



**2021**

**May & Oct – Saturday (only)**

**June - Sept – Tues, Thurs, Sat**

**7 AM—Noon**

**Market Pavilion at Riverwalk Park**

**Columbia, TN**

### **RULES & REGULATIONS**

#### **GENERAL**

1. The mission of the Columbia Farmers' Fresh Market (CCFM) is to provide a convenient place where local farmers and artisans sell high quality, fresh food, and locally crafted specialty products directly to the consumer.
2. The following items may be offered for sale at the market: locally grown, raised, or produced fruits, vegetables, eggs, plants, herbs, cut flowers, honey, meats, and other food products, and hand-crafted items approved in advance by the market management. The CCFM Steering Committee reserves the right to approve products sold based on quality, originality, and market space availability. No franchises or independent distributors are allowed.
3. CCFM vendors must reside in Maury County or in the Maury County region (generally within 100 miles of Columbia, TN). All vendors are required to submit an application each year. The CCFM Steering Committee reserves the right to deny application by any vendor that does not meet the market's guidelines.
4. Vendors must grow or produce **50%** or more of the products sold at their booth. It is strongly encouraged that all products for sale at the market should be visibly priced for the customer. Any sale items not directly produced by the vendor for resale should be noted by signage stating the farm/source of origin.
5. Some vendors may choose to grow or produce **100%** of the products they sell. CCFM encourages those vendors to have an Extension Agent physically visit their farm at a scheduled time to inspect crops, livestock and/or craft production areas to validate and issue a 100% Producer Vendor Certification Memo. Vendors can turn in a signed copy of the Certification Memo to Columbia Main Street to receive a "CCFM 100% Producer Certificate" for display at their market booth. All certificates must be revalidated and reissued on an annual basis.
6. Vendors must follow state sales tax collection guidelines set forth by the TN Department of Revenue.
7. Acceptance into the market is based on quality, freshness of the product(s) and relevance to the overall diversification of the market.
8. The Columbia Farmers' Fresh Market takes place rain or shine under the market pavilion located at the City of Columbia's Riverwalk Park at 5<sup>th</sup> Street / Riverside Drive, Columbia, TN.

9. Months, days and hours of operation for the Columbia Farmers’ Fresh Market 2021 season are listed below. Vendors may choose to attend on Saturdays only. NOTE: The City of Columbia owns the park and pavilion and the market operates under an annual “City of Columbia User Agreement.” As a result, occasional park/pavilion scheduling conflicts may occur with other events approved by the City. CFFM will provide as much notice as possible if scheduling conflicts will force cancellation or movement of the Columbia Farmers’ Fresh Market.

MONTHS	May	June - Sept	Oct
DAYS	Sat (only)	Tues, Thurs, Sat	Sat (only)
HOURS	8 AM - Noon	8 AM - Noon	8 AM - Noon

10. Since we would like to maximize the number of potential vendors, vendors may apply for one booth space only. However, please annotate on the application if you would like more than one space, and CFFM will establish a “waiting list.” CFFM may readdress booth/space allocations throughout the season depending up on the number of active vendors at any particular time. Seasonal vendor fees will be charged according to booth space and include the following:

**MAURY COUNTY RESIDENT**

10’ x 16’	Booth with ONE vehicle parking	\$225
10’ x 16’	Booth with no vehicle parking	\$175
10’ x 9’	Booth with no vehicle parking	\$150

**NON MAURY COUNTY RESIDENT**

10’ x 16’	Booth with ONE vehicle parking	\$325
10’ x 16’	Booth with no vehicle parking	\$275
10’ x 9’	Booth with no vehicle parking	\$250

- **Fees are payable in-full and by cash or good check once vendors are approved to participate and prior to selling at the market.**
- **Vendor spaces will be assigned according to the applicant’s county residence, history at the market, products sold, and consumer traffic flow at the market.**

11. Vendors wishing to participate in the market must complete an application form and be approved for participation. Applications are available through:

**Columbia Main Street  
PO Box 1940  
Columbia, TN, 38402  
(931) 388-3647  
colmainst@maurycounty-tn.gov**

**GOVERNANCE**

1. It is the responsibility of each vendor to abide by all state and federal regulations which govern the sampling, production, labeling, or safety of the product the vendor offers for sale at the market. Failure to comply may result in forfeiture of the vendor’s booth. If you have questions, please speak with the market coordinator, the TN Department of Agriculture Services, or the Maury County Health Department. You may also refer to the TN Department of Agriculture “Farmers Markets State Compliance Guide” for more information: <https://www.tn.gov/assets/entities/agriculture/attachments/AgFarFMRules.pdf>
2. Farm products requiring licenses include:

Eggs:

An egg permit is not required. Cartons must be new and the name and contact of the grower must be listed. Egg vendors may only sell eggs held at 41° F or below. Eggs used in a booth display are not to be sold to customers and a sign must be placed at the display reading “For Display Only”.

#### Meats:

Vendors must have a current Retail Meat Sales Permit and must sell meat in accordance with the permit guidelines. Meat must be processed in a USDA certified facility. All meat products offered for sale must have the USDA seal, and be stored properly for the entirety of the market.

#### Honey:

Honey processors who produce less than 150 gallons of honey per year are not required to obtain a Regulatory Services Permit. The product must be labeled with contact information, net weight in ounces and grams and ingredients.

#### Cheese and Milk Products:

All dairy products sold in Tennessee must be registered.

#### Plants:

Vendors offering plants and plant material for sale, except vegetable plants, must possess a Plant Dealer, Greenhouse or Nursery Certificate from the TDA. Additional information may be obtained by contacting Plant Certification at 615-837-5137. Vendors must send a copy of the certificate to the CCFM, as well as keep a copy at his/her booth during each market.

Most permits and certificates can be found through the TN Dept. of Agriculture at (615) 837-5109, or <http://www.tn.gov/agriculture/>.

3. Food and food products must be packaged and include proper labeling.
4. Food products must be held for sale at the proper temperature and environment as defined by the food or food product.
5. All vendors selling products by weight must have certified scales in accordance with state law. Documentation of certified scales must be displayed in the booth. Commercial Scale Testing – For approving scales for use in commerce, contact: Robert G. Williams – [Robert.williams@TN.gov](mailto:Robert.williams@TN.gov) or phone (615)-837-5109, or <http://www.tn.gov/agriculture/topic/ag-businesses-weights-measures>.
6. Proper labeling pertaining to specially certified produce and meats such as “organically grown” must be displayed. All products listed as “Organic” must be Certified Organic as defined by the USDA National Organic Program. If not certified organic, the use of terms such as “naturally raised” or “grown without pesticide” is allowed.
7. Meat and all processed food vendors must have a TDA regulatory services current permit and copy of the most recent inspection if applicable.
8. Quality control is one of the most important factors in the CCFM. Routine inspection may be conducted. If your product is found unfit to sell at the market, the market management will ask you to discontinue sales of this item immediately. Vendors who repeatedly attempt to sell unfit items or produce will be asked to leave the market.
9. Vendors who are approved to sell food ready to eat or consumed on-site at the market must obtain a Permanent Food Service Permit from the local Department of Health. All food must be prepared from a mobile food unit as defined by the Department of Health, Food Service Establishment Rule, Chapter 1200-23-1-02 (12).
10. Vendors must submit copies of all required permits and/or certifications with their applications. Vendors must also have copies available for customers and/or potential inspectors at their booths during the market.

#### **MARKET DAY RULES**

1. The market is held rain or shine.
2. Market vendors will:
  - Be set up before opening time
  - Will stop selling at the close of the market and vacate the booth within one hour after the close of the market.
  - Leave the selling area clean and in an orderly condition. All refuse and unsold goods must be removed from the market area by the vendor. Vendors may be assessed a fee for cleanup if the market must further clean a vendor space. All boxes and trash from each vendor must be removed and can be deposited in the nearby dumpster.

3. All Vendors having booths with “one vehicle parking” may park one vehicle only in the spaces immediately adjacent to the pavilion. All other vendor vehicles, including those of any helpers, must be parked away from the pavilion market area to facilitate customer access to the market. (Exceptions may be made for the weekday market due to smaller customer crowds.)
4. All vendors are required to
  - Display a sign or banner indicating their name / business name.
  - Display his/her market permit, badge,
  - Display any required proof of inspection.
  - Dress appropriately. Shoes and shirts are required.
  - Adhere to sanitary procedures for selling produce and value-added items.
  - Furnish their own supplies (cash for change, scales, paper/plastic bags, tables, chairs, etc.).
5. All items should be visibly priced. However, individual tags on each item are not required—a large sign or whiteboard with posted prices is sufficient (i.e. Breakfast Sausage--\$6.50 per lb).
6. Utilizing all the vendor booths makes the market livelier which draws more customers. In the interest of overall market health, the CCFM Steering Committee reserves the right to:
  - Temporarily relocate vendors, especially early and late in the season.
  - Declare the vendor has forfeited the booth, without refund of booth fees, if a vendor is absent for 3 consecutive weeks without notifying the CCFM Steering Committee. The booth may be assigned to another vendor.
  - Assign a booth to a temporary vendor or use it for a special event when a vendor has a planned absence.
7. A vendor stall may be shared by as many as two qualified / preapproved farmers or vendors.
8. Nothing, including signage, will be allowed to extend outside the designated booth space dimensions.
9. Fruits, vegetables, consumables must be displayed off the ground.
10. Vendors are not allowed to bring pets to the market. However, customers may bring pets to the market. Customer pets should be on a short leash, kept away from produce, plants, and other products, should be friendly and quiet and kept under control at all times. Pet owners are required to clean up any accidents that their dog might have.
11. The sale of live animals is not allowed at the market.
12. 110V electrical power is available at multiple locations within the pavilion. Vendors must bring their own extension cords. If any vendor requires a generator, “whisper-type” generators are encouraged. The market management will determine whether any generator is too loud for use during market hours.
13. Sales must be in an orderly and business-like fashion. Shouting, hawking and other loud and objectionable tactics or solicitations are not allowed. Vendor radios are not allowed.
14. Inappropriate conduct or language towards other vendors, customers, or management of the market, whether in person or by electronic media, will not be tolerated and will be grounds for immediate dismissal from the market by the CCFM Steering Committee or market management.
15. Smoking and alcoholic beverages are not allowed at the market.
16. Advertising for other events or businesses during the market is not allowed without prior approval of the CCFM Steering Committee. This includes anyone not associated with the market passing out flyers to vendors and/or customers.

### **CONFLICT/COMPLAINT RESOLUTION**

1. If a concern, dispute, or other complaint should arise, the vendor must notify the CCFM in writing. For the good of the overall market, vendors cannot publicly air complaints on market day. Professional conduct is required during the complaint process. Inappropriate conduct during the complaint process (yelling, swearing, throwing items, harassing or threatening others, etc.) will not be tolerated and could result in immediate dismissal from the market.

2. All written complaints will be investigated by the CFFM steering committee. The committee will review the situation and make a decision. If an infraction of these rules and regulations is confirmed, a warning will be given to the vendor in question. The second warning will be written and the infraction must be corrected by the next market attendance or the vendor may not be allowed to return to the market.
3. All decisions are the sole responsibility of the market steering committee and will be final.
4. Any vendor or customer with complaints regarding the policy or implementation of policy may request a meeting with the market steering committee and will be contacted in a timely manner to schedule a meeting.
5. Any matter not specifically set out in the 2021 CFFM Rules and Regulations will be taken before the market steering committee. The committee will make a decision and add to the rules and regulations as necessary. Any decision made by the steering committee will be final.
6. If you have any questions or concerns you would like the Columbia Farmers Fresh Market steering committee to address, please submit these in writing to: The Columbia Farmers' Fresh Market, PO Box 1940, Columbia, TN 38402.

**The Columbia Farmers' Fresh Market is a project of:**

Columbia Main Street  
PO Box 1940  
Columbia, TN 38402  
(931) 388-3647  
colmainst@maurycounty-tn.gov