



**AMQUI  
STATION**  
farmers market

**RULES AND REGULATIONS  
2024 MARKET SEASON**



**Amqui Station Farmers Market  
303 Madison Station Blvd, Madison, TN 37115**

**Sundays 10:00 - 1:00 from April 28th - October 27th**

**[amquistation.org](http://amquistation.org)**

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# THE MARKET

## ABOUT

The Amqui Station Farmers Market is aptly named due to its historic location. The Amqui Tennessee Passenger Station and Signal Tower was built by and for the Louisville & Nashville Railroad in 1910. Typical of Southern railway station designs found in the region, it featured deeply overhanging eaves supported by triangular knee braces, an agent-operator's office, baggage room, engine room, battery room, second-story signal operator's room, and segregated waiting rooms for passengers.

Johnny Cash frequented the signalmen at Amqui Station throughout the 1970s, acquiring the old train station in 1979. Cash saved it from demolition and relocated the station to Hendersonville, TN. After being relocated to Madison, it has been restored as a museum and educational center. A visitor's center and pavilion were added for special programs and events.

## MISSION STATEMENT

Our mission is threefold: to provide a reliable source of fresh, locally grown fruits and vegetables and related agricultural products; to help foster a sense of community; and to educate the public about relevant topics.

## LOCATION

Our market is held at the historic Amqui Station and Visitor's Center located at **303 Madison Station Blvd, Madison, TN 37115**.

## HOURS OF OPERATION

Our season is presently April 28, 2024 through October 27, 2024, with our market occurring **Sundays from 10:00 AM until 1:00 PM**.

## **VENDOR ELIGIBILITY**

### **MARKET MANAGER'S DISCRETION**

Acceptance of vendors will be at the discretion of the Market Manager. Acceptance is based on quality of the product(s) and the relevance of the product(s) to the overall diversification and mission of the Market.

**Acceptance.** Vendor applications must be accepted and approved before vendors may participate in the Market. Vendors must have all applicable licenses, certifications, tax documentation, and insurance in order to sell.

### **PRODUCERS ONLY**

Only producers may sell at the Market. Each vendor in the Market must be directly involved in or knowledgeable about the production of the product/s being sold at the Market.

A producer is defined as the person who grows or makes the product/s. This may include the producer's immediate family, partners, employees, or a local cooperative. No more than three (3) producers may be represented in one space, and each producer must display their respective certificates and clearly mark their products. Any false representation of a product will be grounds for expulsion from the Market.

The producer's name must be clearly displayed in each booth.

### **LOCALLY PRODUCED**

All produce and protein sold must be locally grown. Locally grown means that the product must have been grown/raised within a 150-mile radius of Davidson County or within the state of Tennessee. Allegations of sidestepping this regulation will be vigorously investigated and may result in expulsion from the Market.

### **FARM VENDORS**

Farmers who wish to sell at the Market must submit an application to the Market Manager that certifies that they grow their own produce and/or proteins or make their value-added product. Selections will be made on the basis of product, originality, and space availability. Priority will be given to farm vendors at a ratio determined by the Market Manager.

## **VALUE-ADDED PRODUCTS**

Farmers may sell any farm products, including value-added products. At least one ingredient or material in any value-added goods sold in a farm vendor's booth must have been grown on the producer's farm.

## **NON-FARM VENDORS**

Non-farm vendors must prepare an application for the Market Manager, along with a sample or photos of the product(s) they wish to sell, links to social media accounts displaying products are acceptable. Non-farm vendors must make the product they wish to sell.

Selections will be made on the basis of quality, originality, and space availability. The Market Manager must prescreen all items during scheduled screening days only. Priority will be given to farm vendors firstly and non-farm vendors secondly at a ratio determined by the Market Manager.

## **MARKET MANAGER INSPECTIONS**

No wholesale brokers will be allowed. All market vendors should prepare for a site visit by the Market Manager during the growing season. Failure to allow a site-visit once given reasonable notice may result in expulsion from the Market.

## OPERATIONS

### OPENING AND CLOSING

A Market Representative is responsible for officially opening and closing the Market each day. The Market Manager has the authority to change the Market hours at any time.

**Opening.** Vendors may arrive beginning at 8 AM and must be present by 9:15 AM. Vendors should be set up no later than 15 minutes (9:45 AM) before the start of the Market. Vendors may not begin selling until the Market officially opens. Vendors may park behind the station in the grass or in the gravel lot behind. Vendors must wait to set up their booth until their vehicle is parked. All canopies/pop-up tents must have ≥25 lbs. weights on each leg.

**Closing.** Each vendor is required to stop selling at the close of the Market (1 PM) and have everything loaded for removal within one hour (2 PM) after the close of the Market. Each vendor must leave their selling area clean and in orderly condition. All refuse and unsold goods must be donated or removed from the market area by the vendor. All boxes and trash from each vendor must be removed and transported by the vendor. Onsite trash disposal and recycling is not provided. Vendors will be assessed a fee (\$50) for cleanup if the market volunteers have to clean up after them.

Vendors are required to stay and operate until the Market closes, even if they have sold all of their goods. The Market Manager must approve exceptions to this policy at least seven (7) days in advance.

### BOOTHS AND FACILITIES

Vendors must supply their own tables, chairs, etc. Booth space is non-transferable. All vendors must have a sign clearly showing their name, products and prices. Nothing, including signage, will be allowed to extend outside each vendors' designated booth.

**Reservations.** Spaces may be reserved for all or part of a market season if paid in advance. If vendors who have reserved spaces are going to miss a particular market day or days, the vendor must notify the Market Manager at least seven (7) days in advance of the market day(s) they will miss. Vendors who continually miss the Market will forfeit their rights to their booth space. No refunds of reservation payments will be made under most circumstances.

**Subletting.** No subletting of a space is permitted. Reserved spaces that are vacated may be rented out to other vendors at the discretion of the Market Manager.

## **WEATHER**

The Market will be held rain or shine. All vendors will be located on the lawn and must bring a pop-up tent and weights. In the event of closure due to severe weather or if the pavilion will be utilized, the Market Manager will notify each vendor at the phone number or email provided in the application.

## **SANITATION**

All vendors must adhere to sanitary procedures for selling produce and value-added items. All vendors must dress appropriately. Shoes, shirts, and appropriate attire are required.

Vendors who provide samples and/or products that will result in waste material, such as cups, rinds, and corn cobs, must do so in a sanitary way and provide containers for waste disposal. Onsite trash disposal and recycling is not provided.

## **PROHIBITED ITEMS**

Smoking, e-cigs/vaping, alcoholic beverages, and firearms are not allowed in the Market. The sale of live animals is not allowed in the Market. Vendors may not bring pets into the Market, but service animals are permitted and must remain leashed and at the vendor's booth while present.

## **VENDOR PRICING**

Pricing of goods sold at the Market is the sole responsibility of the individual vendor. Fraudulent, dishonest, or deceptive merchandising or collusion to set prices among vendors may be grounds for expulsion from the Market.

## **SNAP PARTICIPATION**

**What is SNAP?** The Supplemental Nutrition Assistance Program, formerly known as the Food Stamps Program, provides food-purchasing assistance for low- and no-income people.

**Acceptance.** All Farm Vendors who sell items approved by the SNAP program are required to accept SNAP payments. Payments will be made in the form of tokens from customers, those tokens will be reimbursed by the Market Manager on the following market day.

## **GLEANNING**

**What is Gleaning?** It's the act of collecting excess fresh food in order to provide it to those in need. At farmers markets, a volunteer typically collects produce at the end of the market and brings it to a local organization.

**Collection.** At the end of each market, the Market will facilitate food gleaning. An approved community group and/or nonprofit will accept donations of food and distribute it to people in the community who need it.



## MARKET POLICY

### MARKET MANAGEMENT

The Market Manager's job is to coordinate all of the weekly activities and to implement the Market's policies. The Market Manager also acts as a conduit of information between the vendors, customers, and community partners. The Market Manager has complete authority to interpret and implement policies at the market site.

Quality control is one of the most important factors at the Market. Routine inspections may be conducted. If a product is found unfit to sell at the Market, the Market Manager may ask the vendor to discontinue sales of this item immediately. Vendors who repeatedly attempt to sell unfit items or produce may be expelled from the Market. .

### HEALTH AND SAFETY

**General.** It is the responsibility of each vendor to abide by all state and federal regulations which govern the sampling, production, labeling, or safety of the product the vendor offers for sale at the Market. Failure to comply may result in forfeiture of the vendor's booth. For questions on this matter, please speak with the Market Manager, the Tennessee Department of Agriculture Regulatory Services, or the Davidson County Health Department.

**Food.** All processed foods must comply with all applicable state and federal health and safety regulations. Proper labeling must be used as defined by the proper authority. Documentation of certified scales must be displayed in each farmers' booth. Proper labeling pertaining to organically grown produce must be displayed.

**Children.** Vendors who choose to bring children to the Market are asked to ensure that the conduct of the minors is appropriate and not disruptive to customers or other vendors. The Market is not responsible for children of vendors or other minors.

**Pets and Service Animals.** Vendors may not bring pets into the Market. Service animals are permitted.

### GRIEVANCE POLICY

Any vendor or customer with complaints regarding policy or implementation of policy can request a virtual meeting with the Market Manager. Complainant will be contacted in a timely manner to schedule a meeting.

## COMPLIANCE

All complaints must be addressed **in writing** to the Market Manager.

**Vendor Complaints.** The Market Manager will conduct an investigation and/or farm inspection against the accused vendor. If the complaint is found to be unfounded, a letter of explanation will be sent to the complainant.

**Other Complaints.** All other complaints will be reviewed by the Market Manager in an attempt to resolve the issue. If the Market Manager is unable to resolve the complaint, then a written follow up may be made to the Market's governing body, the Board of Directors for Discover Madison, Inc. The governing body will address the complaint at the next regularly scheduled meeting. If the complaint is of an immediate nature, the Market Manager may ask for a special convening of the Market's governing body to address the complaint. The decisions of the governing body are **final**.

**Market Rules.** The submission of application for admission to the Market serves as the vendor's agreement to abide by the rules of the Market, as established by the Market's governing body and enforced by the Market Manager. Violations of the rules of the Market may be grounds for warnings, dismissal from the Market, or both. In cases of a serious violation, the disciplinary progression may vary:

1. The first violation of the rules will result in a verbal warning by the Market Manager. Documentation of the warning will be kept on file.
2. The second violation of the rules will result in a written warning, provided by the Market Manager. A copy of the letter will be kept on file by the Market Manager, along with any documentation of the violation.
3. The third violation of the rules will result in dismissal from the Market.

When a violation occurs that jeopardizes the health of a customer, another vendor, market management, or the overall health of the Market, the Market Manager may convene the Market's governing body to request a suspension of the compliance procedure and call for immediate dismissal from the Market. The dismissal will require documented proof of an egregious violation. The vendor will be given an opportunity to review the documentation, prepare a defense, and appear before the governing body.

If after receiving a warning or suspension, a vendor is in disagreement with the Market Manager over the infraction, the vendor may make a written application to the Market's governing body to be heard on the issue. Both the vendor and the Market Manager will appear before the governing body and present their sides of the issue.

**The decision of the governing body is final.**

## **INSURANCE**

All vendors must provide proof of general liability coverage at a minimum amount of \$1,000,000, and name the Market (“Amqui Station Farmers Market”) and the property owner (“Discover Madison, INC.”) as additional insured. A current certificate must remain on file with the Market.

*The Amqui Station Farmers Market is a fundraising venture of Discover Madison, Inc. We seek to educate, entertain, and inspire our Station Museum visitors and will work to establish Amqui Station and Visitor’s Center as a destination for all visitors from the Madison community, Middle Tennessee, and beyond.*

# ADDENDUM

## MARKET DAY VENDOR CHECKLIST

There's a lot to remember when participating in a farmers market. Use this checklist to ensure you follow all rules and regulations and to ensure a successful market for all.

**Before the Market** Doing things like posting to social media and email marketing to promote the Market throughout the week helps bring more customers to the Market. Don't forget to bring:

- Table/s; chair/s; POS and/or cash; a pop-up tent and  $\geq 25$  lbs. weights
- First aid kit and hand sanitation
- Trash can and/or recycling container
- Signage with business' name, product names and prices

### Driving/parking

- Arrive any time after 8 AM and before 9:15 AM
- Check in with the Market Manager from your vehicle upon entering the grounds
- Unload your vehicle as directed by the Market Manager
- Park vehicle behind the station in the grass or in the gravel lot **BEFORE** setting up

### Set-Up

- Arrive any time after 8 AM and before 9:15 AM
- Attach  $\geq 25$  lbs. weights to each canopy/pop-up tent leg
- Display your business' name, products and prices
- Display the appropriate certificates and/or licenses
- Be prepared to open and ready to sell at 9:55 AM

### Farm Vendor Set-Up

- Display documentation of certified scales
- Display proper labeling pertaining to organically grown produce
- Display a copy of your extension certificate, along with the certificate of any other growers for whom you may be selling

### Opening

- Be prepared to open and ready to sell at 9:55 AM
- Begin selling after a Market Representative officially opens the Market

### Closing

- Pay your vendor fee at the Market booth
- Begin breaking down no earlier than 1 PM
- Bring donatable products to the Market booth to be gleaned
- Remove **all** refuse and unsold goods that were not gleaned
- Be loaded and have spaces clean and empty by **2 PM**

## COVID-19 POLICY

We are grateful to have the opportunity to operate during these uncertain times, and we are even more grateful to have the continued opportunity to provide a platform through which farmers, makers and bakers can safely conduct business. In order to ensure a safe and productive market for all, the Market has implemented the following procedures and policies, which are non-negotiable for both vendors and customers.

### Market Guidelines

As recommended by the CDC, all vendors and customers must:

- Stay home when sick
- Social distance (6 feet or more)
- Sanitize hands regularly
- Clean and disinfect regularly

### Self-Screening

Vendors and customers must conduct a self-screening before coming to the Market. You may **not** attend the Market if you have had any of the following COVID-19 symptoms over the past 48 hours:

- Fever of 100.4 °F or above
- Dry cough
- Difficulty breathing or shortness of breath
- Flu-like symptoms (headaches, body aches, chills)
- New loss of taste and/or smell

You may **not** attend the Market if you have had any of the following exposures within the past 48 hours:

- You have been exposed to someone with a confirmed case of COVID-19
- Members of your household have tested positive for COVID-19 or have experienced COVID-19 symptoms
- Members of your household have been directly exposed to someone with a confirmed case of COVID-19

### Mask Recommendation

It is recommended that all vendors and customers wear an appropriate face mask when entering the enclosed structure, or when social distancing is not possible. Masks should be worn properly, covering the wearer's mouth and nose.

### Hand Hygiene

All vendors and customers must practice good hygiene throughout the Market. While we recommend customers do the same, vendors must sanitize or wash their hands before and after each transaction as well as after touching personal items (phones, keys, etc.). Vendors

that sell food must wear gloves when handling unpackaged goods (bread, cookies, hot meals, etc.).

### **Policy in Case of Symptoms or Exposure**

No vendor or customer with a positive COVID-19 diagnosis shall be allowed to enter or participate in the Market. Vendors with a positive COVID-19 diagnosis must inform the Market Manager of their diagnosis and must remain absent from the Market for at least seven (7) days after their diagnosis. Vendors' return will be established on a case-by-case basis with the Market Manager.

**Vendors will not be penalized for missing the Market due to COVID-19 symptoms, COVID-19 exposure or a positive COVID-19 diagnosis.**