

The Knox County Farmers' Market is a nonprofit organization formed to provide an opportunity for local food and craft producers to market high-quality products directly to the consumer.

Goals of the KCFM include:

- Strengthen and promote the growth of local foods in Knox County and beyond, building a network connecting producers and consumers through the production, marketing, financing, and distribution of fresh, local products.
- Become a leader in the local foods economy, fostering economic development and helping Knox County farmers and gardeners stay competitive through a variety of economic models.
- Expand access to local foods to all residents, addressing issues of food security, poverty, health, and nutrition, making good food affordable and available.
- Educate residents on the importance of local foods and local products, teaching agricultural skills, building on the rich agricultural heritage of the county, and fostering community through partnerships between organizations.
- Lead the state in economic, social, and environmental sustainability through initiatives such as expanding renewable energy, promoting organic production, and conserving resources.

### **Time, Location, & Logistics**

1. The 2016 Knox County Farmers' Market will open May 26<sup>th</sup>. The market will run through September 29<sup>th</sup>.
2. The Market will be open on Thursdays through September 29, 2016, unless otherwise noted.
3. The Knox County Farmers' Market will meet at the Knox County Cooperative Extension parking lot located at 215 Treuhaft Boulevard, Suite 7.
4. Sales to the public begin at **5:00 pm**. Vendors must be set up no later than 4:45pm as all vehicle traffic and access will be blocked after this time. No set up will be allowed before 4:00.
5. Thursday sales will end at 8:00pm or when all supplies are gone. All vendors **must** stay in their allotted space until the end of the market.
6. Special Saturday markets will be held in downtown Barbourville in the Mitchell's Market parking lot (owned by the city) June 4, July 2, August 6, and September 3. These markets will start at 12:00 noon and last until 3:00 pm.
7. Vendors may apply for a space at the market by reviewing the Rules and Regulations, paying the vendor fee, and submitting the KCFM Vendor Agreement. Vendors will be contacted about their application upon approval of the Board/manager(s). Vendors **must** have fully filled out the KCFM Vendor Agreement and paid the vendor fee before setting up at the market.
8. The 2016 Knox County Farmers' Market will charge a vendor fee of \$3 per meeting or \$50 per market season for each vendor. Checks may be made payable to the Knox County Farmers' Market. Fees must be paid prior to set up.
9. Space assignment at the market will be on a first come, first served basis.
10. Vendors will submit a list of no more than three (3) individuals who will be permitted to operate the booth in the absence of the vendor who holds the membership for that booth.
11. Vendors must provide their own shelter/tents and tables which are to be contained within their allotted space. Vendors may use heavy sand bags to secure pop up tent legs. No spikes allowed.
12. Vendors are responsible for the clean-up of the general area they use each week. Trash should be placed in the appropriate containers.
13. Pre-manufactured goods/products are strictly prohibited.
14. The sale or give away of animals of any kind is strictly prohibited.
15. Use of tobacco products is strictly prohibited in the area designated as the Farmers' Market.

16. Vendors may choose to donate excess or unsold produce after the close of the market each week. Produce will be collected at the end of the market and donated to local charitable organizations through the Farmers' Market Food Share Program.

### **Sales**

17. Items that may be sold without a Kentucky permit: whole fruits, vegetables, and herbs, cut flowers, honey (up to 150 gallons per year), eggs (up to 60 dozen per week, eggs must be kept below 45 degrees at all times). Vendors are responsible for meeting all requirements and for keeping produce clean and fresh.
18. All produce must be locally grown. Produce must be from within a 100 mile radius of Knox County. Consult the Board/Manager(s) with any questions or concerns regarding local produce.
19. Place of origin of produce **must** be clearly displayed for each product.
20. Sales of pre-approved, locally-made craft items will be permitted as determined by the Knox County Farmers' Market Board. For craft approval, submit a photo of your items and a description of your items on your vendor agreement form.
21. Demonstrations by farmers and crafters are highly encouraged, but must be preapproved by the board. Contact the KCFM board if you are interested in doing a demonstration.
22. The sale of prepared foods (grilled foods, etc.) **must be preapproved** by the KCFM Board. Vendors selling prepared foods are encouraged to include locally sourced ingredients.
23. No sale of commercially made products will be allowed.
24. Kentucky grown meat from a USDA-inspected facility can be sold with a Mobile Retail Food Permit from the local Health Department. Permit must be displayed in a visible manner.
25. Only dairy from facilities permitted by the Milk Safety Branch (MSB) may be sold and then only after obtaining a Retail Food Permit. Permit must be displayed in a visible manner.
26. Vendors who would like to hand out samples at the market must meet all applicable requirements and certifications. Otherwise no sampling is allowed.
27. To sell soaps, balms, or cosmetics, vendors must obtain proper certification and approval. Goods must be properly labeled.
28. To sell home-canned or home-processed foods, the producer is required by law to have the necessary permits from the Health Department and the products must be labeled appropriately. Refer to Kentucky HB 391. For more information or to get a Home-Based Microprocessor application contact the Knox County Cooperative Extension Office.
29. Processed foods must be processed by the vendor selling the product and the proper documentation must be clearly displayed.

### **Regulations**

30. Vendors agree upon submission of the KCFM Vendor Agreement, to hold harmless the Knox County Farmers' Market Board, hosting facility, and any and all individuals and groups associated with the market. The Knox County Farmers' Market Board, hosting facility, and any and all individuals and groups associated with the market are not liable for any property damage, loss, or personal injury incurred while at the market.
31. Vendors must abide by any and all relevant state and local laws, regulations, and requirements.
32. Vendors using the SNAP/Credit/Debit Token Exchange Program must abide by all applicable laws and Knox County Farmers' Market regulations. Vendors wishing to accept SNAP, credit, and/or debit payments must indicate they have read and will abide by the Token Exchange Program information on their vendor agreement form.
33. Vendors participating in the WIC voucher program must take appropriate training, fill out applicable forms, and abide by any and all relevant state and local laws, regulations, and requirements.

34. The Knox County Farmers' Market Board has been established to promote and oversee the Knox County Farmers' Market and support local farmers, gardeners, and crafters. Market manager(s) have been selected to oversee the day-to-day management of the market and consult with the Board about any issues pertaining to the market.
35. Please help make the market a success for everyone by following the Rules and Regulations and abiding by Kentucky law. Failure to follow the Market Rules and Regulations will result in loss of vendor privileges. Vendor fees will not be refunded if membership is revoked due to violations of KCFM Rules and Regulations.

#### KCFM SNAP/Credit/Debit Token Exchange Program Information

KCFM SNAP/Credit/Debit Token Exchange Program has been set up to provide a way for KCFM vendors to accept different forms of payment at the Knox County Farmers' Market. The program aims to promote accessibility and to help farmers increase sales.

The Token Exchange Program allows for KCFM patrons to run SNAP/credit/debit transactions at the KCFM information booth. Patrons are then given tokens in the amount that they paid which they are then able to spend at participating vendor booths. Vendors then, at the end of each market day, exchange tokens for a receipt at the information booth. Vendors are then paid once a month for the previous period's sales for the amount of sales they made and were paid for in tokens. Two different kinds of tokens will be used—one for SNAP transactions and one for credit/debit transactions. SNAP tokens can purchase **only** SNAP eligible food items.

- Vendors must abide by federal law regarding the products eligible to be purchased with SNAP benefits. Vendors must only accept SNAP tokens for the sale of SNAP eligible food items.
- Vendors must turn in tokens at the end of each market day.
- Vendors will be given a receipt for the amount of tokens exchanged upon receiving vendors' tokens at the end of each market.
- Vendors will be paid for the total previous period's sales every third Thursday of the month. Checks will be available for pick up at the information booth every third Thursday.
- Vendors will not be compensated for lost tokens.
- WIC vouchers is a separate program that is not affiliated with the Token Exchange Program. Vendors must sign up to accept WIC vouchers through the separate program.
- Violation of the rules of the Token Exchange Program or the Rules and Regulations of the KCFM will result in loss of vendor privileges. Vendors must abide by all applicable laws.

These guidelines are subject to revision as needed by the Knox County Farmers' Market Board. For more information about the Knox County Farmers' Market, health permits or related matters, contact the Farmers' Market Board or the Knox County Cooperative Extension Office. Questions or concerns should be directed to the KCFM Manager Scot Clouse at 606 627-4388 or [farmersmarketknox@gmail.com](mailto:farmersmarketknox@gmail.com). Also see our Facebook page at: [www.facebook.com/knoxcountyfarmersmarket/](http://www.facebook.com/knoxcountyfarmersmarket/)

Apprvd 2/3/2016

**2016 KNOX COUNTY FARMERS' MARKET VENDOR AGREEMENT**

PRINTED NAME: \_\_\_\_\_

FARM/BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FACEBOOK/WEBSITE/SOCIAL MEDIA: \_\_\_\_\_

PRIMARY ITEMS (eggs, vegetables): \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_  
(farmer, crafter, prepared foods, nonprofit organization)

RELEASE INFO (YES or NO) \_\_\_\_\_

I give permission to the KCFM to advertise/share my farm/business information and have my information made available to the public in the form of a directory, online or otherwise to help promote my products.

PHOTO RELEASE (check box)

I grant permission to the KCFM to take and use: photographs, digital images, video, and/or audio of me for use in KCFM files, promotional materials, reporting and/or educational materials. These materials might include printed or electronic publications, web sites or other electronic communications. I authorize the use of these images without compensation to me. All negatives, prints, and digital reproductions shall be property of the KCFM and shall be shared with me upon request.

I grant permission to the KCFM to take and use: photographs, digital images, video, and/or audio of my minor child (or children) Names-\_\_\_\_\_ for use in KCFM files, promotional materials, reporting and/or educational materials. These materials might include printed or electronic publications, web sites or other electronic communications. I authorize the use of these images without compensation to me. All negatives, prints, and digital reproductions shall be property of the KCFM and shall be shared with me upon request.

KENTUCKY PROUD (YES or NO) \_\_\_\_\_

Is your farm/business certified Kentucky Proud? (For more info see [www.kyproud.com](http://www.kyproud.com))

GAP (Good Agricultural Practices) TRAINING (YES or NO) \_\_\_\_\_

Have you completed you GAP Certification and is it current? (For more info see [www.kyagr.com/marketing/GAP.html](http://www.kyagr.com/marketing/GAP.html))

PARTICIPATION IN THE TOKEN EXCHANGE PROGRAM (YES or NO): \_\_\_\_\_

By indicating YES you agree to all the rules associated with the token exchange program as outlined on the 2016 KCFM Rules and Regulations in order to accept SNAP/Credit/Debit payments overseen by the KCFM.

For CRAFTERS: Please **attach a photo** of the product(s) to be sold in your booth. Please give a brief description of your craft products (including what part of the craft you made yourself and/or if a locally produced product is included in your craft and the source of that product) and indicate any proposed demonstrations you might like to lead \_\_\_\_\_

For CRAFTERS: Are you a Juried artist/craftsperson? (YES or NO) \_\_\_\_\_ If yes, member group name \_\_\_\_\_

Designated individuals who are permitted to operate the booth in the absence of the vendor: *(Choose up to three)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby acknowledge that I have reviewed the 2016 Rules and Regulations of the Knox County Farmers' Market and agree to comply with all of the rules set out therein. I acknowledge that violation of any of the rules may result in loss of privileges to participate as a vendor at the Knox County Farmers' Market. In consideration of being permitted to participate in any way in the Knox County Farmers' Market: I, on behalf of myself and anyone claiming interest through me, DO HEARBY INTENTIONALLY, KNOWINGLY, AND VOLUNTARILY RELEASE, WAIVE, DISCHARGE, INDEMNIFY, AND AGREE TO HOLD HARMLESS THE KNOX COUNTY FARMERS' MARKET, HOSTING FACILITY, AND ASSOCIATED ORGANIZATIONS, and all its employees, regents, and volunteers FROM ANY AND ALL CLAIMS, ACTIONS, SUITS, PROCEDURES, COSTS, EXPENSES, DAMAGES, AND LIABILITIES brought as a result of my involvement in the Knox County Farmers' Market, whether such damage, injury, or loss results from NEGLIGENCE or some other cause, and to reimburse them for any such expenses incurred.

VENDOR SIGNATURE: \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 2016

Please return completed forms to Scot Clouse (606 627-4388) or other members of the KCFM Board or to the Knox County Cooperative Extension office.