



Martin Farmers Market

2024 Guidelines

Location: The Market site is located on the City of Martin property in Historic Downtown Martin. The structure is between the train tracks and the Lindell St. businesses, between Main and Frederick Streets. The City of Martin provides the market structure that is equipped with electricity, fans, and lighting.

Days and Times of Sales:

Wednesday from 12:00 pm - 4:00 pm

Saturday from 8:00 am - 12:00 pm

Vendor application and approval process

All vendors must apply to be a farmers market vendor. The Vendor Registration Period is open on Saturday, March 16, 2024 at 10 am, after the Martin Farmers Market Vendor Meeting. Perishable Food Product vendors get preference and approval first. Non-perishable food vendors, Youth vendors, and/or local artisans will be notified of their approval starting April 1st.

Cost of Participation: There are several options available for vendors. Fees include a 10x10 space only. Vendors are responsible for tents, weights, tables, chairs, etc.

- Weekly Fee: \$10 for both Wednesday and Saturdays of that week during Market season
- Monthly Fee: \$30 starting on the first market day of the month
- Seasonal Fee: \$150 for the entire season. This fee also includes a reserved vendor stall for the entire season and additional marketing (*review the “*Priority of Vendors*” section, and *Market Open and Closing Procedures #3*).
- Food Truck Fee: **10% of sales return to the Farmers Market.** This fee includes electricity, for each market day.
- FREE: Youth, under 18 years of age, may sell at the farmers market for free.
- FREE: Community organizations who want to table at the market will not be charged.

Pay cash or make a check payable to “City of Martin” with memo: *Farmers Market Vendor Fee*.

Provide payment to the Farmers Market Managers or mail to:

CITY OF MARTIN

% Martin Farmers Market

109 UNIVERSITY STREET

MARTIN, TN 38237

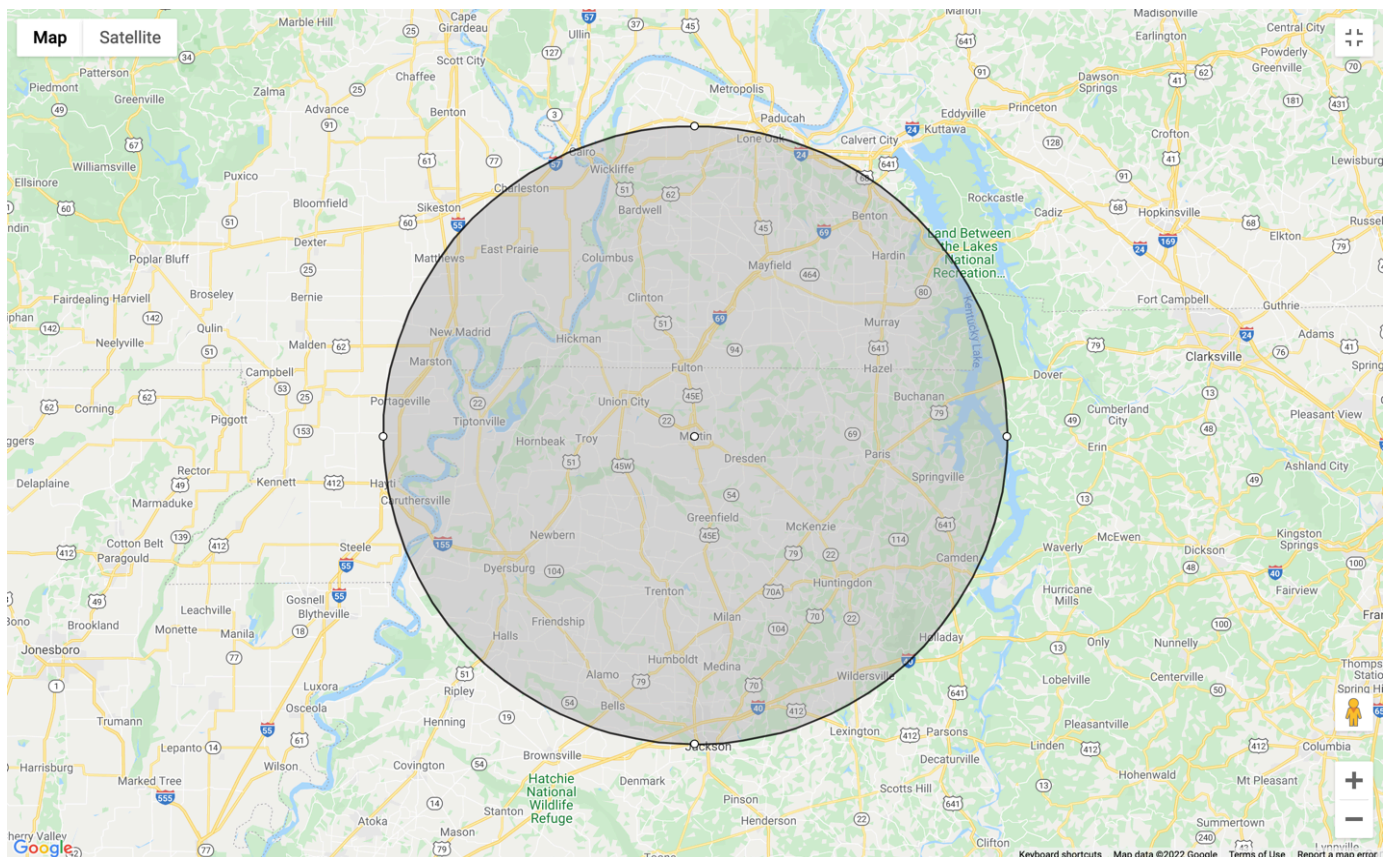
1. No seller is to begin until the Market is officially open at specified times. No produce is to be bagged beforehand with some exceptions for things like corn or bean pods (those items are often sold as multiples requiring pre-bagging).
 - a. **Opening time is called on Wednesdays at 12 pm and Saturdays at 8 am.**
 - b. **Pre-sales are allowed on a case by case basis on market days**

payments. Payments will be made in the form of tokens from customers and those tokens will be reimbursed by the market manager at the end of the month by check through the City of Martin.

SNAP Tokens are wooden with a marked \$1. These can be used on any prepared food to take home, produce, bread, poultry, meat and eggs. SNAP Tokens are green and can only be used on fresh fruits and vegetables. Tokens that are blue and can be used for any prepared food to take home, produce, bread, poultry, meat and eggs. Each token is worth \$1. No change is to be given back.

Guidelines for sellers:

The Martin Farmers Market is open to local vendors who 100% grow, raise, wild harvest, bake, and make, **living within 50 miles** of the actual market structure.



ALLOWED VENDORS AND PRODUCTS

Market Manager's Discretion

Acceptance of vendors will be at the discretion of the Market Manager and Market Board. Acceptance is based on quality of the product(s) and the relevance of the product(s) to the overall diversification and mission of the Market.

Producers Only - The Martin Farmers Market is a **producer-only** market. All items must be locally made and produced within 50-miles of the Martin Farmers Market structure. **No wholesale brokers are allowed.**

A producer is defined as the person who grows or makes the product. This may include the producer's immediate family, partners, employees, or a local cooperative. Any false representation of a product will be grounds for expulsion from the market. Only local producers may sell at the market. Each vendor in the market must be directly involved with and knowledgeable about the production of the produce or products being sold at the market.

Products sold must meet state guidelines. Guidelines are available at

- [TN Food Freedom Act](#)
- [State of Tennessee - Farmers Market Guidelines](#)
- [2022 State of Tennessee Cottage Food Laws](#)
- [Farmers Market Food Units \(new Jan. 2024\)](#)

All food, except fresh fruits and vegetables, sold at farmers markets must be properly labeled. [Tennessee FM Labeling Requirements](#) (slide 6)

Types of Acceptable Food and Products:

- Fruits and Vegetables, Food for Immediate Consumption, Locally Processed Foods
- Food Products: Molasses, Honey, Dairy, Juice, Farm Eggs, Meat & Meat Based Products, Farm Based Retail Meat, Seafood & Fresh Water Fish, Poultry, Nuts, Shelled Peas,
- Other Products: Soaps, Pet Food, Plants, Livestock
- Products must be non-Temperature Controlled Substance foods. (Refer to section 3 of the [Tennessee Food Freedom Act](#) for more information.)
- High quality locally made artisan crafts and products (i.e. woodworking, pottery, visual arts, etc...)

Locally Produced

All produce and protein sold must be locally grown. Locally grown means that the product must have been grown/raised within a 50-mile radius of the Martin Farmers Market in Martin, TN or within the States of Tennessee and Kentucky, unless approved by market management. Allegations of sidestepping this regulation will be investigated and may result in expulsion from the market.

Live Animals

The sale of live animals is not allowed in the market.

Farmer Value-Added Products

Farmers may sell any farm products, including value-added products. At least one ingredient or material in any value-added goods sold in a farm vendor's booth must have been grown or sourced on a local producer's farm. Please include these items on your application.

Non-Farm Vendors

Non-farm vendors must also register 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 based on quality, originality, and space availability. Priority will be given to farm vendors at a ratio determined by the Market Manager.

PRICING & SALES

- Pricing of goods sold at the market is the sole responsibility of the individual vendor.
- Fraudulent, dishonest, or deceptive merchandising or collusion may be grounds for forfeiture.
- No crafts, flea market, yard sale items or livestock will be allowed unless otherwise noted.
- No sales shall be prohibited based on discrimination of race, sex, gender, or religion.
- Sellers must bring their own produce bags and “legal for trade” scales. Most commodities are only sold by weight, measure, or count, using a commercial scale that complies with state law. Additional information may be obtained by contacting Weights & Measures at (615) 837-5109.
- All vendors are required to report their sales *anonymously* to the Farmers Market Manager at the end of each market day with the following information: date, total sales made in dollar amount. This information helps calculate the economic impact of the market while keeping specific vendor information confidential.

MARKET OPENING AND CLOSING PROCEDURES

1. No seller is to begin until the Market is officially open at specified times, however there are some case by case exceptions.
2. On Market Saturdays, vendors must be set-up by at least 7:40 am. If the vendor has not shown up by 7:30 am, and does not call the market managers to let them know they will be late, they will lose their designated space for that day. Emergency situations would be excluded from this rule. Vendors may start setting-up in their pre-designated stalls an hour before the market is open.
3. Stall space may be reserved for all or part of the market if the season is paid in advance. If vendors who have reserved spaces will miss a particular market day, vendors must notify market managers 24 hours in advance of the market day they will miss. Vendors who continually miss market days, without notification, will forfeit their rights to their booth spaces without a refund.
4. Vendor Parking spaces are only available on the East side under the pavilion. All other vendors shall park outside the pavilion. Vendors on the West side can park just outside of the pavilion in the designated parking spaces for vendors. If you need help parking, assistance is available.
5. Electricity can be provided in some booths. Vendors are responsible for bringing their own extension cords.
6. The market is accessible to the disabled. All vendors should assist in making sure that the space is kept safe and an accessible environment for all customers.
7. *The City of Martin asks that we do not use the on-site dumpsters. Sellers are responsible for cleaning up and taking any trash or vegetable waste with you when you leave.

8. At the end of the market, the market may organize a food gleanings. An approved community group and/or non-profit will accept donations of food and distribute if offered.

PROHIBITED ITEMS

- The City of Martin's Farmers Market Pavilion is a Tobacco free environment.
- Smoking, outside alcoholic beverages, and firearms are not allowed at the market.

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 Weakley 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 always displayed in the booth.
- Proper labeling must be used as defined by the [TN Food Freedom Act](#).
- 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, rinds, and corn cobs, must provide containers for waste disposal.

COMPLIANCE

- The Martin Farmers Market Managers reserve the right to inspect vendors growing areas at any time to confirm that the market guidelines are being followed. Failure to allow an inspection will result in loss of market privilege. Any conduct that could potentially harm the Martin Farmers Market will result in loss of market privilege.
- **Liability is not the responsibility of the Martin Farmers Market and lies solely with each individual vendor. Purchasing farm or product liability insurance is recommended.**

WEATHER

- Markets will be held rain or shine. In the event of closure due to severe weather, the market managers will contact the vendors by phone or text message.
- In an event of threatening weather during open market times, such as straight-line winds, severe thunderstorms, or tornados - vendors will vacate their booth spaces and move immediately to the Martin Public Library.

MARKET MANAGEMENT

- The Market Managers' 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.

- The Market Manager is needed to collect fees, open and close the market and enforce market rules. A market manager is also needed to settle disputes, deal with complaints, accept suggestions, assign stalls to vendors and be a communication link between all facets of market operation and development.
- 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.

VENDOR CODE OF CONDUCT

As a community organization, the Market places great value on the varied cultures, beliefs, and backgrounds of its board members, volunteers, vendors, staff and customers. Courtesy, respect, and tolerance are expected in all our dealings with our customers, board members, volunteers, market staff and fellow vendors.

Vendors (and their representatives) agree to:

- Practice patience and understanding
- Demonstrate sensitivity to people of all ages, ethnicities and diversities
- Treat customers with courtesy, respect and honesty
- Assist other vendors whenever possible
- Treat market staff, volunteers and other vendors with respect and understanding
- No use of abusive or threatening language, circulation of rumors, or file false or frivolous reports that affect the reputation, integrity, or smooth operation of the market.
- Notify market manager immediately of any unsafe conditions
- Resolve conflicts in an unobtrusive manner
- Practice safe behaviors at all times, including while driving on and off site, loading and unloading
- All products offered for sale must be safe, have a decent life expectancy and exhibit quality of construction.
- **Anonymously report estimated sales to the Market Managers at the end of each market day.**

GRIEVANCE POLICY

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

Penalty for failure to abide by these guidelines:

- a. 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.
- b. 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 and the vendor will be asked to leave the market

immediately and not return for the rest of the season. No reimbursements will be given to seasonal or monthly vendors.

*At the discretion of the Market Manager, when a violation occurs that jeopardizes the mental or physical 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 disagrees with the Market Manager over the infraction, the vendor may make a 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.

For more information contact the Martin Farmers Market Managers:

farmersmarketmartin@gmail.com

Samantha Goyret at (731) 332-9071

Caroline Ideus at (308) 222-0334



Facebook@MartinAreaFarmersMarket

<https://www.cityofmartin.net/martin-farmers-market-2/>

2024 Martin Farmers Market Dates and Times

PLEASE NOTE THAT THE MARKET WILL BE CLOSED DURING THE
TENNESSEE SOYBEAN FESTIVAL is September 1-7, 2024

Bolded dates are special events.

- ☒ **Saturday, March 16th at 9am, Vendor Meeting, Martin Public Library**
- ☒ March 16th at 10 am - Vendor Application Opens
- ☐ May 1st - Seasonal Vendor Spots announced
- ☐ **Saturday, May 25th, 8am – 12 noon - Youth Maker's Market, #Grow Food Challenge - START Winner Announced, Edible Walking Tour along the Greenway - LIVE MUSIC**
- ☐ Wednesday, May 29th 12 - 4pm
- ☐ Saturday, June 1st 8am – 12 noon
- ☐ Wednesday, June 5th, 12pm – 4pm
- ☐ Saturday, June 8th 8am – 12 noon
- ☐ Wednesday, June 12th, 12pm – 4pm
- ☐ **Saturday, June 15th, 8am – 12 noon - Juneteenth Celebration**
- ☐ Wednesday, June 19th, 12-4pm
- ☐ Saturday, June 22nd 8am – 12 noon
- ☐ Wednesday, June 26th, 12-4pm
- ☐ **Saturday, June 29th, 8am - 12 noon - 4th of July Celebration – RED, WHITE and BLUE PRODUCTS - #Grow Food Challenge Grand Finale - Live Music**
- ☐ Wednesday, July 3rd, 12-4pm
- ☐ Saturday, July 6th, 8am – 12 noon
- ☐ Wednesday, July 10th, 12-4pm
- ☐ Saturday, July 13th, 8am – 12 noon
- ☐ Wednesday, July 17th - 12-4pm
- ☐ Saturday, July 20th, 8am -12 noon - **Christmas in July**
- ☐ Wednesday, July 24th, 12-4pm
- ☐ Saturday, July 27th, 8am – 12 noon
- ☐ Wednesday, July 31st, 12-4pm
- ☐ **Saturday, August 3rd, 8am – 12 noon -Taste of Tennessee Snack samples Live Music**
- National Farmers Market Week - August 4th - 10th***
- ☐ Wednesday, August 7th, 12-4pm
- ☐ Saturday, August 10th, 8am – 12 noon - **Vendor Appreciation Day**
- ☐ Wednesday, August 14th, 12-4pm
- ☐ Saturday, August 17th, 8am – 12 noon
- ☐ Wednesday, August 21st, 12-4pm
- ☐ Saturday, August 24th, 8am – 12 noon

- ☐ Wednesday, August 28th, 12-4pm
- ☐ Saturday, August 31st, 8am – 12 noon

MARKET is CLOSED DURING THE TENNESSEE SOYBEAN FESTIVAL
September 1-7, 2024

- ☐ Wednesday, September 7th, 12-4pm
- ☐ **Saturday, September 14th, 8am – 12 noon - Applesauce Day Celebration - cooking demonstration**
- ☐ Wednesday, September 18th, 12-4pm
- ☐ Saturday, September 21st, 8am – 12 noon - **OH MY GOURD! Fall Beautification Day**
- ☐ Wednesday, September 25th, 12-4pm
- ☐ Saturday, September 28th 8am – 12 noon
- ☐ Wednesday, October 2nd, 12pm - 4pm
- ☐ Saturday, October 5th, 8am – 12 noon
- ☐ Wednesday, October 9th, 12-4pm
- ☐ Saturday, October 12th, 8am - 12 noon
- ☐ Wednesday, October 16th, 12 - 4pm
- ☐ **Saturday, October 19th, 8am – 12 noon - FALL FESTIVAL EVENT - featuring pumpkins and gourds, **LIVE MUSIC****
- ☐ **Early November - Season-end Meeting - Vendor Appreciation Dinner**

TOTAL OF 41 Market Days