

2023 MEMBERSHIP RULES/REGULATIONS - FOOD VENDOR/FOOD CART

1. Members must read rules/regulations and bylaws and understand them as they apply to the products they offer for sale at FARM markets. Members may sell at any or all FARM market locations.
2. The annual membership (January 1 through December 31) is \$30 and is due before selling at any market. Additionally, first-time applicants must agree to a documentation review completed by the FARM board of directors at least two weeks before they expect to sell. A first-time, non-refundable \$35 fee will be charged to help cover the cost of this review.
3. Each membership is allowed one selling space consisting of two (2) parking spaces included in the annual fee. Additional selling space, consisting of two parking spaces, may be purchased for \$30. The fee is not subject to proration and is non-refundable.
4. FARM reserves the right to assign all selling spaces, but generally all selling spaces will be on a first-come basis. FARM also reserves the right alter space allotments for special events (e.g., Oak Ridge Lavender Festival).
5. No more than three canopies are allowed per member's total selling space. Each canopy leg must be secured, either with weights (15 pounds per leg) or by being tied securely to the vehicle. The market manager or a board member may ask that canopies be taken down in the event of severe weather or for canopies improperly secured.
6. Sales begin at 8:00 AM for morning markets and 3:00 PM (2:00 PM when daylight saving time ends) for afternoon markets. NO EARLY SALES, NO EXCEPTIONS. Pre-bagging is allowed.
7. Food vendors may sell food or beverages only, no merchandise. Prepackaged foods (or foods prepared in a home kitchen under rules as specified by the Food Freedom Act) and/or beverages, properly labeled, must be prepared by the vendor in an offsite TDA-licensed kitchen that is owned, rented, or leased by the vendor. Current copies of applicable permits, lease/rental agreements, and TDA inspection reports must be furnished.
8. Priority will be given to applicants who use locally sourced products.
9. Foods and beverages must be maintained at proper temperatures at the point of sale. Hot foods must be kept sufficiently hot and cold foods cold. Foods used as a display must not be sold unless they have been kept at the proper temperature.
10. Vendors who must have a valid license issued by the Tennessee Department of Health and permits, licenses, and inspection reports must be displayed at the point of sale.
11. Electricity must be self-contained, and all liquids are to be contained on board. If compressors or motors must run during market hours, please inform the market manager and the board of directors. Such trucks/carts must be parked in a manner to direct exhaust away from other vendors and customers.
12. A commission (presently 5%) based on gross sales for each sale day must be paid to the market manager. Completed commission form and commission must be turned in each day

of sale no later than 6:15 PM for afternoon markets and 12:15 PM for morning markets. Please write your name and date on the envelope provided.

13. All members are required to post their prices. Pricing should clearly state the item and the container (pound, package, or bunch). No exceptions.
14. All products must be sold by the member, their immediate family member, or designated employee/s on behalf of the member after notifying market managers. If the family member/employee is under age 16, direct supervision by an adult is required. Employees must calculate and pay commissions for the active member each sale date. It is the responsibility of the active member to make employees and family members selling on their behalf aware of all rules/regulations and that they must adhere to them.
15. FARM requires a clear unobstructed walkway. Signs posted in the walkway or signs posted from canopies at eye level are prohibited and the market manager will ask that you remove them. Walkways should be kept clear to allow access by emergency personnel and vehicles.
16. FARM has a no-solicitation policy at our markets. Passing out flyers for business promotion, political advertisements, other festivals or events, and collecting signatures is not allowed. Vendors shall not distribute any printed materials at the market except flyers about their business/location.
17. Members are responsible for leaving their spaces clean. Bring a broom and receptacle if needed.
18. All complaints or grievances must be directed to the market manager. If he/she is unable to resolve the problem, it will be directed to the board of directors. Complaint forms are available from market managers or a board member.
19. Vendors in violation of market rules or bylaws will go through the following steps:
 - a. Verbal warning.
 - b. Written warning.
 - c. Suspension of selling privileges. Board of directors will determine length of suspension.
20. FARM's liability insurance policy does not extend coverage to an individual member's personal or product liability. Such insurance is the member's responsibility. For your protection, the board of directors recommends you consult your insurance agent and obtain coverage.

Revised: 2022 December 17