



# Kingston Springs Farmers & Artisan Market Vendor Application - 2023 Season

Please complete this application in its entirety and initial and sign where indicated. By submitting this application you indicate you agree to, and will abide by, the rules and procedures set forth by KSFAM.

## 1 Vendor Information

Name	
Business Name	
Street Address	
City, State, Zip	
Email Address	
Phone (primary)	
Phone (secondary)	

Authorized sellers for the vendor


Products produced for sale (use back of sheet or additional if necessary)


<i>*PLEASE ATTACH CLEAR PHOTOS OF PRODUCTS YOU WILL BE SELLING, WITH YOUR APPLICATION. PHOTOS CAN SHOW PRODUCTS INDIVIDUALLY OR GROUPED.*</i>

Physical address(es) where all products are produced (Include street address/city/state/zip)


Website – Social Media Information (please list your business website, Facebook, Instagram, etc.)


## 2 KSFAM Rules, Procedures, Certifications/Licenses


1. The following items may be offered for sale at the market:
  - a. Farm fresh products grown in Tennessee such as fruits, vegetables, eggs, meats, plants, flowers, honey and the like;
  - b. Baked goods, candy, jams, jellies, sauces, cider, and the like, made by the vendor;
  - c. Handmade craft and artisan items made in Tennessee such as soaps, candles, crafts, clothing, photography and the like;
  - d. Advertisement for off-site vendor produced sales such as live animals. Live animals are prohibited at the market and for sale at the market.
  
2. The KSFAM is a producer's only market. Only "producers" may sell at the KSFAM. A producer is a person who grows or makes the product and may include immediate family, partners, employees, volunteers or official representatives. This application must identify all authorized sellers and addresses where the products are grown and/or made. Vendor may not act as a reseller or broker for another person, farmer, artisan or company.
  
3. Craft and artisan items sold at KSFAM must be made in Tennessee and vendor selling these items must make the product they intend to sell. Farm products must be fresh, grown, raised and produced in Tennessee.
  
4. Vendors who manufacture non-potentially hazardous foods such as baked goods, candy, jams, etc. that do not require a permit by the Tennessee Department of Agriculture ("TDA"), must display a sign (8.5"x 11" with .75" font) at place of sale stating, "These food products were made in a private home not licensed or inspected." These items must be labeled with manufacturer's name, address, name of food, date of packaging, list of ingredients in descending order of predominance and the statement "*This product was made in a private home not licensed or inspected.*"
  
5. Vendor must comply with any applicable codes and regulations, local or otherwise. This includes, but is not limited to, taxation, health department codes, TDA marketing and labeling regulations, and all codes pertaining to weights and measures as regulated by the State of Tennessee and TDA. Any agricultural item requiring inspection for sale in Tennessee must have proof of inspection and must be prominently posted in the booth.
  
6. In order to be permitted to sell, you must comply with state regulations. You must attach a current state certification and copy of your last inspection to your application for any of the following categories:
  - a. Plants;
  - b. Certified organically grown produce;
  - c. Meat (including but not limited to beef, lamb, pork, goat, etc.)

Please initial in the space provided here 

By initialing this page you are indicating you have read, understand and agree to abide by and follow the rules and procedures set forth by the KSFAM.

## **2 KSFAM Rules, Procedures, Certifications/Licenses** **(continued)**

7. Dairy products, canned goods (such as low acid canned vegetables or acidified foods such as salsa or pickled vegetables) and other processed foods are required by state law to be produced in a licensed commercial kitchen or a certified home kitchen. License(s) must be prominently displayed at the market. Any vendor uncertain of regulations is responsible for contacting TDA for clarification/additional information.
8. Weights must be accurate. Vendor selling products by weight agree their weights and measures will be accurate and can be inspected by the State of Tennessee to insure accuracy. TDA requires all scales to be inspected and certified by the agency if they are selling to the public.
9. Vendor must bring their own tent and are responsible for setting up and cleaning up their area. Tents are limited to a 10'x10' size and must be anchored with weights to assure safety at all times. Variances to tent sizes may be allowed but must be discussed prior to the day of the Market with the Market Manager. Vendor must leave their selling area clean and free of any trash, related set up materials and product. Vendor is required to stay at the market until it closes even if they have sold out of product. Exceptions will be made on a case by case basis, but must be approved prior to taking down your booth.
10. Vendor must agree to allow representatives of the KSFAM and/or the UT Extension Office of their county to inspect the farm to ensure the vendor is growing or making all products offered for sale. Vendor understands the KSFAM staff maintains the right to accept or deny any vendor. Acceptance will be at the discretion of KSFAM staff based on origin of product, quality and relevance. Vendor understands failure to comply with any rules and procedures may result in expulsion and/or exclusion from participation in the market without refund.
11. Acceptance of vendors will be at the discretion of the Kingston Springs Farmers and Artisans Market Board. Acceptance is based on the quality of the product(s), and the relevance and product diversification, and mission of the Market.
12. KSFAM Market Manager will implement and enforce the policies set by the KSFAM Board. The Market Manager acts as a conduit of information between vendors, customers and community partners. The Market Manager is charged with authority to interpret and implement KSFAM policies at the Market site. Quality control is very important to the KSFAM. If your product(s) are found to be in violation of KSFAM policy or unfit to sell at the Market, the Market Manager has the authority to ask you to discontinue sale of the item(s) immediately. Vendors who continue to sell items in violation of KSFAM policy may be asked to leave the Market.
13. Any vendor or customer with complaints regarding policy or implementation of policy can request a meeting with the Market Manager for discussion and possible resolution.
14. You will not be allowed to sell products produced for sale that are not listed on this application. However, additional products may be added to your application at a later date at the discretion of the KSFAM Board.
15. A vendor may not act as a broker for other farmers without express permission from the KSFAM Board.

Please initial in the space provided here 

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### 3 2023 KSFAM General Information

- The 2023 KS Farmers and Artisans Market season will run from Saturday May 27, 2023 through Friday August 25, 2023.
- The Market will be held each Saturday within this date range which will consist of approximately 14 Markets (potential Market cancelations due to weather, etc., will be at the discretion of the Market Manager). However, there will be “special event” Night Markets during the season on Friday, June 30<sup>th</sup>, Friday, July 28<sup>th</sup>, and Friday, August 25<sup>th</sup>. These Friday night Markets will replace the Saturday markets for these weeks.
- Market times for Saturdays will be 9:00am to 12:00pm. Market gates will open at 8:00am and vendors are asked to be ready for opening by 8:45am. Vendors must remain at the Market through closing at 12:00pm unless early departure is approved by the Market Manager. Market times for Friday night events will be 5:00pm to 8:00pm.
- We will attempt to hold Markets rain or shine. However, the Market Manager reserves the authority to close the Market if weather is deemed to be a safety issue to vendors or customers.

### 4 2023 KSFAM Pricing

- Once your application has been approved the fee for the 2023 Market is \$75.00 for the season.
- If you would like to participate in Single Markets during the season rather than the Full Season (single markets are defined as one (single) Saturday morning or Friday night market), once your application has been approved the fee for single Markets will be \$15.00 per Market.
- All fees, for Single Market or Full Season must be paid a minimum of 7 days in advance of your first Market attendance.

### 5 Acknowledgement and Acceptance of Responsibilities

I have read the Kingston Springs Farmers and Artisans Market (KSFAM) rules and regulations and if accepted into this Market I hereby agree to abide by the policies outlined in this application. I agree to sell at the Kingston Springs Farmers and Artisans Market (KSFAM) only the items listed in this Market Application unless an additional request to amend this application is granted by the KSFAM Board at a later date. I acknowledge full responsibility for all of my actions while at the Market and for the actions of those assisting me. I acknowledge the authority of the Market Manager to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations, and impose any penalties, including possible suspension or removal from the Market, subject to appeal to the KSFAM Board.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

Please submit the application to [citymanager@kingstonsprings-tn.gov](mailto:citymanager@kingstonsprings-tn.gov) or submit to Kingston Springs City Hall – 396 Spring Street, Kingston Springs, TN 37082. You will be contacted by a member of the KSFAM Board with further instructions.