**2025 Marshall County Farmers Market (MCFM)**

*Location:
Marshall County Extension Office (MCEO)
1933 Mayfield Highway, Benton, KY 42025
(270) 527-3285*

*Market Managers:
Nikki Rhein, Marshall County ANR Agent
Dianna Angle, MC District Board*

1. There are no setup/membership fees at this time. Currently, all advertising efforts and other market expenditures are funded by the Extension or from sponsorships.
2. Venders must sign the vendor agreement, indemnity agreement and registration form ANNUALY. These are available at the Marshall County Extension Office.
3. Hours of Operation: Saturdays during the growing season starting on May 17th from 7am-12pm. The “growing season” will be determined by the market managers yearly. Special event times are TBD.
4. The MCFM is held at the New MC Ext. Office Pavilion located at 2081 Mayfield Hwy..
5. “Booths” are on a 1st come 1st serve basis weekly (except for special events.)
6. Venders are to set their own prices. Venders must not scrutinize other vender’s prices.
7. Signage is required for all products, stating the price of each item. Signage stating the origin of your item is also required for resale goods (resale requirements are listed below.)
8. Vendors are responsible for their own liability insurance. The MCEO is not liable for anything that happens during the MCFM, nor any illness caused by an item sold. Venders are responsible for creating a safe booth area and safe products.
9. Vendors are to keep their “booths” clean and attractive. All waste around each vendor’s area is their responsibility.
10. Children of the vendors are the direct responsibility of the parents, should be monitored at all times and behave appropriately.
11. Cussing and other coarse language is prohibited.
12. No outside parties may run a booth for an approved vender without the direct supervision of an approved vender. Otherwise, they need to complete separate paperwork.
13. Items to be sold at the market must be approved by the market manager. This is included in your market paperwork. If you decide to add an item midseason, you must contact the manager for approval. “Flea market” items are NOT allowed.

Examples of potentially approved items include but are not limited to:
-Agricultural products: greenhouse/nursery products, hay/straw, compost, herbs, spices, mushrooms, honey, bees, livestock feed, meats, nuts, live animals, edible seeds, vegetables, eggs, cut flowers/bouquets, etc.
-Homemade Products: crafts, jewelry, wood products, baked goods, grocery items, sauces, jams, pickles, food, soaps, etc.
\*\*\*Do not assume approval because the item is listed above. Item’s approval will be on a case-by-case basis.
14. Resale of some items may be approved BUT must first be disclosed on the “request to sell” form, approved by the market mangers and labeled. All resale items will need to have signage clearly indicating that the item was not raised or created by the vender. (Example: Resale Tomatoes $2/quart.) Failure to abide by this rule will not be excused.
15. All items must be produced and sold in compliance with state regulations and the current Kentucky Farmers’ Market Manual and Resource Guide. The guide can be easily accessed via the QR code to the right. It is the sole responsibility of the vendors to know the regulations and certification requirements that apply to them! Examples of information found in manual: certifications and permits needed, packaging, labeling, sampling, refrigeration requirements, & much more.
16. Venders who are selling products by weight must have their scales certified by the KY Department of Ag. each year. A market scale certification will be provided at the MCEO once annually. If you do not possess a certified scale, then you must sell by the quantity or container.
17. The “Marshall County Farmers Market Facebook Group” is available to venders and community members. Venders may use this platform to announce what they will bring or have brought to the market. Customers may inquire about where they can find farmers market related items. Any other posts will be removed, and the post maker will be blocked.
18. Venders must complete a vender survey in its entirety after every market day or event is complete. Failure to do so will automatically revoke approval for the next market or event. Survey can be found in the flyer holder located near the restrooms. Completed surveys can be photographed and emailed to Nikki at Nikki.rhein@uky.edu or dropped in the extension drop box located to the left of the front doors of the Extension Office. A copy is attached to this document.

Failure to follow the rules will result in either a warning, possible retracted approval for a specific item or could result in the complete termination of vender approval. This will be at the discretion of the market managers.

Any problem or rule breaking that arises needs to be reported to the market managers. The market managers have the right to determine what is best for both the MCMF, community and MCEO. Therefore, they will determine how each individual situation is to be handled and reserve the right to make remove any vender’s approval at any time. They also reserve the right to adjust these guidelines at any time.

I, sign here of business/farm name , hereby agree to follow the 2025 Marshall County Farmers Market Guidelines and have completed this paperwork in its entirety to the best of my ability.

Applicant information:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Farm/Business Name: Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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  **The Marshall County Farmers Market
Indemnification Agreement**

I, sign here of business/farm name , hereby agree to release, defend, indemnify and hold harmless the Marshall County Farmers Market, the University of Kentucky Extension Service, and the Marshall County Extension Office from any claim, demand, suit, loss, cost of expense or any other damage which may be asserted, claimed or recovered against or from the Marshall County Farmers Market by reason of any damage to property, personal injury, bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by negligence of the Marshall County Farmers Market, the University of Kentucky Extension Service, and the Marshall County Extension Office.

MCFM “Request to Sell” Form

*Please check all items you may sell at the market or market events this season*.
(*Remember, it is the sole responsibility of each vender to ensure they are following all applicable regulations for every item they sell.)*

 **Baked Goods**

Biscuits

Breads

Brownies

Buns

Cakes

Cheesecake

Cookies

Donuts

Dry Mix for Baked Goods

Funnel Cakes

General Baked Goods

Muffins

Pies

Rolls

Scones

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Beverages & Spirits**

Beer

Cider

Coffee

Distilled Spirits
Juices

Soft Drinks

Tea

Water

Other (Specify)

**Certified Organic**

Specify Products:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Christmas Trees**

Christmas Trees

Other (Specify)

**Dairy Products**

Beer Cheese

Butter

Cheese

Cheese Spread

Cottage Cheese

Creamer

Frozen Treats

Goat Cheese

Goat Milk

Ice Cream (p.86)

Milk

Sour Cream

Whipped Cream

Yogurt

Other (Specify)

**Eggs**

Duck

Poultry Eggs

Quail Eggs

Turkey Eggs

Other (Specify)

**Field Grown & Cut Flowers**

Cut Flowers

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fish/Seafood**

Bass

Catfish

Crappie

Freshwater Prawn/ Shrimp

Seafood

Tilapia

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fruits**

Apples

Blackberries

Blueberries

Cantaloupes

Cherries

General Fruits

Melons

Pawpaws

Peaches

Pears

Plums

Raspberries

Strawberries

Table Grapes

Watermelons

Other (Specify)

**General Grocery**

BBQ Sauce

Cereal

Cornmeal

Condiments

Dried Foods

Flour

Horseradish

Jams, Jellies, Preserves

Meals

Meat Rubs

Mixes

Prepared Foods

Sauces

Salsa

Shortening/Oil

Soups

Spices & Herbs

Spreads

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Greenhouse/Nursery**

Annuals

Hanging Basket

Perennials

 House Plants

Vegetable/Herb Plants

Trees & Shrubs

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_

**Hay/Straw/Compost/
Fertilizer**

Compost

Fertilizer

Hay

Mulch

Sod

Straw

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Herbs, Spices & Mushrooms**

Basil

Chives

Cilantro

Dill

Dry Rub Seasonings

Garlic

Ginger

Ginseng

Herbs

Lemon Verbena

Mint

Oyster

Parsley

Portobello

Rosemary

Sage

Scented Geranium

Shitake

Tarragon

Tyme

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Honey/Bees**

Chunk Honey

Comb Honey

Honey Bees

Liquid Honey

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Livestock Feed**

Specify:

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meats (p.93)**

Bacon

Beef

Bison

Brats

Chicken

Country Ham

Goat

Ham

Hot Dogs

Jerky (p.87)

Lamb/Mutton

Ostrich/Emu

Pork

Quail

Rabbit

Sausage

Summer Salami

Turkey

Venison

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Handmade Crafts**

Artwork

Toys

Indian Corn

Knitted Items

Leather Items

Pet Food/Treats (p.99)

Soap (p.100)

Soy Candles/ Incense

Wool Items

Jewelry

Other Crafts

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nuts**

Hickory

Peanuts

Pecans

Walnuts

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sauces**

BBQ Sauce

Gourmet Sauce

Marinade

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Seeds, Edible**

Pumpkin

Sesame

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Snack & Confection**

Bourbon Balls

Candy

Chips

Cones

Dips

Fruit Snack

Fudge

Gelatin

Gum

Honey

Marshmallows

**Snack & Confection Cont.**

Mints

Peanut Brittle

Popcorn

Pretzels

Pudding

Rice/ Corn Cakes

Snack Bars

Sorghum

Syrup

Toppings

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vegetables (Scales p.54)**

Artichokes

Asparagus

Beans

Beets

Bok Choy

Broccoli

Brussel Sprouts

Cabbage

Carrots

Cauliflower

Cucumber

Edamame Soybeans

Eggplant

General Vegetables

Green Onions

Greens (p.86)

Microgreens (p.86)

Herbs

Kohlrabi

Lettuce (p.86)

Mushrooms

Okra

Onions

Parsnips

Peas

Peppers

Potatoes

Pumpkins

Radishes

Rhubarb

Summer Squash

Sweet Corn

Sweet Potatoes

Tomatillos

Tomatoes

Turnips

Winter Squash

Zucchini

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Winery (samples prohibited)**

Wine (p.101)

Wine Grapes

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wood Products**

Crafts/Arts

Furniture

Lumber

Mulch

Other (Specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

**Resale Item List:
Any item/s from which you intend to sell this year that were purchased for reselling. This includes any items you did not raise/grow/produce or create yourself.**

I, sign here of business/farm name completed this “request to sell form” to the best of my ability and understand I must reapply if I add additional items this season.

vv **This section to be completed by a market manager:**

**Approval**

Today’s Date: **\_\_\_\_\_\_\_\_\_\_** Manager’s Signature **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** All items selected, and resale items listed are approved for the 2025 Farmers Market Season if the applicant follows **all the market guidelines and KY FM Manual requirements**.

 All items selected, and resale items listed are approved for the 2025 Farmers Market Season if the applicant follows **all the market guidelines and KY FM Manual requirements** **except:**

**Approval Retraction**

Today’s Date: **\_\_\_\_\_\_\_\_\_\_** Manager’s Signature **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 Permission has been removed for these items until further notice:

**Approval Reinstatement**

Today’s Date: **\_\_\_\_\_\_\_\_\_\_** Manager’s Signature **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 Permission has been reinstated for these items until further notice:

MCFM Event Example Survey

Vender name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 *\*This is only required to keep track of who isn’t participating in the survey.* **(3001.1, 1081.7,)**

1.) What was your sales total for this event $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *\*If you don’t know exact numbers currently then please estimate. Your individual sales numbers will not be shared with anybody. The market manager will be the only individual viewing these numbers. Your numbers will be added to the market or event’s total sales numbers. The total sales for the entire market will be reported to the KDA (mandatory requirement by the grant utilized to build this pavilion) and may also be used by Extension staff for reporting type purposes or stories. Lying to show decreased numbers will not benefit you in any way but would hurt the entire markets chances of proving the usefulness of our pavilion and why we deserve the grant.*

2.) Did you increase your sales by attending today’s event? yes no  **(1081.12, 1021.6+8, 3002.1, 3004.1, 3001.1)**

**3.) Approximately how many people visited the market today? \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(3021.1, 3021.5, youth 4021.1, 4021.2)**

Confidential

Farmers Market Information

Attention Nikki Rhein

Friday Night Fun at the Marshall County Farmers Market

May 30th from 5:00-8:30pm

- All regular farmers market rules apply to these events except the following.

- Participants must register with the Marshall County Extension Office prior to the event. Spots will be filled primarily on a first come/registered, first serve basis but priority may also be given to diverse products. This is up to the discretion of the market managers. For instance, if we have two homemade goat soap venders registered, we may not grant acceptance to the second vender if we need that space for our only meat sales vender. The market manager will make these decisions based on what they feel is best for the entire market. Favoritism will not be endorsed.

- 10x10 assigned spaces (Assigned by market manager. Sizes may change due to vender numbers. If this happens, venders will be notified.)

- Unloading must be completed before 4:30pm on the day of the event. Participant’s vehicles will need to be removed from the pavilion area and to an appropriate parking area by that time. You may use the rest of the time prior to the event to setup your booth.

- You may not start cleanup of your booth until 8:30pm, even if you sell out. This could disrupt the sale, shoppers, entertainment, parking, etc. After 8:30pm you may start to pack up and only then can you pull your vehicles closer.

- After the market you must complete a survey. Failure to do so will revoke your approval for the next market or event. (Remember, you didn’t pay a membership or event fee to participate today. A three-question survey won’t kill you.) Survey can be found in the flyer holder located near the restrooms. Completed surveys can be photographed and emailed to Nikki at Nikki.rhein@uky.edu or dropped in the extension drop box located to the left of the front doors of the Extension Office.