

Main Street Dyersburg Farmers Market

57th Nationwide | 3rd Tennessee | 18th Southeast

516 Votes

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Vendor Welcome Packet

Welcome and thank you for your interest in being a Main Street Dyersburg Farmers Market Vendor! We are very excited about the upcoming season & appreciate all your time and patience it took getting here. Our team has put together this packet for you to ensure you have all the information you need and that our day-to-day operations run as smoothly as possible.

I hope with your support we can continue to grow the market, providing our community with not only the freshest local produce but a community gathering spot each week. The market is the heart of our downtown and each of you should be proud of your contribution. With your help, we are looking forward to adding activities, broader marketing/advertising, and quality local artisan wares.

Please take your time to carefully read over the information we have provided. If you have any questions in the future, please refer back to this packet.

I look forward to working with you, if you have any questions feel free to contact me.

Thank you,

Brianna Roser, Director of Downtown Development & Community Programs

Phone 731-285-3433 **Mobile** 731-882-9183

www.dyerchamber.com **Email** broser@dyerchamber.com



Producer-Only Agreement

Please know that these policies are to ensure the traceability of the food supply which enhances food safety and lowers the risk of foodborne contamination. Simply stated, you know your farming operation but if you buy produce from anyone, you don't know their agricultural practices and you can never be completely sure of the safety of the food. Also, know that you cannot be taxed on produce you grow when you sell it directly to the consumer at the Main Street Farmers Market.

The Main Street Dyersburg Farmers Market (MSFM) is owned and operated by the Foundation of the Dyersburg/Dyer County Chamber of Commerce through its Main Street Program of Downtown Development. MSFM operates as a Producer-Only market. The reselling of any product will not be allowed. All produce sold at the MSFM must be grown by the person selling it. All persons harvesting, selling, transporting, and displaying produce must adhere to the highest standards of food handling safety. Farm inspections may be necessary to insure all produce is grown by the seller. Inspections may be done periodically by qualified personnel. Your signature on this contract indicates that you will sell only what you grow (or hand-make if you are a crafter/artisan) at the MSFM. If you do not agree with selling only what you grow, do not sign this contract.

By my signature, I will conform to the Federal and State laws governing food safety and sales taxes in my association with the Main Street Farmers Market. I will sell only my products as directed by the Market Manager and the Main Street Dyersburg Farmers Market. I will allow farm inspections as needed to verify my product sales. If I violate this agreement, I am aware that I will be asked to leave the Main Street Dyersburg Farmers Market for a period of one calendar year or permanently as directed by the Market Manager.

Name of Operation: _____

Farm Address: _____

Cell Phone: _____

Email Address: _____

List everything you plan to sell at this market:

DAILY RATE – you provide your own table	\$12
Annual SAT ONLY (Tuesdays are free to annual vendors)	\$65

We provide TWO 6-foot tables. If there are additional tables left over once all vendors have arrived, you are welcome to them. Market hours are 8 am–Noon. Set up time is 6:30 to 7:00 am – Be ready to sell by no later than 7:30 am. We ask that there is NO VEHICLE moving after 7 am.

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MAIN STREET FARMERS MARKET RULES AND REGULATIONS FOR GOVERNING MARKET

OPERATION WHO CAN SELL The use of the Main Street Farmers Market (MSFM) is restricted to members, who must be producers, growers, or other vendors as approved by the Board of Directors (BOD). No vendor or his/her representative shall be permitted to sell at the market until the vendor's membership is approved by the Board of Directors.

HOW TO BECOME A VENDOR: New vendor application period will be from April - May, and will be reviewed to begin attending in June. Receipts for the booth rental fee shall be provided upon request to members by the On-site Supervisor.

MARKET SETUP, OPERATIONS & BREAKDOWN: Vendors will be assigned by the On-Site Supervisor to the market spaces that are available at the market site. Seniority, type of product, and previous market attendance may affect site placement. The market will be open rain or shine. For safety reasons, vendors should have their vehicles and their stands in place before the opening of the market no later than 7 am.

We ask vendors to remain on-site for the duration of the market unless you have sold out. The market will be open at 8:00 am. No vehicles are allowed access to market selling areas during the market selling hours unless approved by the Onsite Supervisor. Each vendor will be responsible for all equipment and supplies for the setup of their booth (scales, bags, table coverings, signs, etc.). Each vendor agrees to make his/her stand and products offered for sale as attractive as possible. Prices of each item shall be displayed plainly to the customer. Displays must be arranged so as not to endanger the safety of the customers. Displays must be a reasonable height off the ground and by health regulations. All labeling must comply with Tennessee state laws. Vendors' stands should be safe & orderly. Display tables, boxes, baskets, etc., should be free of sharp edges, splinters, nails, staples, or anything else which may cause injury.

Vendors must identify themselves with an easily-read sign listing the name of the farm or business where appropriate. Certifications such as "Certified Organic" (or others) are encouraged to be displayed. Copy of any certificates must be submitted to the market with a yearly application. Vendors should be able to provide customers with accurate information regarding the production of their product and the product itself. Vendors shall exhibit courtesy and cooperation to customers and other vendors selling at the market. The MSFM fosters a direct connection between local shoppers and the small-scale farms and food producers that the market champions.

SAMPLES & PREPARED FOODS Any prepared food distributed at the market, either direct sales or CSA, must comply with the Tennessee Farmers Market Compliance Guide food safety laws. These laws regulate our market. The state compliance guide can be found at:

<https://www.tn.gov/agriculture/consumers/food-safety/ag-farms-farmers-markets.html> Tennessee

Domestic Kitchen Laws explain what foods can be made in a home kitchen, and what needs to be

made in a commercial kitchen The Tennessee Domestic Kitchen Laws can be found online at:

<https://extension.tennessee.edu/publications/Documents/SP799.pdf> Ensure your work is compliant. If

you are using a commercial kitchen, submit to the Board documentation of the kitchen's certification and your rental of the facility with your application. ALL food MUST BE LABELED with all ingredients.

MARKET CANCELLATION Any unsafe weather condition should be reported to the On-site Supervisor. The On-site Supervisor, collectively with the BOD, has the authority to take immediate action, if necessary, when there is a question of safety. The market may be canceled at any time by the BOD/On-site Supervisor if weather conditions are unsafe.

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LICENSING & INSURANCE The obtaining of all licenses, sales permits, insurance, sales tax information, and other requirements for the sale of any item shall be the responsibility of the vendor. Vendors are encouraged to keep relevant certificates and paperwork handy at the market in case of regulatory agency inspection. Each member is responsible for meeting all applicable federal, state, and local laws and regulations which affect local vendors.

It is strongly encouraged for vendors to carry their liability insurance to cover themselves during the course of all market activities.

BOARD APPROVAL & INSPECTIONS The MSFM reserves the right to cancel the privileges of any member who, in the opinion of the Board of Directors, has willfully violated the Rules and Regulations governing the MSFM. Members of the Board reserve the right to inspect any farm or establishment, with advance notice, if possible, as often as needed throughout the year. Inspections will be made only with a member or his/her representative present unless otherwise permitted. Members must provide any help necessary (e.g. grant access to production facilities, produce records, etc.) to facilitate the inspection process. The member will be notified in writing of the results of the inspection within seven days of the inspection.

The market requires vendors to share CSA sales numbers as it allows us to see the full economic impact of the market. Sales numbers of individual farmers will be kept confidential. Aggregate sales numbers will be used in discussions with potential sponsors or partners, or other business decisions regarding the market as a whole.

MEMBER MEETINGS Members are strongly encouraged to attend all organization meetings. Member's attendance of all-member meetings and market attendance will be a factor in subsequent years' application approval.

Full Name: _____

Signature: _____ Date: _____

By signing this application I agree that all information above is true and that I have read the attached rules and regulations and agree to follow them.

Please remind your payment to: Dyersburg Dyer Co. Chamber 2000 Commerce Ave. Dyersburg, TN 38024. Make your checks payable to: Main Street Dyersburg Farmers Market.

For your vendor spotlight please email/text your info & photos to Brianna Roser - broser@dychamber.com or Cell: 731-882-9183