



2020 VENDOR APPLICATION

The Goodlettsville Farmer's Market will be held on **Thursdays 3:00-7:00 pm, May 7 - October 8** on the lawn at the Goodlettsville Visitor's Center at Historic Mansker's Station, 705 Caldwell Drive with Music at the Market held on May 21 and September 3.

Farmers will receive first priority for booth spaces and all other vendors will be considered on a case by case basis based on demand, originality, and quality of product.

Vendors intending to sell products that are regulated by local, state and/or federal agencies MUST include copies of ALL appropriate documentation from those agencies ensuring compliance prior to final acceptance. Applications without all documentation will not be considered. This application does not guarantee you a booth at the Goodlettsville Farmer's Market.

APPLICATION CATEGORIES

Farmer – a vendor that grows and sells the following: produce, dairy, meat/poultry, cut flowers, vegetable transplants and nursery stock.

Non-farmer – a vendor selling the following: baked goods, crafts, soaps, jewelry, art, food or beverages

Food truck – a vendor selling any food or drinks being served for immediate consumption.

Entertainer – a performer such as a singer, musician, dancer, or comedian, whose job is to entertain at the farmer's market

VENDOR FEES

Vendor fees include one (1) 10 x 10 space.

Full Time Vendor - \$180 (all 23 dates)

Part Time Vendor - \$100 (12 dates – every other Thursday plus the final date)

Fill in Vendor - \$20 per day

Full Time Food Truck - \$200 (all 23 dates)

Part Time Food Truck - \$35 per day

No Fee for Entertainers

APPLICATION TIMELINE

Application Deadline: March 15th

Application Notice of Acceptance: March 30th

Vendor Meeting for Rules and Contracts: April 16th @ 6 pm

Fees and Contracts Due: April 20th

Vendor First and Last Name: _____

Company Name (to be used for advertisement): _____

Street Address: _____

Cell Phone Number: _____ Alternate Phone Number: _____

Email Address: _____ Website: _____

Facebook and Instagram Links (for promoting your business): _____

How many 10 x 10 booth spaces are you requesting? _____

Please indicate the type of vendor you are:

_____ Farmer *Skip to Section A: Farmers*

_____ Non-farmer *Skip to Section B: Non-farmers*

_____ Food truck *Skip to Section C: Food trucks*

_____ Entertainment *Skip to Section D: Entertainment*

SECTION A: FARMERS

A Farmer is a vendor selling the following: Produce, Dairy, Meat and/or Poultry, Cut Flowers, Vegetable Transplants and Nursery Stock.

All Farmers are required to label their products with approved labeling: Price, City or County and State in which it was grown, method used for growing (i.e. Conventional, Chemical Free, Organic, etc). All information should be clearly marked on all items.

To participate, all vendors must be "Local". Local is defined as living and producing at least 75% of their own products within 100 miles of Goodlettsville, TN. The 25% of products that are not produced by the vendor must be approved by the Market Manager before they will be allowed to sell at the Market.

Dishonesty and/or failure to follow these labeling regulations will result in a verbal warning for a first offense, a two week suspension from the Goodlettsville Farmer's Market for a second offense, and expulsion from the market without any refund of prepaid fees for a third offense. This will be strictly enforced.

All Farm Vendors are subject to a farm inspection conducted by the Goodlettsville Farmer's Market Market Manager.

Land: Please list all locations where you farm. If the land is rented, shared, or leased, include the contract information for the land owner and a copy of the rental agreement. If you farm in more than two locations, please attach a list of additional properties.

Do you own, lease, rent or share the land you farm? Check all that apply.

Own Lease Rent Share

Farm Products: Which of the following describe your farm operation? Check all that apply.

For profit Non-profit Certified Organic Community-Supported Agriculture (CSA)

Product Description: Please describe each product that you will be selling at the Goodlettsville Farmer's Market this season. Please include pictures of your products. You can email your pictures to KLynn@Goodlettsville.gov. Please make the subject line: (Company Name) Farmer's Market Application. Use the space below to describe your products. You cannot change the items you are selling during the season without approval from the Market Manager. This list will be used during farm inspections. Product does not have to be ready, but showing proof is required.

FARMERS NOW SKIP TO SECTION E

SECTION B: NON-FARMERS

A Non-farmer is classified as a vendor selling the following merchandise: Baked Goods, Crafts, Soaps, Jewelry, Art, and Food & Beverages. This does NOT include food trucks/carts. All work for sale at the Goodlettsville Farmer’s Market must be personally handcrafted and homemade by you, the applicant. No resale items will be allowed for sale.

Handmade Products: Which of the following describe your handcrafted products? Check all that apply.

- Wearable Consumable Decorative
 Interactive Recycled Utilitarian

Please list the specific items you will be selling:

Please describe in detail the materials and process used to make your products:

NON-FARMERS NOW SKIP TO SECTION E

SECTION C: FOOD TRUCKS

A Food Truck or Food Vendor is anyone selling food or drinks being served for immediate consumption, similar to concessions.

Food Truck Name: _____

When driving the food truck/trailer, what side is your serving window? Check all that apply.

_____ Driver's Side _____ Passenger's Side _____ End of the trailer

What are the dimensions of your food truck? Trailers must include tongue length.

Method of cooking? Check all that apply.

_____ Electric _____ Charcoal _____ Propane _____ Deep fry _____ None

Please be aware, food vendors must meet all required health and fire safety standards and are solely responsible for passing all inspections.

Do you carry \$1,000,000 general liability insurance as required by the State? A copy of your insurance certificate listing the City of Goodlettsville as additionally insured will be required when you turn in your contract.

_____ Yes, I carry \$1,000,000 general liability insurance as required by the State and will list the City of Goodlettsville as additionally insured when I turn in my signed contract if my vendor application is approved

_____ No, I do not currently carry the \$1,000,000 general liability insurance as required by the State

The vendor fee for food trucks is \$200 for all 23 dates. If you plan on working select dates, the fee is \$35 per Farmer's Market day and will need to be paid on Monday before the Thursday market or you will not be able to work the market.

In addition to the vendor fee for the Farmer's Market, the City of Goodlettsville requires a mobile food vendor permit which is valid for one calendar year. The application and permit may be obtained thru the City Codes Department @ 615-851-3741 or rcarson@Goodlettsville.gov. Upon receipt of a copy of this permit to the Market Manager, the application and permit fee will be deducted from the \$200 vendor fee, and you will simply owe the balance.

_____ I would like to apply to be a season long vendor each Thursday, May 7 - October 8

_____ I would like to apply to be a vendor for only the dates I have checked below

____May 7	____May 14	____May 21	____May 28	____June 4
____June 11	____June 18	____June 25	____July 2	____July 9
____July 16	____July 23	____July 30	____Aug 6	____Aug 13
____Aug 20	____Aug 27	____Sept 3	____Sept 10	____Sept 17
____Sept 24	____Oct 1	____Oct 8		

Menu: List your proposed items and prices for sale. Price list can be emailed to KLynn@Goodlettsville.gov if necessary. In order to provide a broad selection of food choices, we reserve the right to ask you to adjust your menu. The Goodlettsville Farmer's Market is very interested in having healthy choices of food available. Please indicate with an * the menu items you feel are healthy.

Please send photos of your truck to KLynn@Goodlettsville.gov or mail to:

City of Goodlettsville Farmer's Market
Attention: Kimberly Lynn
705 Caldwell Drive
Goodlettsville, TN 37072

FOOD TRUCK VENDORS NOW SKIP TO SECTION F

SECTION D: ENTERTAINMENT

If you are selected to perform at the Goodlettsville Farmer’s Market, you will be provided with (1) table and chair with the option to sell your music. No monetary compensation will be provided, however, you may collect tips.

What type of entertainment will you provide? _____

What dates are you able to perform? Check all that apply.

- | | | | | |
|--------------|--------------|--------------|--------------|--------------|
| ____ May 7 | ____ May 14 | ____ May 21 | ____ May 28 | ____ June 4 |
| ____ June 11 | ____ June 18 | ____ June 25 | ____ July 2 | ____ July 9 |
| ____ July 16 | ____ July 23 | ____ July 30 | ____ Aug 6 | ____ Aug 13 |
| ____ Aug 20 | ____ Aug 27 | ____ Sept 3 | ____ Sept 10 | ____ Sept 17 |
| ____ Sept 24 | ____ Oct 1 | ____ Oct 8 | | |

ENTERTAINMENT VENDORS NOW SKIP TO SECTION F

SECTION E: MARKET INFO FOR FARMERS AND NON-FARMERS

These same rates apply to both farmers and non-farmers. All vendor spaces include the 10x10 space only. Vendors are responsible for providing their own table and chair. Electricity is not available. If vendors use a tent, it must be a white tent. All vendors must cover their table with a tablecloth.

No fee is due with this application. All fees will be due once the vendor is notified of acceptance. Fees must be paid no later than April 26th.

DATES AND FEES

2020 Full Time Vendor Dates:

May 7, May 14, May 21, May 28
June 4, June 11, June 18, June 25
July 2, July 9, July 16, July 23, July 30
August 6, August 13, August 20, August 27
September 3, September 10, September 17, September 24
October 1, October 8

2020 Part Time Group A Vendor Dates:

May 7, 21
June 4, 18
July 2, 16, 30
August 6, 20
September 3, 17
October 1

2020 Part Time Group B Vendor Dates:

May 14, 28
June 11, 25
July 9, 23
August 13, 27
September 3, 10, 24
October 8

Full-Time Vendors: \$180 for the entire season of 23 dates

Part-Time Vendors: \$100 for every other week plus September 3, Music at the Market

Fill-in Vendors: \$20 per Market date

Fill-in vendors are responsible for paying on the Monday prior to the Thursday market date. The selection process is based upon the needs of the Goodlettsville Farmer's Market, and placement is at the Market Manager's discretion.

I would like to participate in the Goodlettsville Farmer's Market as a

_____ Full Time Vendor \$180 for 23 market dates. Fees due by Monday, April 20th

_____ Part-Time Vendor Group A \$100 for 12 market dates. Fees due by Monday, April 20th

_____ Part-Time Vendor Group B \$100 for 12 market dates. Fees due by Monday, April 20th

_____ Fill-In Vendor \$20 per market day. Fees due Monday before assigned day.

Should you be required to take an extended leave of two or more consecutive market days from the Goodlettsville Farmer's Market for any reason, your space may be filled from a waiting list. You will be able to return if space becomes available. Dates may be added or removed at Market Manager's discretion. If a vendor cannot attend their scheduled date, they must contact the Market Manager at least 24 hours before the market opens. If the vendor does not notify the Market Manager and does not show up, they will be moved to a waiting list and there will be no refund.

PHOTOS

All applicants must submit photos with your application for it to be considered. Farmers should include at least one photo of your farm or farming operations. Non-farmers should include at least one work-in-progress photo of your merchandise.

ALLOWABLE MERCHANDISE

All items sold by Vendors at the Goodlettsville Farmer's Market must comply with this list.

- Produce defined as fruits, vegetables, herbs, honey and mushrooms. All produce needs to be labeled using approved labeling methods.
- Dairy defined as locally produced eggs, pasteurized milk and cheeses. Producer must furnish adequate labeling and refrigeration and must meet state and local health regulations. Vendors must have USDA inspection certificate if they are processing or preparing their own goods.
- Meat and poultry defined as locally produced, processed and packaged meat and poultry products. Producer must furnish adequate refrigeration and meet state and local health regulations. Products must be packaged by a certified USDA inspected facility. All certifications will need to be given to the market manager two weeks prior to opening day.
- Cut flowers and vegetable transplants include cut flowers loose or bundled and vegetable transplants and seller must meet state and local certified regulations.

- Nursery Stock includes potted perennials plants, bare root perennials, tree stock and shrubbery. Nursery growers must be certified according to state and local certified regulations.
- Canned defined as highly acidified canned goods, as well as jams and jellies. All items must meet state and local health regulations including the inspection of the vendor's kitchen by health inspectors and labeling in compliance with the regulations if certified. Vendors must have a copy of their Kitchen Certification form on file with the Market Manager, as well as with them when selling at the market. If you are NOT certified, then you must provide proper signage at your booth stating that your product was created in a Non-certified kitchen. The product must still be packaged and labeled properly.
- Baked Goods defined as baked items from a certified kitchen. This includes, but is not limited to breads, cakes, brownies, cookies, and fruit pies. All items must meet state and local health regulations including the inspection of the vendor's kitchen by health inspectors and labeling in compliance with the regulations if certified. Vendors must have a copy of their Kitchen Certification form on file with the Market Manager, as well as with them when selling at the market. If you are NOT certified, then you must provide proper signage at your booth stating that your product was created in a Non-certified kitchen. The product must still be packaged and labeled properly.
- Crafts defined as locally produced soaps, crafts, and fine art products. All items must be hand crafted by the vendor and not a resale item.
- Food and Beverage defined as any food or drinks being served for immediate consumption.
- For more information regarding licenses or inspections please contact the Tennessee Department of Agriculture at 615-837-5160.

FARMER AND NON-FARMER VENDORS NOW SKIP TO SECTION F

SECTION F: APPLICATION AGREEMENT

I do hereby agree to release, defend, indemnify and hold harmless the City of Goodlettsville, City employees, Goodlettsville Farmer's Market, its organizers and committee members from and against any and all loss, expense, and claims for damage or injuries incurred to persons or property resulting from acts or omissions by exhibitor, its agents or employees.

By submitting this application, I agree to abide by the rules of the City of Goodlettsville and the Goodlettsville Farmer's Market, and guarantee that all work for sale at the Goodlettsville Farmer's Market has been personally handcrafted and homemade by me, the applicant. No resale items will be allowed for sale. The Goodlettsville Department of Tourism, also known as Visit Goodlettsville, reserves the right to select vendors based on quality of product and the needs of the event. This application does not guarantee a vendor space at the Goodlettsville Farmer's Market. If I am selected to be a vendor, I will receive notification of acceptance along with additional information regarding the event.

I agree with the application agreement and understand the rules of the Goodlettsville Farmer's Market.

Signature

Date

For additional questions, please call 615-859-3678. The vendor application deadline is March 15th.

Applications may be emailed to KLynn@Goodlettsville.gov or mailed as follows:

City of Goodlettsville Farmer's Market
Attention: Kimberly Lynn
705 Caldwell Drive
Goodlettsville, TN 37072