



Vendor Application 2010 CLARKSVILLE DOWNTOWN MARKET

Thank you for your interest in becoming a vendor at the 2010 Clarksville Downtown Market. There are limited spaces available so you are encouraged to submit your application early. Applications will be reviewed based on product and eligibility for the market on a case-by-case basis. The Downtown Market will begin on May 8, 2010.

Please carefully read and follow the steps below. Contact the Downtown Market Manager, Matthew Nixon with any questions at (931) 645-7476.

- There is a one time **\$50.00 Annual Fee** for the 2010 season for a space for all vendors accepted. This fee will cover one **(1) 10 x 10 tent**, one **(1) 8' table**, and two **(2) folding chairs**. This also includes setup and takedown of equipment. Fees may be waived for season subject to income eligibility. For fee waiver information see income guidelines on page five (5) of the registration packet.
- Additional 10 x 10-tent space may be rented at a rate of **\$20.00 per day**.
- A limited number of spaces with electricity are available for a charge of **\$10.00 per day**.
- Be sure to read the Market rules and regulations. If you are applying for art and craft vendor status, you must also read the Guidelines for Art & Crafts. We encourage all applicants to read the art & crafts guidelines due to the importance of value added farm products to our market.
- Please fill out the application form completely. Incomplete applications will not be considered.
- Applicants intending to sell products regulated by local, state and or federal agencies must include copies of appropriate documentation from those agencies ensuring compliance. Applications received without this documentation will be considered incomplete.

Mail applications to:

**Matthew E. Nixon
Clarksville Downtown Market
102 Public Square
Clarksville, TN 37040**

Alternatively, email applications to:

matthew.nixon@cityofclarksville.com



2010 Downtown Market Rules & Regulations

Clarksville's 2010 Downtown Market is sponsored by the Clarksville Parks & Recreation Department and supported by the Office of Housing and Community Development, University of Tennessee and Tennessee State University Cooperative Extension, Downtown District Partnership, and the Tennessee Small Business Center.

The Market will be open on **Saturdays** at One Public Square in Downtown Clarksville, TN in the parking lot of City Hall.

The Downtown Market hours are **8:00 a.m. to 1:00 p.m.** during market season, which will run from **May 8 - October 23, 2010.**

* Downtown market will stay open longer on July 10, 2010 due to the BBQ competition on Public Square

** Downtown market will be closed on September 11, 2010 due to "2010 Riverfest"

VENDOR RESPONSIBILITIES

Vendors may only sell items approved for sale. The following products can be sold at the farmer's market: vegetables, herbs, bedding plants, baked goods; canned goods, eggs, dairy products, hay, straw, fruits, fruit baskets, cider, ornamental produce, potted plants, preserves, cut and dried flowers, honey, hive products, maple syrup, plant arrangements, wool, yarn lotions, soaps, candles, room sprays, tea and coffee. The Market Manager must approve products that are not listed above before they can be sold. The Market Manager has the discretion to add or delete items from the list and will provide notice to sellers.

All processed foods must comply with all applicable county, state and federal health and safety regulations. If you have any questions on this matter, please speak to the Market Manager, Matthew Nixon at 931-645-7476 or matthew.nixon@cityofclarksville.com. You can also call John Sanford who is the Food Manufacturing Administrator for the Tennessee Department of Agriculture Regulatory Services at 615-837-5534 or john.sanford@tn.gov.

All vendors must abide by health code and restrictions of the City and State of Tennessee.

Vendors must comply with all applicable local, state and



- Approval seal on weighing devices, if applicable.

- Food safety, sanitation, health permits, and labeling issues that apply to items being sold. This includes obtaining the domestic kitchen certification for all value added baked or homemade goods.
- Produce grown within 150-mile radius of Clarksville, Tennessee will be given preference to sell at market. Produce grown outside of the 150-mile will need to be approved.
- **All** farm products **must** be listed with a sign as either “**Homegrown**” or “**Wholesale**” so the customer is informed and aware of where the product originated.
- Produce that is labeled “**certified organic**” must be from a crop that is certified organic by USDA. A copy of the certificate must be submitted to the Market Manager.
- Providing “cut” or otherwise “open” food product samples for tasting, smell or texture is **not permitted**.
- Vendors are responsible for any sales taxes due on products. Information on sales taxes and farm products can be found by contacting the Tennessee Department of Revenue at 615-253-0600 or 1-800-342-1003 or on line at www.state.tn.us/revenue
- All produce and food vendors participating in the Downtown Market are strongly encouraged to obtain liability insurance. Any value-added baked or homemade goods such as pies, cakes, cookies or other edible products will need to obtain a domestic kitchen certification and provide it along with the registration forms before the vendor will be permitted at the Downtown Market. This can be obtained by the Tennessee Department of Agriculture and University of Tennessee Department of Food Science and Technology or the Tennessee Department of Health. **All vendors also must sign a hold harmless waiver (see page 6 of this document) as part of the agreement.**
- Vendors who are scheduled to sell at the market are expected to be present. If a vendor is not able to attend a scheduled market day, they must contact the Market Manager at least **twenty-four (24)** hours before the market opens. Vendor forfeits his/her space if he/she misses **two (2)** markets without notifying the market representative. Vendors **must be** in place at **7:45am** and **remain until** the market closes at **1:00pm** or inclement weather becomes a factor. The Market Manager will then decide to close the market early depending on the situation.
- Convenient off-site parking is available at no charge. Vendors should unload their vehicles, park and then set up their booth space. **Vendor set up may begin at 7:00am.**
- Each vendor is responsible for setting up, displaying, and packaging his/her goods, and providing protection from the elements.
- All stands are to be kept hazard-free and reasonable attractive, and activities should be fair to neighboring stands.
- Vendors must clean up their areas at the end of each market day. All trash is to be disposed of in the appropriate container provided by the City or carried away by the vendor, and the stand will be left in broom-clean condition. There is a **\$25.00 fee** assessed per space when the Farmer’s Market Representative has to clean up the space at the close of the market. That fee is payable in cash before the participant can sell at the market again.

- **No** Firearms, alcoholic beverages, smoking or drugs will be allowed in or around the Farmer's Market. Violations of the rules and complaints that arise shall be resolved by the Market Manager.
- Vendors **may not** bring pets (except assistant animals) to the market.
- Vendors are required to wear appropriate shoes and shirts at all times.
- Vendors to sell their products **may not** use high-pressure tactics on customers.
- **Please retain these rules for your files.**



Clarksville Downtown Market 2010 Vendor Information

- Farm /Business Name & Contact Name _____
- Address: _____
- City/Zip _____
- County: _____
- Phone: () _____
- Email: _____
- Website: _____

Please indicate which category your business should be listed (Circle all that applies).

- Grower (such as produce, fruits, vegetables)
- Specialty Foods (such as baked good, teas, herbs)
- Specialty Products (non-food products)
- Cottage Industry (An industry in which the creation and services of products is home based and not factory based)

Does your farm/business offer any of the following to your customers? (Circle all that applies)

- CSA
- Subscription Service
- Pre Orders
- Other: _____

Please indicate what products you wish to sell at the market this season.

Does your farm/business offer value-added products that you will be selling at the market? If so, please indicate the types of products you intend to sell.

IMPORTANT:

- **It is the responsibility of each producer to abide by all state and federal regulations, which govern the production, labeling, or safety of the product the vendor offers for sale at the market.**
- **All farm products must be listed with a sign as either "Homegrown" or "Wholesale" so the customer is informed and aware of where the product originated.**

FEE WAIVER INCOME SELF-CERTIFICATION

Fee Waivers- You may qualify for fee waivers and electricity waivers if you earn 80% or less of the Area Median Income. See income limits below:

Household Size	1	2	3	4	5	6	7	8
80% Area Median Income- Maximum you can earn to qualify for Market Space Fee Waiver	\$29,600	\$33,850	\$38,050	\$42,300	\$45,700	\$49,050	\$52,450	\$55,850

I earn \$_____ annually and qualify for a Market fee waiver. I understand that I must attach a copy of my latest Income tax return with my application to qualify.

Signature: _____

Date: _____

Please indicate specific dates you plan to sell at the Downtown Market. Due to space demand, should you be required to take an extended leave (two or more consecutive market days) from the market for any reason, your space will be filled from the waiting list and you will be able to return when/if space becomes available.

Circle all dates that you plan to attend the 2010 Downtown Market

May	8, 15, 22, 29
June	5, 12, 19, 26
July	3, 10[*](extended hours), 17, 24, 31
August	7, 14, 21, 28,
September	4, 18, 25
October	2, 9, 16, 23

* If a vendor is not able to attend a scheduled market day, they must contact the Market Manager at least **twenty-four (24)** hours before the market opens.

Please list dates that electricity will be needed.

June _____
July _____
August _____
September _____
October _____

HOLD HARMLESS CLAUSE AND INSURANCE

All authorized vendors participating in the Downtown Market shall be individually and severally responsible to the City for any loss, bodily or personal injury, deaths, and/or property damage that may occur as a result of the vendor's negligence or that of its agents and employees. All vendors hereby agree to indemnify and save the City, its officers and employees harmless from any loss, cost, damages and other expenses, including attorney's fees, suffered or incurred by the City by reason of the vendors' negligence or that of its agents and employees; provided that the vendors shall not be responsible nor required to indemnify the City for negligence of the City, its officers or employees. No insurance is provided by the City of Clarksville to participants in the Downtown Market.

Furthermore, I fully understand and agree to comply with the terms and conditions as stated in this application.

Signature: _____ Date: _____

Printed Name: _____

ACKNOWLEDGMENT OF RULES

I acknowledge that I have been provided with a copy of the Downtown Market Rules and that I understand and will abide by these rules. I also understand my participation may be terminated for violation of the Rules.

Signature _____ Date _____

Printed Name: _____



Guidelines for Non-farm Arts & Crafts

The following guidelines are set forth to determine whether proposed art/or crafts are eligible to be sold at the Downtown Market.

- All non-farm arts & crafts must be juried by the Market Manager and committee prior to being sold at the market. The decision of the Market Manager and committee is final.
- Art & Crafts, for the purpose of the Market shall be an item which an observer of the art/craft can appreciate the technique and execution of the employment of manual skills in its production.
- Non-farm arts/crafts are produced from materials not grown and harvested by the artist/crafts person.
- Farm art/crafts are value added farm products produced predominately from materials grown or harvested by the artist/crafts person. An example of this would be hand stitched products, gourd art, or soaps. These will need to be from products grown or harvested from the artists farm/home. Farm art & crafts do not have to be juried but must meet the same eligibility requirements listed under Market Rules.

Specific Criteria

- All items must be hand crafted by the vendor or member of the vendor's farm or art/craft unit.
- Items must be product of home or cottage type industry using an intermediate type of technology rather than an industrial type production. To be considered "hand crafted" the item must show evidence of manual skills obtainable only through a significant period of experience and dedication.
- No mechanical, optical, digital or electronic reproductions will be allowed.
- All items must be of excellent workmanship in both quality and design.
- All art & crafts vendors must comply with and abide by the market rules at all times.
- The Market Manger has the discretion to immediately remove from the Downtown Market any item or product considered objectionable.



For Office Use Only Vendor Documentation Record:

- Name of Vendor and contact information

- Signed vendor form
- Fees: Annual Market Fee (\$50.00) Cash ____ Check ____
- Electricity (\$10.00 per day) x # of Days _____
- Extra space (\$20.00 per day for additional 10'x10' space)
- Total Fees _____
- Fee Waiver (1040 IRS Income Tax Return Attached)
- Downtown Market use Date(s):

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October	2, 9, 16, 23

- Dates that electricity will be needed.

May	8, 15, 22, 29
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