**Madison County Farmers Market**

**Rules and Regulations**

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The Madison County Farmers Market will operate in the parking lot of White Oak Pond Church in Richmond on Saturdays from 9:00-1:00 for the months of May through October and at the Carter Building Parking lot on EKU’s campus on Thursdays from 9:00-1:00 for the months of June through September weather permitting.

The Madison County Farmers Market is registered with the Kentucky Department of Agriculture and follows all rules and regulations the KDA has set forth in the Kentucky Farmers Market Manual (https://www.kyagr.com/marketing/documents/FM\_Manual\_and\_Resource\_Guide.pdf).

1. An application for membership must be completed and approved prior to selling at the market.
	1. All dues must be paid prior to selling at the market.
2. All vendors will be expected to download and use the free Group Me app for all communication. Including answering each week if they will or will not be in attendance for that weeks market.
3. Vendors shall sell only agricultural, horticultural, home-based products (with licensing), micro-processed products (with licensing), arts and craft items that they themselves have grown, produced, processed or made. (NO FLEA-MARKET TYPE ITEMS ALLOWED.) Reselling is strictly prohibited. The only exceptions are apples and peaches, but their origin must be posted.
	1. Any board member or appointed person or committee may conduct farm inspections.
4. Potted plants, cut flowers and herbs produced on your farm can be sold.
5. Eggs may be sold but all applicable rules, regulations and guidelines regarding these sales will be followed by the vendor. These can be found in the KY Farmers Market Manual (see link above).
6. In order to offer any sampling of cooked, processed or raw products the vendor must:
	1. Complete an affidavit of sampling education and submit it to the KDA
	2. Receive a sampling certificate which must be displayed when offering samples
	3. Complete a Produce Best Practices training class and receive a certificate which must be displayed
	4. Abide by any and all health regulations and state laws regulating sampling. The vendor is responsible for their own hand-wash station.
7. Baseline prices may be suggested by an appointed committee or the president in an effort to support sales for all vendors.
	1. Vendors may sell above but should not sell below baseline prices.
	2. Vendors should not advise customers that you are made to sell at a certain price
	3. **Prices must be displayed on merchandise at all times.** (A dry erase board may be used.)
8. Produce bags will be provided by the market to only be used at the two locations of the Madison County Farmers ? Markets. Reusing bags from stores such as Walmart, Kroger, etc. is prohibited due to sanitary concerns.
9. All vendors should have a professional and attractive display using tables and stands to show all available sale items.
10. Vendors must use a canopy secured with weights or tie downs to keep it from blowing into other vendors, vehicles or customers. The vendor will be responsible for any damages caused by their property.
11. Vendors’ vehicles must be reasonably clean from dirt, manure, etc. Vendors themselves and their display should also be clean and presentable. Vendors should exhibit appropriate behavior while at the market including, but not limited to, refraining from conversations centered around religious/political discussions and other vendor prices.
12. Keep your area clean. Before you leave each day make sure your space is clean of all trash or produce that might have fallen from your table or vehicle.
13. No live animals or fowl will be allowed to be sold.
14. No smoking by vendors, or visitors, while at their booth or within the market area.
15. Vendors must use an approved and certified “legal for trade” scale or sell by count, number, bunch or volume.
16. Any member may be suspended or have their membership terminated by the board for failure to comply with the market’s rules and regulations or by failure to comply with local and state laws.
	1. A warning is not required prior to membership suspension and termination
	2. Membership dues are not refundable
	3. If membership is suspended or terminated the vendor will be asked to leave the market immediately
17. The market reserves the right to refuse membership to anyone
18. You must have taken the training provided by the KDA in order to take the Senior Farmers Market Nutrition and WIC Vouchers.
19. Vendors are responsible for knowing which licenses pertain to their merchandise and obtaining said licenses in advance of selling at the market. Vendors assume all risk and responsibility associated with selling their items. Vendors agree to:
	1. Follow all KDA rules, regulations, and guidelines set forth in the Kentucky Farmers Market Manual.
	2. Label all products correctly
	3. Post any applicable licenses at your vendor area
	4. Provide a copy of applicable licenses with the market application or if obtained after application has already been turned in, you must provide a copy to the president prior to selling and displaying the product

Licensing Contact Information

Kentucky Department of Agriculture

(502) 573-0282

Kyagr.com/

Egg Marketing & Licensing, (502)782-9205

Kyagr.com/consumer/eggs-marketing-and-licensing.html

Organic: (502)782-4112 & (502)782-4121

Kyagr.com/marketing/organic-marketing-html

United States Department of Agriculture

(601)899-4869

Fsis.usda.gov/

Kentucky Department for Public Health

Food Safety Branch, (502)564-7181

Milk Safety Branch, (502)564-3340

Chfs.ky.gov/agencies/dph/dphps/msb/Pages/default.aspx

University of Kentucky Cooperative Extension Service

(859)257-1812

Fcs-hes.ca.uky.edu/homebased\_processing\_microprocessing

University of Kentucky Division of Regulatory Services

(859)257-2785

http://www.rs.uky.edu/regulatory/feed/

Commercial Food Manufacturing

State Permit-Food Safety Branch

*Must be produced in a commercial/certified kitchen (list available).*

* Packaged foods
* Refrigerated & frozen foods (excluding meat and poultry)
* Bottled water
* Cosmetics (lotion, lip balm, etc.)
* Hemp products
* HBP & HBM food sales over $60,000/year

Additional Requirements Necessary

* Acidified foods (Better Process Control School Certification Required)
* Low-acid canned foods (Better Process Control School Certification Required)
* Juice (Juice HACCP Certification Required)
* Seafood (Seafood HACCP Certification Required)

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* Cakes
* Candy (no *alcohol)*
* *Fruit pies*
* *Pecan pies*
* *Dried herbs & spices*
* Dried grains
* Nuts
* Granola
* Trail or snack mix
* Popcorn with or w/o

added seasonings

Home-based Processing (HBP)

State Permit – Food Safety Branch

* Dried/freeze-dried fruits & vegetables
* Mixed greens
* Fruit jams, jellies and preserves

(this does not include low and/or

no sugar varieties and pepper jellies)

* Fruit butters
* Sweet sorghum syrup
* Maple syrup
* Bread
* Cookies

Annual Sales less than $60,000?

You can manufacture in your home.

Home-based Microprocessing (HBM)

State Permit – Food Safety Branch

*Must complete workshop through University of*

*Kentucky Cooperative Extension Service*

Acidified Foods:

* Canned tomatoes, green beans
* Pickled fruits and vegetables
* Salsa
* Barbecue sauce
* Pepper or herb jellies
* Vinegars
* Low or no sugar jams and jellies

Annual Sales more than $60,000?

You must manufacture commercially.

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Additional Requirements Necessary

* Acidified foods (Better Process Control School Certification Required)
* Low-acid foods (Better Process Contral School

Certification Required)

* Juice (Juice HACCP Certificaiton Required)
* Seafood (Seafood HACCP Certification Required)

Whole Fresh Produce

* No permit-From farm, direct to consumers, to restaurants, etc.
* Local permit-selling at Farmer’s Market

Washed and Cut

* State permit-Food Safety Branch

Meat and Poultry

State Permit – USDA

Local Permits

County Health Department

* Restaurants
* Food Trucks
* Grocery stores (retail food establishment)
* Temporary Permits (Fairs, festivals, Farmer’s Markets)
* Catering

State Permits:

KY Department for Public Health, Food Safety Branch

* Home-Based Processing
* Home-Based Microprocessing
* Commercial Manufacturing

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Animal Feed & Treats

UK Permit

Fresh Eggs

No Permit – Less than 60 dozen/week

KDA Permit – More than 60 dozen/week

Milk and Dairy Products

State permit – Milk Safety Branch

Honey

No Permit – Less than 150 gallons/week

State Permit – More than 150 gallons/week

Want to sell certified organic?

KDA

Soaps

No Permit