

2023 City of Whitesburg Farmers Market

PO Box 472 Whitesburg, KY 41858

Vendor Application for Whitesburg, Leatherwood and Elkhorn Markets

Name: _____

Farm or Business Name: _____

Check all that apply: ___ grower ___ artisan ___ food service ___ other

Cell phone: _____

Home phone: _____

Other phone: _____

Email address: _____

Mailing address: _____

Physical address (home) _____

What's the best way to contact you? _____

Where are all your farming locations? In each box, write the full 911 address of each one.

Include the size and square footage (best estimate, please).

Social Media

Does your farming business have any of the following? If you would like the City of Whitesburg Farmers Market to promote you, please list below.

Facebook:	
Instagram:	
Twitter:	
Website:	

Certifications. If you have these certifications or planning to obtain any of them, please check the box. When you receive the certificate, **make a copy for the Market and give to the Market Manager.**

Certification/Training	Date completed	Interested	Market Use
PBPT (Produce Best Practices Training)-required			
Sampling -all			
Sampling - cooked and processed			
Food Handlers or Managers (Health Dept)			
Home Based Processor			
Home Based Microprocessor			
Commercial Processor			
KY Proud			
Appalachian Proud			
WIC			
Senior			
Other			

Please list any organizations that you may be a member of:

- Community Farm Alliance
- Epicentre Arts
- Grow Appalachia
- Women in Agriculture
- Other: _____

Scales

The Market requires the use of a certified scale for all weighed produce. The scale will state: Legal for Trade. All scales are certified yearly.

- I have a personal scale and would like to get it certified
- I would like to borrow the Market’s certified scale and *understand I may need to share.*

CSA: Community Supported Agriculture (This is growing and selling to a customer base using a subscription and pickup.)

Are you interested in CSA? Yes No

Do you offer CSA? Yes No

Time and Place

1. The City of Whitesburg Farmers Market 2023 season will be:
 - a. **At Whitesburg: Thursdays** beginning June 1, 2023 to August 3, 2022. Hours are from 5 pm to 7 pm. This is in conjunction with Levitt AMP music concerts. It is held on the road between the Mountain Heritage stage and Market parking lot.
 - b. **At Whitesburg: Saturdays** beginning May 6, 2023 to October 28, 2023. Hours are 9 am to 1pm. This Market is at our regular location. The City of Whitesburg Farmers Market will also hold markets outside the season for special events as possible.
 - c. **At Leatherwood:** The Leatherwood Market will be held on **Wednesdays** at the Leatherwood Clinic from June 7, 2023 to September 27, 2023. Hours are from 10:30 am to 12:30 pm.
 - d. **AT Elkhorn:** The Elkhorn City Farmers Market will be held on **Tuesdays** beginning June 6, 2023 to September 26, 2023 at the Railroad Museum from 10am to 12 noon.

These times and dates may change. We will notify as soon as possible.

2. Market Setup

- Growers should be unloaded 45 minutes prior to opening.
- All vendors need to be in place and ready for sales at the opening time.
- No vehicles will be permitted in the sale area between opening and closing of the market.
- Vendors will park off site after unloading. The lot behind the library is recommended to make space for our customers.
- All sales take place within the sales area.
- Vendors need to participate in the morning meeting. This meeting is essential for updated information, and market consistency.

3. No smoking in the farmers market area.

4. No live animal sales are permitted at the City of Whitesburg Farmers Market.
Growers/producers shall not bring pets as per PBPT (Produce Best Practice Training).

Membership

1. Grower membership for the market is \$100.00 for the season. This covers space, tent, table, advertising and incentive sales. Additional space is \$50 per space for the season. For members who pay prior to **May 6th**, the membership rate will be \$75. All other growers will pay \$10 per Market until they reach the membership fee of \$100. Explanation: If paid by **May 6**, one table/tent will be \$75. Two tables and tents will be \$125.
2. Artisan membership is \$50 per space for the season or \$5 per market until the total reaches \$50. This covers space, tent and table. Additional spaces will be \$5 per market. Arts and Crafts can be sold by a representative of the artisan. Prices for handmade crafts and artworks must be clearly marked.

Selling

1. The goal is for all products sold in the City of Whitesburg Farmers' Market to be created, homemade, homegrown and/or harvested locally within a 50 mile radius including surrounding states.
2. Permission for resale may be granted by the market manager using guidelines set forth by the market board. Resale produce must be approved in advance and a written request must be submitted to the market manager 48 hours in advance of the market. Resale items must be clearly identified as to where the produce was harvested as well as the name, address and phone number of the source. If a grower brings produce for resale, this produce needs to be held back until similar local produce is sold. This issue will be addressed at each morning/afternoon meeting. All growers need to raise at least 75% of items sold. Resale items may only be those products found on the Crop Diversification page for that week. (www.kyagr.com) and needs to come from the Appalachia Proud counties. See www.appalachiaproud.com for the entire listing of acceptable counties.
3. Should a resale concern arise, a market sanctioned produce committee will address these concerns. This committee will be formed prior to the market opening and will include market managers and growers who will use the guidelines set forth in this document.
4. Vendors must share certifications and product approval with the market prior to selling.
5. Processed or prepared food products must meet the requirements as stated in the Kentucky Farmers' Market Manual 2022-2023 on page 73. This Manual can be found online at https://www.kyagr.com/marketing/documents/FM_Manual_and_Resource_Guide.pdf. Vendors are encouraged to download a copy of the manual.
6. The City of Whitesburg Letcher County Farmers Market has final authority on allowed products.

Vendor Expectations

1. Prices will be set by each individual grower on their produce, not to be below the minimum or exceed the maximum as reported at: <https://www.uky.edu/ccd/pricereports>.
2. Each grower/artisan/food service is to have a sign indicating their "farm" or "gallery" name. All certifications must be displayed publicly. Including in signage is the name and address of the farm.
3. All produce must be clearly identified with prices by volume, or by weight and priced by opening of market.
4. Tents and tables are available. Each vendor is responsible for tent and table setup and take down. When tents or canopies are used, they must be secured with weight to protect from unexpected high winds. Canopies or tents, not anchored, cannot be used. Help is available as needed.
5. Vendors are expected to set up their display to be easy to use, clean and presentable.

6. No items for sale are to be displayed directly on the ground, unless it is some type of handmade furniture or is too large to be displayed on a table top. For produce that is stored behind the table and not yet on display, use tarps or large containers to keep from contact with the ground.
7. Vendors using scales must use those acceptable for legal trade. All scales must have current certification. Any scale marked as "Not legal for trade" are NOT allowed.
8. The Market committee will visit the growers, producers, artisans, and other vendors that participate in the City of Whitesburg Farmers Market. Photos and videos may be utilized in marketing and documentation if acceptable. Farm Visits are open and encouraged by all Market members.
9. Collecting and reporting applicable taxes is the responsibility of the vendor. If collecting sales tax, this must be displayed. At year end, the City of Whitesburg Farmers Market will send a list of market sales to each vendor.
10. All vendors agree to complete and sign the market checkout list at the end of the market. Cash sales can be reported anonymously to the market manager so that the City of Whitesburg Farmers Market has accurate information to report for the market as a whole.

Indemnity

1. Vendor's agree NOT to hold the market (including the board members, employees, and volunteers) responsible, or liable, for any damage or loss incurred while at the market. This includes "personal injury" "theft" and "property damage".

The City of Whitesburg Farmers Market was developed to provide local growers and artisans the opportunity to be successful in agriculture and the arts.

The market is family friendly and respect for all is expected.

I, the undersigned, agree to follow all the rules of the City of Whitesburg Farmers Market.

I understand that failure to abide by the rules, as set forth in this agreement, may result in my privileges as a vendor being revoked from the market for the year. I also understand that to be reinstated the following year I would have to be approved by the City of Whitesburg Farmers Market board.

Signature: _____

Date: _____

I, the undersigned agree to be photographed or videoed as part of Market Promotions.

Signature: _____ Date: _____