



Revised

April 7, 2022

The Columbia Farmers' Market, which operates out of the Farmers' Market Pavilion at Riverwalk Park (102 Riverside Drive, Columbia, TN 38401), has been created to provide a convenient and welcoming place where local farmers and artisans can sell fresh food, specialty products, and other local goods directly to consumers. The goal of this market is to provide an equal opportunity for all qualified vendors to establish their business and maintain a regular store front in our Market. The following rules and regulations serve as the operational standards for this Market.

General Guidelines

- Vendors must grow, produce, or create at least 50% or more of their products sold;
- The following items may be offered for sale at the Market; locally grown, raised, or produced fruit, vegetables, eggs, plants, herbs, cut flowers, honey, meats, and other food products. Handcrafted products such as jewelry, art, and other goods are admissible but are subject to approval by the City of Columbia at the time of vendor application;
- Vendors must adhere to all sanitary procedures for selling produce and value-added items;
- Vendors must furnish their own supplies for cash handling, scales, paper or plastic bags, tables, chairs, etc.;
- Vendors must display a sign or banner indicating their name or businesses name;
- Vendors must display all prices clearly with tags or signage;
- Vendors must display any related or required proof of inspection;
- Vendors must dress appropriately;
- Vendors must reside in Maury County or within 100 miles of the Market;
- Vendors must follow all state tax collection guidelines set for by the Tennessee Department of Revenue;
- A limited number of power outlets are available at the Market but cannot be guaranteed. The use of a generator must be approved by the Director of the Parks and Recreation Department;
- The sale of live animals is not allowed;

Market Operations

- The first Tuesday in May through last Saturday in October will be considered in-season, all other times will be considered off-season;
- Columbia Farmers' Market is open weekly on Tuesday, Thursday, and Saturday from 8:00am until 12:00pm throughout the calendar year, during both seasons;
- Vendors must be setup and ready to serve guests one hour before start of the Market and must remain setup for the duration of the Market;
- Vendors must clean, clear, and vacate their allocated space within one hour of the Markets closing;
- All vendors are responsible for cleanup and must remove any and all boxes, refuse, and other trash;
- The Market operates rain or shine but may be canceled due to inclement weather, special events which may make use of the pavilion, or other external factors determined by the Director of the Parks and Recreation Department. Vendors will be notified as soon as possible in the event of cancellation.
- In the event of a cancellation, alternative Market times will be made available at the discretion of the Director of the Parks and Recreation Department.



Conduct

- Vendors must conduct themselves in a courteous and professional manner to all guests, park visitors, fellow vendors, and officials;
- Vendors are not allowed to interfere with or conflict with another vendors assigned space or business, nothing, including signage, is allowed to extend beyond a vendors assigned booth;
- Harassment of any kind will not be tolerated;
- Sales must be done in an orderly fashion. No shouting, hawking, or other loud or objectionable tactics or solicitations may be used;
- Vendors are not allowed to bring pets to the Market;
- Vendors are not allowed to have radios, speakers, or other sound making devices;
- Any manner of smoking or alcoholic beverages are prohibited;
- Any and all complaints, disputes, or conflicts will be handled, addressed, and resolved by the Director of the Parks and Recreation Department.

Vendor Booth Placement, Cost, and Parking

- The City of Columbia will try to accommodate each vendor's location preferences. Placements and booth assignments will be made at the time of application. However, the exact location and booth assignments will be determined of a first come, first served basis;
- Additional information and registration will be made available at www.columbiatn.com/famersmarket;
- Booths with one reserved parking spot will be \$225.00, booths with no reserved parking spot will be \$175.00 for the calendar year, regardless of residency;
- Some booths are allocated a single adjacent and reserved parking spot; reserved parking spots must be filled by the start of the Market to be enforced;
- All vendors without a reserved parking spot must park any all vehicles away from the Market Pavilion;

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. Failure to comply may result in forfeiture of the vendor's booth. If you have questions, please speak with the market coordinator, the TN Department of Agriculture Services, or the Maury County Health Department. You may also refer to the TN Department of Agriculture "Farmers Markets State Compliance Guide" for more information: <https://www.tn.gov/assets/entities/agriculture/attachments/AgFarFMRules.pdf>
- Farm products requiring licenses include:
- Eggs - An egg permit is not required. Cartons must be new and the name and contact of the grower must be listed. Egg vendors may only sell eggs held at 41° F or below. Eggs used in a booth display are not to be sold to customers and a sign must be placed at the display reading "For Display Only".
- Meats - Vendors must have a current Retail Meat Sales Permit and must sell meat in accordance with the permit guidelines. Meat must be processed in a USDA certified facility. All meat products offered for sale must have the USDA seal, and be stored properly for the entirety of the market.
- Honey- Honey processors who produce less than 150 gallons of honey per year are not required to obtain a Regulatory Services Permit. The product must be labeled with contact information, net weight in ounces and grams and ingredients.



- Cheese and Milk Products - All dairy products sold in Tennessee must be registered.
- Plants - Vendors offering plants and plant material for sale, except vegetable plants, must possess a Plant Dealer, Greenhouse or Nursery Certificate from the TDA. Additional information may be obtained by contacting Plant Certification at 615-837-5137. Vendors must keep a copy at his/her booth during each market.
- Most permits and certificates can be found through the TN Dept. of Agriculture at (615) 837-5109, or <http://www.tn.gov/agriculture/>.
- Food and food products must be packaged and include 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. Documentation of certified scales must be displayed in the booth; Commercial Scale Testing – For approving scales for use in commerce, contact: Robert G. Williams – Robert.williams@TN.gov or phone (615)-837-5109, or [http://www.tn.gov/agriculture/topic/ag-businessesweights-measures](http://www.tn.gov/agriculture/topic/ag-businessesweights-measures;);
- Proper labeling pertaining to specially certified produce and meats such as “organically grown” 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;
- Meat and all processed food vendors must have a TDA regulatory services current permit and copy of the most recent inspection if applicable;
- Routine inspection may be conducted. If your product is found unfit to sell at the Market, you will be required to discontinue sales of this item immediately;
- Vendors who repeatedly attempt to sell unfit items or produce will be asked to leave the Market;
- Vendors who would like to sell food ready to be eaten or consumed on-site at the Market must obtain a Permanent Food Service Permit from the local Department of Health. All food must be prepared from a mobile food unit as defined by the Department of Health, Food Service Establishment Rule, Chapter 1200-23-1-02 (12);
- Vendors must keep all required permits and/or certifications at all times while operating at the Market.
- Vendors must have copies of all required permits and/or certifications available for customers and/or potential inspectors at their booths during the Market.