

2025 Mercer County Farmers' Market Application

NAME _____

FARM/ BUSINESS NAME _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ CELL PHONE _____

EMAIL _____

Emergency Contact Name & Phone: _____

Address of Farm(s) where products are grown or raised. _____

Part 1. Products to be marketed?

Produce

Home Based Jam/ Jelly(*1,*2)

Potted Plants

Crafts

Cut Flowers

Microprocessor Products(*1,*2)

Dairy(*1,*2)

Baked Goods(*1,*2)

Eggs(*2)

Seafood (Specify)(*1,*2)

Meat (Specify)(*1,*2)

Mushrooms

Sorghum²

Microbrewery/Vineyard

Honey(*2)

Other (please specify)

*1 - Attach a copy of Home Base Processor Permit, Microprocessor Permit or General Food Manufacturer /Processor (Commercial) Permit as applicable. A mobile, prepackaged retail sales permit is also required for commercial sales and should be attached.

*2 - Attach a copy of a label for approval.

Part 2. Please check the types of produce you plan to sell during the season.

Potatoes

Beets

Edamame

Onions

Apples

Tomatillos

Carrots

Lettuce

Cauliflower

Sweet Potatoes

Peaches

Cucumber

Summer Squash

Berries (Specify)

Garlic

Zucchini

Melons

Cabbage

Winter Squash

Sweet Peppers

Pawpaw

Tomatoes

Hot Peppers

Brussels Sprouts

Broccoli

Eggplant

Pumpkins

Greens

Fresh Herbs

Corn

Kohlrabi

Okra

Other (Specify) _____

Turnips

Beans

Have you completed a Produce Best Practice Training (PBPT) or other training meeting approved standards? (Yes/No)

PBPT training for the farm is required prior to obtaining a sampling certificate, so no copy of the certificate is required if a sampling certificate is enclosed.

Part 3. Describe in detail crafts/arts you plan to sell. Use additional pages, if necessary. Please submit at least 2 photos of your work.

Part 4. Timeframe and frequency

What months do you plan to attend the Market?

May June July August September October

What days of the week do you plan to sell at the Market?

Tuesday (Jun-Aug) 5pm-7pm Thursday (Jun-Aug) 5pm-7pm Saturday 9am-1pm

How many times each month, when selling, do you plan to attend the market?

Once Twice Three Times Each Saturday Each Tuesday

Part 5. Registration and certificates

Have you registered to accept WIC Cards? Yes No

Senior Cards? Yes No

Are you planning on doing sampling? Yes No

If yes, please attach a copy of the sampling certificate.

Part 6. Additional participation

Are you willing to serve on one of the following committees?

Special Events Marketing Budget Safety

Can your email and phone number be shared with other market members? Y/N

Part 7 : Additional information

Please provide any additional needed for consideration and approval of your application.

Part 8: Payment

Applications & membership fees of \$100 are due by April 1st. Early Bird Applicants can apply by March 1st and pay a discounted membership fee of \$75. Applications submitted after April 1st are reviewed on a **monthly** basis and must be approved by the board.

Return completed applications to PO Box listed below. Acceptable forms of payment include: cash, check or money order made payable to Mercer County Farmers Market (or MCFM), or via Square farmersmarketmercer.square.site will be required upon completion of application.

If you would like to purchase a MCFM Tee Shirt (see photos below) please indicate quantity, size & adjust your payment amount accordingly.

Sizes & Pricing	Qty	Total
Small \$25		
Medium \$25		
Large \$25		
XL \$25		
Size XXL \$25		
Size XXL \$25		



Part 9: Agreement and attestation

I have read the above and accurately completed the application. I agree to hold the Mercer County Farmers' Market (MCFM) and its agents (Board of Directors), both collectively and individually, and MCFM members harmless in any dispute that I may have with any of these entities or individuals. I have read and agree to follow the guidelines and by-laws of the MCFM. I agree to follow the requirements detailed in the 2024-2025 Kentucky Farmers' Market Manual and Resource Guide, (www.kyagr.com, then pick "farmers markets" under Programs at the bottom of the page, then choose the manual under Program Links)

Signature _____ Date _____

Please Submit completed form & payment either by mail to the address below or submit online at farmersmarketmercerc.square.site.

Mercer County Farmers Market
PO Box 445
Harrodsburg, KY 40330

Contact us:
farmersmarketmercerc@gmail.com

Appendix 1: Enclosures checklist

Payment - \$100 made payable to MCFM, \$75 if paid before March 1. Yes No

Sampling Certificate Yes No N/A

Label-Baked Goods Yes No N/A

Label- Home Based Jams/Jellies Yes No N/A

Label-Dairy Yes No N/A

Label-Eggs Yes No N/A

Label-Meat Yes No N/A

Label-Sorghum Yes No N/A

Label-Honey Yes No N/A

Label-Microprocessor Products Yes No N/A

Label-Seafood Yes No N/A

General Food Permit Yes No N/A

Retail Foods Permit Yes No N/A

Microprocessor Yes No N/A

Home Base Processor Permit Yes No N/A

Food Handler Permit Yes No N/A

PBPT Training Certificate Yes No N/A

Pictures of Crafts Yes No N/A

Application form revised 1/22/2025

MERCER COUNTY FARMERS MARKET

VENDOR AGREEMENT

1. The Mercer County Farmers Market shall be open to vendors from Mercer County and adjoining counties (Anderson, Boyle, Garrard, Jessamine, Washington, and Woodford)
2. The market will be open on Saturday from 9:00 am – 1:00 p.m., April 12 – October 25th at the Stable at the Mercer County Fairgrounds, Tuesdays from 5:00 - 7:00 p.m. June 3rd -August 26th on the corner lot of Main Street and Poplar Ave. The 1st & 3rd Thursdays of June, July & August in Burgin on the city lot between Sycamore & Peach St. All vendors must set up in the designated area assigned to the market at least 15 mins prior to market opening time.
3. Each vendor is responsible for setting up, displaying, and packaging their product. One 8ft table will be provided Tuesdays & Saturdays. Set up in Burgin, and at Old Ft. Harrod during Fair Week (July 20 & 25th) will require complete vendor set up.
4. Each vendor must leave his or her selling area in a clean and orderly condition.
5. All unsold goods must be removed from the market area by the vendor.
6. Only locally grown or produced food products, flowers, herbs, approved handmade craft and baked goods may be offered at the market. You are required to produce what you are selling. **In order to sell processed foods you must follow the requirements of HB468(Home Processing of Products) and General Food Manufacturer /Processor (Commercial) permit as stated in the Farmers' Market Manual. Purchased products may not be sold at the market.**
7. Vendors may offer samples of their products **AFTER** they have obtained the proper sampling certificate.
8. Our market does accept Farmers Market Nutrition Program (FMNP) WIC and Senior Discount Coupons and Double Dollars. Vendors may accept these coupons only **AFTER** they have completed the appropriate training.
9. All vendor payout checks for meal boxes, F2T Dinner, bag program, double dollars or any redeemed vouchers throughout the year will be written at the end of each month and distributed at the following Saturday market. Any unclaimed checks will be mailed the following week.
10. Prices should be fair market value, negotiated by the vendor and the customer.
11. Any vendor selling items by weight must use a certified scale.
12. **Vendors are responsible for any permits and/or license for their products. These permits and/or licenses must be displayed. Prices should be displayed on each product.**
13. **Vendors are responsible for their own liability insurance.**
14. **Applications are due by March 21st. Applications submitted after this date must be approved by the board. Applications are reviewed on a monthly basis. Return completed applications to Mercer County Extension Office.**
15. **Membership fees of \$100 are due by April March 21st. Early Bird Applicants can apply by March 1st and pay a discounted membership fee of \$75.**
16. Each vendor should become a certified KY Proud member where applicable.

17. In addition vendors should:
 - a. Pay state sales taxes, local gross sales taxes, business license fees due and applicable insurance.
 - b. Restate their decision to participate next season by the group's deadline.
 - c. Pay fees to the treasurer on time.
 - d. Be ready to sell at the opening time on market day.
 - e. Not consistently price products far below other vendors' levels.
 - f. Respond to questionnaires and surveys as needed.
 - g. Cooperate if the manager or site committee suggests they move their stand.
 - h. Notify the person in charge of the Mercer County Farmers Market Facebook page of your attendance and products.
18. Stand rules:
 - a. A stand can be shared between no more than two producers (who pay for and vote as one).
 - b. One vacant stand can be absorbed into an adjacent stand by that vendor. If both adjacent vendors want a vacant stand, a coin toss will decide which vendor gets the vacant stand.
 - c. If neither adjacent vendor wants a vacant stand a new member can be placed there.
 - d. Stands are to be kept hazard-free, reasonably attractive, and activities should be fair to neighboring stands.
 - e. Trash and litter around the stand from any source is to be cleaned up by the vendor before departure.
19. Vendors must comply with other applicable local, state, and federal regulations such as:
 - a. Approval seal on weighing devices
 - b. Pesticide licensing and safe use
 - c. Participation in mandatory commodity orders for Ag commodities
 - d. Organic certification on claimed products.
 - e. State sales tax collected as required.
 - f. Food safety, sanitation, health permits and labeling issues that apply to the item

I agree to follow the requirements listed above regarding participation in the Mercer County Farmers Market.

Applicant Signature: _____

Date: _____

Revised 1/21/2025

MCFM Important Things to Remember

- Applications & Vendor Agreement
 - Available onsite at Extension Agency or PDF on website.
 - Due 3/21. Member Fees \$100, \$75 if paid before 3/1.
 - Payments via check or money order to MCFM, Cash or via website. (\$4 convenience fee added for online payments)
 - Submit applications & Payments via Mail to PO Box 445, Harrodsburg, KY 40330 OR E-submit applications, certificates & payments via link below
 - **DO NOT SUBMIT ANYTHING TO EXTENSION OFFICE.**
- Upcoming dates to remember-
 - Produce Best Practice Training - Thurs. Feb 27 @ 6:00pm
 - Required for sampling certificate
 - WIC/Senior Training Thurs. Feb. 27 @ 6:30pm
 - Available for all produce, honey, & some microprocessor items.
 - Required to accept SOLI card payment & participate in double dollars program.
 - Application Deadline 3/21. Early Bird Discount Deadline 3/1.
 - Scales Inspection- February TBD
 - April 3rd @ 6:30pm - All about the market
 - A welcome & orientation for all, but specifically new members.

Website: farmersmarketmercer.square.site