



FORT THOMAS FARMERS' MARKET
90 Alexandria Pike
Fort Thomas, KY 41075
Leigh Gorman, Market Manager
(513)702-3216

2016 Season Rules

Please read through our rules and guidelines before signing your application. The application is provided on the last page of this packet. Failure to observe these rules may result in suspension and/or probation.

Rules of Operation/Product and Sales Regulations

- **The 2016 Fort Thomas Farmer's Market season begins at 90 Alexandria Pike on Wednesday, June 1 and will end Wednesday, October 26.**
- **The ending dates are subject to the season, weather, etc. Vendors and manager will determine the exact dates as the date approaches.**
- **The scheduled market hours are 3:00-7:00 pm. Vendors may set up beginning at 2:00 pm.**
- **Vendors must supply their own tents, canopies, tables, chairs, etc.**
- **The City will not provide any equipment.**
- **The City will provide limited electric supply.**
- **Vendors must bring their own extension cords. These cords must be safe and must adhere to electrical guidelines.**
- **Water will not be available except as local merchants allow you to use their premises and water. You must receive permission first!**
- **All vendors must be in compliance with all local, state, and federal requirements.**
- **Proper certification is needed for those selling jams, honey, canned produce, etc. You must have a home-based processor and/or home-based microprocessor certificate from the Kentucky Cabinet for Health Services. For more information, please see www.kyagr.com. A copy of this certificate must be attached to your application if you plan to sell these items.**
- **Items sold will be limited to agricultural and horticultural products including: ornamental and vegetable plants, fresh fruits and vegetables, meats, eggs, honey, and other value added processed products. Craft items must be approved by the Market Manager.**

- All items sold must be grown BY THE VENDOR or ANOTHER VENDOR WHO APPLIES AND PAYS THE \$60 FEE FOR SELLING THROUGH THE FORT THOMAS MARKET.
- Selling of other goods will be permitted. All merchandise sold for another vendor MUST have a sign indicating the grower's name and ID. Integrity is important to our market.
- The market manager reserves the right to inspect or spot-check any farm records or growing sites as necessary to insure items being sold are grown in stated area.
- Produce and plants offered for sell must be grown, harvested, and cared for post-harvest to assure customers receive quality produce. Vendors may be asked to remove deteriorated produce or plants.
- All vendors must display a sign, in a visible location, which identifies the name of the person or farm/business growing, or making items sold at the market. All prices must be clearly displayed.
- If vendors sell produce or other items by weight, they must have a legal produce scale for weighing items. The Market will not provide a scale for vendors.
- Vendors selling non-food items must charge sales tax unless they have signs displaying stating "Sales Tax included." The Market must be supplied with the sales tax number form from the vendor.

Space Designation and Assignment

- Vendors' lots and spaces will be located in the parking lot of 90 Alexandria Pike.
- Spots for vendors will be chosen on a first-come/first-served basis and then given a seating chart. Spaces are not considered reserved until application is received and fees are paid in full.
- Vendors will be limited to a maximum of two reserved spaces per individual or farm. Due to limited parking, we ask that you remove any vehicles from the site whenever possible.
- Families or businesses will be considered as one vendor unless they operate separate operations on separate locations with separate tax returns.

Structures

- All tents, canopies, tables, chairs, and garbage must be removed at the closing each Wednesday. Vendors are responsible for providing their own hand-washing station if needed.
- All structures must be placed within the confines of own designated vendor space.

Fee Schedule

- | | |
|--|------|
| ▪ The annual fees for each reserved space is as follows: | \$60 |
| ▪ Monthly rental (if available) | 40 |
| ▪ One-Day rental (if available) | 15 |

Insurance

- All Vendors are required to have liability insurance. Produce liability insurance is necessary because customers may have an allergic reaction or illness due to chemical residue, product-acidity, food spoilage, or other food-safety related issue.
- Certificates of required insurance must be presented to the market manager prior to selling at the market. All vendors will comply with Kentucky Revised Statute and Kentucky regulations.

Appearance and Conduct/Miscellaneous

- Vendors will be responsible for cleaning their area. Any and all complaints of a vendor not cleaning their area shall be brought to the attention of the market manager.
- Vendors will be neat, suitably dressed, and deal with the public and fellow vendors in a courteous and appropriate manner.
- All complaints will be brought to the market manager.
- All vendors will display their products neatly and attractively, with consideration for the other vendors and the general public.
- Vendors are responsible for their own stalls, supply their own necessary trash containers, and will leave the site clean and in a condition acceptable to the market manager and property owner. This includes the removal of trash containers and other waste and trimmings before leaving the Market.
- Vendors will in no way cause detriment to other vendors.
- False advertising is prohibited.
- All members must comply with all local, state or federal laws, label or food safety and handling regulations. If scales are used, they must be certified as accurate by the Division of Weights and Measures of the Kentucky Department of Agriculture.
- Unsupervised children will not be allowed on the lot. While families are certainly encouraged to work together, parents must maintain control of their children.
- Vendors are not allowed to bring pets or other animals to Market.
- All grievances must be submitted in writing to the Market Manager. The Market Manager is Leigh Gorman. Her number is 513-702-3216. Her email is leighagorman@gmail.com.
- All checks, insurance paperwork, and license paperwork should be sent to Debbie Buckley, City of Fort Thomas, phone 441-1055. Her email address is dbuckley@ftthomas.org. The mailing address is 130 N. Fort Thomas; Fort Thomas, KY 41075.

- **If a vendor is causing discord among the vendors or the public, that vendor may be asked to leave.**
- **Any vendor not in compliance with the regulations of this market, shall be issued the following by market management:**
 - **First offense: a written warning of non-compliance**
 - **Second offense: member will be suspended from selling for the remainder of the year and will be on probation the second year.**
- **Absolutely no refund of fees to vendors who are not in compliance with these rules.**
- **Market members agree to release and hold harmless Fort Thomas Renaissance and the City of Fort Thomas from all claims related to or arising from such membership, as a condition of membership.**
- **Market management reserves the right to prohibit anyone from selling goods or products at the Market.**
- **A mandatory annual meeting will be held each spring for all vendors. The date and time will be announced by the market management.**
- **Market management's decisions are final.**
- **Market management may modify these rules at any time at their discretion.**

**Fort Thomas Farmers' Market
Vendor Contract**

I acknowledge that I have read and understand the above stated rules, for the Fort Thomas Farmer's Market, and that I agree to abide by all rules adopted by the market management. I understand that I must show proof of liability insurance before I can sell products at the Farmer's Market.

Market Member (Vendor) Signature _____
Date

Print Name _____
Tax # (if applicable)

Certification Type and Number (if applicable) ***Attach copy of certificate to this form

Liability Insurance Carrier: _____ Exp. Date _____
***Attach copy of proof of insurance)

Please list individual names of those authorized to sell on your behalf:

Items you will be selling _____

Farm or Business Name

Street Address

City _____ Zip _____ County _____

Phone _____ Email _____

Mailing Address if different from above

Intended Participation: All Season
One Month Vendor (month requested: _____)
One-Time Vendor (date requested: _____)

Mail applications and fees to: Fort Thomas Farmer's Market
c/o Debbie Buckley
City of Fort Thomas
130 N. Fort Thomas Avenue
Fort Thomas, KY 41075