

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 any items, including selling another business's products. Vendors must be open to inspection, if 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), 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 also be visible at all times within the vendor's booth. Craft applicants must submit photos, at time of application, of items they wish to sell at CFM.**

Location, Hours of Operation, and Booth Space

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

Indoor Space: One indoor space constitutes an 8'x8' square.

Outdoor Space: One outdoor space constitutes a 10'x10' square.

Vendors are **not** allowed to occupy more than two spaces. Vendors occupying greater than one space will pay for two spaces (for example, a vendor occupying 15' will pay for two spaces). Outdoor spaces are assigned on a first come first served basis. 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'x8' space.

Membership Fee Schedule

CFM offers several membership options when becoming a vendor: Full-Year, Seasonal, Guest Vendor, and Visiting Vendor. Full-Year Vendor membership is for a vendor selling items over a 12-consecutive month period. The year membership term begins from the time of acceptance, unless a different start date is agreed upon by the Founding Vendors. The membership fee for Year-Round Vendors is \$175 per member, per 12-month membership term.

Seasonal Vendor membership is for a vendor selling a single item (peaches, Christmas trees, etc.), with a selling season of 6 weeks or less, over a 12-consecutive month period. The membership fee for Seasonal Vendors is

\$175 per member, per membership term. If a Seasonal Vendor opts to take an outdoor booth space, membership fee is \$100.

Full-Year and Seasonal Vendors, 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, or Visiting Vendors, will be required to pay a stall fee of \$13 for attending on Saturdays and \$5 for attending on Tuesdays. Members utilizing electricity for any and all appliances are responsible for a yearly fee of \$100 per booth space, to be paid in full upon acceptance. Attending members occupying a half-space will be required to pay a stall fee of \$6.50 for attending on Saturdays and \$5 for attending on Tuesdays.

Occasionally for special CFM events, additional vendors will be permitted to attend a single market day. 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 of \$25 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 \$25 for attendance, and will have access to an indoor booth location, as long as space permits.

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. 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 application should be submitted to the market booth at CFM during the normal hours of operation, or mail to **Community Farmers Market, 2319 Nashville Rd, Bowling Green, KY 42101**, or email to **communityfarmersmarketbg@gmail.com**,

Once the application is received, it will be distributed to the Founding Vendors for review. Incomplete applications will not be accepted. After review, applicants will receive notification of acceptance or denial. If accepted, membership fees will be due upon date specified in the acceptance letter.

Thank you for your interest in becoming a vendor at the Community Farmers Market.