



## Bartlett Station

### Farmers Market Office:

2969 Elmore Park Road Bartlett, TN 38134

901-372-9457

bartlettstationfarmersmarket@gmail.com

### Market Location:

W.J. Freeman Park

2629 Bartlett Blvd.

Bartlett, TN 38134

## Market Policies

Welcome to the 2022 Bartlett Station Farmers Market season in the A. Keith McDonald pavilion. This next season promises to be fantastic! There have been a few changes, so please read the following carefully and initial when needed.

- The BSFM Advisory Board approves policies and procedures.
- The Market Season will run from May 21, 2022 through September 24, 2022. Hours of operation will be Saturdays from 8:00am until Noon. Set-up is from 7:00am until 8:00am and break-down is from Noon until 12:30pm. If you arrive after 8:00am you will not be able to set up in the pavilion. However, we will have over flow spots in the parking lot. If your booth is in the pavilion, you will not be able to leave before 12:00pm. Failure to adhere to these guidelines could result in losing your spot in the pavilion.

Initials \_\_\_\_\_

**No vehicles will be moved inside of the market boundaries between 8:00am and Noon.**

- Payment Options:
  - Full Season: \$150.00 paid in full prior to April 15th
  - Partial Season: \$75.00 paid in full prior to April 15th
  - Single Pay Vendors: \$30.00 per Saturday will be collected at the end of the market day.
  - If you decide to become a season vendor, the \$30.00 will be subtracted from your season fee.
  - Part time vendors must schedule their Saturdays. If possible, we will coordinate weekends so two vendors can share a space in the pavilion. Initials\_\_\_\_\_
- This market promotes locally grown / produced items. It is the discretion of the Market Manager to allow any items that are obviously not considered local. Your signature on the application page signifies your testament that your items are locally produced. **DO NOT purchase produce from another farmer or wholesaler to sell at this market.**
- Producers of prepared / packaged goods must be permitted and inspected by the TN Department of Agriculture Regulatory Services prior to selling at the Market. Contact William Thompson, Food Manufacturing Administrator at 615-837-5193 for all information. Producers outside of TN must obtain an inspection and permit from their state. The Market Manager must have copies of current inspections and permits. Please submit copies with your application and keep a copy at your booth during operating hours.
- If you sell items by weight, the Market Manager must have a copy of your scale certification from the Shelby County Weights and Measurers Department (901-545-3920). If you are located outside of Shelby County, contact your county's department for certification.

- Growers must obtain a letter or grower affidavit from their county extension agent stating what crops are grown and where they are grown. The Market Manager must have a copy of this letter on official letterhead.
- Vendors of edible goods are responsible for carrying \$1,000,000 liability insurance, including product coverage. The Market Manager must have a copy of your certificates of insurance naming the Bartlett Station Farmers Market and the City of Bartlett as additionally insured entities.
- Vendors must only sell items that they have listed on their application or obtain prior approval from the Market Manager. **Initials**\_\_\_\_\_
- All produce and food items for sale must be displayed or stored at least 6 inches off the ground.
- Prices must be clearly marked for all items.
- Vendors should abide by all city, county, state and federal regulations that govern sampling, production, labeling, and safety of any product offered for sale at the Market. Any items that pose a possible threat of botulism or other contaminants due to production process must be inspected by the USDA.
- Vendor spaces will be assigned. Returning vendors in good standing will receive priority assignment.
- Signage at your booth must include your farm or business name. **Initials**\_\_\_\_\_
- The Market Manager has the authority to prohibit the sale of items that do not meet Market standards. **Initials**\_\_\_\_\_
- Vendors shall not smoke within the market boundaries.
- Collection and payment of sales tax is the sole responsibility of the vendor.
- Park trash receptacles are for customer use or light trash only. Agricultural waste and broken-down boxes should be hauled away and recycled if possible. Vendors are responsible for policing their areas for trash upon tear down.
- The Market is a “rain or shine” market. In case of severe weather, the Market Manager will make the decision to close the market for the day or temporarily. If the market is closed for severe weather, all vendors should seek suitable shelter.
- Firearms are not allowed inside of the Market unless carried by an authorized law enforcement employee.
- To reduce the possibility of crimes of opportunity, all money must be secured. Any money bags/boxes should be stored underneath tables and no loose money should be placed on tabletops. Report any incidents immediately.
- For the safety of our customers and vendors, tents shall be secured. The method suggested is a cement or sand-filled plastic container tied to the upper tent frame at each leg, or as a minimum, at two opposite corners. Place weights close to the tent leg and avoid using something that is rough or may scratch our customers’ legs. Weights and lines should be highly visible. **Initials**\_\_\_\_\_
- Broken tent frames will not be allowed. If a tent breaks during a market day, it must be repaired to full function or replaced before the next market day.
- Injuries to vendors or customers should be reported to the Market Manager immediately.
- Minor First Aid will be available during market hours. In case of an emergency, DIAL 911 immediately and send someone to notify the Market Manager. Follow the instructions of the 911 Dispatcher until relieved of responsibility.
- A fire extinguisher will be available at the Market Information Booth. Do NOT attempt to fight a fire if the possibility of bodily injury exists. DIAL 911 immediately and send someone to notify the Market Manager.

- Farm and production facility visits are conducted by market personnel. **Initials**\_\_\_\_\_
- All vendors are highly encouraged to participate on their elected Saturday! Please contact the market manager if you cannot attend, so we can advise your customers.  
**If you miss more than 2 markets without notifying the Market Manager by 5:00pm on Fridays, you will lose your spot in the pavilion.**
- Vendors are responsible for providing tents, tables, chairs, and other materials needed for operation. All materials must be kept inside of your booth area and may not impede the flow of traffic or block access to another vendor's area.
- Market disruption, unprofessional behavior, or disregard for these policies and procedures will result in exclusion from Market participation and forfeiture of Market Membership Fees.

### **Parks and Recreation: A. Keith McDonald Pavilion Rules & Regulations**

- Clean the area around the pavilion at the end of the event and place all garbage in the provided garbage cans. The rented area should be clean and undamaged following your event.
- All guests must exit the area and the pavilion must be clean by the end of the event.
- **NO** alcoholic beverages, no deep fryers, train rides, dunk tanks, or petting zoos.
- **NO** parking on the grass, no driving on the walking trails, this includes loading and unloading. Please unload and load from the designated area. Move any trucks/cars blocking the entrances or walking trails.
- **NO** balloon releases are allowed or activities with glitter or confetti. Do not mount any decorations on the pavilion.
- Pets must be on a leash at all times, be considerate of others, pick-up after your pet.

### **What You (or Your Sales Person) Need Prior to April 15**

- Certificate of Insurance (if applicable)
- County Extension Letter (if applicable)
- TDAV or USDA Permit (if applicable)
- Scale Certification (if applicable)
- Check, Cash or Credit Card for Membership fee
- To complete and submit an Application and Policy Packet
- To pay with CC please contact Kathy Carl (901)-372-9457 Monday-Friday, 9:00am to 5:00pm at the Bartlett Area Chamber of Commerce

If you have any questions, don't hesitate to call or email me. Together we're growing food, friends and family.

Kathy Carl  
 Director of Operations  
 bartlettstationfarmersmarket@gmail.com  
 Bartlett Area Chamber of Commerce  
 Bartlett Station Farmers Market Coordinator



## 2022 Vendor Application

Thank you for your interest in becoming a vendor at the Bartlett Station Farmers Market! Please read over the information below before completing your application. Also, please include your e-mail address on your application. We will use e-mail to send you any further documentation or information, thereby speeding up the process and saving some trees!

- The Market Season will run from May 21, 2022 through September 24, 2022. Hours of operation will be Saturdays from 8:00am until noon. Set-up is from 7:00am until 8:00 am.
- Break-down is from noon until 12:30pm. Please be out of the pavilion no later than 12:30pm per our contract with the city.
- Types of Vendors:
  - Produce/Food-Related Products
  - Craft/Non-Food Related Products
- Payment Options:
  - Full Season: \$150.00 paid in full prior to April 15<sup>th</sup>
  - Partial Season: \$75.00 paid in full prior to April 15<sup>th</sup>
  - Single Pay Vendors: \$30.00 per Saturday will be collected at the end of market day.
- Reselling is not allowed at this Market, unless the item is not available locally and there is a demand for the item. The decision to allow resell is at the discretion of the Market Manager. Any allegations of violations are to be made to the Market Manager and will be investigated.
- Growers must obtain a letter of grower affidavit from their county extension agent stating what crops are grown and where they are grown. The Market Manager must have a copy of this letter on official letterhead.
- Vendors are responsible for carrying liability insurance, including product coverage. The Market Manager must have a copy of your certificates of insurance naming the Bartlett Station Farmers Market and the City of Bartlett as additionally insured entities.
- This market is a “rain or shine” outdoor market. Weighted tents are highly advised.

Thank you again for your interest in participating at the Bartlett Station Farmers Market! Without you, there would be no market! Please fill out the application and mail or e-mail it to the address listed at the bottom of the application. You may send payment in the form of a check or cashier’s check at this time as well. We will also accept all major credit cards. If you choose to pay with a credit card, contact me at the number below Mon. – Fri. 9:00 – 5:00. If you have any questions, don’t hesitate to give us call!

**Bartlett Area Chamber of Commerce**  
**Call - 901-372-9457**  
**Contact: Kathy Carl**

**Growing food, friends and family**

# Bartlett Station Farmers Market 2022 Vendor Application

**(Please print or type)**

**Contact Information**

Name: \_\_\_\_\_  
 First \_\_\_\_\_ Last \_\_\_\_\_  
 Farm/Business Name: \_\_\_\_\_  
 Preferred Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Farm/Business Address if different from above**

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Market Participation Information**

» \_\_\_\_\_ Full Season    » \_\_\_\_\_ Partial Season (Select all dates that apply but not to exceed 9 total)

May-			21	28	
June-	4	11	18	25	
July-	2	9	16	23	30
August-	6	13	20	27	
September-	3	10	17	24	

» Type of Vendor:    \_\_\_\_\_ Produce/Food    \_\_\_\_\_ Craft/Non-food

What will you sell at the Market this season? Please be specific and feel free to attach a list if more space is needed.

**What type of payment will you take? (Check Appropriate)**

Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_ Snap/Voucher \_\_\_\_\_

## 2022 Vendor Application (Continued)

### Acknowledgement of Market Policies and Procedures and Affirmation of Market Support:

I certify that I have read the provided information and understand that all required paperwork must be submitted prior to the first day of participation. I certify that the information that I provide is a true representation of my farm or business. I understand that I cannot sell anything at the BSFM that I did not grow or produce. I also agree to work with the BSFM and other vendors to support and further the Market.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### Liability Release:

I agree to release the BSFM and its staff, the Bartlett Station Commission, the City of Bartlett, and the Bartlett Area Chamber of Commerce from any and all liability in connection with my stall operation at BSFM, and further agree to indemnify, hold harmless, and defend the above-mentioned entities from and against any losses, damages, or expenses incurred as a result thereof.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

We look forward to growing with you!  
bartlettstationfarmersmarket@gmail.com  
[www.bartlettstationfarmersmarket.org](http://www.bartlettstationfarmersmarket.org)



***Mail or email Completed Packet to:***  
**Bartlett Station Farmers Market**  
**2969 Elmore Park Road**  
**Bartlett, TN 38134**  
**[bartlettstationfarmersmarket@gmail.com](mailto:bartlettstationfarmersmarket@gmail.com)**

**HOLD HARMLESS AGREEMENT/WAIVER**

The undersigned, \_\_\_\_\_, who has been given permission by  
(facility user)  
The City of Bartlett \_\_\_\_\_ to use Bartlett Farmers Market \_\_\_ for vending \_\_\_\_\_  
(city or agency) (facility) (activity)  
activities, hereby executes this agreement with the understanding that this release is part consideration for the city  
allowing \_\_\_\_\_ the privilege of using The Bartlett Station Farmers Market \_\_\_\_\_  
(facility user) (facility)  
and its facilities .

In consideration of the privilege of using Market Premises \_\_\_\_\_ of Bartlett, TN \_\_\_\_\_, I/we,  
(facility) (city or agency)  
\_\_\_\_\_, hereby assume the risk for injuries that may be sustained in pursuit of activities  
(facility user)  
while on the premises and hereby remise, release, and forever discharge The city of Bartlett \_\_\_\_\_,  
(city or agency)  
and its officers and employees, from any actions, suites, damages, claims, or judgments that may result from any  
personal injury or other damages sustained while on the premises of The Bartlett Station Farmers Market \_\_\_\_\_, or  
(city or agency)  
using the equipment of The city of Bartlett \_\_\_\_\_, both while using the facility above specified.  
(city or agency)  
I/we further relieve The city of Bartlett \_\_\_\_\_, and its officers and employees, from any liability  
(city or agency)  
for loss or damage to any personal property that may be damaged, lost or stolen while on the premises.

**When this release is signed on behalf of an organization** by an authorized representative of the organization,  
the organization agrees that it will hold the city and its officers and employees harmless and indemnify them for any such  
actions, suits, damages, claims, or judgments. The organization agrees it will obtain liability insurance in the  
amount of 1,000,000.00 \_\_\_\_\_ to cover any such liabilities and to name The city of Bartlett \_\_\_\_\_  
(\$700,000 or \$1,000,000) (city or agency)  
as an additional insured on the policy. The organization will also obtain appropriate releases from each individual  
participant in the activity.

In cases in which this release is signed by parents or guardians for a child under age 18, the parents or guardians  
assume the risk of injury to the child, or loss of or damage to personal property and release the city, and its officers and  
employees, from all claims, suits, damages, or judgments that may result from these injuries or losses that  
the parents or guardians might have against The city of Bartlett \_\_\_\_\_, or its officers or employees.  
(city or agency)

IN WITNESS WHEREOF, I/we, \_\_\_\_\_, have executed this release on this the  
(facility user)  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
(Parent(s) or Guardian(s), if under age 18) (witness)  
(Releases must be signed by both parents or guardians, if possible)