Springfield – Robertson County
Farmers Market Rules

1. The market will be in operation from May to September on the following days and times (season and hours may be adjusted or extended by Farmers Market Association Board of Directors): Saturday – 8:30 a.m. to 12:00 noon.

2. Farmer Vendors wishing to obtain a stall must be a member of the Farmers Market Association. Annual Membership fee is $25.

3. The seasonal fee for each 12’ by 10’ booth space will be $150. The daily fee on first come for each 12’ by 10’ booth space will be $15. Fees are payable in cash or a good check at the time permit numbers are issued. A penalty for bad checks will be charged in the amount of two-times the amount of the check.

4. Vendors must be farmers in Robertson County or non-farm vendor approved by the board of directors. Vendor must be producer of items sold. Misrepresentation of “Robertson County Producer” is cause for automatic expulsion from the market.

5. All vendors must display a sign with their name, phone number and address.

6. Each vendor must display his/her market permit number that is issued by City of Springfield. Each vendor must complete a Membership Agreement.

7. Vendors may sell from the back of pick-up trucks, but only from within their assigned stall. Vendor vehicles must not be parked outside the space of the assigned vendor stall. Vendor vehicles not parked within the dimension of the booth space must be parked in the lot marked as vendor parking. No overnight parking is allowed.

8. The following items may be offered for sale at the market: fruits, vegetables, farm-fresh eggs, plants, herbs, flowers, honey and other farm products approved in advance by the market manager. Live animals may be advertised at individual booths for off-site sales but live animals are not allowed in the market. Baked goods, jams, jellies, sauces, cider, breads and meats that have been prepared in legal, licensed, approved and inspected facilities by Tennessee Department of Agriculture or USDA are allowed. Any agricultural item requiring inspection for sale in Tennessee must have proof of inspection and must be prominently posted in the booth. Alcoholic beverages, cigarettes and firearms cannot be sold at the market. Sale of farm fresh eggs requires a permit issued by Tennessee Dept. of Agriculture.

9. Daily vendors must check-in with the market manager and be assigned a booth space prior to setting up.

10. Sales must be made in an orderly and business-like fashion. Shouting, hawking and other loud and objectionable tactics of solicitation are not allowed. Profanity is not allowed. Loud radios are not allowed.

11. No fruit or vegetable products (sold for consumption) can be displayed directly on the ground/concrete. Fruits and vegetables must be displayed off the ground.

12. Each stall should be kept neat, clean and free from offensive odors. Attractive and sturdy trash cans will be placed throughout the market facility.
13. Tables, scales, bags, sacks, boards/shelves, baskets, signs, containers, change and chairs must be provided by each vendor. Scales must be certified by the Tennessee Dept. of Agriculture and must be posted as approved.
14. Applicable sales tax is the responsibility of each vendor.
15. No signs, displays or shelves can remain at the market.
16. No pets are allowed inside the market shed.
17. No smoking inside the market shed. No alcohol is allowed on the property.
18. No bikes, skateboards, scooters or other means of transport allowed in the market shed.
19. Stalls and booths must be cleaned before the vendor departs the market each day.
20. The market facility is accessible for the disabled. All vendors should assist in making sure that the market is a safe and accessible environment for all customers.
21. Vendors will set their own prices. However, vendors using the market as a dumping ground for surplus products at prices significantly below prevailing market prices are discouraged.
22. Intentional price undercutting of other vendors is not allowed.
23. Vendors are encouraged to clearly mark the price of all products.
24. Complaints must be reported in writing to the board of directors.
25. Vendors are encouraged to provide high-quality products.
26. Vendors must carry product liability and personal injury insurance – proof of which is required before a market permit is issued.
27. Enforcement of market guidelines is the sole responsibility of the Board of Directors and market manager. Any vendor who is found not in compliance with any of the above guidelines will:
   • First: receive a warning from the manager
   • Second: be asked to leave the market and will not be allowed to return to the market unless approved by the board of directors.
28. All concerns or complaints regarding the rules of this market should first be discussed with the market manager. Vendors have the right to a hearing before the entire board of directors within two weeks of a written request to the board chairperson.
29. The ratio of farm to non-farm vendors will not drop below 60:40 based on the average number of vendors, per day, during the previous market season.
30. Local artisan and food/beverage products are permitted for sale if produced by the vendor. Non-farm vendors must make application to the Farmers Market Board of Directors. A jurying process is required for non-farm vendors. The jurying process will be held by appointment. Selections will be made by at least three Board members and the Market Manager. Selection will be on the basis of quality, originality, and space availability.
Hold Harmless Statement
Market members agree to release and hold harmless the Springfield – Robertson County Farmers Market, Robertson County Fair Board, and its directors, officers, agents and employees from all claims related to or arising from such membership, as a condition of membership.

FARM VENDOR MEMBERSHIP AGREEMENT
I acknowledge that I have received, read and understand the above state rules, for the Springfield – Robertson County Farmers Market and that I agree to abide by all rules adopted by the market management.

_____________________________                Date: ______________________
Market Member Signature

Print Name: ___________________________  Phone Number: ______________________

Address: ___________________________  E-mail: ___________________________

City: ___________________________  Zip Code: ___________________________

Please list individual names of anyone authorized to sell on your behalf:

_____________________________  ___________________________

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

_____________________________  ___________________________

_____________________________  ___________________________

_____________________________  ___________________________

_____________________________  ___________________________

First date expected to begin selling at the Farmers Market ______________________

Include with application

___ Membership Fee - \$ 25

___ Annual Stall space \$150 (check payable to Robertson County Farmers Market)  

Or:  

___ Will pay daily Fee \$ 15

___ Proof of Personal Liability and Product Liability Insurance

________________________________________  ___________________________
Received by UT Extension Representative  Date

Take Signed Membership Agreement to Springfield City Hall to receive City Vendor Permit

___ City of Springfield Permit - Available from Springfield City Hall - Date issued _________
Non-Farm Vendor Application
Springfield - Robertson County Farmers Market

Upon approval by the Board of Directors of the Farmers Market you must obtain a City of Springfield Vendor Permit from the City of Springfield. The Permit is available from the Springfield City Hall, 405 North Main St, Springfield, TN. Tel. 382-2200. A copy of the permit must be submitted to the Farmers Market Board prior to attending the Market.

Hold Harmless Statement
Non-Farm vendors agree to release and hold harmless the Springfield – Robertson County Farmers Market, Robertson County Fair Board, and its directors, officers, agents and employees from all claims related to or arising from such membership, as a condition of membership.

I acknowledge that I have received, read and understand the above state rules and “Hold Harmless Statement” for the Springfield – Robertson County Farmers Market and that I agree to abide by all rules adopted by the market management.

__________________________________ Date: _____________________
Market Member Signature

__________________________________ Phone Number
Print Name

__________________________________ E-mail
Address

__________________________________ Zip Code
City

Please list individual names of anyone authorized to sell on your behalf:
__________________________________ __________________________________
__________________________________ __________________________________

Product(s) produced for sale: (attach written description and photos of your product(s)
__________________________________ __________________________________
__________________________________ __________________________________

First date expected to begin selling at the Farmers Market. __________________

Annual market stall space rental is $150. Daily market stall rental is $15. I plan to rent: ___ Annual ___Daily

Signature – Farmer’s Market Board of Directors Approval

Take Signed Membership Agreement to Springfield City Hall to receive City Vendor Permit
___City of Springfield Permit - Available from Springfield City Hall - Date issued __________