

# Town Square Farmer's Market

## 2020 VENDOR GUIDELINES

### 2020 Season Dates:

**16 Saturdays running from June 20th to September 26th, 9:00am to 1:00pm**

**RAIN OR SHINE @ Lyons Auto on 4<sup>th</sup> Street**

The Town Square Farmer's Market (TSFM) and Forks Mobile Farmer's Market, (FMFM) provides a local outlet for producers to sell their products. In return for fees paid, vendors are supplied with venue and established clientele, advertising, marketing and promotions. Each vendor must supply their own tables, chairs, tablecloths, signs, money for change and bags.

The following items may be sold:

- Fresh produce, honey, wood products, herbs, eggs, flowers and other agricultural products
- Prepared Foods from a certified kitchen. Questions about certified kitchens should be directed to the Grand Forks Health Department at 701-787-8100.
- Hand-crafted or home-made items
- Other products and/or services as approved by the Market Steering Committee. If you have an item or product you would like considered, please contact a member of the Market Steering Committee at 218-791-3950 or via e-mail: [tsfarmersmarket@yahoo.com](mailto:tsfarmersmarket@yahoo.com)

### GUIDELINES

1. Items sold are limited to regionally produced agricultural products and food/crafts manufactured by local vendors. All produce and goods should be of high quality.
2. Advertised market hours are Saturdays from 9:00am to 1:00pm but sales may begin as soon as you are ready. **Unloading and setup for vendors may begin at 7:00am on Saturdays. Market Manager MUST be consulted prior to set up!** Market manager has the right to relocate any vendor that sets up prior to approval.
3. **Vendors not set by 8:30am may be refused entry by Market Manager.** For consideration for late arrival please contact Market Manager at 218-791-3950 in advance. Continued lateness will result in a verbal warning and could result in a \$20 fine.
4. **Vending Space will be assigned based on arrival time at the market. The Manager will not 'hold' or 'guarantee' a space for daily or three-day pass holders.** Season pass vendors must arrive to set up prior to 8:00am or contact the Market Manager if they are arriving late. **If a vendor does not communicate regarding attendance their 'regular' space will be assigned to another vendor as early as 8:00am.**
5. **Vendors may begin tear down at 1:00pm.** Early tear down that is not weather related could result in a \$20.00 fine.
6. **Fines assessed must be paid before next market or you will be refused by Market Manager.**
7. All displays and signs should be appropriate and in keeping with the spirit of the Market.
8. **All vendors are required to weigh down their tents. Any vendor found not in compliance will receive a warning on the first offense. A second offense will result in a \$20 non-compliance fine. Any further infractions could result in a dismissal from the market. Any disputes of the decision can be made in writing to the Board of Directors at [tsfarmersmarket@gmail.com](mailto:tsfarmersmarket@gmail.com)**
9. All eligible vendors are required to accept SNAP benefits, Well Fed Tokens, or any Market Money that is presented for the TSFM. Vendors are responsible for accepting tokens on only eligible items, if accepted on non-eligible items tokens will not be reimbursed. The market will reimburse vendors at the end of each Market.

10. Vendor Fees will be paid in a timely matter. One day and three-day pass holder fees are due on the 1<sup>st</sup> day of arrival at the market. Season Pass holders will pay within 4 Saturday's from the 1st day of the market. **If payment is not received or arrangements for payment are not made, this could result in a \$20.00 fine or dismissal from the market.** Please speak to Market Manager for other arrangements if necessary.
11. Pricing: Vendors will avoid high prices since these are likely to reduce consumer interest. Vendors will competitively price their products. No '**dumping**' or '**price cutting**' will be allowed. Dumping is defined as selling products at a price significantly lower than the average market price within the market. The average market price will be determined by quick survey of other vendors at the market with similar products. All vendors agree to be helpful and informative to customers and compete fairly with respect for others.
12. **NO SMOKING WILL BE ALLOWED IN BOOTH SPACE OR NEAR THE EVENT BY VENDORS. Please be respectful of customers and other vendors around you.**
13. During the season, vendors may be asked to submit gross sales figures (rounded off to the nearest dollar) to the Market Manager. If a vendor sells in more than one category, a gross receipt slip must be filled out for each category. These figures are confidential; only aggregate figures will be available to the public. Vendors will be notified prior to market session if gross receipts will be collected for that day.
14. **Market Manager has the right to refuse entry to any vendor at any time**
15. Each vendor must maintain a clean and orderly area on all sides of their display (including the area behind their display). **All electrical cords must be taped down.**
16. **Each Market day, your space must be cleared of debris when you leave. Vendors found not in compliance with the debris guidelines could be fined up to \$20.00**
17. Based on market volume and events; **if more than an approximate 12x10 space is required by a vendor, they will pay for more than one space.** Vendor display and storage area shall not extend beyond the space allowed.
18. Market Manager is responsible to implement Operations Policies during Market Sessions as determined by Steering Committee. If a vendor does not abide by market rules, Market Manager may take action deemed appropriate, including assessing fines or barring the vendor from selling at the market for that day and any future market days. A vendor may appeal any decision of Market Manager concerning violation of these rules. An appeal must be presented in writing to Town Square Farmer's Market Board at [tsfarmersmarket@gmail.com](mailto:tsfarmersmarket@gmail.com). A decision by Board shall constitute a final decision of any appeal. Market reserves the right to make exception to these rules at its discretion.
19. Vendors are responsible for meeting local, state and federal government requirements regarding their sales activities.
20. The Market Manager may request proof of insurance from vendors; this insurance is each vendor's responsibility.
21. Memberships are non-transferable. Season vendors are not allowed to "sublet" their vending spaces. If you are absent, the Market Manager will reassign your spot.
22. Your contact information may be shared with customers or outside sources. If you would like your contact information to be confidential please let the Market Manager know.

The Market Manager does not guarantee or reserve parking for vendors. Please be prepared with carts to carry your merchandise. Please treat other vendors with courtesy and respect when loading and unloading. **Parking in reserved spaces is not allowed. TSFM or FMFM will not be responsible tickets or towing of illegally parked vehicles.**

**FOOD TRAILER: If you are a food vendor in a trailer, wagon or other free-standing operation:** Food trailer must be approved and permitted by the Grand Forks Public Health Department, 701-787-8100.