



Newberry Community Farmers' Market Rules

These rules are intended to be fair and to uphold the purpose of the market. Newberry Community Farmers' Market Run by the Newberry Main Street Organization, Inc. a 501(c) 3 non-profit organization, oversees the operation of the market. Its board of directors may modify or add to these rules at any time to better serve the market's interests.

PURPOSE: The Newberry Community Farmers' Market was established in 2009 to encourage farming in the Newberry area and strengthen Newberry's sense of community. The Market supports local farms as a viable part of the community by providing a place for local farmers to sell their produce directly to consumers. The market strives to be a blend of fresh marketplace and gathering spot in downtown Newberry for all members of the community.

TIME AND PLACE: The Newberry Community Farmers' Market operates from 8:00 am until 2:00pm every Saturday year round, weather permitting in the downtown by the RR tracks.

WHO CAN SELL: Market vendor membership is limited to:

- Farmers (growers), Bakers, Makers of specialty consumable products
- Makers of old-fashioned, handmade and/or farm crafts (by invitation only)
- Membership is not open to commercial bakeries or sellers of general craft items.
- And no junk or yard sale items allowed

All sellers must reside and produce items they sell within a 50-mile radius of Newberry. Sellers must be the original producers (or family members of producers) of all items being sold. No buying and reselling of produce or other products are allowed.

WHAT CAN BE SOLD AT MARKET:

1. Vegetables grown by the seller from seeds, sets or seedlings
2. Fresh cut or dried flowers and herbs grown by the seller from seeds or seedlings
3. Fruits, nuts or berries grown by the seller from trees, bushes or vines on the seller's farm
4. Plant grown by the seller from seed, seedling, transplant or cutting
5. Bulbs propagated by the seller
6. Eggs produced by the seller's poultry
7. Meat (frozen) from animals raised on the vendors' premises.
8. Cheese (farmstead or artisanal) made on the seller's property all or partly made from animals raised on the seller's premises.
9. Honey produced by the seller's bees
10. Fresh (never frozen) baked goods made by the seller.
11. Candies or confections made by the seller.
12. Preserves, pickles, relishes, sauces, vinegars, jams or jellies made by the seller.
13. Fresh prepared foods (i.e. salsas, pesto) must be made largely from ingredients grown by the seller.
14. Old-fashioned farm crafts or old-fashioned handmade crafts.

WHAT CANNOT BE SOLD AT MARKET:

1. Frozen dairy products
2. Fish
3. Cooked or preserved meats
4. Dairy-based fresh foods not made from animals raised on seller's premises.
5. "Low acid" canned foods such as green beans, corn, peas, carrots etc.
6. No internal use medicines (i.e. tinctures)
7. Food for animals, such as dog or cat
8. Water plants
9. No animals may be sold or given away at the market.

All produce must be of top quality, to be determined by the market manager. Only USDA certified organic growers may display signs using the word “organic.”

Any vendor selling meat or dairy products regulated by the FDACS and/or USDA are responsible for satisfying any regulatory requirements before selling that product. Meat sellers must have a meat handler’s license obtained from the FDACS Division of Meat and Poultry. Vendors must file a copy of FDACS (Registration of Poultry and Meat Handlers) with the market manager and keep a copy of this license with them at all times while selling at the market. Vendors must inform the market of any change in licensing status immediately.

Meat must be kept frozen in a cooler equipped with a thermometer. Product labels must include product name, statement of ingredients, inspection legend applied by the processor, net weight, farm name and address and a safe handling statement applied by the processor. Meat handlers may not open packages, re-label products, repackage products or apply net weights. No water or ice that comes in contact with meat may be deposited or allowed to drain onto the market premises.

No cooked or preserved meats may be sold. Additionally, vendors may not offer cooked meat products for sampling.

Cheese vendors must comply with state dairy ordinances. Cheese sellers must have proper certification and the producer must supply the market manager with documentation of such compliance. Cheese must be made on the seller’s premises and must include milk from animals raised by the seller. Cheeses must be kept properly chilled on the market premises.

All prepared food items; baked goods, meat and cheese sold must meet state and local health regulations. Prepared foods sellers must pass a kitchen inspection conducted by Florida Department of Agriculture health inspectors. Labeling must be in compliance with FDACS regulations. Sellers must have a copy of their inspection form on file with the market manager as well as with them when selling at market.

Fresh prepared foods must be packaged in individual containers and kept appropriately chilled at market. Container labeling must make it clear these fresh foods should be promptly refrigerated and have a limited shelf life. Labeling must list ingredients, farm name and phone number.

Baked goods must be fresh (i.e., made within 24 hours of market day). Baked goods must be prepared from scratch (no commercially prepared dough mixes, crusts/shells or fillings). Baked goods must be individually wrapped or, if warm, must be covered and protected from the environment at all times.

The only crafts allowed are old-fashioned farm crafts and old-fashioned handmade crafts.

- Old-fashioned farm crafts are produced mostly from materials grown or harvested by the crafts person (dried flower wreaths, goat’s milk soap, etc.)
- **Old-fashioned handmade crafts are made from materials not produced or harvested on-farm (hand shaped pottery, baskets, forged items, etc.)**

All crafts are reviewed on a case-by-case basis. All crafts must be a product of a home or cottage type industry and must be made by the vendor or a member of the vendor’s family. All crafts must be of excellent workmanship in quality and design. All crafts must be “handmade” or “hand crafted.” (Unacceptable items would be, but are not limited to: paintings, photographs, postcards, prints, printed materials, ceramics or pottery from commercial molds, wood carvings using duplicating machines, kits of any form or any other items which clearly do not reflect originality of design.)

It is recommended that each vendor carry liability insurance.

While the market does not offer exclusive rights to any one vendor to sell any one product, duplicate products can be denied entry into the market if the Board of Directors believes the number of vendors offering the same or similar products is excessive.

APPLICATION PROCESS FOR NEW MEMBERS:

The market typically receives many applications for the few spaces available each year created by vendor turnover. Applications from those interested in becoming vendors are only accepted between January 1 and January 28 of

each year for the upcoming season. No applications are kept on file and no waiting list is maintained. New Vendor Applications may be obtained from the market manager or downloaded through the market's web site at www.newberryfarmersmarket.com

FARM INSPECTIONS:

No reselling of any products is allowed. The sale of any product not grown or produced by any member will result in immediate termination of membership. Market management reserves the right to inspect any member's farm or business to determine whether the member is, in fact, producing all that he or she is selling at the market.

For New Members: The market's board of directors reviews applications and conducts farm or business inspections before it formally accepts or rejects new vendor applications each year. Each new grower's farm will be inspected before final action is taken on his or her membership application. New growers are accepted into the market on a probationary status, pending a second review and a second farm inspection conducted during the height of the growing season. Upon review, board members may revoke a grower's probationary membership, extend the probationary period or grant full acceptance as a market member.

For Returning Members: By becoming a full member, a grower agrees to permit farm inspections of his or her growing site at any time to assure compliance with the rules.

RETURNING MEMBERS:

Market management must know how many committed vendors it will have for the upcoming season to determine space available for new applicants. Returning members can renew their commitment to the market and secure booth space for the upcoming season with the timely payment of membership and tent fees and attendance at the market's annual vendor meeting in January. Attendance at this meeting is required. Adequate notice is given every vendor of the meeting time, date and location. Vendors whose fees are not received by the annual meeting date will NOT be assured a selling space. Short-season vendors (selling between 1 and 10 weeks) must make arrangements with the market manager to reserve a selling space.

FEES:

Annual Market Membership Fee - \$25 This fee is due and payable at or before the market's annual vendor meeting in January. Each regular vendor must pay this fee to assure a selling space in the market for the upcoming season. (Individuals may share booth space and business name but must pay individual membership fees.)

Refundable Workday Fee - \$10. This fee is due and payable at or before the annual membership meeting. The fee will be refunded if the seller participates in the designated spring workday to prepare the market site for the upcoming season..

Fees can be paid prior to the meeting by mailing a check (payable to the Newberry Main Street Organization) to the market manager.

Members Weekly Booth Fee - \$10 for a single-space booth (1/3 of a permanent tent) if paid on a weekly basis.
Booth is 12' x 12'

Regular vendors can get a lower booth fee rate in exchange for prepaying in full at the beginning of the season. **All prepaid booth fees must be paid on or before the market's opening day to qualify.** Prepaying for one space for **30 weeks earns a 20% discount (\$8 x 30 = \$240).**

Prepaying for one space for **15 weeks earns a 10% discount (\$9 x 15 is \$135).**

Short season (occasional) vendors who sell less than 10 weeks per season pay a **\$15 fee** per booth space each Saturday they sell, but pay no membership or workday fees.

LEVELS OF MARKET MEMBERSHIP:

Full-Time Members are those who sold at the market for 15 weeks or more during the previous season. These members may reserve one or more permanent selling spaces for the season, as space permits, upon payment of their annual membership fee.* Full-time members with reserved spaces are expected at market every week and must

notify the market manager by 8 pm on Thursday if they **WILL NOT** attend the Saturday market. The vendor will be held responsible for the booth fee if the market manager is not notified.

Occasional Members are those who sold at the market for less than 15 weeks the previous season. These members must reserve their space on a weekly basis by contacting the market manager by 8 pm on Thursday if they **WILL** attend the following Saturday so a space can be assigned and held for them. If these vendors neglect to call, they will have to take whatever selling space remains on Saturday, if any. Space assignments are for market day only and may vary from week to week. In the case of occasional members, growers will be given priority in occupying spaces under tents to display produce.

REGULAR SEASON MARKET DAY RULES:

Vendors must arrive at market and be set up by 7:30 am or their space may be reassigned. Please call the market manager at 352 494 5360 (cell) between 6 and 7 am on market day if unavoidably delayed. The market manager is responsible for all space assignments.

Sellers may drive their vehicles into the market to unload. The unloading process should take place as quickly as possible because of the large number of vendors needing access to the site. **All member vehicles must be moved to the designated parking area before the market opens by 8:00 am.** Do not park behind or in spaces reserved for other businesses. These areas are for drop off and pick-up only. If a seller must pack up during market hours, they must walk their booths and items out. Members may not move their vehicles in or out of the market when it would endanger people in the shopping area. Sellers must provide their own tables, chairs, tablecloths, displays, signs, bags and all other necessary items for their booth.

ALL VENDORS SHALL SECURE THEIR TENTS TO THE GROUND EACH MARKET DAY TO MINIMIZE THE RISK OF DANGER TO OTHERS FROM WINDSWEPT TENTS

Vendors may not begin selling to customers until the market bell rings at 8:00 am.

All vendors are expected to conduct themselves in a courteous and respectful manner in dealing with customers and other vendors. No "hawking" of products, distraction of customers from another vendor's booth, or disparaging of another vendor's goods will be tolerated. Each seller is responsible for cleaning up the area around his or her booth. **No smoking, please.**

The market does not allow solicitations for products, services or charitable contributions on market grounds. The market also does not allow any local non-profit groups to use the market to promote their causes or activities.

WINTER FARMERS' MARKET RULES

All regular season market rules are in force during the Winter Farmers' Market. Exceptions are noted below. Vendors should arrive before 7:30am on the Saturdays established for the market. **Vendors may not begin selling to customers until the market bell rings at 8am.**

SIGNS:

Members must display an attractive, easy-to-read sign with their farm or business name and location. This sign must be brought to market by the member each week and displayed in a prominent location at the member's selling space. Members must post prices for all items. Prices should be fair market value. Cooperation, not competition, is encouraged in pricing. Each grower may post the growing practices used for his or her produce. Certified organic growers, however, are responsible for clearly labeling themselves as such and must have a copy of their current certificate available for inspection.

Anyone who fails to comply with the rules may have his or her membership terminated with no refund of fees. Market management reserves the right to prohibit anyone from selling at the market. (Revised 11/01/11)



Newberry Community Farmers Market Vendor Application

Thank you for your interest in the Newberry Community Farmers Market. Please read the accompanying market rules, completely fill out this application form and mail it along with a self-addressed, stamped, business-size envelope to **Newberry Community Farmers Market, P.O Box 39 Newberry Florida 32669**. You will be notified by mail using the stamped envelope **you** include regarding acceptance or rejection of your application. Your application will be reviewed by the Board of Directors to determine if your product(s) comply with market rules and how your product(s) fits with the needs of the market. A farm or business inspection by market representatives will be scheduled. The board of directors will formally accept or reject applications based on information gathered. Due to early inspection dates, re-inspection of a prospective vendor's farm may be required before the start of market. Newly accepted vendors must attend the market's annual membership meeting in January and pay their annual membership and tent fees (make checks payable to the Newberry Main Street Organization) at that time. New vendors may begin selling at the first market of the season. *Questions? Call the market manager at (352) 472 2112*

Farm or Business Name _____

Names of owners _____

Home phone number _____ cell number _____ e-mail _____

Mailing Address _____

Names of helpers who may assist you at market _____

When do you intend to start selling? _____ How many weeks do you plan to sell? _____

Briefly describe the produce or product (s) you plan to sell at the market

How much area do you have in production? _____

How long have you been gardening or farming? _____

Do you sell at other farmers markets in the area? _____

How do you currently market your products? _____

How does the Newberry Community Farmers Market fit into your marketing plans?

Please draw a map with directions to your farm or business on the back of this form.

I acknowledge I have been provided with a copy of the policies and rules governing the operation of the Newberry Community Farmers Market and I will abide by these market policies and rules. I further agree to allow representatives of the market to visit the premises where the products I intend to sell are produced.

As a condition of membership, I agree to release and hold harmless the Newberry Community Farmers' Market, Newberry Main Street Organization, Inc. its directors, officers and employees from all claims relating to property damage or personal injury to myself, my family members and employees arising from such membership. I assume the sole risk of selling at the market site. In addition, I agree to release and hold harmless Newberry Main Street Organization, Inc. lessor of the farmers' market site, from all claims relating to property damage or personal injury to myself, my family members and employees related to or arising from my presence on the market site or its parking areas.

Signature _____ Date _____

-----**For market use only**-----

Application received by _____ Date _____

Site visit made by _____ **Date** _____