

VENDOR CONTACT INFORMATION

Contact Name:

Business Name:

Website/Store:

Facebook Page Link:

Instagram Link:

Other Social Media:

Email Address:

Mailing Address:

Phone Number:

PayPal Email:

VENDOR BOOTH RESERVATION

Does your booth require electricity? Yes No

Please select your booth size: 10x10 (\$32.00)

10x20 (\$64.00)

Small Clothing Boutique – 10x10 (\$52.00)

Small Clothing Boutique – 10x20 (\$104.00)

Please enter a brief description of the items you create/sell:

What market(s) are you applying for? June 14, 2019

July 12, 2019

August 9, 2019

September 13, 2019

FOR FOOD VENDORS ONLY

Are you a member of the Taylor County Farmers Market? (Court & Main Market is an alternative location to the Taylor County Farmer's Market)

Yes No

Will you be selling dried fruits and vegetables, dried or fresh herbs and nuts, fruit jams, jellies, preserves, fruit butters, maple syrup, sorghum, breads, cookies, cakes, candy and/or pies? If "Yes," please submit a copy of your Food Handler or ServSafe certification with your application.

Yes No

Will you be selling high risk foods such as pressure canned vegetables, pickled fruits and vegetables, tomatoes and tomato products, salsa, barbecue sauce, pepper or herb jellies, herbal vinegars, low or no sugar jams and jellies? If "Yes," please provide a copy of your Home-Based Micro Processing Certification with your application.

Yes No

Will you be giving out cooked and/or processed product samples? If "Yes," please provide a copy of your cooked or processed Sampling Certificate with your application.

Yes No

Will you be giving out raw and/or uncooked product samples? If "Yes," please provide a copy of your All Samples Certificate with your application.

Yes No

Will you be selling other foods not listed? If "Yes," please provide a copy of your Temporary Food Permit or Farmers Market Temporary Food Permit and Food Handler's Permit with your application.

Yes No

Are you a certified food truck vendor? If “Yes,” please provide a copy of your statewide Mobile Food Truck Permit and Food Handler Permit with your application.

Yes No

RULES & FAQ’S

All Court & Main Market participants must read and agree to the following Rules & FAQ’s.

I have read and agree to Court & Main Market’s Rules & FAQ’s

APPLICATION SUBMISSION & PAYMENT

To submit your application, please email your application to info@courtandmain.market or deliver it to the Taylor County Extension office located at:

Taylor County Extension Service
1143 South Columbia Avenue
Campbellsville, KY 42718

When submitting your application, please include 3-5 pictures of items you plan to sell. These will be used to promote your booth and products through our website and social media outlets.

Once your application is reviewed and approved, you will receive an invoice for your selected booth space and market participation.

COURT & MAIN MARKET RULES & FAQ'S

What is Court & Main Market?

- Court & Main Market is Campbellsville's unique street market featuring curated local makers and producers. Products must be *original, creative* and *handmade*. (Prints or lithographs of your own creation are exceptions.) At least 80% of all produce and flowers must be grown by the producer. Court & Main Market has a very limited number of booths available for small boutique businesses, as we want to keep the market versatile in product. No commercial items, products or foods may be sold. Court & Main Market is a family friendly atmosphere; no weapons or firearms are allowed. The market committee reserves the right to decline any vendors we feel do not align with Court & Main Market's purpose and vision.

Can I sell my canned foods, baked goods or give out samples at Court & Main Market?

- A Homebased Processor is **a person who in his or her home, produces or processes non-potentially hazardous foods including but not limited to dried herbs, spices, nuts, candy, dried grains, whole fruit and vegetables, mixed greens, jams, jellies, sweet sorghum syrup, preserves, fruit butter, bread, fruit pies, cakes or cookies and who has a gross income of no more than sixty thousand dollars (\$60,000) annually from the sale of the products.** Homebased processors may sell their products directly to consumers within the state of Kentucky. This includes from their home whether by pick-up or delivery, at a farmers market, flea market, community event, fair, festival, and online. Homebased processor products may not be sold to restaurants, grocery stores, or wholesale distributors. There are labeling requirements for the products. (Please contact the Extension Office for labeling requirements.) The following items are ALLOWED to be manufactured by homebased processors: Dried fruits and vegetables, Dried herbs and spice mixes, Mixed greens (this does not mean washed and bagged ready to eat salad mixes), Fruit jams, fruit jellies, fruit butters, and fruit preserves made with sugar (this does not include low sugar or no sugar versions), Sweet sorghum syrup, Maple syrup, Breads, Cakes, Cookies, Fruit pies, Candy (including candied nuts) that does not require refrigeration, Fudge, Bourbon balls, Pecan pies and granola. Washed and bagged ready to eat greens or salad mixes are not allowed. To sell these foods at Court & Main Market, you must provide a copy of your Food Handler Permit **OR** your ServSafe certification. ServSafe is a national certification you can take online (for more information or to take the test please visit www.servsafe.com). The Food Handler Permit is a required permit for all food handlers starting July 1, 2019. You can obtain this permit by calling the Lake Cumberland District Environmental Department Director Stewart Spillman 606-679-4416.
- To sell higher risk foods such as pressure canned vegetables, pickled fruits and vegetables, tomatoes and tomato products, salsa, barbecue sauce, pepper or herb jellies, herbal vinegars, low or no sugar jams and jellies you must be a farmer and *Homebased Microprocessor* certified. Please provide a copy of your certificate with your application. Please contact the Taylor County Extension Service for more information.
- To give out food samples of your products (cooked and/or processed OR raw and/or uncooked products) you must provide a copy of your *Sampling Certificate* issued by the Kentucky Department of Agriculture. Please contact the Taylor County Extension Service for more information.

Do you allow food vendors with a Temporary Food Permit to set up at Court & Main Market?

- To sell any other types of food not listed above, you will be required to have a Temporary Food Permit issued by the Health Department (this is good for only a few days, depending on what you sell) OR a Farmers Market Temporary Food Permit (good for the duration of the season). To sell these foods at Court & Main Market, you

must provide a copy of your Food Handler Permit **OR** your ServSafe certification. ServSafe is a national certification you can take online (for more information or to take the test please visit www.servsafe.com). The Food Handler Permit is a required permit for all food handlers starting July 1, 2019. You can obtain this permit by calling the Lake Cumberland District Environmental Department Director Stewart Spillman 606-679-4416.

Do you allow food trucks to set up at Court & Main Market?

- Yes. We do allow food truck's to sell at Court & Main Market, however you must provide a copy of your Statewide Mobile Food Truck Permit issued by your local health department. To sell at Court & Main Market, you must also provide a copy of your Food Handler Permit **OR** your ServSafe certification. ServSafe is a national certification you can take online (for more information or to take the test please visit www.servsafe.com). The Food Handler Permit is a required permit for all food handlers starting July 1, 2019. You can obtain this permit by calling the Lake Cumberland District Environmental Department Director Stewart Spillman 606-679-4416.

Can my organization, group or church set up and pass out information at Court & Main Market?

- No. Court & Main Market was created to support local makers, curators and producers only. Absolutely no organizations or groups (political, religious, ideology, schools, non-profits, etc.) will be allowed to set up, fundraise, or distribute information about their organization or group at Court & Main Market. **No exceptions.**

I have an online small clothing boutique business. Can I set up at Court & Main Market?

- In simple terms, an online clothing boutique is a business where the seller has purchased unique, handpicked, ready-to-wear boutique clothing from a distributor and is reselling online to the consumer to make a profit. Court & Main Market was created to support local makers, curators and producers only. **HOWEVER**, we understand that many businesses, including small boutique clothing stores, get their start by setting up at local markets and they really do draw a crowd. With that being said, we do allow a **very limited** number of online small boutique clothing businesses to set up at each market. Depending on demand for boutique spots, you may be limited in the amount of time to set up per market season. Cost for a 10x10 booth for a small online boutique business is \$52.00. Your booth should include at least 75% clothing.

How does the committee choose the vendors who set up at each market?

- We really love fresh, new and quality vendors to set up at Court & Main Market. On your application, it is very important to give a clear description of what you are wanting to sell, as well as upload a quality picture (we will use this picture on our website and social media). This helps us determine vendors. We have a very limited number of booths at each market, so these spots will fill up fast. If the market you would like to set up at is full, we will give you the opportunity to sign up for another date.

Ok, this sounds great! How do I apply to become a vendor at Court & Main Market?

- To apply to be a vendor at Court & Main Market, a completed online application is required at least 2 weeks before the date of the market. If you are selected, an invoice for your booth space will be emailed. The invoice must be paid at least 1 week prior to date of the market to secure your booth space.

When are the dates for the 2019 Court & Main Market?

- Here are the 2019 dates for Court & Main Market:
 - June 14
 - July 12
 - August 9
 - September 13

Do I have to participate in every Court & Main Market?

- No. You can select specific dates on which you would like to participate when filling out the application.

When can I set up my booth?

- The street will be blocked off starting at 10:00 EST on the day of market. You may set up anytime between 10:00 and 2:00 EST. If you need to pull your vehicle onto South Court Street to unload and set up, please enter from Main Street or South Court Street. A market coordinator will be down there to help you find your booth.

How much are booth spaces and how long does market last?

- Booth spaces are \$32.00 for a 10x10 booth space. (This includes taxes). The official times for Court & Main Market is 3:00-8:00 EST. Vendors must be set up and ready to go at the stated start time of Court & Main Market. Vendors must stay the duration of the market and cannot breakdown or leave before the end of the market. So please bring plenty of products to sell! If the vendor breaks down before closing, the market committee reserves the right to decline participation at future Court & Main Market events.

Do I receive a refund if there is inclement weather the day of Court & Main Market?

- Committee decisions to cancel the event due to extreme or dangerous weather during setup and selling hours will result in canceling the market that day and **all booth fees being refunded**. Personal decisions not to participate the day of market due to poor weather conditions (such as rain), we will be happy to apply your booth fee to the next market date as long as you let the market coordinator know your situation. As a courtesy, please contact the market coordinator by 1:00 the day of the market to let us know you will not be attending so we can make the proper arrangements.

What if I can't attend a date I am approved for?

- If, for whatever reason, you need to cancel, AFTER being accepted to the market these are the policies that are in place:
 - 2 weeks or greater before the market date, a **100% refund will be given**.
 - 1 week up to 24 hours before market date, a **50% refund will be given**.
 - No shows will **not be given a refund**.
 - The committee understands life happens. We also understand that our market is only as good as its vendors. On the day of the market, if you cannot attend because of unforeseen events you have no control over, we will be happy to apply your booth fee to the next market date as long as you let the market coordinator know your situation. As a courtesy, contact the market coordinator by 1:00 the day of the market to let us know you will not be attending so we can make the proper arrangements.

Do you provide tents & tables?

- No. All vendors **are required** to bring their own tent, chairs and tables. Please consider cement blocks for your tent as this secures it on a windy day.

Do you provide electricity?

- Yes, electricity is available. Please indicate that you need electricity on your application. If using electricity, you are responsible for bringing your own extension cords and a power strip. Extension cords must be secure and are not allowed in any walkways.

Where do I park my vehicle?

- Please park in the 2nd back parking lot (in the spaces not marked with reserve parking) at the Southeast corner of South Court Street and Commercial Street to allow guests of Court & Main Market to conveniently park.

Any suggestions on how to be successful at Court & Main Market?

- Court & Main Market is a great venue to showcase your work and we want you to be successful. You spend so much time making your goods, please consider displaying your products in a way that will make your booth stand out among the others! Get creative!

By submitting an application, you affirm that you have read and agree to the rules and FAQ's of Court & Main Market of Campbellsville. Through an application submission, you also understand and accept full responsibility for your activities and the conduct of those working or visiting your booth at Court & Main Market. You also understand that you are responsible for complying with all applicable state and local laws, regulations and requirements. You also agree to not hold the Court & Main Market, Campbellsville Main Street Association, and/or the City of Campbellsville responsible or liable for any damage or loss incurred while at Court & Main Market including personal injury or property damage.