

2022

Shively Farmers & Artisans Market Guidelines

2022 MARKET DATES

June 11, June 25, July 9, July 23, August 6, August 20, September 3, September 17, October 1, October 15, and October 29

FOR VENDORS

- Vendors may arrive as early as 9:00 am. They must meet with a Market Manager before setting up. Set up must be in a pre-approved space. Vendors must break down and clean up by 2:00 pm at market close.
- Market Managers will be present at the market's entrance beginning at 9:00 am. They will 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 if they apply: 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 and/or displayed.
- 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 tent (no bigger than 10x10), 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/tents 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 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 \$10/market day or may pre-register for \$100/market season (pre-registration discounts the price of three (3) market days). Pre-paid price guarantees one vending 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 12:00 pm on market day(s). All market fees are non-refundable. Pre-registration is Jan 19, 2022-May 15, 2022. You can also drop off the application and fees at 3920 Dixie Hwy in an envelope. Please write ATTN: SHANELL THOMPSON & FARMERS MARKET MANAGEMENT. Pre-registration fees are due by May 15, 2022. If you register after that fees are due when you register with a market manager. You will receive a follow-up email after you submit your application that will confirm whether or not you have a space at the market.
- Food truck/tent vendors pay \$25/market day or may pre-register for \$250/market season (pre-registration discounts the cost of three (3) market days). Pre-paid price guarantees one space with no option for additional space(s). All payments are due no later than 12:00 pm on market day(s). All market fees are non-refundable. Pre-registration is Jan

19, 2022-Mar 15, 2022. You can also drop off the application and fees at 3920 Dixie Hwy in an envelope. Please write ATTN: SHANELL THOMPSON & FARMERS MARKET MANAGEMENT. Fees are due when you register with a market manager. You will receive a follow-up email after you submit your application that will confirm whether or not you have a space at the market.

- During the regular season, payments and applications 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)

FOR VOLUNTEERS

- You may apply to volunteer for the Shively Farmers & Artisans Market using the same application as vendors. On the “Name of Farm or Business” line, please write in volunteer.
- Volunteers must arrive before market open, and by 9:30 am. They will receive a reflective vest and instructions from Market Managers.
- Duties may include registering vendors, accepting applications, distributing gross sales slips, directing traffic, or assist vendors in setting up their stations.