

# **Woodford County Farmers' Market Guidelines**

**(Adopted March 23, 2009)**

**(Revised February 21, 2020)**

***These guidelines are subject to change at the annual meeting, particularly related to times, places and fees. Guidelines will be updated after the annual meeting.***

## **Mission**

We are a marketplace for local, dedicated farmers and producers providing safe, fresh, and high-quality products in a community centered and friendly atmosphere as an alternative market. We strive to provide healthy choices and to educate our consumers regarding local food and its preparation. We provide this for the purpose of building cooperation amongst farmers and producers while contributing a sense of community as a profit-generating venue.

## ***Philosophy of Market Board's Role***

The Board assumes the role of:

- Helping consumers understand the benefits of a healthy lifestyle acquired through locally grown agricultural products
- Promoting the economic, social, and ecological benefits for purchasing products from local farmers, growers, and producers
- Identifying and recruiting members
- Developing a network for informing, educating, supporting, and training market members
- Building cooperation with the community, farmers, and producers
- Conducting business of the market to benefit its members
- Promoting the Market through:
  - Community promotion
  - Promotion and advertising of market
  - Organizing and conducting special events
  - Collecting booth fees and maintaining records
  - Handling Market day signs
  - Creating and distributing newsletters
  - Setting up and taking down community booth

## ***Philosophy of Market Members' Role***

Members of the Market assume the role of:

- Managing the set up and break down of market venues
- Providing safe, fresh, and high quality products
- Making Market events a successful venue

## **Membership**

1. The Woodford County Farmers Market invites growers and producers from a 50 Mile radius from the courthouse.
2. Members are accepted based on product and annual application.
3. Members agree to allow authorized market representative(s) appointed by the Board to inspect production at any time.
4. A set up fee is in addition to the membership fee.

a. Fees are as follows:

One time fee of \$140/member with no daily selling fees OR \$65/member annual fee with a \$5 set up fee for Saturday or Monday or Wednesday or \$10/week if a member sells all three days that week. Fees paid more than 30 days after the annual meeting will be increased to \$150 and \$75 respectively.

5. Once members are approved and accepted, removal is done by the established grievance procedure.
6. A budget is established in February for determining:
  - a. Annual membership fee
  - b. Fees for participation in additional markets
  - c. Employment of Market Manager
7. Membership application forms can be obtained at the Cooperative Extension office at 184 Beasley Drive or at the WCFM website: [wcfarmersmarket.com](http://wcfarmersmarket.com)
8. Membership application form and annual membership fee should be paid within 30 days of the annual meeting in order to avoid the additional fee.
  - a. Paid members of the previous growing season are eligible to vote in the annual meeting held each year in March.
  - b. Vendors may join the market at any time during the season, but must pay the full membership fee.
  - c. Paid members are voting members.

## Products

1. The grower's market includes a diversity of agriculturally-based products. For example products include: fruits, vegetables, eggs, cheese, flowers, meat, fresh water seafood, shrubs, perennials, annuals, baked products and nuts.
2. **All products and produce sold by vendors must be locally produced** or grown by the individuals, families, groups or farms. Locally grown or produced is defined as a 50 mile radius of downtown Versailles. Products made from locally grown produce and animals are allowed such as baked goods, cheese, jams, jellies, soaps, oils, condiments.
3. In addition to agricultural, horticultural, and food items, high quality non-edible products may be sold at the Market such as: dried flowers, dried flower arrangements, vine wreaths, gourds, body care products and beeswax candles. All materials must be found, grown, foraged and/or produced by the vendor or local farm or land.
4. Members can sell for other members when that member cannot attend the market.
5. Members are responsible for:
  - a. Following applicable state and federal regulations
  - b. Following Health Department regulations for production, processing and packaging
  - c. Paying all applicable sales taxes
  - d. Using scales that are legal for trade and submit scales for inspection by Kentucky Department of Agriculture inspectors as required
  - e. Completing and displaying necessary permits and signage
  - f. Attending FMNP (Farmers Market Nutrition Program) training if participating in this program
6. Vendors will determine their own pricing. However, vendors are expected to refrain from engaging in the systematic or deliberate underselling of other members.
7. The Market Board has the discretion to make allowances or exceptions for sale of non-resident products (items not made or grown locally) based on the potential benefit that doing so would add to the overall appeal and attractiveness of the Market. Items purchased for resale at the market are prohibited.

# Market Code of Conduct

1. Vendors agree to honor:
  - a. Following hours of operation:  
Saturdays 8:30 a.m. till noon  
Mondays 3 p.m. till 5:30 p.m.  
Wednesdays 2 p.m. till 5 p.m.
  - b. Airing disagreements away from the Market and not within the area of Market operation
  - c. Extending courtesy to other vendors and to the public
    - i. Courtesy is defined as treating vendors and the public with fairness, respect, and kindness; treating your co-vendor as you would a customer
  - d. Speaking as a vendor -- not speaking on behalf of the Market nor taking action on behalf of the Market unless authorized by Board.
  - e. No impeding or obstructing another vendor's business
  - f. Following the Market guidelines
  - g. Signing the contract for following Market Rules and its Mission
  - h. Appearing in clean vehicles and clothing
  - i. No smoking or personal use of tobacco products inside booth area
  - j. Displaying products neatly and attractively
  - k. Market members agree to farm visits by an approved committee of members
2. Failure to comply with these rules may result in disciplinary action.

## **Market Locations & Hours of Operation**

1. The Market area is only open to pedestrians, but arranged for easy parking of vendors and visibility to nearby traffic.
2. Market hours on Saturdays at the Lexington Road Plaza, 525 Marsailles Road, Versailles KY:
  - a. Opens at 8:30 a.m. to noon
3. Market hours at 206 N Gratz Street, in Midway are:
  - a. Mondays: 3 p.m. to 5:30 p.m.
4. Market hours at the Lexington Road Plaza, 525 Marsailles Road, Versailles KY are:
  - a. Wednesdays: 2 p.m. to 5 p.m.
5. Vendors are encouraged to stay until closing.
6. The Market season:
  - a. Begins in May
  - b. Ends in October
7. The Market operation may be extended when:
  - a. Weather permits
  - b. Under special conditions
  - c. At the will of the vendors

## **Market Set Up**

1. Vendors first come first served
  - a. Leave approximately 10 feet between fronts of vendors
  - b. Leave approximately 4 feet between vehicles
2. Vendors are encouraged to be set up by opening time
3. Vendors will:
  - a. Provide signs
  - b. Set up tables and/or tents, or umbrellas
  - c. Provide scales
  - d. Provide bags for products if not funded by Market budget

## **Grievance Procedure**

1. Market Membership will be responsible for enforcement of guidelines. Formal complaints will be submitted in writing to:
  - a. The Market Manager or Elected Officers, or Board, or Grievance Committee
2. Grievances and Disagreements with parties are resolved through:
  - a. A Grievance Committee elected by membership
3. The Grievance Committee:
  - a. Defines offenses according to severity
  - b. Establishes an offense list and non-compliance policy
  - c. Consists of a three- person committee
    - i. One Board member
    - ii. Two other members

## **WIC, Senior Coupons, Food Bank**

1. A Farmers' Market liaison will work directly with the WIC program, Senior Citizens, and Food Banks for promotion of the market. Activities include:
  - a. Training
  - b. Hours of operation
  - c. Promotion
  - d. Food Bank distribution
  - e. Voucher distribution
  - f. Product distribution
  - g. Identifying other distributors

## **After Market Closes**

### **Vendors:**

1. Start breaking down at official closing time
2. Remove all garbage and leave their occupied space and surrounding area clean
3. May sell products while breaking down and closing up
4. Encouraged to stay until closing