

Greeley County Farmers' Market

Greeley County Farmers' Market Association

2013 Guidelines



Tentative

2013 Market Days

Mondays

June 3 & June 17
July 1 & July 15
August 5 & August 19
September 2 & September 16

Saturdays

June 1 – June Jaunt
August 3 – Greeley County Fair

*The Market Association will touch base with vendors in early May to assess whether a June 1 start-date is feasible. Final dates will be posted in May.

Why Buy Local?

Buying local means there is a closer proximity between producers and consumers. A closer proximity fosters relationships of trust between producers (growers, bakers, crafters, etc.) and consumers. Consumers grow to know the producers they buy from and become repeat customers, therefore maximizing the level of economic activity within a community and minimizing the carbon footprint of shipping.

Several studies have shown that when you buy from a locally owned business, rather than a nationally-owned businesses, significantly more of your money is used to make purchases from other local businesses, service providers, and farms—continuing to strengthen the economic base of the community.

Let's keep our money local by buying local!

Greeley County Farmers' Market Operational Guidelines

Farmers' Market Mission

The purpose of the Greeley County Farmers' Market is to provide consumers with high quality food and farm products at a convenient location; to provide producers with a profitable, well-organized and operated retail marketplace; and, to promote direct market relationships between consumers and producers.

Farmers' Market Association and Market Manager

The purpose of the Greeley County Farmers' Market Association is to coordinate the overall operation of the market while striking a fair balance between all participants, vendors and customers. The Market Association is comprised of five members, three representatives of the community and two vendors.

The Market Manager, a non-vendor nominated by the Market Association, oversees the on-site operation of the Farmers' Market on each market day.

The Market Association meets monthly to review applications for new vendors, discuss opportunities for development of the Market, and assist with the interpretation of the guidelines, including mediation and resolution of complaints and disputes.

Location

The location of the Greeley County Farmers' Market is in the parking lot on the east side of Elliott's GastroPub.

Length of Market Season

The Greeley County Farmers' Market will run annually June through September.

Market Days

The Market will take place the first and third Monday of every month from 5 p.m. to 7:30 p.m.

Vendors may setup their selling space and display produce/products no earlier than 4 p.m. Vendors shall not begin to trade with the public until the market opens at 5 p.m., as signified by the Market Manager. Vendors may not dismantle booths until after the Market closes at 7:30 p.m., as signified by the Market Manager.

Occasional Saturday mornings may be added to coincide with community events at the discretion of the market association and the vendor members.

Selling Spaces

Selling spaces (booths) may be setup in the designated market area only. Spaces, equivalent to one parking stall (10' x 10'), will be assigned to vendors on a first-come, first-served basis with preference given to Greeley County Farmers' Market members.

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Fees

Membership Fee: \$25 per vendor, per year. Membership fee includes vendor booth fees for the eight market days of one market season (June-September), electricity provided by Wheatland Electric, and advertising.

Booth Fee: \$10 per market day for non-members. Free for paid members.

Checks for fees should be made payable to: Growing the Vision Foundation

Source Restrictions

Vendors may only sell products raised and/or made in Kansas. Exceptions must be approved by the Greeley County Farmers' Market Association.

Vendor Restrictions

Producer: The Greeley County Farmers' Market is a growers' market. All fruits, vegetables, and herbs must be grown by the vendor. No re-selling or peddling will be permitted. All new vendors are subject to a farm/garden visit by the Market Manager or another member of the Market Association.

Processor: Processors are persons offering food products that have added value to their product through some sort of hands-on processing. Processors must meet all federal, state, county, and local health requirements. Processors should consult with the Kansas Department of Agriculture (KDA) for specific information. All new vendors are subject to a business/kitchen visit by the Market Manager or another member of the Market Association.

Crafter: Crafts are strictly limited to those items made by the vendor. The resale of previously purchased goods will not be allowed. All new vendors are subject to a business/workshop visit by the Market Manager or another member of the Market Association.

Regulation

The Kansas Department of Agriculture (KDA) regulates the [sale and production of food products](#). Its objective is to ensure that all foods offered for sale are safe and wholesome.

Permissible Food Products

Items acceptable for sale

- Fresh Fruits and Vegetables
- Nuts
- Fruit Pies, not requiring refrigeration
- Honey
- Baked Goods
- Breads (yeast and quick breads)
- Cakes (except cream-filled or cheesecakes)
- Cookies

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- Cupcakes (except cream-filled)
- Candies
- Dried Fruits
- Flavored Vinegars
- Herbs
- Muffins
- Brownies
- Spices
- Jams and Jellies

Items restricted for sale (without proper KDA licensure)

- Foods that consist in whole or in part of milk or milk products
- Eggs
- Meat
- Poultry
- Fish

Items prohibited for sale

- Fresh meat
- Fresh seafood and poultry
- Home canned products, with the exception of jams and jellies
- Flavored oils
- Homemade ice cream
- Home processed salsa
- Home processed pickles
- Cheesecake
- Pumpkin, cream, or custard pies
- Cream-filled cupcakes or doughnuts

Compliance

All vendors must have a tax schedule and collect taxes or tax exemption certificates from customers during the sale of tangible products. The method of tax collection (“plus tax” or “tax included”) is at the discretion of the vendor. Additionally, vendors **MUST** comply with ALL applicable local, state, and federal regulations including but not limited to:

- USDA approval seal on weighing devices
- Pesticide licensing and safe use
- Organic certification on claimed products
- Food safety, sanitation, and health permits
- Correct labeling for packaged products

The vendor must be able to document compliance with laws, regulations, and market bylaws to the Market Manager and/or any customer.

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Vendor Code of Conduct

Vendors are expected to behave courteously to customers, other vendors, and Market staff, and to conduct themselves professionally at all times. Vendors are expected to follow all federal, state, and local laws.

It is the market's intent to serve the public and create a friendly atmosphere that will benefit both the vendors and the customers. Behavior by vendors or their family members that is disruptive, abusive, or threatening towards other members, the public, or the Market Manager is not allowed.

Vendors are expected to keep their stall areas neat and clean at all times. Produce to be discarded and other trash should be placed in the city dumpsters located within the parking lot.

Please be aware that activities within your booth may have an impact on other market members. Both sound producing activities and odors should be kept to a level that does not bother other market members.

Vendors shall not smoke in their booths during market hours. Smokers are responsible for disposing of their cigarette butts in an appropriate manner. Please do not litter.

Vendors are responsible for their children and guests at all times. Please do not allow your children to run freely through the market and disrupt other vendors or market customers.

No hawking. The market's definition of hawking is as follows: Calling aloud to passers-by who have not expressed an interest in a vendor's goods; advertising, demonstrating, selling, or attempting to sell goods outside of assigned stall space without obtaining permission from the Market Manager.

Application Process

Vendors interested in committing to one market season of eight days, June through September, at the Greeley County Farmers' Market should submit the following:

- Vendor Application (with photocopies of applicable certificates and licenses)
- Vendor Agreement
- Kansas Retail Sales Tax Certificate (photocopy)
- \$25 Membership Fee

Vendors who have committed to becoming Market Members must be present at the beginning of each scheduled market day. Vendors who are absent and have not notified the Market Manager by the start of the market set-up will be assessed a \$25 fine per incident.

Vendors are encouraged to become Market Members. However, those vendors interested in selling intermittently at the Greeley County Farmers' Market should contact the Market Manager with specific dates for special approval.

Upon approval, vendors must submit the following completed documents:

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- Vendor Application (with photocopies of applicable certificates and licenses)
- Vendor Agreement
- Kansas Retail Sales Tax Certificate (photocopy)
- \$10 Booth Fee (per pre-determined scheduled market days)

Grievance Procedure and Inspection Policy

First, remember that we are members of a community voluntarily joined together to create a market for our various products. We have agreed to abide by certain rules. If any of us believe that rules have not been followed, we may present a grievance. If we believe that the behavior of a fellow vendor is detrimental to our common goal of maintaining a vibrant, welcoming marketplace that is hospitable to both vendors and shoppers, we may present a grievance.

In making a complaint please maintain respect for each other and for our customers. Approach and discuss your concerns with your fellow vendor, always maintaining a positive attitude. If you cannot approach and discuss your concerns with the vendor whose behavior you question, it is appropriate to discuss your concerns with the Market Manager.

Minor complaints concerning rule infringement may be resolved on the spot by the Market Manager. If the Market Manager, you, and the Vendor whose behavior you question cannot work out a solution acceptable to all, the Market Manager will schedule a hearing to occur at the next Market Association monthly meeting.

Major complaints concerning rule infringement must be submitted on the Grievance Form (available from the Market Manager). The completed Grievance Form should be submitted to the Market Manager immediately.

If necessary, the Market Manager and/or members of the Market Association will conduct a production site inspection in attempt to resolve the grievance. Complainants will be identified to the vendor receiving the complaint, and complainants may accompany the Market Manager and/or Market Association members during an inspection visit if deemed necessary. The production site must be available for inspection within 48 hours of the vendor receiving the complaint. If the Market Association cannot be satisfied by vendor compliance, the Market Association may, by majority vote, have the vendor removed permanently from the market.

Market Discipline Policy

By signing the 2013 Application and Vendor Agreement, a vendor agrees to comply with all Market Guidelines. The Greeley County Farmers' Market Association may withdraw the privilege to sell at the market from any individual vendor who violates its guidelines.

The market operates under a "3 Strikes and You're Out" Discipline Policy. Guideline violations accumulate from year to year. The Market Manager reserves the right to give a vendor fair warning of any violations or complaints. A warning for such a violation must be made in writing with copies to the Market Association and the Vendor. If the violations exist after the agreed-upon time given to correct

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the problems, if there is no cooperation from the vendor, or if the vendor has three guideline violations, the Market Association may, by majority vote, revoke that vendor's privilege to be a vendor.

In cases of an extreme nature (such as endangering customers, physical violence, or illegal behavior) the Market Manager may ask a vendor to immediately leave the market premises. If the vendor does not comply, the Market Manager may contact local law enforcement for assistance. Permanent disciplinary action requires an affirmative majority vote by the Market Association.