

## Ashland City Farmers and Artisans Market Application

*The mission of the Ashland City Farmers and Artisans Market (ACFAM) is to promote the sale of local farm products and crafted goods; to provide residents of Ashland City and surrounding towns with a venue to purchase locally grown produce, plants, locally made foods and locally crafted goods and to educate the public to their availability; to provide a friendly and educational environment bringing together local farmers, artisans and the public to promote a sense of community.*

Applicant First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Farm/Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ TN

Zip Code: \_\_\_\_\_

Is your mailing address the same as your physical address?  Yes  No

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ TN

Zip: \_\_\_\_\_

County of Residence: \_\_\_\_\_

Phone # \_\_\_\_\_ 2<sup>nd</sup> Phone \_\_\_\_\_

Email: \_\_\_\_\_

Please initial \_\_\_\_\_ for permission to share your information with other vendors.

Do you accept Supplemental Nutrition Assistance Program (SNAP) benefits?  Yes  No

Authorized Sellers for Vendor:

\_\_\_\_\_  
\_\_\_\_\_

Products produced for sale: (use back of sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First date expected to begin selling at the market: \_\_\_\_\_

What days and times are you available to sell at the market? It will be open May 2, 2015 through October 31, 2015, and the official advertised days will be Tuesday from 3:00 p.m. to 7:00 p.m. and Saturday from 8:00 a.m. to 1:00 p.m.

- Tuesday 3:00 p.m. to 7 p.m.
- Saturday 8:00 a.m. to 1:00 p.m.
- Other: \_\_\_\_\_

- Vendors must submit this application, a \$25 season fee made payable to the Town of Ashland City, and all required documentation (license, inspection certificates, product liability insurance certificate, etc.) to :  
Town of Ashland City  
c/o ACFAM  
101 Court Street  
Ashland City, TN 37015

This fee must be paid prior to the season opening (May 2) or, if you apply for your permit after the season has opened, it will be due prior to the date you begin selling at the market. You will be issued a seasonal permit after the fee is paid and all required documentation has been received. **The permit must be displayed at all times when selling at the market.**

- If you are a grower or producer of food products who does not grow or produce your food products in Cheatham County, you must submit a certification letter from the county extension's office where your food is grown or produced certifying that you are a bona fide producer from a county eligible to participate in the ACFAM.
- As of September 1, 2015, all vendor applicants selling any food-related product (fresh or processed) are required to obtain product liability insurance and to provide a copy of the insurance certificate with the vendor application. Product liability insurance helps to protect vendors in the event that their products cause illness or otherwise harm someone.
- Vendor must agree to allow a representative of the ACFAM Committee or UT Extension office of his/her county to inspect the farm/property where items are raised or produced to ensure the vendor is growing or producing all products offered for sale.
- Vendors may begin setting up no earlier than one hour before the market opens on scheduled market days, and no sales may occur before the opening time.
- No sales may occur after scheduled closing times.
- Each vendor will be assigned a 10'x10' booth for the season and must keep his/her products within the assigned space. The ACFAM Committee reserves the right to reassign booth space in the event the vendor fails to adequately utilize the space.

- Vendor shall display prices for all products sold at the market that are clearly visible to buyers.
- A vendor may not act as a broker for another farmer and thus sell another grower's produce unless both growers are approved vendors of the ACFAM.
- A vendor may not utilize aggressive sales techniques (approaching customers outside of his/her assigned space, yelling at customers, etc.), and vendor must treat customers and other vendors in a courteous manner at all times.
- Vendor is required to keep his/her sales area clean and free of hazards. Failure to place all trash and litter in and around your sales area in a proper container provided by the Town of Ashland City or to remove it from the premises at the end of each day and leave your sales area in a broom-clean condition within 30 minutes of closing time will result in the assessment of a cleanup fee ranging from \$50 to \$2,000.
- Any agricultural item requiring inspection for sale in Tennessee must have proof of inspection and must be prominently posted in the booth. Any required permits and proof of most recent inspection must be provided to the Town of Ashland City prior to selling at the market.
- Vendors may not smoke while vending.
- Vendors may not bring pets to the market.
- All edible items must be placed a minimum of 6" above the ground to reduce foodborne pathogens.
- Vendors must wear shirts and shoes at all times.
- **All plants and farm/food products must be grown/produced in Cheatham, Davidson, Dickson, Montgomery, Robertson, or Williamson County. All art and craft products must be handmade in Cheatham County. There will be no exceptions.**

### **Regulations from the Tennessee Department of Agriculture, USDA, and Contact Information for Other Regulatory Bodies**

The following is a summary of our understanding of regulations from the Tennessee Department of Agriculture and the United States Department of Agriculture. We have also provided contact information for local, state, and federal entities responsible for enforcement of such regulations. This information is subject to change at any time for any reason. **It is the vendor's responsibility to obtain current information about local, state, and federal regulations and to maintain compliance with those regulations at all times.** The Tennessee Department of Agriculture has produced a helpful guide entitled, "Farmers Markets State Compliance Guide," which is available free at <http://www.tn.gov/agriculture/marketing/FarmersMarketpdfs/10047%20Complete-Rules%20for%20Food%20Sold%20at%20Farmers%20Markets.pdf> Vendors with additional questions may contact Mike Brown at the Tennessee Department of Agriculture at 615.837.5177.

- **No permits or inspections are required for unprocessed fruits, vegetables, and nuts unless they're labeled organic.**
- Weights must be accurate. Vendors selling products by weight must display an inspection sticker from the Tennessee Department of Agriculture on any scale used for items sold at the market. Scales must be inspected annually. For more information, call Weights and Measures at 615.837.5109.
- All food, except fresh fruits and vegetables, sold at the market **must be properly labeled**. (T.C.A. § 53-1-105).

The label must contain:

- The name and place of business of the manufacturer, packer or distributor;
- An accurate statement of the quantity of contents in term of weight, measure or count (if an item is sold in random weight packages, the label must contain the price per pound, the net weight and the total price) (T.C.A. § 47-26-917);
- The common or usual name of the food;
- In case it is fabricated from two (2) or more ingredients, the common or usual name of each such ingredient; and
- If the food product contains one of the eight major food allergens – milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat and soy – that ingredient must be shown on the label. (21 USC 343(w))

**All items below marked with an asterisk (\*) require the vendor to provide to the Town of Ashland City a copy of the required permit and most recent inspection.**

- Honey—All honey must be labeled as honey, along with the name and address of the producer and the net weight. It must be labeled as “100% Pure Honey” (must contain no additives) or “Not Pure Honey” (must contain a list of all ingredients). No permit is required for honey from producers selling fewer than 150 gallons/year.
- Eggs—If a farmer has a flock of fewer than 3,000 birds and sells no more than 50 cases of eggs (30 dozen per case), their eggs may be sold under these conditions:
  1. Eggs must be cleaned and sanitized.
  2. Eggs that are unclassified or ungraded must be sold in unused containers that are labeled unclassified with the name and address of the egg producer.
  3. Eggs that have been deemed adulterated may not be sold.
  4. Eggs must be stored at 41 degrees Fahrenheit or below.
- \*Anyone wishing to sell plants/plant material (except for vegetables grown outdoors) must have a Plant Dealer, Greenhouse or Nursery Certificate from the Tennessee Department of Agriculture. You may contact TDA’s Plant Certification department at 615.837.5137.
- \*Farms where organic produce and/or meats are produced must be certified as such by a USDA-accredited certifying agent and inspected annually.

- \*Fresh Cut and Shelled Produce or Nuts—fresh produce/nuts that have been cut, shredded, torn, sliced, chopped, or shelled must be processed in a facility inspected and permitted by the Tennessee Department of Agriculture and displayed/maintained at a temperature of 41 degrees Fahrenheit or below.
- \*Sorghum Molasses—All sorghum molasses must be labeled with the producer’s name and address, the net weight of each container, and either “100% Pure Sorghum Molasses” (must contain no additives) or “Not Pure Sorghum Molasses” (must list all ingredients). All sorghum molasses must be prepared in a permitted, licensed, and inspected facility.
- \*Dairy—All dairy products must come from a licensed dairy or be composed of pasteurized dairy products from a licensed dairy. In addition, such foods must be stored at or below 41 degrees Fahrenheit (or frozen in the case of ice cream) at point of sale. No raw milk may be sold for human consumption in Tennessee.
- \*Juice—Juice must be produced in a commercial facility that is licensed, permitted, and inspected.
- \*Salsa, Barbecue Sauce, Marinades, Mayonnaise, Pickled Items, Chow Chow, Bottled Beverages and Other Canned Goods—must be produced in a commercial facility that is licensed, permitted, and inspected. For more information, contact the Tennessee Department of Agriculture at 615.837.5137.
- \*Dried Fruits and Vegetables—must be prepared in a commercial facility that is licensed, permitted, and inspected. For more information, contact the Tennessee Department of Agriculture at 615.837.5137.
- Deer Products—May not be sold in Tennessee.
- \*Meat (beef, lamb, goat, pork)—Animals must be processed in a USDA-inspected facility; meat must be packaged and labeled at a USDA-inspected facility, packaged meat must be stored and transported in a separate freezer away from other sources of contamination and maintained at 41 degrees Fahrenheit or below. Seller must obtain a retail meat sales permit from the Tennessee Department of Agriculture; this permit must be posted where sales occur. Display packages must be marked “For Display Only” and may not be sold. For more information, contact Mike Brown at the Tennessee Department of Agriculture at 615.837.5177.
- Poultry—Producers have different requirements depending upon the number of birds processed each year. All poultry sold must be stored and transported appropriately (kept at or below 41 degrees Fahrenheit and maintained in a separate freezer away from other sources of contamination. For more information, contact Mike Brown at the Tennessee Department of Agriculture at 615.837.5177.
  - a. \*>20,000/year requires USDA inspection during processing, packaging, and labeling and a retail meat permit from the Tennessee Department of Agriculture.
  - b. Up to 20,000/year under exemption from inspection; still requires that USDA sanitation standards are met, and that all labeling requirements are met (safe handling instructions, weight, name and address of producer, and the statement “Exempt P.L. 90-492.”)

Producers may not make any special claims on the label. No permit is required from the Tennessee Department of Agriculture to process or market poultry under the exemption.

- i. Producer can harvest and process birds raised by producer or purchased live from a grower.
    1. Sales are only allowed within the state of Tennessee.
    2. Sales are not allowed to institutions and retail stores.
  - ii. Producer can harvest and process birds raised by producer
    1. Sales are allowed to any customer, institution, or retail store in Tennessee.
  - c. Up to 1,000/year under exemption from inspection; label must contain name and address of producer and weight. Producers under exemption may not make any special claims on the label. No permit is required from the Tennessee Department of Agriculture to process or market poultry under the exemption.
    - i. Producer can harvest and process birds raised by the producer
    - ii. Sales are allowed to any customer, institution, or retail store in Tennessee.
- Soap—Handmade soaps containing raw milk from goats or sheep do not require permitting by the Tennessee Department of Agriculture, but they are regulated by the Consumer Product Safety Commission. For more information, visit [cpsc.gov](http://cpsc.gov).
  - \*Pet Food—Manufacturing animal or pet food or pet treats (including raw milk for animals/pets) requires a license from the Tennessee Department of Agriculture and labeling that includes the manufacturer’s name and address, net weight, and guaranteed analysis (% protein, fat, and fiber). For more information, contact Ag Inputs at 615.837.5137.
  - All Non-Edible Products—Please check with the Consumer Product Safety Commission at [cpsc.gov](http://cpsc.gov) to be sure you’re meeting requirements.
  - Baked Goods (except those with a high egg or milk content), Candy, and Jams/Jellies (designated as non-potentially hazardous foods by the Tennessee Department of Agriculture)—May be manufactured in a home kitchen without inspection and permitting by the Tennessee Department of Agriculture (TDA). These vendors must display a sign (8.5”x11” with .75” font) at place of sale stating, “These food products were made in a private home not licensed or inspected.” In addition, these items must be labeled with the statement “This product was made in a private home not licensed or inspected.” Vendors may choose to take a food safety class from UT Extension and have their home kitchens inspected by the TDA, which is strongly preferred at the market.
  - Live Animals—May not be sold at the market.
  - All vendors must comply with any applicable codes and regulations, local or otherwise. This includes, but is not limited to, taxation, health department codes, Consumer Products Safety Commission, U.S. Department of Agriculture, the State of Tennessee Department of Agriculture marketing and labeling regulations, and all codes pertaining to weights and measures as regulated by the State of Tennessee. Information about sales taxes may be found by contacting the Tennessee Department of Revenue at 615.253.0600. Information about obtaining business licenses may be obtained from the Cheatham County Clerk’s office at 615.792.5179 and the Town of Ashland City at 615.792.4211.

**Failure to comply with these rules and procedures will result in expulsion and/or exclusion from participation in the market. Please keep a copy of this document for your records.**

**The information I have provided on this application is correct and complete. I have received a copy of the current Market Rules and I agree to follow them.**

\_\_\_\_\_  
Printed Name of Vendor

\_\_\_\_\_/\_\_\_\_\_/201\_\_\_\_  
Date

\_\_\_\_\_  
Vendor's Signature

## Liability Release

Release, waiver, and assumption of risk: I, the undersigned, am fully aware and understand the potential risks involved with my participation in the Ashland City Farmers and Artisans Market (ACFAM). Specific dangers include damage to personal property, loss of personal inventory, serious physical injury, or death. Additional dangers include, but are not limited to, damages due to inclement weather and other reasonably anticipated risks that accompany participation in such events. I acknowledge that I voluntarily participate in this event. I hereby agree to assume all risk of injury, damage to persons and property, and/or death, and to hold the Town of Ashland City and its volunteers, officers, agents, elected officials, and employees harmless from any and all liability for any injuries, or claim for damage, damage to goods or death that may arise in connection with my participation in this market, and agree to indemnify the Town of Ashland City for damages (including attorneys' fees) sustained or incurred by it in defending any claim or action brought against the Town of Ashland City by me or any quest, invitee, or customer of the Ashland City Farmers and Artisans Market.

This Hold Harmless Agreement also pertains to any actions of negligence by the Town of Ashland City and its volunteers, officers, agents, elected officials and/or employees which may have caused or contributed to the injury, damage or death of me or any quest, invitee, or customer of the Ashland City Farmers and Artisans Market. This Agreement shall be binding upon my heirs, successors, and assigns. I participate freely and voluntarily in this market and expressly assume all of the risks of the event.

I have also read and agree to abide by all of the rules and regulations of the Ashland City Farmers and Artisans Market implemented from time-to-time. Further, I acknowledge that my right to participate in the Ashland City Farmers and Artisans Market is pursuant to a revocable license that may be revoked at any time, and that I shall have no claim against any person or entity for improvements made or expenses incurred by me in my participation in same.

I have read the rules and procedures attached to this application. I understand the rules and procedures and agree to abide by them. By signing this document, I agree to submit my farm to random inspections from representatives of the Ashland City Farmers and Artisan Market Committee and/or the UT Extension Office where my products are grown or produced.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please print name of signor \_\_\_\_\_



## Marketing Information Form

In order for the market to be a success, our vendors need to prosper first. We are attaching this form to help us promote your business on our Facebook page and other online and/or print venues. Please help us help you by filling out the questionnaire below and adding anything else you feel would be important for us to know to promote your business. (Feel free to add another sheet if you need more room.)

Tell us about your business; how did you start, what inspired you, what sets you apart?

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What is the address of your website? \_\_\_\_\_

What is your Facebook page? \_\_\_\_\_

Do you have a logo? \_\_\_\_\_ If yes, please attach if sending application electronically

Describe your products and what is unique about them (if applicable). \_\_\_\_\_

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Please attach pictures of your products, you or your farm. How many are attached? \_\_\_\_\_

Besides the Ashland City Farmers and Artisans Market, where can people find you?

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Are you interested in attending marketing, tax, insurance, and other workshops related to selling your items at the market?  Yes  No

**I hereby agree to allow the ACFAM committee, Town of Ashland City employees, the Cheatham County Chamber of Commerce, and/or the UT/TSU Cheatham County Extension Office to take photos/videos of my booth and me and to share my logo and photos through various media, including but not limited to, print and online (websites, social marketing, etc.).**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_/\_\_\_\_\_201\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**