

## Market Rules

- The Old Hickory Village Market Place vending hours are 3:30 pm – 6:30 pm may be extended as daylight allows.
- Set up is between 2:30 pm – 3:15 pm.
- Market Manager will have the authority to change the market hours at any time.
- Market vendors MUST park in such a way as to allow close parking for customers.
- Vendors should be set up 15 minutes prior to the opening of each market. Vendors will not begin selling until the market officially opens.
- Each vendor is required to stop selling at the close of the market and have everything loaded for removal no later than one hour after the close of the market.
- Each vendor must leave his or her selling area clean and in orderly condition. All refuse and unsold goods must be removed from the market area by the vendor. All boxes and trash from each vendor must be removed and transported by the vendor. Onsite trash disposal is not provided.
- Vendors will be assessed a fee (\$100.00-\$5,000.00) for cleanup if the market has to clean up after you.
- In general, vendors are required to stay until the market closes even if they have sold all of their goods. The Market Manager must approve exceptions to this policy in advance.
- A Market representative is responsible for officially opening and closing the market each day.
- The market will open each week rain or shine.
- Vendors who choose to bring children to the Market are asked to ensure that the conduct of the minors is appropriate and not disruptive to customers or other vendors.
- All vendors must have a sign clearly showing their name and location.
- The Market Manager will assume you will be present at each market unless alerted other wise. As the Market Manager will be promoting the market and calling attention to market products and vendors it is best to let them know of your absence as early as possible.

## Booth Fees

Booth fees are collected at the end of each market day. These fees are calculated as 10% of gross booth sales with a \$10 minimum.

## Sanitation

All vendors must adhere to sanitary procedures for selling produce and value-added items.

Vendors who provide samples and/or products that will result in waste material, such as cups, rinds, and corn cobs, must provide containers for waste disposal.

## Farm Vendor Regulations

- The Old Hickory Village Market Place consists of two types of vendors: Farm Vendors and Non-Farm Vendors. All vendors are required to submit application each year.
- A Farm vendor is defined as the person who grows or makes the product and may include the producer's immediate family, partners, and employees. Products to be sold must be approved as listed on the application.
- Products allowed include: Fresh produce & fruits; herbs, flowers, bedding plants, shrubs and trees; eggs, cheese, dairy products; meats and poultry; baked goods, milled products; honey, maple syrup, jams and jellies; mushrooms; juice and cider; soap. Products must have been grown or produced by the vendor.
- Farmers may sell value-added products. At least one ingredient or material in any value-added good must have been grown on the producer's farm.
- All farm products sold at the market must be locally grown - an area defined as a one hundred mile radius around Old Hickory Village.

## Non-Farm Vendor Regulations

Non-farm vendors must also prepare an application for the Market Manager, along with a sample or photos of the product(s) they wish to sell. Non-farm vendors must make the product they wish to sell. Selections will be made on the basis of quality, originality, and space availability. The Market Manager must prescreen all items during scheduled screening days only. Priority will be given to farm vendors at a ratio determined by the Market Manager.

Local arts and crafts produced by the vendor are permitted for sale at the Market. (New applicants please mail a few pictures with application) A jurying process is required for non-farm vendors. If considered, Applicants will be notified before April 1st 2017. New non-farm vendor selection will be made on the basis of quality, originality, and market space availability. No franchises or independent distributors are allowed.

## Booth Regulations

- Vendors must notify by text message or email if they will not be able to attend a market day no later than 24 hours prior.
- Vendors must supply their own tables, chairs, etc. Booth space is not transferable. Nothing, including signage, will be allowed to extend outside the designated booth space.
- All displays, including umbrellas, tents, canopies and signage must be securely anchored with weights (25 lb min. per leg) and must not extend beyond the limits of the assigned space. Anchors must not be placed into the parking lot surface.
- If a trailer is used to display and sell goods, the towing vehicle must be disconnected and moved out of the area.
- Spaces [for part time daily vendors] will be assigned on a first come basis.
- Spaces vacated by full season vendors may be allotted out to part time daily vendors at the discretion of the Market Manager. Part time vendors are asked RSVP to the Market Manager by Wednesday of the week they want to reserve a booth space to obtain a space assignment.
- Each vendor must leave the selling area clean and in orderly condition. All refuse and unsold goods must be removed from the market area by the vendor. All boxes and trash from each vendor must be disposed of properly and in provided trash containers.
- All vendors must adhere to sanitary procedures for selling produce and value-added items.
- All vendors must dress appropriately. Shoes and shirts are required.
- Vendors who provide samples and/or products that will result in waste material, such as cups, lids, spoons, etc. must provide containers for waste disposal.
- All Food Trucks must provide their own separate trash receptacle.

## PROHIBITED

- Smoking, alcoholic beverages and firearms are not allowed in the market.
- Vendors may not bring domestic pets into the market.
- The sale of live animals is not allowed in the market.
- Only “whisper-type” generators are allowed in the market. The Market Manager will determine whether any generator is too loud for use during market hours.
- Inappropriate conduct or language towards other vendors, customers, or management of the OHVMP, whether in person or by electronic media, will not be tolerated and may be grounds for immediate dismissal from the Market by the OHVMP and/or the Market Manager.
- Soliciting of any kind is not allowed during market without prior approval of the Market Manager. This includes advertising for other events or businesses by anyone not associated with the OHVMP and distribution of information or product to vendors and/or customers. Please alert the market staff to any problems with persons visiting the market to solicit so that we may assess and deal with the situation.
- Food trucks longer than 28 feet are not permitted at market.

### Threatening Weather Emergency Plan

In the event of threatening weather such as straight line winds, severe thunderstorms, tornados and flooding, vendors will lower their tents and tie down what they can. Vendors will seek shelter as best they can, more info on this as we get into the market season.

# **MARKET MANAGEMENT**

The Market Manager's job is to coordinate all of the weekly activities and to implement the market's policies. The Market Manager also acts as a conduit of information between the vendors, customers and community partners. The Market Manager has complete authority to interpret and implement policies at the market site.

Quality control is one of the most important factors at the market. Routine inspections may be conducted. If your product is found unfit to sell at the Market, the Market Manager may ask you to discontinue sales of this item immediately. Vendors who repeatedly attempt to sell unfit items or produce may be asked to leave the market.

## **Extension Certification**

For growers, a producer certificate must be completed before selling at the market. The certificate can be obtained through your County Extension Office. A COPY OF THE CERTIFICATE MUST BE IN YOUR MARKET SPACE. Vendors must also bring certificates from any other farms they are selling for. If you have your certificate from last year and have not moved the location of your farm, it may not be necessary to procure another one.

## **Market Manager Inspections**

No wholesale brokers will be allowed. All market vendors should prepare for a site visit by the Market Manager during the season. Failure to allow a site-visit once given reasonable notice may be grounds to revoke your right to vend.

## **Health and Safety Regulations**

It is the responsibility of each vendor to abide by all state and federal regulations which govern the sampling, production, labeling, or safety of the product the vendor offers for sale at the market. Failure to comply may result in forfeiture of the vendor's booth. If you have any questions on this matter, please speak with the Market Manager, the Tennessee Department of Agriculture Regulatory Services, or the Davidson County Health Department.

All processed foods must comply with all applicable state and federal health and safety regulations. A copy of the commercial kitchen certificate or domestic kitchen certificate must be displayed in the booth at all times. Proper labeling must be used as defined by the proper authority. Documentation of certified scales must be displayed in the booth. Proper labeling pertaining to organically grown produce must be displayed.

## **Insurance**

All vendors must provide proof of general liability coverage at a minimum amount of \$1,000,000.00 and name the market as an additional insured. A current certificate must accompany each vendor application & remain on file with the market.

## **Grievance Policy**

Any Vendor or customer with complaints regarding policy or implementation of policy can request a meeting with the Market Manager and will be contacted in a timely manner to schedule a meeting

## **Compliance**

All complaints must be addressed in writing to the Market Manager. Complaints against another vendor, must be accompanied by a \$50 "good faith" check. The Market Manager will then conduct an investigation and/or farm inspection against the accused vendor. If the complaint is found to be valid, the \$50 "good faith" check will be returned. If the complaint is found to be unfounded, the check will be forfeited and deposited in the market's general funds with a letter of explanation sent to the complainant.

All other complaints will be reviewed by the Market Manager in an attempt to resolve the issue. If the manager is unable to resolve the complaint, then a written follow up may be made to the market's governing body. The governing body will address the complaint at the next regularly scheduled meeting. If the complaint is of an immediate nature, the Market Manager may ask for a special convening of the market's governing body to address the complaint. The decisions of the governing body are final.

The submission of application for admission to the market serves as the vendor's agreement to abide by the rules of the market, as established by the market's governing body and enforced by the Market Manager. Violations of the rules of the market may be grounds for warnings, dismissal from the market, or both.

- The first violation of the rules will result in a verbal warning by the Market Manager. Documentation of the warning will be kept on file by the Market Manager.
- The second violation of the rules will result in a written warning, given by the Market Manager. A copy of the letter will be kept on file by the Market Manager, along with any documentation of the violation. Additionally, the vendor will be barred from selling at the market for one week.
- The third violation of the rules will result in dismissal from the market.

At the discretion of the Market Manager, when a violation occurs that jeopardizes the health of a customer, another vendor, market management, or the overall health of the market, the manager may convene the market's governing body to request a suspension of the compliance procedure and call for immediate dismissal from the market. The dismissal will require documented proof of an egregious violation. The vendor will be given an opportunity to review the documentation, prepare a defense, and appear before the governing body.

If after receiving a warning or suspension, a vendor is in disagreement with the Market Manager over the infraction, the vendor may make written application to the market governing body to be heard on the issue. Both the vendor and the Market Manager will appear before the governing body and present their sides of the issue. The decision of the governing body is final.