

# Smyrna Depot Farmers Market

## 2019 Rules and Regulations

Market season runs Saturday June 15<sup>th</sup> through Saturday September 21<sup>st</sup>.

### Market Rules

- Smyrna Depot Farmers Market retail hours are 8am – 12pm.
- Set up is between 6:15 am – 7:45 am.
- Vendors are required to stay until the market closes even if all goods are sold. Vendors may place a “Sold Out” sign at their booth and return for booth display pick up at the end of market.
- Market vendors **MUST** park at the back end of the parking lot to allow close parking for customers.
- 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 market will open each week rain or shine.
- 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.

### Booth Options

	Day to Day Fee:	Seasonal Commitment
8 ft Table Space Outside	\$15	\$180
2 8 ft Tables in “L” Shape Outside	\$20	\$240
8 ft Table Inside Depot (Air Conditioned)	\$20	\$240
2 8 ft Tables in “L” Shape Inside	\$25	\$300
10’ x 10’ Tent Space Outside Depot	\$30	\$360
Truck or Trailer Space	\$30	\$360

Registration Fee: \$10 NONREFUNDABLE.

Electricity access is available upon request for an additional \$5 per day.

Tables may be rented for an additional \$5 per day. 2 maximum per booth. Tents are NOT provided.

Full season discount must be paid by the first market day, June 15<sup>th</sup>. Refunds will not be given for missed market days. Daily payments are due at the start of each market day. All payments must be cash or check written to Carpe Artista.

### Farm Vendor Regulations

- The Smyrna Depot Farmers’ Market consists of two types of vendors: Farm Vendors and NonFarm Vendors. All vendors are required to submit application each year.
- A Farm vendor is defined as the person who grows or makes the product and may include the producer’s immediate family, partners, and employees. Products to be sold must be approved as listed on the application. Products allowed include: Fresh produce & fruits; herbs, flowers, bedding plants, shrubs and trees; eggs, cheese, dairy products; meats and poultry; baked goods, milled products; honey, maple syrup, jams and jellies; mushrooms; soap. Products must have been grown or produced by the vendor.
- Farmers may sell value-added products. At least one ingredient or material in any value-added good must have been grown on the producer’s farm.
- All farm products sold at the market must be locally grown - an area defined as the State of Tennessee between the time zone line in the east to the Tennessee River in the west.

## Non-Farm Vendor Regulations

- Local arts and crafts produced by the vendor are permitted for sale at the Market. (New applicants please mail a few pictures with application) A jurying process is required for nonfarm vendors. If considered, Applicants will be notified before May 6<sup>th</sup>, 2018. New non-farm vendor selection will be made on the basis of quality, originality, and market space availability. No franchises or independent distributors are allowed.
- All vendors selling baked goods not produced in a commercial kitchen must display a sign stating “These products are not baked in commercial kitchen”.
- All home made products must be labeled per state compliance regulations:  
Business name, address, phone number. Product name, quantity and all ingredients.  
More information can be found at:  
<http://www.tn.gov/assets/entities/agriculture/attachments/AgFarFMRules.pdf>
- The ratio of Farm to Non-Farm Vendors should not drop below 60:40 for the average of the Market season

## Booth Regulations

- Vendors must notify by text message or email if they will not be able to attend a market day no later than 24 hours prior.
- Vendors who are not onsite and setting up by 7:30am, will vacate their booth reservation and not be allowed to set up for the market day.
- Vendors should 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.
- All displays, including umbrellas, tents, canopies and signage must be securely anchored with weights and must not extend beyond the limits of the assigned space. Anchors must not be placed into the parking lot surface.
- If a trailer is used to display and sell goods, the towing vehicle must be disconnected and moved out of the area.
- Spaces [for part time daily vendors] will be assigned on a first come basis. The daily rental fee will be \$15 - \$30 depending on type of booth rental – table space, tent, indoor or truck booth.
- Spaces vacated by full season vendors may be rented out to part time daily vendors at the discretion of the Market Manager. Part time vendors are asked RSVP to the Market Manager by Wednesday of the week they want to reserve a booth space to obtain a space assignment.
- 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. All boxes and trash from each vendor must be disposed of properly and in provided trash containers.
- All vendors must adhere to sanitary procedures for selling produce and value-added items.
- All vendors must dress appropriately. Shoes and shirts are required.
- Vendors who provide samples and/or products that will result in waste material, such as cups, lids, spoons, etc. must provide containers for waste disposal.
- All Food Trucks must provide their own separate trash receptacle.

## PROHIBITED

- Smoking, alcoholic beverages and firearms are not allowed in the market.
- Vendors may not bring domestic pets into the market.
- The sale of live animals is not allowed in the market.
- Only “whisper-type” generators are allowed in the market. The Market Manager will determine whether any generator is too loud for use during market hours.
- Inappropriate conduct or language towards other vendors, customers, or management of the SDFM, whether in person or by electronic media, will not be tolerated and may be grounds for immediate dismissal from the Market by the SDFM and/or the Market Manager.

- Soliciting of any kind is not allowed during market without prior approval of the Market Manager. This includes advertising for other events or businesses by anyone not associated with the SDFM and distribution of information or product to vendors and/or customers. NO CAMPAIGNING WILL BE ALLOWED DURING MARKET HOURS. Please alert the market staff to any problems with persons visiting the market to solicit so that we may assess and deal with the situation.
- Food trucks longer than 28 feet are not permitted at market.

#### Threatening Weather Emergency Plan

In the event of threatening weather such as straight line winds, severe thunderstorms, tornados and flooding, vendors will vacate their booth spaces and move immediately to the Depot for sanctuary and protection from the elements.

### MARKET MANAGEMENT

The Market Manager's job is to coordinate all of the weekly activities and to implement the market's policies. The Market Manager also acts as a conduit of information between the vendors, Carpe Artista staff and board, customers, sponsors and community partners. The Market Manager has complete authority to implement policies at the market site.

Market Manager: Nikki Sasser

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[vendors@carpeartista.com](mailto:vendors@carpeartista.com)



The Smyrna Depot Farmers' Market is provided by Carpe Artista, local non-profit Arts Education organization, located on Front Street. For more information visit them at Carpe Cafe or

[www.carpeartista.com](http://www.carpeartista.com)

