Jeffersontown Farmers Market
Vendor Regulations and Rules 2019

The Farmer's Market goal is to provide a link between the producer and consumer. Enhancing this connection will increase profits to the farmers while providing farm fresh produce to the citizens of Jeffersontown.

Please read these rules and regulations carefully before signing below. Keep a copy for your records, these rules are a part of your agreement with the City of Jeffersontown's Farmers Market. Return a signed copy with your application. Failure to observe these rules and regulations may result in suspension or termination of your Market participation. If you have any questions, please contact the Market Ambassador.

A. Market Location and Time

1. Site: Jeffersontown Pavilion: 10434 Watterson Trail
2. Market Season Dates and Hours: Saturdays, May 4 - October 26, 2019, 8:00 a.m.-12:30 p.m.
3. **All Market Member meeting will be held Monday, April 8, 2019 at 6:30 p.m. at Jeffersontown City Hall, 10416 Watterson Trail, Jeffersontown, KY 40299.**
4. Application deadline is Friday, April 12, 2019 4:30 p.m. to Jeffersontown City Hall, 10416 Watterson Trail, Jeffersontown, KY 40299.

B. Vendor Fees and Membership

1. Alternate Fee - $80.00. Guarantees each vendor a selling space for at least six (6) Saturdays through the season. Space will be assigned after all reserved spaces have been determined. Fee is due upon application and will be treated on a first come first serve basis. A rotating schedule may be used depending on demand.
2. Reserved Space Fee - $145.00. Guarantees vendors a specific reserved-assigned space for the season. Space can be located in any vendor defined area on the attached map. Fee is due with application. Reserved spaces are on a first come first serve basis. **In order to reserve your preferred space and receive credit for seniority please submit your application by Friday, April 5, 2019.**
3. Each member of the summer Saturday market will be assessed a setup fee of $2.00 per booth per Saturday, for the hiring of a Market Ambassador to manage the day to day affairs of the market that include setup, market committee table, rule compliance, promotion and assessment of market success and recruitement

C. Market Governing

1. The market will be governed by a five (5) member committee consisting of one (1) city official, one (1) market ambassador, and three (3) active annual members; and will be appointed by the Mayor and nominated by the current registered farmers as of June 1st of each season.
2. The market committee will seek to maintain a vendor distribution with appropriate numbers of vendors in the following categories:
   - Fruits/Vegetables
   - Eggs/Meets/Cheese
   - Plants/Cut Flowers
   - Baked goods, Jams, Jellies
   - Honey, Herbs, Sorgham, Soaps, Candles
   - Crafts
   - Food Vendor - ready to eat
3. One vending space will be reserved and maintained for the use by the City of Jeffersontown and one space will be reserved for community non-profit organizations and groups as selected by the Market Ambassador.
4. Day to day management of the Market will be the responsibility of the Market Ambassador and the Market Committee as a whole or a designee.
5. Grievance Procedures:

a. The Market Committee or designee will be responsible for enforcement of the rules. Any formal complaints or grievances should be submitted in writing to the Market Ambassador or to a member of the Market Committee.

b. Any vendor deemed not in compliance with the regulations of the Market will receive the following from the Market Committee:
   - First Offense: A warning for non-compliance
   - Second Offense: A request to vacate the premises for a designated time period.
   - Third Offense: Banning from selling at the market for either one year or indefinitely. Reinstatement will be by application only.

6. Decisions of the Market Committee are final as to all matters involving the operation of the Market.

D. Product and Sales Regulations

1. Participation in the Market requires the submission of an application, fee and selection by the Market Committee. Upon selection vendors will receive a letter confirmation (e-mail) from the Market Ambassador.
2. Vendors are expected to attend at least two (2) meetings annually, one (1) at the beginning of the season and one (1) at the end.
3. All products and produce sold by vendors must be locally produced or grown by the individuals, families or producers. Locally grown or produced is defined as Kentucky grown. Products made from locally grown produce and animals are allowed such as baked goods, cheese, jams, jellies, soaps, oils, condiments, etc.
4. Only those items listed on the vendor's application may be sold. Vendors must notify the Market in writing of any proposed changes before bringing previously unlisted items to the Market.
5. The Market Committee has the discretion to make allowances or exceptions for the sale of items not listed on a vendor's application based on the potential benefit that doing so will add to the overall appeal and attractiveness of the Market.
6. Vendors are responsible for conforming their products to applicable USDA standards and guidelines. Vendors selling processed food must be certified through the Health Department or State of Kentucky and have a current Home Based Processed Food Certification of which a copy must be provided to the Market Ambassador. All sampling or other certification should be presented with application or upon approval of said use.
7. Vendors will determine their own pricing. However, vendors are expected to refrain from engaging in the underselling of other vendors.
8. In addition to agricultural, horticultural and food items, non-edible products may be sold at the Market such as dried flowers, dried flower arrangements, vine wreaths, gourds, body care products and beeswax candles. All materials must be found, grown, foraged and/or produced by the producer or local farm or land.
9. Vendors may not exceed 20 percent of their market products that are not grown or processed on the farmers/producers property. All produce/items must be grown/produced in Kentucky.
10. Consignment selling is permitted whereby a vendor (grower or producer) consigns his product/produce to be sold by another vendor, provided produce/products are grown/processed locally, as defined above. All consignment items must have Market Committee approval in advance. No items from the Louisville Produce Terminal or other wholesale outlets, are allowed.
11. The Market committee has the discretion to make allowances or exceptions for the sale of items not listed on Vendors confirmation letter, and/or the sale of non-resident projects (items not made or grown in Kentucky) based on the potential benefit that doing so would add to the overall appeal and attractiveness of the Market. Exceptions may include food and drink items sold by prepared food vendors.
12. The Market reserves the right to inspect or spot-visit any farm or establishment that is the source of any items sold or distributed at the Market, with advance notice if possible, as necessary throughout the season.
13. Vendors who cannot attend the Market on any particular market day shall notify the Market Ambassador by noon of the prior business day. Absences without notice may result in space reassignment or termination from the Market. It is assumed that if a farmer/vendor signs up for the market they will show up.
14. Reserved spaces will be assigned at the beginning of the season giving preference to vendor attendance and application order from the prior seasons. Those vendors with 90%+ attendance have first option to retain their assigned space from the prior year. A designated area may be marked for food services vendors requiring electricity.

E. Rules of Operation

1. Market prices for all items must be visibly posted.
2. Vendors must keep their selling area clear of all debris, during and after the Market.
3. Vendors are not to engage in selling prior to the stated opening time.
4. All scales used must be for legal trade, made for commercial use and inspected and sealed annually by the KDA Division of Regulation and Inspection.
5. Reserved Priority spaces will be assigned at the beginning of the season.
6. Vendors must be honest and courteous at all times. Disagreements with other vendors, the Market Ambassador, Market Committee or customers must be handled in a respectful manner.
7. Vendors are individually responsible for conforming to all city, state and federal laws including the securing of any licenses or certifications required for the operation of their Market space and for the items they sell or distribute at the Market. Vendors selling non-consumable items will comply with and satisfy their sales tax obligations.
8. Vendor booth space requirements will be specified on the vendor's application. A Market booth will occupy a space created by a combination of one or more parking spaces. If dispensing goods from a truck, trailer or other wheeled vehicle, the vehicle must be contained within the designated space. All other vehicles must be parked elsewhere unless specifically cleared by the Market Ambassador.
9. Smoking is not allowed at the Market.
10. Possession or use of drugs or alcohol is not allowed at the Market.
11. Rules and regulations may be amended or revised from time to time by the Market Committee.

F. Release and Indemnification

1. As a condition of participating in the Market, vendors recognize and acknowledge that they are ultimately responsible for their wares and conduct and agree to release, hold harmless, defend and indemnify the Market, the Market Ambassador, the Market Committee and the City of Jeffersontown and its officers, directors, members, employees, and agents from and against all liability, claims, demands, losses, damages, costs, expenses, fines, judgements and penalties arising from:
   a. Any failure of the vendor to abide by these Rules and Regulations
   b. Any consumption or use of items that the vendor sells or distributes at the Market
   c. Any presence, use or misuse of an appliance, piece of equipment, vehicle or other item under the vendor's ownership, possession or control while at the Market
   d. Any action, inaction or other conduct by the vendor associated with the vendor's participation in the Market
   e. Any lack of care, expertise or experience on the part of the vendor associated with the vendor's participation in the Market
   f. Any injury or loss the vendor may sustain in any way associated with the Market or conditions at the Market premises, and
   g. Any failure by the vendor to exercise supervision and control over its employees, helpers, agents or representatives in any way associated with the vendor's participation in the Market.
2. If any of the foregoing provision should at any time be held unlawful, void, or for any reason unenforceable, that provision shall be deemed severable and shall not affect the validity and enforceability of any remaining provisions.

I HAVE READ AND UNDERSTAND THESE RULES AND REGULATIONS AND AGREE TO BE BOUND AND ABIDE BY THEM IF ALLOWED TO PARTICIPATE IN THE MARKET.

_____ _____

Signature of Vendor Applicant Date

Please Print

Name:_____ Address:_____

City, State, Zip: _____ Phone:_____

E-mail:_____

2019 Jeffersontown Farmers Market
Vendor Application

Approval of this application constitutes membership in the Jeffersontown Farmers Market.

Vendor or Business Name:_____ Address:_____

City, State, Zip:_____ Contact Name:_____

Phone: (H) _____ (C) _____ Email:_____

Address or location of product source if different from above:

_____

Please provide at least two (2) choices for a reserved space from attached map:_____

Check all produce/products to be sold or displayed in the Market booth. See attached list.

Certified for home based processing? ☐ Yes ☐ No ☐ N/A

If yes, please attach a copy of certification for Market Manager to keep on file.

What other Markets do you participate in?_____

What types of products do you sell at other Markets?_____

I have read and understand the operating rules and regulations and agree to be bound and abide by them if allowed to participate in the Jeffersontown Farmers' Market.

_____ _____

Signature of Vendor Applicant Date

_____

Print Name

FOR JEFFERSONTOWN FARMERS' MARKET COMMITTEE USE ONLY

Application Rec'd:_____ Rec'd By:_____ Amount Rec'd:_____

Reserved #:_____ Application Approved:_____ Applicant Notified:_____

Products (*Please check off all products available at your market throughout the market season*)

Baked Goods

- ☐ Biscuits
- ☐ Breads
- ☐ Brownies
- ☐ Buns
- ☐ Cakes
- ☐ Cheesecake
- ☐ Cookies
- ☐ Donuts
- ☐ Dry Mix for Baked Goods
- ☐ Funnel Cakes
- ☐ General Baked Goods
- ☐ Muffins
- ☐ Pies
- ☐ Rolls
- ☐ Scones
- ☐ Other (Specify)

_____

Beverages & Spirits

- ☐ Beer
- ☐ Cider
- ☐ Coffee
- ☐ Distilled Spirits
- ☐ Juices
- ☐ Soft Drinks
- ☐ Tea
- ☐ Water
- ☐ Other (Specify)

_____

Certified Organic

- ☐ Coffee
- ☐ Corn
- ☐ Dairy products
- ☐ Eggs
- ☐ Fruits/Berries
- ☐ Garlic
- ☐ Hay
- ☐ Herbs
- ☐ Honey
- ☐ Livestock
- ☐ Meats
- ☐ Mushrooms
- ☐ Poultry
- ☐ Small Grains
- ☐ Soybeans
- ☐ Tea
- ☐ Vegetables
- ☐ Other (Specify)

_____

Christmas Trees

- ☐ Christmas Trees
- ☐ Garlands
- ☐ Wreaths
- ☐ Other (Specify)

_____

Dairy Products

- ☐ Beer Cheese
- ☐ Butter
- ☐ Cheese
- ☐ Cheese Spread
- ☐ Cottage Cheese
- ☐ Creamer
- ☐ Frozen Treats
- ☐ Goat Cheese
- ☐ Goat Milk
- ☐ Ice Cream
- ☐ Milk
- ☐ Sour Cream
- ☐ Whipped Cream
- ☐ Yogurt
- ☐ Other (Specify)

_____

Eggs

- ☐ Duck
- ☐ Poultry Eggs
- ☐ Quail Eggs
- ☐ Turkey Eggs
- ☐ Other (Specify)

_____

Field Grown & Cut Flowers

- ☐ Cut Flowers
- ☐ Day Lilies
- ☐ Iris
- ☐ Jewel Weed
- ☐ Mums
- ☐ Ornamental Grasses
- ☐ Pussy Willow
- ☐ Other (Specify)

_____

Fish/Seafood

- ☐ Bass
- ☐ Catfish
- ☐ Caviar
- ☐ Crappie
- ☐ Freshwater Prawn/ Shrimp
- ☐ Hybrid Striped Bass
- ☐ Large Mouth Bass
- ☐ Paddlefish
- ☐ Seafood
- ☐ Tilapia
- ☐ Trout
- ☐ Other (Specify)

_____

Fruits

- ☐ Apples
- ☐ Blackberries
- ☐ Blueberries
- ☐ Cantaloupes
- ☐ Cherries
- ☐ General Fruits
- ☐ Logan Berries
- ☐ Melons
- ☐ Pawpaws
- ☐ Peaches
- ☐ Pears
- ☐ Plums
- ☐ Raspberries
- ☐ Strawberries
- ☐ Table Grapes
- ☐ Watermelons
- ☐ Other (Specify)

_____

General Grocery

- ☐ BBQ Sauce
- ☐ Beer Cheese
- ☐ Cereal
- ☐ Cornmeal
- ☐ Condiments
- ☐ Dried Foods
- ☐ Flour
- ☐ Horseradish
- ☐ Jams, Jellies, and Preserves
- ☐ Meals
- ☐ Meat Rubs
- ☐ Mixes
- ☐ Prepared Foods
- ☐ Sauces
- ☐ Salsa
- ☐ Shortening/Oil
- ☐ Soups
- ☐ Spices & Herbs
- ☐ Spreads
- ☐ Other (Specify)

_____

Greenhouse
- ☐ Annuals
- ☐ Hanging Basket
- ☐ Perennials
- ☐ Plants
- ☐ Poinsettias
- ☐ Tropical-House Plants
- ☐ Vegetable Plants
- ☐ Other (Specify)

_____

Hay/Straw/Compost/Fertilizer
- ☐ Compost
- ☐ Fertilizer
- ☐ Hay
- ☐ Mulch
- ☐ Sod
- ☐ Straw
- ☐ Other (Specify)

_____

Herbs, Spices & Mushrooms
- ☐ Basil
- ☐ Chives
- ☐ Cilantro
- ☐ Dill
- ☐ Dry Rub Seasonings
- ☐ Garlic
- ☐ Ginger
- ☐ Ginseng
- ☐ Herbs
- ☐ Lemon Verbena
- ☐ Mint
- ☐ Oyster
- ☐ Parsley
- ☐ Portobello
- ☐ Rosemary
- ☐ Sage
- ☐ Scented Geranium
- ☐ Shitake
- ☐ Tarragon
- ☐ Tyme
- ☐ Other (Specify)

_____

Honey/Bees
- ☐ Chunk Honey
- ☐ Comb Honey
- ☐ Honey Bees
- ☐ Liquid Honey
- ☐ Other (Specify)

_____

Livestock Feed
- ☐ Alternative Livestock Feed
- ☐ Aquaculture Feed
- ☐ Beef Feed
- ☐ Dairy Feed
- ☐ Equine Feed
- ☐ Goat Feed
- ☐ Rabbit Feed
- ☐ Sheep Feed
- ☐ Swine Feed
- ☐ Other (Specify)

_____

Meats (Frozen, Packaged or Cut)
- ☐ Alpaca
- ☐ Bacon
- ☐ Beef
- ☐ Bison
- ☐ Brats
- ☐ Chicken
- ☐ Cold Cuts
- ☐ Country Ham
- ☐ Goat
- ☐ Ham
- ☐ Hot Dogs
- ☐ Jerky
- ☐ Lamb
- ☐ Mutton
- ☐ Ostrich/Emu
- ☐ Pork
- ☐ Quail
- ☐ Rabbit
- ☐ Sausage
- ☐ Squab
- ☐ Summer Salami
- ☐ Turkey
- ☐ Veal
- ☐ Venison
- ☐ Other (Specify)

_____

Merchandise Crafts & Farm Items
**** Crafts must be * * Agriculture Related ****
- ☐ Arts & Crafts (Must Specify)
- ☐ Baby Items
- ☐ Bamboo
- ☐ Beeswax
- ☐ Firewood
- ☐ Furniture
- ☐ Gourds
- ☐ Grilling/Picnic
- ☐ Health and Beauty
- ☐ Household Supplies
- ☐ Indian Corn
- ☐ Knitted Items
- ☐ Leather Items
- ☐ Mulch
- ☐ Nutrition Supplies
- ☐ Pet Food/Treats
- ☐ Pet Supplies
- ☐ Soap
- ☐ Soy Candles/ Incense
- ☐ Timber
- ☐ Toys
- ☐ Wood Items
- ☐ Wool Items
- ☐ Other (Specify)

_____

Nursery
- ☐ Bamboo
- ☐ Groundcovers
- ☐ Native Plants
- ☐ Perennial Ornamentals
- ☐ Shrubs
- ☐ Trees
- ☐ Other (Specify)

_____

Nuts
- ☐ Hickory
- ☐ Peanuts
- ☐ Pecans
- ☐ Walnuts
- ☐ Other (Specify)

_____

Poultry (Live)
- ☐ Breeding Stock Chickens
- ☐ Broilers
- ☐ Chicken
- ☐ Contract Grower
- ☐ Layer Hens
- ☐ Peafowl
- ☐ Pigeons
- ☐ Quail
- ☐ Turkey
- ☐ Other (Specify)

_____

Rabbit (Live)
- ☐ Meat
- ☐ Replacement Stock

Other (Specify) _____

Sauces
- ☐ BBQ Sauce
- ☐ Connoisseur Sauce
- ☐ Everything Sauces
- ☐ Gourmet Sauce
- ☐ Marinade
- ☐ Original Blend
- ☐ Racey/Spicey Sauce
- ☐ Steak Sauce
- ☐ Other (Specify)

_____

Seeds, Edible
- ☐ Pumpkin
- ☐ Sesame
- ☐ Other (Specify)

_____

Snack & Confection
- ☐ Bourbon Balls
- ☐ Candy
- ☐ Chips
- ☐ Cones
- ☐ Dips
- ☐ Fruit Snack
- ☐ Fudge
- ☐ Gelatin
- ☐ Gum
- ☐ Honey
- ☐ Marshmallows
- ☐ Mints
- ☐ Peanut Brittle
- ☐ Popcorn
- ☐ Pretzels
- ☐ Pudding
- ☐ Rice/ Corn Cakes
- ☐ Snack Bars
- ☐ Sorghum
- ☐ Syrup
- ☐ Toppings
- ☐ Other (Specify)

_____

Vegetables
- ☐ Artichokes
- ☐ Asparagus
- ☐ Beans
- ☐ Beets
- ☐ Bok Choy
- ☐ Broccoli
- ☐ Brussel Sprouts
- ☐ Cabbage
- ☐ Carrots
- ☐ Cauliflower
- ☐ Cucumber
- ☐ Cushaw
- ☐ Edamame Soybeans
- ☐ Eggplant
- ☐ General Vegetables
- ☐ Green Onions
- ☐ Greens
- ☐ Herbs
- ☐ Kohlrabi
- ☐ Lettuce
- ☐ Mushrooms
- ☐ Okra
- ☐ Onions
- ☐ Parsnips
- ☐ Peas
- ☐ Peppers
- ☐ Potatoes
- ☐ Pumpkins
- ☐ Radishes
- ☐ Rhubarb
- ☐ Summer Squash
- ☐ Sweet Corn
- ☐ Sweet Potatoes
- ☐ Tomatillos
- ☐ Tomatoes
- ☐ Turnips
- ☐ Winter Squash
- ☐ Zucchini
- ☐ Other (Specify)

_____

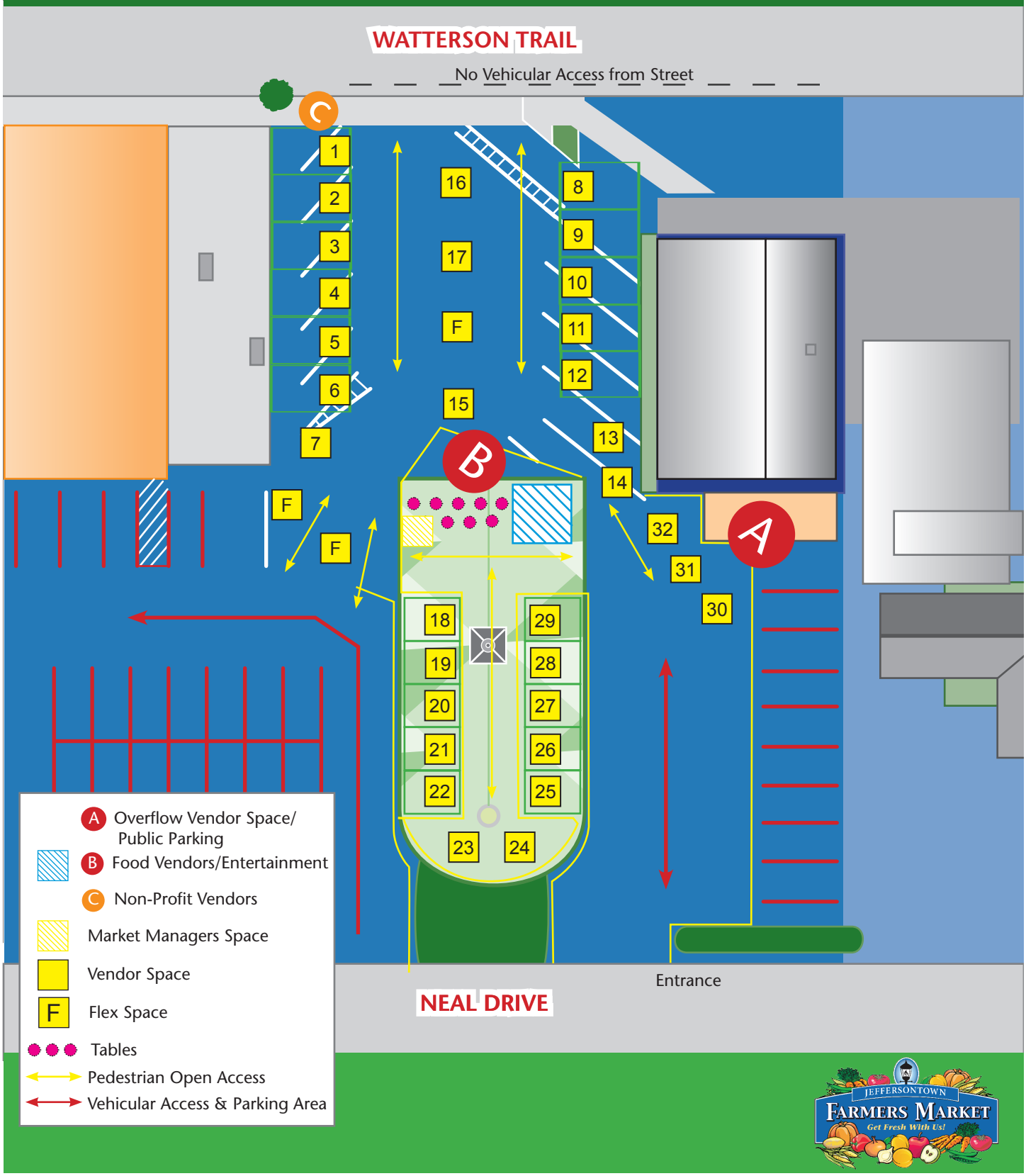
Vineyard
- ☐ Wine Grapes
- ☐ Other (Specify)

_____

Winery
- ☐ Wine
- ☐ Other (Specify)

_____

Wood Products
- ☐ Cabinets
- ☐ Cooperage
- ☐ Crafts/Arts
- ☐ Flooring
- ☐ Furniture
- ☐ Lumber
- ☐ Millwork
- ☐ Pallets
- ☐ Reconstituted Wood Products
- ☐ Shavings and saw dust
- ☐ Timber
  - ○ Biofuels
  - ○ Fencing
  - ○ Logs
  - ○ Mulch and Landscaping Chips
  - ○ Paper
  - ○ Posts
  - ○ Preserved Wood Products
  - ○ Pulpwood
  - ○ Railroad ties
- ☐ Veneer
- ☐ Wood Pellets
- ☐ Other (Specify)

2019 Farmers Market Village Map

Jeffersontown Pavilion · 10434 Watterson Trail
May 4th-October 26th
Saturdays, 8:00 a.m.-12:30 p.m.