

Shively Farmers & Artisans Market Guidelines

2021 MARKET DATES

August 7, August 21, September 4, September 18, October 2, October 16, October 30

FOR VENDORS

- Vendors may arrive as early as 8:00 am. They must meet with a Market Manager before setting up. Set up must be in an 8' x 10' or otherwise pre-approved space. Vendors must break down and clean up by 1:00 pm at market close.
- Market Managers will be present at the market's entrance beginning at 8:00 am. They will provide an itinerary, site map, and direct vendors to their set up location(s). Vendors must meet with a Market Manager before set up.
- The following documents must be submitted to Market Managers before the market day or the market open: price list, homebased (micro) processing certification(s), business license and insurance, Kentucky Proud proof, Certified Organic proof, Certified Naturally Grown proof as applicable.
- All items for sale must be clearly labeled with a price.
- Food products must include label of known allergens contained or possibly contacted in its production (i.e. heavy metals such as nickel or food allergens such as eggs or nuts)

—or—

- Stations must provide disclaimer signage of known allergens contained in or possibly contacted with product(s) during their production (i.e. heavy metals, food allergens) and signage must be prominently displayed.
- Vendors must bring their own table(s), chair(s), canopy, and signage. Parking is available at the Shively Library and Shively Park. Do not "create" parking spaces; cars may be towed at your expense.
- COVID restrictions and guidelines are set by the CDC. Vendors must provide hand sanitizer.

FOR FOOD TRUCKS

- Limited space is available for food trucks. Maximum of three (3) food trucks per market day.
- Food trucks must have appropriate license(s) and certificate(s) on file with Market Manager and they must be readily accessible on market day.
- There is NO access to electricity on site. Please plan accordingly.

FOR ENTERTAINERS

- Showcase(s) must be scheduled with Market Manager at least three (3) days before market.
- Performance times will be in increments of fifteen (15) minutes and available up to one (1) hour.
- Performance spaces are subject to change based upon market demand. No electricity or microphone is available on site. Please plan accordingly.

FOR ALL GUESTS

- Restrooms are available inside the Shively Library after 10:00 am. Portable toilets are available near the food trucks and near the basketball court.
- Handicap parking spaces must remain available and accessible for visitors with appropriate decal or pass
- Thru and one way traffic is directed to ensure ease of movement and accessibility for all guests
- Have fun! Be respectful of your fellow vendors and guests. In case of disruption, find a Market Manager. Do not attempt to de-escalate a situation yourself.

PRICING

- Produce vendors, artisans, and other(s) pay \$5/market day or \$25/market season. Pre-paid price guarantees one 8' x 10' space. Additional space(s) may be purchased at \$10/market day. Additional space(s) availability may not be guaranteed. All payments are due no later than 9:00 am on market day(s). All market fees are non-refundable.
- Food truck vendors pay \$25/market day or \$100/market season. Pre-paid price guarantees one space with no option for additional space(s). All payments are due no later than 9:00 am on market day(s). All market fees are non-refundable.
- Payments and application must be submitted at least three (3) days before requested market days for vendor to have a guaranteed space.
- Vendors may apply and arrive during market day, but space is not guaranteed; applications must be on hand upon arrival.

CONTACT

Market Managers: LeTicia Marshall, J. Andrew Goodman; shivelyfarmersmarketky@gmail.com

For more information and updates, visit our Facebook (Shively Farmers & Artisans Market) and Instagram (@shivelyfarmersmarketky)

Shively Farmers & Artisans Market Vendor Application

Address: 3920 Dixie Hwy, Louisville, KY 40216

Email: shivelyfarmersmarketky@gmail.com Phone: 502.299.0054 or 270.735.5371

Please fill out application completely and be as specific as possible. Additional pages may be included if necessary. Print or type all information clearly. Food vendors must abide by all Public Health Department regulations and licensing requirements (manufacturing license, home-based processing certificate, micro-processing certificate with approved recipes, and liability insurance, etc.) The Shively Farmers & Artisans Market management team reserves the right to accept or reject any application or restrict attendance at future markets.

Name of primary vendor (one name only): _____

Name(s) of anyone who may be left to attend your booth: _____

Name of Farm or Business (if applicable): _____

Date(s) you would like to attend: _____

Street Address: _____

City: _____ Zipcode: _____ County: _____

Primary phone: (____) _____

Can we text this number? Y N

Secondary phone: (____) _____

Can we text this number? Y N

Email Address: _____

Website (if applicable): _____

Social Media Platforms, Hashtags, Handles: _____

Product(s) to be sold: _____

Other Market(s) Attended: _____

_____ (initial) I have received and read the Shively Farmers Market Guidelines.

_____ / / _____

Signature

Date