

2025 Dandridge Farmers Market – Operating Rules

Purpose:

The Dandridge Farmers Market operates under the Town of Dandridge as a venture between it, local farmers, UT Agricultural Extension and other sponsors to provide a location in historic Dandridge where Jefferson and contiguous county growers can sell their farm/garden produced items during the growing season. The market is also open to those with a commercial kitchen license and to other vendors who personally produce their own items.

Eligibility:

A farmer, gardener, artisan, domestic kitchen operator, or commercial kitchen licensee located within Jefferson or the contiguous counties of Cocke, Grainger, Hamblen, Knox or Sevier that produces his or her own items or prepares foods is eligible to apply. An applicant can also be a small group of farmers or gardeners who band together to stock a booth with products from their lands. Items that are made/produced in a domestic kitchen must be foods considered non-potentially hazardous (Examples include: Candy; Baked goods that do not require refrigeration; Jams, jellies and preserves; Dried baking or spice blends).

No reselling is allowed. All products must come from the applicant's land, be prepared in a certified commercial kitchen, or be personally made by the applicant. However, at the discretion of the Market Operating Committee, exemptions will be considered for agricultural civic groups and similar nonprofits to sale refreshments and other fundraising items.

Local food vendors may apply to sell refreshments. These food vendors will be required to satisfy all applicable town and county requirements regarding business licenses, sales tax, health, and USDA and Tennessee Department of Agriculture regulations.

No children 16 years of age or younger will be allowed to oversee a booth unless a parent or guardian is in attendance.

Approval Process:

All applications must be completely filled out and mailed to:

Dandridge Farmers Market, P. O. Box 249, Dandridge TN 37725

Each application will be reviewed by the Market Operating Committee (MOC) and any questions asked must be fully answered by the applicant. The 2025 Market Operating Committee is composed of the Town of Dandridge Town Administrator and one Farmers Market vendor. The Market Operating Committee may schedule a visit with you prior to approval of your application in order to determine that you are capable of growing/producing the items you intend to sell that are listed on your application. The MOC may also schedule a visit should the question arise about the origin of your items for sale. If approved, you will be notified in writing (or by email).

If accepted and all spaces are full, you will be placed on a waiting list. If accepted and you are not going to be able to participate every market day you requested, you must call or email the Market Director by 4:00 P.M. Wednesday in advance of the date you can't attend. If you do not call or email, you will be required to pay \$10.00 for the missed date.

The Market Director's phone number is 865-397-7420 (ext. 114) and email is cshockley@dandridgetn.gov. Those on the waiting list will be called in the order accepted to determine if they can fill a spot in your absence. It is important to keep the market as full of vendors as possible to offer a range of items and choice of products to the customer.

All applicants must abide by the regulations of the Town of Dandridge, Jefferson County, the Tennessee Department of Agriculture and the USDA.

Liability:

By submitting an application, applicants assume liability for any damage caused resulting from the sale of their products. You also agree to hold harmless the Town of Dandridge from all liability resulting from a sale of your product to a consumer, or from any action resulting from your participation in the market.

Display and Sale of Products:

All accepted applicants agree to provide an attractive, sanitary, and tidy display of their items for sale and arrive at the market no less than 30 minutes prior to the opening hour in order to be ready to sell at the designated time. Depending on the market layout, you may be able to have one vehicle per vendor on site; any other vehicles must be parked in the Jefferson County Courthouse parking lot. If the market grows and there is no on-site space, all vehicles will be required to park in the courthouse parking lot.

No vendor can sell in advance of posted market hours. 2025 hours are 8:00 A.M. until 12:00 noon. The market may cordon off the entrance to the parking lot from 7:30 A.M. until the start of the market so as to give vendors adequate time to set up and to ensure customer safety.

During market hours, one street parking space will be available for resupplying your booth and all vendors will share that space. A space will also be held on the street for customer loading and unloading.

It is required that each vendor stay through the market's close. If you sell out early, you may place a sign on your booth stating such. This is a safety requirement.

Tables, table coverings, display baskets and disposable or washable liners, signage, fans, coolers, extension cords, etc. are to be supplied by the vendor.

Each vendor shall have at least one sign posted at its booth that lists the vendor name, address, and phone number. Signage is also required that identifies the items to be sold and their price.

All sales and monies will be handled by you or your designee as the market will not have funds on site.

Any scales used in the course of your sales must have a current inspection sticker from the Tennessee Department of Agriculture. Items may be sold by some other measure than weight; e.g. by the bag, handful, etc.

Any meat sold or orders taken for meat sales must be processed in a USDA Inspected Facility. Meats sold onsite must have a Department of Agriculture stamp (this rule does not apply to poultry sold at the market as long as the vendor meets USDA/TDA exemption requirements).

At the end of each market day, each seller is required to clean up any trash produced and to leave their booth area clean. Items that can be composted are to be taken back home by the vendor.

In order to keep track of the market's success, each vendor must report the total revenue earned at each market.

Your comments and suggestions will also be solicited.

The market supports sustainability and will encourage consumers to bring their own bags in which to carry their purchases. However, be prepared that not all consumers will bring bags and you will need to supply some packaging.

Items to be supplied by the Market:

The Dandridge Farmers Market will supply tents to shade the booths to the extent it has funds to do so, a portable toilet, and trash cans to maintain a clean and sanitary location. The market will also pay for signage and other promotional materials to advertise the market to help make it a success.

Market Hours and Location:

The market operates on Saturdays from 8:00 A.M. until 12:00 noon at the parking lot directly behind the Jefferson County Mayor's Office and Middle Alley. Vendors will need to be in the market parking lot no later than 7:30 A.M. The 2025 Start Date is Saturday, April 12th and the market will run through October 25th.

Fees:

For market year 2025, the following fees apply:

A Market Membership of \$25.00 to the Town of Dandridge is required and payable in advance of your requested market dates. The annual one-time membership requirement does not apply to agricultural civic groups and nonprofit organizations.

- All vendors pay \$7.00/per space; fee collected at market close.
- Spaces must be reserved by Tuesday at 5:00 P.M. for the following Saturday market. Space will be made available on a first come, first serve basis.
- If you do not reserve your space by 4:00 P.M. on Wednesday prior to the market Saturday, the fee is \$10 per market day.
- Vendors that have been to the market for at least two prior years may reserve space at a “favorite” location at the market and to the extent possible such requests will be honored. Vendors are assigned to market spaces available at market by seniority, previous market attendance and type of product. Eighty percent (80%) of the available market spaces must be reserved for vendors who sell farm/garden produced items. Vendors may also reserve multiple spaces as long as there are enough spaces available for every vendor in attendance.

Pets:

For sanitation reasons, no dogs, cats or other pets can be brought to market unless they are a certified service animal. The Market Manager reserves the right to ask an owner to remove their pet from the market. No live animals will be brought to the market for sale, unless it is by a humane society or other similar group; however, any sale of live animals must receive prior approval from the Market Operating Committee.

Weather Cancellations:

The Farmers Market will operate on a rain or shine basis; however, cancellation of market or early closure due to dangerous or severe weather conditions shall be at the sole discretion of the market manager or representative.

Smoke Free:

The Dandridge Farmers Market is a smoke free environment.

Other Rules:

There shall be no whining at the market except to the Market Manager or Director. The Market Manager will arbitrate any on-site disputes, answer questions, and be a resource for the sellers and consumers. Any on-site decision made by the Market Manager will be final.

Any vendor who the Market Manager determines is out of compliance with these rules will first receive a verbal warning from the Market Manager detailing the problem(s) to be followed up in writing. If the problem is not corrected quickly and appropriately, the vendor will be asked to leave the market and not return unless remedial measures are undertaken and approved by the Director. The Market Manager has the authority to make on-site decisions to maintain the orderly functioning of the market.

Any outstanding complaints can be brought to the attention of the Market Director for further resolution. Please contact Chris Shockley by calling (865) 397-7420 (ext. 114).