

Community Farmers Market of Owen County, Inc. Rules 2010 Market Season

(A complete set of Rules can be provided upon request to the Market Master)

1.2 A. Stalls & Stall Assignment

1. A full stall will be 10' X 10'. A vendor may pay for and use more than one stall.
2. Stalls will be assigned on a "first application in, first choice of stall" basis.
3. Full Season Vendors who sold at the prior seasons Market will have seniority the following season.

1.3 B. Parking

Vendors must park their vehicles away from the market site, this must be done by 8:15a.m. No vending from trucks, vans, cars etc. in the Market will be allowed.

1.4 Stall Fees & Payment Schedule

Vendors may have more than one type of stall, i.e. A full season vendor may opt to have an additional seasonal space for their products peak season; or choose to have an additional daily space when their production demands such. Should a vendor choose to cease vending at the Market the stall fees are non-refundable.

- A. Full season vendor: This vendor will be at market the full season of 23 weeks. \$120.00 for the season per space. Payment is due prior to May 1, 2010.
- B. Seasonal Vendors: This vendor will be at market for 12 weeks during the season \$75.00 for the season per space. There will be no discount. The weeks do not have to be consecutive weeks.
 1. If Vendor participates in excess of 12 weeks, there will be a charge of \$10 for each additional week.
- C. Daily Vendors: These vendors are not required to sign a contract and will pay a daily Market fee of \$10.00 per space. Payment is payable by opening time of the Market.

Section 2 Vendor and Product Guidelines

2.1 Vendors

The Board reserves the right to refuse admittance to any vendor that the Board feels does not meet the eligibility requirements or does not serve the best interests of the Market.

A. Producers

1. Farmers

- A. Farmers are persons who raise produce (vegetables, fruits), herbs, flowers or nursery crops from seed or plants and care for, cultivate and harvest the crops offered for sale at the market. Beekeepers, egg sellers, fish, poultry, livestock producers, and farmers who process their own raw product into value added items are also considered farmer vendors. The location of the farm must be within a one hundred mile radius of the Community Farmers Market of Owen County.
- B. Farmer vendors can sell crafted items made from at least 70% raw materials gathered or produced by the farmer. Unless there is prior approval from the board these items may not total more than 20% of the yearly gross sales.
- C. Plant Growers

2.2 Processors

- A. Processed Food Vendors are vendors offering fresh food products that they have processed themselves into products being offered for sale at the market. Upon approval of the board, these vendors may also offer items that are locally produced by others if market needs and demand dictate. These items must follow the same rules and guidelines as other similar market items.
- B. Processed food vendors **must** clearly label **all** ingredients of each item. The vendors name and/or business name and address must be included in the products labeling.
- C. Processors must meet all applicable federal, state and local rules.

2.4 Wild Mushroom Vendors Morel mushrooms only will be allowed for the 2010 season

2.5 a Plant growers must be in possession of plants for at least 60 days prior to sale at the market. Plant receipts may be requested at any time by the Market Master verify the length of possession. If the vendor operates a greenhouse and has a start to finish operation farm/operation visits by the standards committee may be made.

2.5 b Plant growers of woody shrubs must have a valid Nursery License from the Indiana Department Natural Resources if they are going to sell any annual or perennial plants.

B. Other Vendors

1. Crafters

- A. Crafters are persons who craft with their own hands the products they offer for sale at the Market. To qualify as a crafter, a majority of the tools and equipment used by the crafter to produce the products must require skills, personal handling, and/or guidance by the crafter.
- B. To assure quality crafts at the Market, all craft vendors may be juried by the Committee. Work should be made by hand or with the appropriate tools, showing imagination, skill, and the mark of the craft persons individuality. All works should be executed without technical faults. Craft persons not accepted may reapply on a monthly basis with a new or improved product. Limitations may apply when determining the acceptance of a crafter, based on the markets current needs. Crafters who wish to sell on a daily basis, less than six markets during the season, must still jury their items.
- C. Items made from kits or are mechanically mass produced are not acceptable.
- D. Returning craft vendors must jury new items.

2. Prepared Food Vendor

Prepared Food Vendors are vendors offering fresh food products that they have processed themselves into products being offered for sale at the Market. These products are ready-to-eat, they may also sell packaged food that complies with **2.2** of the Market rules.

3. Service Providers and all Other Miscellaneous

Service Providers and all other Miscellaneous are vendors offering special services and other non-food items to customers at Market. This would include massage therapists, face painters, plant fertilizer, etc.

C. Vendor Requirements

- A. All vendors must meet all state, county and local requirements. Prior to selling at the Community Farmers Market of Owen County vendors may be requested to supply a copy of all necessary permits and business licenses. These documents must be visibly displayed at the vendor stall at each market.
- B. Before a vendor application will be approved the following criteria must be met:
 1. Applicant must reside within a one hundred mile radius of the Market.
 2. Applicant must not have an outstanding fee or fine from the previous season.
 3. If the applicant was a vendor the previous season they must have been a vendor in good standing, abiding by the Rules & Policies of the Community Farmers Market of Owen County.
 4. No commercial items, no imported items and no second hand items shall be

sold by any vendor at the Market.

- C. The Market strives to provide a place where fresh and wholesome products are sold. The Market Master has the responsibility to cooperate with regulatory agencies in order to maintain quality control at the Market.

Section 3 Set Up - Loading & Unloading

3.1 Failure to Show

This section does not apply to daily vendors. A reserved stall which is not claimed before 8:00 a.m. may be reassigned to another vendor for that day. If a vendor with a reserved stall does not plan to attend a market, they are required to notify the Market Master at your earliest convenience.

3.2 Set Up

Vendors may arrive at 7:30 a.m. to ready their stall. Except for sales to other vendors no other sales will be allowed until the Market's opening at 8:30 a.m. Due to insurance liability vendors are required to remain completely set up in their stalls until the Market closes at 12:30 p.m. Any vendor leaving the Market before noon could be assessed a \$50.00 fine, which is due before the next Market day. The Market Master has the authority to authorize a vendor leaving early for emergency or other reasons if the safety of the public and other vendors will not be endangered in any way.

3.3 Canopy & Table: Set Up & Tear Down

- A. All vendors are responsible for setting up and tearing down canopies, tables, and displays for their stall.
- B. All vendors erecting canopies at the Market are required to have their canopy sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. The Market requires a minimum of 24 pound weights on each of the four corners of the canopy. Any vendor who has been found by the Market Master to have failed to properly anchor their canopy will either have to:
 - 1. Anchor their canopy appropriately
 - 2. Remove their canopy for that Market day
 - 3. Refrain from selling at the Market on that Market day.
- C. All vendors are responsible for policing their stall areas after tear down and leaving the area clean. Vendors who do not police their area will not be allowed to sell at the next Market.

3.3 Signage

All vendors may have a sign at their Market stall. Additional signs are permitted as

long as they do not interfere with neighboring stalls and are in good taste.

3.5 Vendor Displays

Displays must not block accessibility to adjoining stalls. Display and selling techniques must not impair other vendors ability to sell.

Section 4 Regulatory Policies

4.7 Insurance

The Community Farmers Market of Owen County does not require that food producers carry liability insurance, however, it is recommended that producers do so for their own protection.

Prepared food vendors and value added food vendors **MUST** carry liability insurance and provide proof of coverage to the Market Master prior to vending.

4.9 Labeling

- A. Use of the word “organic” is restricted to those who have in fact, been so certified by the Department of Agriculture. Organic growers who sell less than \$5,000.00 annually are not required to be certified to label their product organic.
- B. All vendors are required to advertise truthfully and to respond to customer questions in a like manner.

Section 8 Vendor Inspections

8.1 Purpose of Inspection

The purpose of vendor inspections is to assure that products sold at the Market are vendor produced as required in the Bylaws (Article 2.2 A) and that the vendor lives and works in the 100 mile radius specified in the Bylaws (Article 2.2 A). Inspectors will note production capabilities of the facilities they visit. If a discrepancy is apparent, the Market Master may deny the vendor access to the Market. This decision may be appealed to the Board for final resolution.

8.2 Inspections

- A. Vendors agree to one farm/site visit per season. The Board and/or Market Master may choose to make a visit when complaints have been made to the Market Master that items are not grown or produced by the vendor and the vendor has not applied to vend as a partnership or co-op with other producers.
- B. Vendors who have a change of address, change of items, or change of other circumstances, must inform the Market Master of such changes; inspections may

be required in these instances.

- C. If the inspection team cannot verify that a vendor produces their own product the vendor may be banned by the Market Master. The vendor may appeal to the Board.