

Community Farmers Market

Membership Information

*****Please keep this information for your records and future use.*****

Market Philosophy

Community Farmers Market (CFM) is a *producer-only* market. All items sold at CFM must be produced by the vendor's farm/business. We do not allow the reselling of items, including products from another business. Vendors must be open to inspection, if deemed necessary. Value-added products must contain two or more raw ingredients and be a unique item made by the vendor.

To increase fresh local food access, CFM welcomes customers that participate in WIC, SNAP/EBT, Senior Farmers Market Nutrition Program (SFMNP), FreshRx for expecting parents on Medicaid, and other financial assistance programs, along with Big Red Dollars. All members understand and agree to accept market currency for these methods of payment and must attend related training.

CFM welcomes sellers of fresh produce, meats, dairy, prepared food items, crafts, and more. All vendors are responsible for following state and local regulations, including, but not limited to, labeling and sampling. **All required permits must be submitted upon membership acceptance (to be kept on file) and must be visible at all times within the vendor's booth. Craft applicants must submit photos of items they wish to sell at CFM at the time of application.**

What Membership Includes

Membership at CFM includes the opportunity to operate your business without the overhead of a traditional brick-and-mortar location. At CFM, members share the responsibility of utilities through booth rent, electric fees, and membership fees. A Market Co-Manager and/or volunteers are on-site during Market days to assist with customer questions, needs, and concerns. Your products will be featured on our social media pages, newsletters, and local TV/news stations on a regular basis. Your business will be exposed to a wide-customer base that CFM has been steadily building for almost 15 years that values and supports local, quality, small businesses like yours.

Location, Hours of Operation, and Booth Space

CFM is located at 2319 Nashville Road, Bowling Green, KY. Our hours of operation are Saturdays, 8 am to 1 pm, and Tuesdays, 2 pm to 6 pm. Vendors are expected to allow ample time for setup prior to the start of Market.

Indoor Space: One indoor space constitutes an 8' x 8' square.

Outdoor Space: One outdoor space constitutes a 10' x 10' square.

Vendors are **not** allowed to occupy two spaces. Indoor spaces are assigned according to availability. Indoor vendors may opt for, or may be offered when space is limited, a half-space. A half-space constitutes a 4' x 8' space.

Outdoor spaces are assigned on a first come, first served basis. Please note: Vendors who are assigned outdoor spaces may be allowed to set up inside on days during extreme cold/weather (e.g. snow, ice, rain) *only at the discretion of the Market Co-Managers.*

Should a vendor choose to leave before the end of the Market year, the vendor must fully vacate their booth space and remove all items **within two weeks** of announcing their departure.

Membership Fee Schedule

CFM membership is \$250/member per market year, and is due annually on the first Saturday of April. First-year vendors who apply and are accepted to CFM during a month other than April may be offered a prorated membership rate for their first year only. CFM values new membership and encourages new vendors to submit their application throughout the calendar year.

Membership for a Seasonal Vendor, selling a single-item outside only (peaches, Christmas trees, etc.), is \$100 with a selling season of 6 weeks or less. **Please indicate the first and last planned dates of attendance in the Membership Information section on the application.**

All attending members—with the exception of half-space vendors, Guest Vendors, and Visiting Vendors—will be required to pay a stall fee on a sliding scale of \$20-30 for attending on Saturdays and \$5 for attending on Tuesdays. Attending members occupying a half-space will be required to pay a stall fee of \$10 for attending on Saturdays and \$5 for attending on Tuesdays. For indoor spaces, 80% Saturday attendance fees are required. On a quarterly basis, attendance will be calculated. If Saturday attendance is below 80%, fees will be assessed based on the minimum Saturday booth rent of \$20. Waiving fees due to extenuating circumstances will be at the discretion of the Founding Vendors. Shared booths must work out attendance between themselves. **Members utilizing electricity for any and all appliances are responsible for a yearly fee of \$240 for the first unit + a \$120 fee for each additional unit; this fee can either be paid in full or charged monthly on the first Saturday of each month per the vendor's preference.**

Occasionally for special CFM events, additional vendors will be permitted to attend a single Market event. These Guest Vendors must meet and follow all CFM vendor guidelines to be considered for acceptance. Guest Vendors will be required to pay a fee for attendance and will be assigned an outdoor booth space on a first come, first served basis. Select Guest Vendors may be offered an indoor booth space depending on availability.

Visiting Vendors (past CFM vendors or vendors with a product that is unique to CFM) are occasionally invited to attend a single Market day. Visiting Vendors will be required to pay a fee of \$50 for attendance and will have access to an indoor booth location, as long as space permits. Visiting Vendors are allowed a maximum of 4 visits to the Market per year.

Application Process

Due to space limitations, application acceptance priority will first be given to returning members that demonstrated 80% attendance (based on Saturday attendance) during the previous market year. Priority will then be given to remaining returning market members and then to new applicants. CFM reserves the right to not accept returning members with attendance of 65% or less or for any other reason at the discretion of the Founding Vendors. Member attendance will be recorded over the course of the market year and will be considered when/if a member reapplies for the next market year. Membership fees will not be prorated to vendors who choose to leave before the end of the market season. Completed applications can be submitted to the Market Booth at CFM during the normal hours of operation, mailed to **Community Farmers Market, 2319 Nashville Road, Bowling Green, KY 42101**, or e-mailed to **communityfarmersmarketbg@gmail.com**.

Once the application is received, it will be distributed to the Founding Vendors for review. All Memberships are at the discretion of the Founding Vendors. After review, applicants will be notified of acceptance or denial. If accepted, membership fees will be due upon the date specified in the acceptance notification.

Thank you for your interest in becoming a vendor at the Community Farmers Market, and thank you for your support and patience during this time.