of Agriculture Regulatory Services.

Vendors selling value-added food products must show verification of domestic kitchen food certification course and permits issued by Tennessee Department of Agriculture and University of Tennessee Department of Food Science and Technology or the Tennessee Department of Health.

Vendors may sell any farm products, including value-added products. Value-added products are those which use and incorporate produce grown on the farm, i.e., jams, jellies, fried pies, etc. All **produce** sold at the market must be locally grown. To be locally grown, the produce must have been grown within a 150 mile radius of Clarksville, Tennessee. Any complaints filed with the Market Manager about producers not following these rules will be investigated by the Market Manager with the County Extension Agent and may result in expulsion from the Market and the Market Association for the remainder of the selling season.

1. The following products can be sold at the farmers' market: vegetables, herbs, bedding, plants, baked goods, canned goods, eggs, dairy products, hay, straw, fruits, fruit baskets, cider, ornamental produce, potted plants, preserves, cut and dried flowers, honey, hive products, maple syrup, plant arrangements, wool, yarn, lotions, candles, room sprays, tea, and coffee. Products not listed above must receive clearance from the Steering Committee before sale. **All processed foods must comply with all applicable state and federal health and safety regulations.**

2. Any product not produced by the vendor must be labeled accordingly, and the label prominently displayed.

3. Produce that is labeled "certified organic" must be from a crop that is certified organic by USDA. A copy of the certificate must be submitted to the market manager.

4. Vendors must comply with applicable local, state, and federal regulations, such as:

- approval seal on weighing devices;
- food safety, sanitation, health permits, and labeling issues that apply to the item

5. No solicitations, collections, drives, or selling of manufactured products (including printed materials), and no outside organizations or individuals will be permitted in the vending area.

6. Vendors and their employees shall be truthful when questioned by customers. They should know how old the produce is.

7. Live animals will not be sold at the market.

Market Manager: Karla Kean, Extension Agent
931-648-5725 or kkean@utk.edu

Clarksville Downtown Market 2009 Vendor Information Sheet

Name: _____ Farm or Business Name: _____
Address: _____
County: _____
Phone: () _____ Email: _____
Website: _____

Please indicate which category your business should be listed (check all that apply).

- Grower (such as produce, fruits, vegetables)
- Specialty Foods (such as teas, herbs)
- Specialty Products (non-food products)
- Cottage Industry (An industry in which the creation and services of products is home based and not factory based)

Does your farm/business offer any of the following to your customers?

- CSA
- Subscription Service
- Pre Orders
- Other: _____

Please indicate what products you wish to sell at the market this season.

Does your farm/business offer value-added products that you will be selling at the market? If so, please indicate the types of products you intend to sell. **IMPORTANT:** It is the responsibility of each producer to abide by all state and federal regulations which govern the production, labeling, or safety of the product the vendor offers for sale at the market.

BOOTH NUMBER(S): Please see attached diagram.

First Pick: _____ Second Pick: _____ Third Pick _____

I agree to indemnify and hold harmless the City of Clarksville, city employees, all sponsors, and volunteers against any claim or action or for any cause. I agree that I will be responsible for my own insurance under this hold harmless clause. Furthermore, I fully understand and agree to comply with the terms and conditions as stated in this contract.

Signature: _____ Printed Name: _____
Date: _____

Return application form and other documents to:
Karla Kean, Extension Agent
1030 Cumberland Heights Road
Clarksville, TN 37040

For Office Use Only

Vendor Documentation Record:

- Signed vendor form
- Producer Certificate
 - completed
 - pending visit by county extension agent
- Proof of liability insurance
- Proof of Domestic Kitchen Certification or other USDA Certification for potentially hazardous, value-added products (if applicable).

Fees:

- Membership fee paid (\$10)
- Seasonal Renter
 - \$275 (paid before March 31)
 - \$290 (paid after March 31)
 - One Time Renter (\$20 plus \$10 membership fee)
 - Use Date(s): _____