

## **Manchester Parks and Recreation Farmers Market Rules**

1. The market will be in operation from May to October for the summer season on the following days and times (season and hours may be adjusted or extended by the Manchester Parks and Recreation Farmers Market Manager): Wednesday 8:00 a.m. to 2:00 p.m. The winter season will be November through April hours to be determined.
2. No selling is allowed before the posted market times. Vendors cannot bag, sell or hold items for customers prior to the opening bell.
3. Vendors wishing to obtain a permanent stall must be a member of the Manchester Parks and Recreation Farmers Market Association.
4. The seasonal fee (reserved) for each Indoor space 6' by 6' booth space will be \$200.00. The daily fee (first-come) for each 6' by 6' booth space will be \$10.00. Fees are payable in cash or a good check at the time permit numbers are issued. If a reserved stall is not occupied within 30 minutes after the opening bell, it will be subject to leasing to another vendor for that day at the discretion of the market manager. A penalty for bad checks will be charged in the amount of \$20.00 + the amount of the check.
5. Vendors must be farmers that reside in the State of Tennessee. Resellers of only non-local products are not allowed to sell at this market. However, farmers or resellers whose product mix is at least 50 percent home-grown or local may sell. Vendors should be prepared to verify for the market manager the source of all products purchased for resale. Misrepresentation of "Tennessee-Grown" products is cause for automatic expulsion from the market.
6. All vendors must display a sign indicating their name, phone number and address.
7. Each vendor must display his/her market permit number.
8. When and if an Outdoor Market is available- 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.
9. 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 the Tennessee Department of Agriculture or USDA are allowed. Proof of inspection is required and must be prominently posted in the booth. Alcoholic beverages, cigarettes and firearms cannot be sold at the market.
10. Daily vendors must check-in with the market manager and be assigned a booth space and market permit number prior to setting up.
11. 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.

12. 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.
13. Each stall should be kept neat, clean and free from offensive odors. Attractive and sturdy trash cans will be placed throughout the market facility.
14. 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 Department of Agriculture and must be posted as approved.
15. Applicable sales tax is the responsibility of each vendor.
16. A single-vendor stall may not be shared by more than three independent growers, farmers or vendors.
17. No signs, displays or shelves can remain at the market.
18. No pets are allowed inside the market building.
19. No smoking inside the market building. No alcohol is allowed on market property.
20. No bikes, skateboards, scooters or other means of transport allowed in the market building.
21. Stalls and booths must be cleaned before the vendor departs the market each day.
22. 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.
23. 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 is discouraged.
24. Vendors are required to provide the market manager with a "daily sales summary" form each day.
25. Intentional price undercutting of other vendors is not allowed.
26. Vendors are encouraged to clearly mark the price of all products.
27. Complaints must be reported directly to the market manager.
28. Vendors are encouraged to provide only high-quality products.
29. Vendors must carry product liability and personal injury insurance – proof of which is required before a market permit is issued.
30. Enforcement of market guidelines is the sole responsibility of the 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 Recreation Commission.
31. All concerns or complaints regarding the rules of this market should first be discussed with Manchester Parks and Recreation Farmers Market manager.