

## **2016 Application - Main Street Farmers Market**

Thank you for your interest in being a member of the Main Street Farmers Market. Entering our seventh season as a market, we are humbled and energized by the loyal customer base we have established.

Our farmers market was created to supply the small farms of the Chattanooga region with a direct sales outlet while also supplying the Chattanooga community with the freshest and healthiest foods available in our region. Our mission has grown and evolved to include the goal of inspiring healthy, environmentally responsible lifestyles among community members by fostering relationships within the local food community.

A farmers market is a special place. At a farmers market, the farmer and the consumer come together and interact to build a one on one relationship. Here the consumer can learn about local food production and the changing season. Here also, the farmer can learn how to better serve the community. This is a special relationship where each group is working together to create a better local food system for all.

We feel that a successful farmers market is a market with a diverse group of products, and with a good balance between the number of the consumers and the number of vendors. We have specific programs planned this year to increase awareness of the market, increase the number of consumers supporting the market, and enhance everyone's market experience.

We are also facing some big changes this year. Our current site has been re-zoned and with new construction pending our active site committee has been pursuing different options for a new place to call home. A decision has not been made yet nor do we have a set move date, however we do anticipate that the market will be held at a new location by the end of 2016.

Please review this packet as you consider applying to be a member, and note that space at the market is limited during peak months in the season. It is important that you provide the most accurate estimate of your expected attendance as possible to allow us to balance site use with member's participation.

The Board of Directors will review your application and make a decision in committee as to whether you are a good fit for the market at this time. We will be guided primarily by our desire to create a diverse group of products at the market, and by our need to not have too many of the same products. We strongly encourage all members of the market to use sustainable growing practices.

We have big plans for the market and hope to have you as a member soon. If your application is declined and you wish to know why, please contact our market manager for more information. We will be happy to discuss any aspects of the application process with you.

Again, thanks for your interest in applying to be a member at the Main St Farmers Market. We look forward to working with you.

Sincerely,

The Main St Farmers Market Board of Directors

# **Main Street Farmers Market Membership Guidelines**

## **Mission Statement**

The mission of the MSFM is to inspire healthy, environmentally responsible lifestyles by fostering relationships within the local food community.

## **Vision Statement**

We envision a Chattanooga made vibrant and prosperous through our connection to the food we eat and the people who produce it.

## **Dates and Hours of Operation**

MSFM operates every Wednesday, the year round. Hours of operation are 4:00 to 6:00 pm during the peak growing season, and winter hours are 4-5 pm (typically November-March). The MSFM is located at 325 East Main Street in Chattanooga, Tennessee.

## **Member Application Process**

Returning and prospective members must fill out a yearly application, pay the yearly membership fee and expect to be visited by a representative of the market. Members will be accepted as needed and at the discretion of the Board of Directors of the MSFM. The membership fee will be returned if your application is not accepted. Make checks payable to: Main Street Farmers Market. **Return your completed application and fee by March 2, 2016**, to the attention of the Market Manager: Laura Snell, Main Street Farmers Market, PO Box 28394 Chattanooga, TN 37424-8394.

## **Membership Fees**

For those wishing to attend the market as a vendor up to 26 weeks per year, the fee is \$50. Those wishing to attend the market as a vendor between 27-52 weeks the fee is \$100. If membership is approved at the \$50 level and at some point during the year you wish to increase to the \$100 level the Board of Directors must approve the change and an additional \$50 will be due upon approval, before the 27th week in attendance. There will be no refunds based on the number of markets attended.

## **Guidelines all Members Must Comply With:**

- Members must operate within a 100-mile radius of the market.
- Members must be the original producer of the product, or be engaged in a direct cooperative arrangement approved by the Market Manager and the Board of Directors. No reselling is allowed at the MSFM.
- MSFM does not accept all-crafts vendors; members wishing to sell crafts that are a by-product of their food production may do so.
- Weekly market space rental fee for a two-hour market is \$15.00 for one 10x10 space, to be given to the Market Manager before the end of the market day. For one-hour winter markets, the fee is \$5.
- Members must abide by the Bylaws and the Rules and Regulations of the MSFM, which support a smoothly running market.

Market Manager: Laura Snell, [info@mainstfarmersmarket.com](mailto:info@mainstfarmersmarket.com)

Board President: Jane Mauldin, [wheelerorchard46@gmail.com](mailto:wheelerorchard46@gmail.com)

## 2016 Main Street Farmers Market Member Application

### Section 1: Contact Information

Farm/Business Name: \_\_\_\_\_

Name of owner(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Town/State & Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Web Page: \_\_\_\_\_

### Section 2: Product List

List products to be sold. Please be specific according to the crops and/or products you have planned for the year, and any value added products you anticipate selling. Any changes to this product list made during the year must be submitted for approval by the Board of Directors.

*Low-risk value-added or prepared foods (breads, pastries, jams, jellies, candies, dried mixes and spices) may be prepared in a home kitchen with no need to be certified or inspected under the Domestic Kitchen Program. It is the member's responsibility to confirm proper labeling of value added/prepared products is in compliance with the Tennessee Department of Agriculture. Any foods that are not classified as non-potentially hazardous by the state of Tennessee are subject to the preexisting Tennessee Department of Agriculture rules on domestic and commercial kitchens.*

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Initial \_\_\_\_\_

## Section 3a: Farms

*(Food artisans who are not growing their own ingredients do not need to complete this section.)*

### Growing Practices

How would you describe your growing practices\* (Certified organic, non-certified organic but use sustainable growing practices, biodynamic, Certified Naturally Grown, conventional, etc)?

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What is the size of your farm and how much of it is under cultivation?

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*Environmentally friendly farming practices are given priority consideration in the application process.*

### CSA Participation

Do you desire to run a CSA, Herd Share, or or similar pickup from your booth? \_\_\_\_\_

If so, how many members will your CSA have? \_\_\_\_\_

What months will your CSA run? \_\_\_\_\_

## Section 3b: Food Artisans

*(Farms not preparing value added products do not need to complete this section.)*

### Ingredient Sourcing

How do you go about sourcing ingredients for your products? How do you decide where to source ingredients from?

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*Products made using sustainably grown ingredients sourced locally (within 100 miles) are given priority consideration in the application process.*

### Food Production

The State of Tennessee has requirements for food production. It is the applicant's responsibility to ensure all proper permits, inspections, licensing, etc. have taken place or have been issued. Please list any and all permits, licenses, inspection reports, etc. your business has been given.

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Initial \_\_\_\_\_

## Section 4: Attendance & Involvement

### Intended Market Attendance

Vendor attendance is an important factor in the success of any farmers market. In order for us to make the best use of our site, please be as specific as possible in listing the months of the year and how often you expect to sell at the market so we can schedule use of the vendor spaces appropriately.

All Year \_\_\_\_\_ Half Year (26 weeks or less) \_\_\_\_\_

For weekly market site planning purposes, please list the months you plan to attend.

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### Member Involvement

Main Street Farmers Market is operated by it's members through the rotating board of directors, and much of it's success is due to member's involvement and participation throughout the year. Are you willing to donate time or resources to the market as need arises, or serve as a volunteer or on the Board of Directors in the future? \_\_\_\_\_

Participation in planned all-member meetings is necessary to maintain membership status. Are you able to attend a minimum of one or up to three all member meetings each year? \_\_\_\_\_

*Initial* \_\_\_\_\_

## Membership Agreement

I \_\_\_\_\_ submit that the information provided for my participation in the Market is accurate and complete, that I have received, read, and understand the *Main St Farmers Market's Rules and Regulations* and the *Main St Farmers Market Code of Conduct* and I agree to abide by the provisions of this application as well as the Market's governing policies as described in the *Main St Farmers Markets Bylaws and Rules and Regulations* and the *Main St Farmers Market Code of Conduct*.

\_\_\_\_\_ (initial) I agree to hold harmless the MSFM, its board and manager from any legal or financial liability in case of accidents or incidents at the market.

\_\_\_\_\_ (initial) The MSFM sells "market money" tokens to customers to spend at the market. Vendors may turn in their tokens for reimbursement at any point during market hours. The market will collect a fee of 3% of the total amount of tokens being turned in to cover expenses in in addition to the weekly booth fee. I agree to participate in this program.

\_\_\_\_\_ (initial) Main Street Farmers Market keeps records of sales reported by vendors for tracking purposes. All reported sales are kept confidential and are never shared with a vendor name attached to them. These reported sales do not influence your membership status and are only used for creating reports and tracking the trends and success of the market as a whole. I agree to submit weekly sales on a monthly basis, or when requested by the market manager.

\_\_\_\_\_ (initial) The MSFM may use information I have provided in its advertising.

Check One:

\_\_\_ I plan to vend at the market between 1-26 weeks/year. My membership fee is \$50.

\_\_\_ I plan to vend at the market between 27-52 weeks/year. My membership fee is \$100.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### DO NOT WRITE BELOW, FOR OFFICIAL USE ONLY

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Membership Fee total \$ \_\_\_\_\_ Check #: \_\_\_\_\_

Site visit made by: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant approved date: \_\_\_\_\_

If not approved, applicant rejected for the following reason(s):

If not approved, date membership fee was reimbursed: \_\_\_\_\_

This form was adopted by the MSFM Board of Directors for 2016.