

## 2017 Rules for Henderson Farmer Market, Inc.

1. The Henderson Farmers Market is located at the Henderson County Fairgrounds with the physical address of 381 Sam Ball Way, Henderson, Kentucky. This market will be open May 1 through October 31 or as the days of the market shall fall.
2. All vendors must be in compliance with all local, state and federal laws, regulations and requirements to conduct business at the Henderson Farmers Market. Vendors selling non-food items must charge sales tax unless they have signs stating **“Sales Tax Included.”**
3. All vendors of the Henderson Farmers Market, Inc. are eligible to be vendors of the Downtown Henderson Farm and Art Market.
4. The hours of operation will be **8 am until 2 pm** on Tuesdays, Fridays and Saturdays. There shall not be any selling before 8 am. Vendors may stay after the posted closed hours.
5. All members of the Henderson Farmers Market, Inc. must be from **Henderson, Daviess, Union, Webster and McLean Counties in Kentucky.**
6. Items sold at the market may include fresh fruits and vegetables, ornamental or vegetable plants, herbs, honey, eggs, meats, dairy products, wine, baked goods and value-added processed agricultural products from market members. *Kentucky Crafted* members are allowed to sell with membership limited to **25%** of total available spaces (**6 maximum**).
7. All items sold at this market must be sold provided all requirements, as outlined in the Kentucky Farmers’ Market Manual published by the Kentucky Department of Agriculture, are followed for the specific category of the vendor/producer/processor. A PDF copy of the manual can be obtained at <http://www.kyagr.com/marketing/farmmarket/index.htm>.
8. Hand crafted items, all of which must be made by the vendor, may be sold at the market upon Board approval. Categories which may qualify for approval include wood products, textiles, jewelry, soaps, cosmetics, glass, and miscellaneous.
9. Live animals may not be sold at this market.
10. All products must be made, grown, raised, or produced by the vendors.
11. Vendors may purchase and resell products from other market members. Vendors may also sell products for other market members. Twenty-five percent of a vendor’s sales may be from Kentucky Proud products. All products not made/grown/raised/produced by the vendor must be labeled as to the point of origin.
12. Vendors are prohibited from purchasing products from wholesalers or auction houses for resale at this market.
13. All vendors must be identified. A sign identifying the name of the producer of the items sold at the market must be in an easily visible location on each space. Products not grown or produced by the vendor must be labeled as to the point of origin.
14. Sales should be made by bunch, ear, head count, volume or weight. Scales must be certified by the Kentucky Department of Agriculture each year.
15. The Henderson Farmers Market, Inc. reserves the right to inspect or spot-check any farm records or growing sites as necessary to ensure that items being sold are produced in the listed counties with the listed vendor.

16. Edible items may not be left on market grounds overnight.

17. Space designation

Reserved spaces will be renewed annually by the market manager and Farmers Market Board with spaces available to vendors active at market in previous season giving them the option of retaining their reserved space or drawing from available reserved spaces with date fees are paid as a factor in order of drawing at Annual Meeting. Underutilized spaces may be reassigned.

All vendors are required to set up in their designated spaces. Each vendor is required to keep their products within the boundary of their spaces. They may expand into adjoining vacant spaces, if available, upon approval of the market manager.

There are 2 types of spaces available, reserved and non-reserved. Vendors will be limited to 2 reserved spaces per individual farm if available.

Families or businesses will be considered as one vendor unless they operate separate operations on separate locations with separate tax returns.

Vendors not participating in the annual membership meeting may still arrange for reserved spaces by contacting the president prior to this annual meeting.

Other vendors wanting reserved spaces will contact the president, who will assist them in choosing from available spaces.

If the market fills to capacity, vendors with more than one space may be required to forfeit their second space. If this is done, it will be at the discretion of the market manager and the Board. The process will be that the vendors with the least seniority will forfeit their space first. If a space is forfeited under this provision, the fee for that space will be reimbursed.

Vendors may negotiate spaces by contacting the market manager.

18. Structures

The Farmers Market Pavilion shall be the permanent structure with each space being 12' x 20' for each paid vendor. A total of 24 such spaces shall be available.

Each space shall be numbered so vendors shall know which space(s) are theirs.

19. Fee schedule

Market membership fees for the season are as follows:

Reserved space vendor fee is **\$60.00** if paid on or before the March annual membership meeting to keep space (or change it) and to have voting rights at this meeting.

The reserved space vendor fee is **\$100** if paid after the March annual membership meeting with no voting rights at this meeting.

The fee for a first year (new) reserved space vendor is \$60.00 if one joins before the annual meeting.

Non-reserved space vendor is a **\$10.00** daily fee to be collected at set-up by market manager or president if market manager is not present.

Associate membership is a **\$20.00** fee to be paid by or before the March annual membership meeting to have voting rights at this meeting in March or 30 days prior to a meeting after the March deadline.

**FFA or 4-H youth sponsored groups No fee for non-reserved spaces**

The vendor fee guarantees a space from which to sell. The space may be reserved or non-reserved. The vendors may request reserved spaces from the market manager after the fees are paid.

Expansion of the farmers market will be made available when the need arises.

20. All vendors are responsible for the safety of the products they sell at the market. The Henderson Farmers Market, Inc. is not liable for sickness or injury caused by vendors' products. Both product liability and personal injury insurance are required of all persons selling at the market.

**Persons selling at this market are required to carry a minimum of \$1,000,000 product liability insurance on their products. An insurance certificate, listing Henderson Farmers Market, Inc. must be provided to the market manager before any of these products are sold at the market.**

21. Trailers and other vehicles may not be left on the parking lot overnight.

22. Vendor vehicles may not be parked in customer parking spaces. Vendors shall use the opposite side of pavilion for parking unless they are connected to a trailer.

23. Each vendor will be responsible for cleaning their own area. Areas shall be kept clean at all times. After three violations of a vendor not keeping the area clean, a permit can be revoked and the person turned away from selling at this market.

24. Any complaints must be in writing, signed and presented to the market manager. The Board will review the complaint and take appropriate action.

25. Any rules established to govern this market will be printed and distributed to all members.

26. The market manager and the Board of Directors of the Henderson Farmers Market, Inc. will be in charge of enforcing all rules. If rules are not followed, a permit can be revoked and the person turned away from selling at this market.

### **Beginning of 2017 Board of Directors for the Henderson County Farmers Market, Inc.**

Pauline Allen March 2014-March 2017  
Ab Cates March 2014-March 2017  
Lynnie Sparks March 2014-March 2017  
Jim Mattingly March 2015-March 2018  
Amy Cates March 2015- March 2018  
Elyon Davis March 2015- March 2018  
Aaron Briner- March 2016-March 2019  
Todd Kamuf- March 2016-March 2019  
Betsy Stone- March 2016-March 2019

**2017 Henderson Farmers Market, Inc.**  
**Application for Membership**

Name \_\_\_\_\_

Farm or Business Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ home \_\_\_\_\_ cell \_\_\_\_\_ other \_\_\_\_\_

Email \_\_\_\_\_

Please list the products that you plan to have available for the 2017 market season and send any pictures and other information that you would like to share on Facebook to [catesfarmpro@yahoo.com](mailto:catesfarmpro@yahoo.com).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\*Please check the items you are paying for with this application.

(A member must be paid on or before the March annual membership meeting to keep a reserved market space or change it and to have member voting rights.)

\_\_\_\_\_ Reserved Space Vendor Member (by March meeting)      Fee \$60.00 \_\_\_\_\_

\_\_\_\_\_ Associate Member      Fee \$20.00 \_\_\_\_\_

\_\_\_\_\_ Post March Meeting Vendor Member      Fee \$100.00 \_\_\_\_\_

\_\_\_\_\_ Daily Non-reserved Space per Day      Fee \$10.00 \_\_\_\_\_

Total Paid \_\_\_\_\_

**Please make your check payable to the Henderson Farmers Market, Inc.**

**Please mail your application and payment to: Henderson Farmers Market, PO Box 54, Henderson, KY 42419-0019. (One must be a paid Henderson Farmers Market Member to serve on Market Board.)**

**Please return this bottom portion with your payment to the Henderson Farmers Market, Inc.**

I certify that I have read and understand the 2017 Rules for the Henderson Farmers Market. I also certify that I am responsible for the safety of the products that I sell at the market and I have insurance that will cover any litigation that might be caused by my products or my actions at the market. I agree to not hold the Henderson Farmers Market, Inc. responsible or liable for any damage or loss incurred to me while at the market, including but not limited to personal injury or property damage.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**\*\*Are you willing to serve on the Market Board? Yes \_\_\_\_\_ or No \_\_\_\_\_**

Please let the current president, Ab Cates, know at [cates2ab@yahoo.com](mailto:cates2ab@yahoo.com) before the annual March membership meeting if you are willing to serve on the Market Board for one of the three 2017-2020 positions.