



VENDOR GUIDELINES

The Goodlettsville Farmers and Artisan Market is held outdoors at the Goodlettsville Visitor's Center at Moss-Wright Park, 705 Caldwell Drive on **Thursdays 3:00-7:00 pm starting the first Thursday in May and ending the first Thursday in October.**

MARKET INFO FOR ALL GOODLETTSVILLE FARMER'S MARKET VENDORS

Vendors must comply with all applicable local, state, federal and Goodlettsville Farmer's Market rules and guidelines. A violation of these rules may result in dismissal from the market.

Please read the rules thoroughly.

- Vendors intending to sell products regulated by local, state and/or federal agencies **MUST** provide copies of ALL appropriate documentation from those agencies ensuring compliance prior to final acceptance.
- Vendors must be "Local", defined as living and producing at least 75% of their own products within 100 miles of Goodlettsville, TN. The 25% of products not produced by the vendor must be approved by the Market Manager before they will be allowed to sell at the Market
- Vendor space is approximately 10 x 10. Additional space is available for purchase.
- Vendors must provide their own tables, chairs, tent, or other items needed for Market Day.
- If Vendors choose to use a tent or canopy, **it must be white unless approved in advance.** Approval is required annually.
- If Vendors choose to use a table(s), each table must have a tablecloth.
- Vendors must be set up 15 minutes before opening time.
- Vendor vehicles must be out of the flow of traffic 30 minutes before opening time
- Vendors must park in the designated vendor parking area unless prior approval is provided in writing by the Market Manager. There will be a \$20 fee assessed if vendors park in the customer parking area which must be paid before the vendor may sell at the market again.
- All displays, including tents, canopies, and signage must be securely anchored.

- The Goodlettsville Farmers and Artisan Market has a zero tolerance policy concerning resale and any vendor found selling anything that he/she did not grow or make (without prior approval of Market Manager) will be banned from the market.
- Produce grown within a 100-mile radius of Goodlettsville, Tennessee will be given preference to sell at the Goodlettsville Farmers and Artisan Market. All sellers need approval for anything outside of 100 miles. All growers are subject to a farm inspection by the market manager and local Tennessee Extension offices. 75% of your product must be from your farm.
- All Farm Vendors are subject to a farm inspection conducted by the Goodlettsville Farmers Market Manager.
- Food and food products must be packaged with proper labeling.
- It is the responsibility of each Vendor to abide by all state and federal regulations which govern the sampling, production, labeling, or safety of product the vendor offers for sale at the Goodlettsville Farmers and Artisan Market. Failure to comply may result in forfeiture of the Vendor's booth. See Tennessee Department of Agriculture for additional information.
- All produce and food vendors participating in the Goodlettsville Farmers and Artisan Market are required to obtain \$1,000,000 liability insurance with the City of Goodlettsville listed as additional insured. A copy of the certificate should be on file with the Goodlettsville Farmers and Artisan Market Managers annually.
- If providing "cut" or otherwise "open" food product samples for tasting, smell, or texture the customer must be informed of ingredients. The vendor takes responsibility for any resulting actions.
- Vendors are responsible for sales taxes due on products. The Goodlettsville Farmers and Artisan Market is not responsible for your sales tax.
- Each vendor is responsible for setting up, displaying, and packaging his/her goods, and providing protection from the elements. All booths are to be clean and hazard-free. Appropriate signage should inform the customer of your business and activities should be fair to neighboring vendors.
- Vendors must clean up their areas at the end of each market day. There will be a \$20 fee assessed when the market manager/staff has to clean up your space. All fees must be paid before the vendor may sell at the market again.
- Vendors must stay for the duration of the market day if the market is open. Leaving early is a disruption to other vendors and to customers.
- No alcoholic beverages, smoking, or drug paraphernalia will be allowed in or around the Goodlettsville Farmers and Artisan Market.
- Vendors are required to wear appropriate clothing.
- Vendors may not use high-pressure tactics on customers to sell their products. Please do not yell and talk over other vendors to entice customers to enter your booth space. Be courteous of all around you and your booth.
- Vendors unable to attend a scheduled market date must give at least 24-hours notice to the market manager by calling 615.859.3678. There are no refunds for missing dates.

- Vendors with unexcused absences may be moved to a waiting list. An email will be sent to the vendor stating such if applicable. Excessive unexcused absences may result in forfeiture of booth space for the remainder of the year.
- All Vendors must report their sales to the Market Manager no later than Friday after each market, failure to do so will result in not being invited back to the Market.
- Any issues should immediately be brought to the attention of the Market Manager (or Market Staff if Manager not available).
- All applicants should upload photos with the application to be considered for the market. Farmers should include at least one photo of your farm or farming operation. Non-farmers should include at least one photo of your merchandise.
- The Market Manager, Kimberly Lynn, may be reached via cell at 615.480.8698 if needed. Other Farmer's Market staff members may be reached at the Visitor's Center at 615.859.3678
- Vendors are encouraged to follow Goodlettsville Farmers Market on Facebook and Instagram.
- We appreciate you and your desire for a successful Goodlettsville Farmers and Artisan Market!

ALLOWABLE MERCHANDISE

All items sold by Vendors at the Goodlettsville Farmers and Artisan 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.

The Goodlettsville Farmers and Artisan Market is managed by the City of Goodlettsville Department of Tourism and may be contacted at 615-859-3678 or visit@goodlettsville.gov.