



Thompson's Station Farmers Market Rules and Regulations

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

The Thompson's Station Farmers Market consists of two types of vendors:

1. Farm Vendors
2. Non-Farm Vendors

A Producer Certificate must be completed by Farm Vendors before selling at the Thompson's Station Farmers Market (TSFM). The certificate will be provided by the TSFM 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 TSFM will be open for retail sales from 2:00 pm to 6:00 pm each Wednesday during the summer market season; April 18th thru October 24.

Market Vendors should be set up and vehicles parked 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 TSFM Management has the authority to change the market hours at any time. The market will be held every Wednesday rain or shine.

Due to the Market's liability insurance requirements, Vendors will not begin selling until the market officially opens at 2 PM. 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.

Any complaints filed with the TSFM 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 TSFM by a process defined by the TSFM Management. A producer certificate must be completed by ALL farm vendors before selling at the TSFM. 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 TSFM Management has the right to physically inspect crops and production areas of Farm Vendors at any time.

Acceptance in the TSFM 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 TSFM. 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 TSFM Management and will be made on the basis of quality, originality, and Market space availability.

Vendors must supply their own 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 TSFM application. If vendors who purchase full season spaces 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. No refunds of full season booth payments will be made after the start of the market season.

Spaces vacated by full season vendors may be rented out to daily vendors at the discretion of the Market Manager. Vendors must contact the Market Manager at least one week in advance to obtain a space assignment. Spaces will be assigned on a first come basis. The day rental fee will be \$10 - \$20.

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. Please note that surface is pressed gravel.

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.

No Smoking please!

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 TSFM 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 Rebecca Wynd, the TSFM Market Manager, Greg Langeliers at the Town of Thompson's Station, or the Williamson County Health Department.

Quality control is one of the most important factors in the TSFM Market. Routine inspections may be conducted. If your product is found unfit to sell at the TSFM 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 TSFM, whether in person or by electronic media, will not be tolerated and may be grounds for immediate dismissal from the Market by the TSFM Management and/or the Market Manager. All complaints will be investigated thoroughly by the TSFM Management.

Vendors who have a complaint may verbally relay them to the Market Manager or any member of the TSFM Management, or may submit them in writing. The TSFM 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 TSFM in writing to Rebecca Wynd, the Market Manager, or one of the management team members.

Thompson's Station Farmers Market
186 Riverwood Dr.
Franklin, TN 37069.

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 TSFM management Team to address, please submit these in writing to:

Thompson's Station Farmers Market
186 Riverwood Dr.
Franklin, TN 37069.

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

Any matter not specifically set out in the 2012 Thompson's Station Farmers Market Rules and Regulations will be taken before the TSFM Management and a decision will be made and added to the rules and regulations. Any decision made by the TSFM Board will be final.