



St. George's Farmers Market

2024 Vendor Rules & Operating Guidelines

Located at St. George's Episcopal Church (4715 Harding Pike, Nashville, TN 37205)

A. General Operations

A market representative is responsible for officially opening and closing the market each day.

The market runs from 3:30pm-6:30pm on Thursdays, May through August. The market operates in the asphalt parking lot of St. George's Episcopal Church.

Set Up & Tear Down | Vendors may begin set-up at 2:30pm, and tear-down must be complete by 7:30pm. After set-up, vendors should park in the spaces designated for vendor parking. Each vendor will be given a designated space.

Sales Period | Vendors should be ready to sell 15 minutes prior to market opening. Vendors will not begin selling until the market officially opens and will stop selling at the close of the market. Vendors who have sold all their goods are required to stay until the market closes unless an exception has been approved in advance by the Market Manager.

Vendor Attendance | Vendors who have reserved space are expected to be at all market days throughout the season. Exceptions must be approved in advance by the Market Manager for vendors whose products have a limited growing season. If a vendor must miss a market day on short notice, the vendor must notify the Market Manager 24 hours in advance.

Weather | The market will be held, rain or shine, unless there is severe weather, as determined by the Market Manager. In the event of closure due to severe weather, the Market Manager will contact the vendors by phone, text message, email, or Instagram private messenger. Notification of any closure will also be posted on the St. George's website (stgeorgesnashville.org).

Church Policies | Restrooms are available in the church building for vendors and shoppers. No smoking, vaping, alcoholic beverages, or firearms are allowed at the market.

B. Market Management

The Market Manager's job is to coordinate all weekly activities and to implement the market's policies. The Market Manager also acts as a conduit of information between the vendors, customers, and community partners. The Market Manager has complete authority to interpret and implement policies at the market site and to change the market hours at any time.

The Market Manager for 2024 is Agatha Nolen, Director of Outreach, St. George's Episcopal Church, agatha.nolen@stgeorgesnashville.org, or cell 615-400-0611.

C. Products Sold

All vendors must complete the appropriate application and provide the required documents prior to participating in the market. Acceptance of vendors will be at the sole discretion of the Market Manager and is based on quality of the product(s) and the relevance of the product(s) to the overall diversification and mission of the market. No wholesale brokers are allowed.

Producers Only | Only producers may sell at the market. A producer is defined as the person who grows, raises, or makes the product. This may include the producer's immediate family, partners, employees, or a local cooperative.

Farmers may sell any farm products, including value-added products. Non-farm vendors must make the product they wish to sell. Priority is given to farm vendors, but additional vendors of non-farm products may be permitted based on quality, originality, and space availability.

Potential vendors must submit an application that certifies that they grow or raise their own produce/proteins or make their value-added product. Each individual at vendor booths must be directly involved with or knowledgeable about the production of items being sold at the market.

Locally Produced | All produce and protein sold must be locally grown, meaning that the product must have been grown or raised within a 150-mile radius of Davidson County, or within the State of Tennessee. Exceptions may be made by the Market Manager in instances where the product offered does not compete with local producers and it is believed that all participating vendors will benefit from additional traffic to the market.

Pre-Orders | Pre-orders are encouraged and can be promoted on booth signage. However, vendors with pre-order pickups must also have products for sale at their booth on market day.

Product Restrictions | Live animals and products that are restricted by age by the State of Tennessee (e.g., cannabinoid products, vaping products, smoking hemp, etc.) are not permitted for sale.

Each vendor must adhere to their merchandising and business category as requested in the application. Exceptions must be approved in advance by the Market Manager. "Buddying up" is the practice of allowing a friend's business to join you at your booth and is not allowed without previous permission from the Market Manager.

D. Vendor Booths & Signage

Each booth space is approximately 10'x10'. Vendors requiring more space can request two booths on their application. Extra space is not guaranteed. Booth space is not transferable. Shaded spots for vendors are available but limited.

Vendors must supply their own tents, tent weights (required) tables, chairs, water, etc. All vendors must have a sign clearly indicating their name and location. In addition, pricing is the sole responsibility of the individual vendor, and pricing for all products must be clearly posted at the booth during each market—either with a sign or individually labeled items. Nothing, including signage, will be allowed to extend outside the designated booth dimensions.

Vendors are encouraged to decrease the use of single-use plastic as much as is feasible.

Children and other dependents are welcome on market days if the vendor can give their undivided attention to customers. Children and other dependents should not be too disruptive. Vendors are not allowed to bring pets unless approved in advance by the Market Manager.

Each vendor must leave his or her selling area clean and in orderly condition. If you provide samples and/or products that will result in waste material, such as toothpicks, straw wrappers, cups, rinds, corn cobs, etc., you must provide containers for waste disposal. Onsite trash disposal is not provided. Vendors will be assessed a cleaning fee (\$100.00-\$5,000.00) if the Market Manager must clean up after a vendor.

E. Health & Safety, Insurance, Certificates, and Inspections

Health and Safety Regulations | All vendors must adhere to sanitary procedures for selling produce and value-added items.

It is the responsibility of each vendor to abide by all state and federal regulations which govern the sampling, production, labeling, or safety of their products.

All processed foods must comply with all applicable state and federal health and safety regulations, including proper labeling. A copy of the commercial kitchen certificate or domestic kitchen certificate must be provided with your vendor application, along with documentation of certified scales, if applicable.

Food trucks must provide and display a Tennessee business license and a valid health department certificate. It is recommended that food trucks which fry foods on-site also obtain a Fire Safety Inspection from the State of Tennessee Fire Marshal's Office.

If you have any questions on this matter, please speak with the Market Manager, the Tennessee Department of the Agriculture Regulatory Services, or the Davidson County Health Department.

Extension Certification | For growers, a producer certificate must be completed before selling at the market. The certificate can be obtained through your County Extension Office and must be submitted at the time of your application.

Insurance | All vendors must provide proof of general liability coverage at a minimum amount of \$1,000,000 with St. George's Episcopal Church, 4715 Harding Pike, Nashville, TN 37205, added as an insured party. A current certificate must accompany each vendor application and remain on file with the market.

Inspections | The Market Manager or their representative may request a visit to any vendor's location. Routine inspections to ensure quality control may be conducted on market day. If your product is found unfit to sell at the market, the Market Manager may ask you to discontinue sales of this item immediately.

F. Vendor Fees

Market fees are collected at the end of each market day at the information tent. You will receive a form to fill out with your business name, the date, and total sales. Each vendor is responsible for paying a fee of approximately 5% based on total sales for the day:

< \$100 total sales = no fee

\$100 – 200 = \$10 fee

\$200 – 300 = \$15 fee

(e.g., for every \$100 you sell, the fee is \$5, with no upward limit)

Fees are based on the honor system and may be paid in cash no earlier than 15 minutes before closing. If you prefer to be invoiced, please speak to the Market Manager.

G. Complaints

Customer Complaints | Any shopper with complaints regarding market policies or policy implementation may request a meeting with the Market Manager, and the meeting will be scheduled in a timely manner. Documentation of the complaint, discussion, and results of the meeting will be kept on file.

Vendor Complaints | All vendor complaints must be addressed in writing to the Market Manager, which will be reviewed in an attempt to resolve the issue. Documentation of the complaint, discussion, and results of the meeting will be kept on file. If the manager is unable to resolve a complaint to the vendor's satisfaction, then the vendor may send a written request to the Chairperson of the Vestry Outreach Subcommittee of St. George's Episcopal Church for review.

H. Rules Violations

By submitting an application for the market, the vendor agrees to abide by the rules and regulations as established by St. George's Episcopal Church and enforced by the Market Manager. In addition to these outlined regulations, any act which jeopardizes the health or well-being of a customer, another vendor, market management, or the overall health of the market will be addressed as a violation.

Violations will be documented and may be grounds for warnings and/or dismissal from the market. The first violation will result in a verbal warning by the Market Manager. The second violation will result in a written warning from the Market Manager and the Vestry Outreach Subcommittee of St. George's Church will be notified. Any additional violations will be reviewed and addressed by the Vestry Outreach Subcommittee.