

City of White House, Tennessee



**White House Farmers Market
Policies and Procedures**

Revised January 2024



2024 White House Farmers Market Policies and Procedures

FARM REGULATIONS

- All vendors are required to submit an application each year. **The City White House reserves the right to accept or deny applications by any vendor.**
- In order to obtain your White House Farmers Market permit you must provide a letter/certificate from your County Extension Agent (if applicable), proof of liability insurance, and the White House Farmers Market application.
- A farm vendor is defined as a person who grows or makes the products they are selling. The vending staff may include the vendor's immediate family, partners, and employees. Products to be sold must be approved by the market by listing on the application. Products allowed include: Fresh produce & fruits; herbs, flowers, bedding plants, shrubs and trees; eggs, cheese, dairy products; meats and poultry; baked goods, milled products; honey, maple syrup, jams and jellies; mushrooms; juice and cider; soap.
- **Products not listed on the application must be approved by the Market Manager before selling.**
- ***It is mandatory that all farm vendors carry a 1 million dollar liability umbrella insurance policy that names the City White House as additionally insured and submit proof of coverage to The Market before selling at the market.***
- All farm products sold at the market must be regionally grown (within the Middle TN and Southern KY area). For special exception contact the market manager.
- The White House Farmers Market is an 80/20 market. Meaning 80 percent of the goods and produce offered by each vendor must be produced by that vendor. For the remaining percentage of brokered products, there must be a sign posted to identify where those items were grown or produced.
- Introduction of new products to the market during the market season has to be approved by the manager to ensure it meets the 80-20 rule.
- Wholesale brokers will not be allowed.
- The Market has the right to physically inspect crops and production areas of farm vendors at **any time**.

NON-FARM REGULATIONS

- Prepared foods are permitted for sale at the market. Food products must be packaged with proper labeling and held for sale at the proper temperature and environment.
- All processed foods in any form, packaged for resale, and offered for sale at a farmers market must come from a licensed and inspected facility unless the food is from a facility that is exempt. (Must show proof either way.)
- Vendors who are approved to sell food (ready to eat or consumed at market) must obtain a Permanent Food Service Permit from the Department of Health. All foods must be prepared and served from a mobile food unit as defined by the Department of Health, Food Services Establishment Rule, Chapter 1200-23-1-02 (12).

GOVERNANCE

- 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. If the vendors have any questions on this matter, please speak with the Tennessee Department of Agriculture Regulatory Services.
- Farm products requiring licenses include:
 - Eggs: An egg permit is not required. Cartons must be **new** with the name and contact information of the grower. **Eggs must be stored properly and vendors may only sell eggs that are held at 41 degrees F.**
 - Meat: Must be processed in a USDA certified facility. All meat products offered for sale must have the USDA seal and be stored properly.
 - Honey: Honey processors who produce less than 150 gallons of honey per year are not required to obtain a Regulatory Services Permit. All honey products must be labeled with contact information, net weight and ingredients.
 - Cheese and Milk Products: All dairy products sold in Tennessee must be registered.
 - Plants: Vendors selling rooted plant materials at farmers' markets in Tennessee have to be certified by TDA before selling their nursery materials. Exceptions include tomato, squash, and eggplant starts. All bedding plants, strawberries, and herbs require a license. There are several types of nursery, greenhouse, or plant dealer TDA applications. A description of the various applications can be obtained from TDA Division of Regulatory Services. Potential vendors must send a copy of their certificate to The Market, as well as keep a copy at his/her booth during each market.
- For permits and certificates through the Tennessee Department of Agriculture website, www.state.tn.us/agriculture/regulatory/permits.html or by calling 615-837-5137.
- 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 or food product.
- All vendors selling products by weight must have certified scales in accordance with state law.
- **Proper labeling pertaining to organically grown produce and meats must be displayed. All products listed as organic must be Certified Organic as defined by the USDA National Organic Program. If not certified organic, the use of terms such as "naturally raised" or "grown without pesticide" is allowed.**
- With the exception of non-potentially hazardous food all meat, canned food and baked good vendors must display a TDA regulatory services current permit and copy of the most recent inspection if applicable.
- Unlicensed vendors of non-potentially hazardous food are required to place a sign (8.5" x 11" with ¾" font) at the point of sale and on the label which states "These product(s) were made in a private home and not licensed or inspected".
- "Non-potentially hazardous food" means jam, jellies, candy, dried mixes and other such food that do not meet the definition of potentially hazardous food.

- Mobile Food Vendors who are approved to sell food (ready to eat or consumed at market) must obtain a Permanent Food Service Permit from the Department of Health. All food must be prepared and served from a mobile food unit as defined by the Department of Health, Food Service Establishment Rule, Chapter 1200-23-1-02 (12).
- If Mobile Food Vendors have to cancel with less than a 24 hour notice, they may not be invited back for future events. All final decisions are left to The Market Manger's discretion.
- Routine inspections may be conducted. If your product is found unfit to sell at The Market, 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 Market.
- The Market has the right to limit the number of vendors who sell specialty items such as meat, milk and cheese.
- Producers must comply with all laws, ordinances, and regulations of the United States, State of Tennessee and City of White House.

MARKET DAY RULES

- The Market will be open from 3:30 pm to 7:00 pm each Wednesday. The Market begins the third Wednesday in May and runs through the end of August. The Market Manager has the authority to change market hours at any time. The Market will be held every Wednesday rain or shine. The only circumstance weather will effect the Market is if it risks the safety of vendors and/or shoppers.
- Vendors will be set up completely 15 minutes before opening. All vendors are required to stop selling at the close of The Market.
- Due to The City of White House liability insurance requirements, **vendors WILL NOT begin selling until The Market officially opens at 3:30 pm. Vendors ARE required to stay until The Market closes even if all goods are sold.** Vendors may place a “sold out” sign at their booth and return for booth display pick up at the end of market.
- The Market Manager is responsible for opening and closing the market.
- Vendors are required to inform their workers of all rules and regulations and make sure they abide by them.

BOOTHS

- The seasonal fee for two 12' x 10' booth space will be \$150 (refunds will not be given for weeks not attended). Fees must be paid in cash or check to the City of White House (return check fees apply). If you do not wish to pay for the whole season, then you have the option of paying \$60 for four (4) weeks. These weeks do not have to be used consecutively. **All payments need to be made prior to the first market on May 15, 2024.**
- The vendor must notify The Market Manager in advance if the vendor who purchases full season space plans on missing a particular market day(s). Vendors who continually miss The Market without notifying The Market Manager will forfeit their booth space and no refund will be given.
- Vendors who purchase the 4 week package must let the Market Manager know at least 5 days in advance if they plan on using one of their four market days that week.
- Vendors that would like to purchase two booth spaces can do so at an additional charge of \$150 for the season that is non-refundable. Vendors will need to discuss this with The Market Manager prior to doing so to check for availability.
- Vendors must supply their own tables, chairs, etc. Nothing, including signage, will be allowed to extend outside the designated booth space dimensions.
- All displays, including umbrellas, tents, canopies and signage must be securely anchored and must not extend beyond the limits of the assigned space.
- No electricity will be provided.

SANITATION

- 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 reimburse the City a minimum of \$100.00 for cleanup if the City has to clean or professionally clean a selling space.
- All vendors must adhere to sanitary procedures for selling produce.
- All vendors must dress appropriately. Shoes and shirts are required.
- Vendors who provide samples and/or products that will result in waste material, such as cups, lids, spoons, etc. must provide containers for waste disposal.
- All food trucks must provide their own separate trash receptacle.

PRICING

- 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 Market for a length of time to be determined by The Market Manager.

PROHIBITED

- Smoking and alcoholic beverages are not allowed in The Market.
- The sale of live animals is not allowed in The Market.
- Inappropriate conduct or language towards other vendors, customers, or management of The Market, in person or by electronic media, will not be tolerated and may be grounds for immediate dismissal from The Market by The Market Manager.

HEALTH & SAFETY

- **Emergency Medical Plan**
 1. Call 911 with the location of the victim-The White House Farmers Market at 420 HWY 76, White House, Tennessee (White House Municipal Park).
 2. Have the person sit or lie where they are and immediately send someone to locate The Market Manager.
 3. The Market Manager will go to the White House Municipal Park entrance to direct emergency personnel to the location of the victim.
 4. Vendors do not need to provide their name or contact information to the person in need (for liability purposes).
 5. Emergency medical responders will evaluate the victim's condition and determine if they need to be transported to the hospital. The afflicted person will have the right to accept or refuse transport and treatment.
- **Threatening Weather Emergency Plan**
 - In the event of threatening weather such as straight line winds, severe thunderstorms, tornado's and flooding, vendors will vacate their booth spaces and move immediately to the shelter/pavilion #3 located at White House Municipal Park for sanctuary and protection from the elements.

INSURANCE

- **It is mandatory that all market vendors carry 1 million dollar liability umbrella insurance policy that names the City of White House as additionally insured and submit proof of coverage to the market manager BEFORE selling at the market.**

MARKET MANAGEMENT

- The Market Manager's job is to coordinate all of the weekly activities and to implement The Market's policies. The Market Manager also acts as a conduit of information between the vendors, customer, sponsors and community partners. The Market Manager has complete authority to implement policies at the market site.

CONFLICT/COMPLAINT RESOLUTION

- Any complaints filed with the White House Farmers Market Manager about producers not following these rules will be investigated.
- If an infraction of these policies and procedures 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 or the vendor will not be allowed to return to The Market.
- All complaints will be investigated thoroughly by The Market Manager. If a concern, dispute, or question is noted, the vendor must notify the White House Farmers Market manager in writing. Professional conduct is required during the complaint process. Inappropriate conduct during the complaint process (i.e., yelling, swearing, throwing items, harassing or threatening management, etc.) will not be tolerated and could result in immediate dismissal from The Market.
- If asked to leave due to misconduct refunds will not be given.
- All decisions are at the sole discretion of the Market Manager and will be final.
- If you have any questions or concerns you would like the City of White House to address please submit these in writing to: City of White House, White House Farmers Market, 105 College Street White House, Tennessee 37188, or email dphillips@WhiteHouseTN.gov.

White House Farmers Market Policies and Procedures are subject to change at any time.