



2011 The Markets at The Mill Rules and Regulations

The Markets at The Mill consists of two types of vendors: Farm Vendors and Non-Farm Vendors.

The Markets at The Mills will be open for retail sales from 8:00am to 1:00pm each Saturday during the summer market season, which begins the first Saturday in May and runs through the last Saturday in October. The Markets' hours in the winter will be determined later in the summer season.

Market Vendors should be set up 15 minutes before opening time and all vehicles **MUST** be parked away from the building. Each vendor is required to stop selling at the close of the market and have everything loaded for removal an hour after the close of the market. The Markets will be held every Saturday, rain or shine.

Due to the Market's liability insurance requirements, **Vendors will not be selling until the market officially opens at 8 AM. Vendors are required to stay until the market closes even if all goods are sold.** The Market Manager must approve exceptions to this policy in advance. The Market Manager is responsible for officially opening and closing the market each day.

Each vendor must leave the selling area clean and in orderly condition. All refuse and unsold goods must be removed from the market area by the vendor. Vendors will be assessed a fee (\$100.00 to \$5,000.00) for cleanup if the market has to

further clean or professionally clean a selling space. All boxes and trash from each vendor must be taken to the dumpster on the west side of the buildings. Vendors will not use the market provided trash cans to dispose of trash or liquids.

Farmers may sell any farm products, including value-added products. At least one ingredient or material in any value-added good sold in a farm vendor's booth must have been grown on the producer's farm. All produce sold at The Markets must be grown in the Southeast and in season. Any complaints filed with The Markets Manager about producers not following these rules will be investigated. All processed foods must comply with all applicable state and federal health and safety regulations and be prepared in either a commercial kitchen or an approved domestic kitchen. A copy of the commercial kitchen certificate or domestic kitchen certificate must be displayed in the booth at all times. Food and food products must be packaged with proper labeling. Food products must be held for sale at the proper temperature and environment as defined by the food of food product. Documentation of certified scales must be displayed. Egg, meat, and all baked good vendors must display a TDA regulatory services current permit and copy of the most recent inspection. Farmers must submit application to The Market Manager. A producer certificate must be completed by **ALL farm vendors** before selling at The Markets at The Mill. The certificate will be provided by the market and must be filled out and signed by your Count Extension Agent. A copy of the farm certificate must be displayed at each farm vendor's booth. The Market Manager will retain the original certificate.

75% of the products sold at the farm booth must have been grown or produced by the vendor. **25%** of the products sold by farm vendors may be a product from two additional farms. A farm vendor is defined as the person who grows or makes the product and may include the producer's immediate family, partners, employees, or local cooperatives upon review. There must be a farm certificate displayed for **all the farms** represented in a vendor's booth and product must be **clearly marked** as to what farm it came from.

No wholesale brokers will be allowed. The Markets at The Mill management has the right to physically inspect crops and production areas of Farm Vendors at any time. Acceptance in The Markets is based on quality and freshness of the

product(s) and the relevance of the product(s) to the overall diversification of the Markets.

Local arts and crafts are permitted for sale at The Markets. **75%** of the products sold at a booth must have been produced by the vendor. **25%** of the products sold may be a product from two additional artisans. An artisan is defined as the person who makes the product and may include the producer's immediate family, partners, employees, or local cooperatives upon review.. Non-farm vendors must make application to The Markets. A jurying process is required for non-farm vendors. The jurying process will be held at The Markets site by appointment on market Saturdays from 12:00pm to 1:00pm. The Market Manager will schedule these appointments. Selection will be made by at least three (3) Markets at The Mill members and the Market Manager. The product will be judged on the basis of quality, originality, and Market space availability.

Vendors must supply their own tables, chairs, etc. Booth space is not transferable. Nothing, including signage, will be allowed to extend outside the designated booth space dimensions.

Specific pricing and booth location information is included on The Markets application. Vendors who return weekly may retain their preferred booth space. If said vendor plans to miss a particular market day(s), the vendor must notify The Market Manager in advance of the day(s). Vendors who continually miss the market without notifying The Market Manager will forfeit their rights to their booth space.

Truck spaces are available for those with a truck or trailer display. The maximum vehicle size for the space is a one ton truck or van. Larger vehicles need to be discussed with The Market Manager. All displays, including umbrellas and canopies, must be securely anchored and must not extend beyond the limits of the assigned space. Anchors must not be placed into the parking lot surface. If a trailer is used to display and sell goods, the towing vehicle must be disconnected and moved out of the area.

Vendors may not bring domestic pets into the market.

Vendors who choose to bring children to The Markets are asked to ensure that the conduct of the minors is appropriate and not disruptive to customers or other vendors.

The sale of live animals is not allowed in The Markets.

Generators are not allowed in The Markets.

Smoking and alcoholic beverages are not allowed in The Markets.

Pricing of goods sold at the market is the sole responsibility of the individual vendor. Fraudulent, dishonest, or deceptive merchandising or collusion to set prices among vendors may be grounds for forfeiture of the right to do business of any kind in The Markets for a length of time to be determined by The Market Manager and The Mill Management. All vendors must adhere to sanitary procedures for selling produce and value-added items. All vendors must dress appropriately. Shoes and shirts required.

It is the responsibility of each vendor to abide by all state and federal regulations which govern the sampling, production, labeling, or safety of the product the vendor offers for sale at the market. Failure to comply may result in the forfeiture of the vendor's booth. If you have any questions on this matter, please speak with Michelle Fowler, The Market Manager, John Sanford at the Tennessee Department of Agriculture Regulatory Services, or the Wilson County Health Department.

Quality control is one of the most important factors in The Markets. Routine inspection may be conducted. If any of your products are found unfit to sell at The Markets, The Market Manager may ask you to discontinue sales of this item immediately. Vendors who repeatedly attempt to sell unfit items or produce may be asked to leave the Markets.

Inappropriate conduct or language towards other vendors, customers, or management of The Markets, whether in person or by electronic media, will not be tolerated and may be grounds for immediate dismissal from The Markets. All complaints will be investigated thoroughly by The Markets. Vendors who have a complaint may verbally relay them to the Market Manager or The Mill Management in addition to submitting them in writing whether in a physical note or email (Diane Parness: diane@themillatlebanon.com or Michelle Fowler:

timesand1111@hotmail.com). The Markets Management will investigate the complaint and will respond to the vendor in writing within one week. Professional conduct is required during the complaint process. Inappropriate conduct during the complaint process (ie., yelling, swearing, throwing items, harassing or threatening management, etc.) will not be tolerated and could result in immediate dismissal from The Markets.

If an infraction of these rules and regulations is noted, an oral warning will be given to the vendor in question. The second warning will be written and the infraction must be corrected by the next market attendance of the vendor will not be allowed to return to The Markets.

If a concern, dispute, or question is noted, the vendor must notify The Markets at The Mill in writing to Michelle Fowler, The Market Manager. The Mill Management will review the situation and will make a decision. All decisions are at the sole discretion of the management and will be final.

If you have any questions or concerns you would like The Markets Management to address, please submit these in writing to:

The Markets at The Mill
300 N Maple St
Lebanon, TN 37087

diane@themillatlebanon.com

or

Any vendor or customer with complaints regarding policy or implementation of policy may request a meeting with The Markets Management and will be contacted in a timely manner to schedule a meeting.

Any matter not specifically set out in the 2011 The Markets at The Mill Rules and Regulations will be taken before management and a decision will be made and added to the rules and regulations. Any decision made by management will be final.