



## Combining Resources, Opportunities and People for Sustainability

1551 S. 2nd, Lincoln NE 68502 \* (402) 474-9802  
www.communitycrops.org

# Community CROPS Farmers' Market 2009

*Food Grown Where You Live*

### **Vendor Rules and Regulations—Seasonal Vendor App Due May 1**

**Thursday June 4<sup>th</sup> to September 24<sup>th</sup> -- 4:30 p.m. to 7:30 p.m.  
Pentzer Park (2 blocks north of 27<sup>th</sup> and Holdrege)**

Applicant must live and produce the product offered for sale within Nebraska or 200 miles of Lincoln, NE. You must be the producer, a family member or an employee who is directly involved in the production of the product you are offering for sale.

The goal of the market is to further the concept of a “green market”, where the percentage of farmers and farmer-producers to all other vendors is greatly exceeded. At no time shall the ratio of stalls occupied on a market day by artist/fine-crafter, bakers, concessionaire, temporary and non-farm processor vendors be greater than fifty percent.

Product must be in compliance with one or all of the following: locally produced, must meet all county, State and Federal guidelines, poultry, meat processed in a USDA of USDA approved facility, egg permit, Lincoln Lancaster County Health Department permit or permit for a licensed facility, State Department of Agriculture, Weights and Measure permit for your scale and the correct method of measure, a Nebraska Grower permit for perennials, and the Community CROPS Farmers' Market rules and regulations. You need reasonable knowledge of the product offered for sale-production practices, when harvested and how to use. Vendors selling taxable products are responsible for collecting, reporting and paying the sales tax. Vendor is responsible for obtaining all permits and tax numbers for their booth.

#### **Attendance and Set-up Policies**

**Inclement weather:** In case of bad weather, you can decide if you want to set up. There will be no refunds due to weather.

**Attendance:** You must notify the market manager if you are unable to attend the market . You can mark those dates on your application or notify the market manager in writing two weeks in advance. In case of an emergency please notify the market manager as soon as possible. There are no refunds.

**A paid season or weekly vendor who is absent from the market:** the market management has the right to use the stall/s for another vendor/s on that day with no refund to paid vendor.

**NO SMOKING** during the market or within a 25-foot area surrounding the market from 4pm. to 8pm. If you take a break to smoke outside the area you must wash your hands before returning.

Set-up time for season vendors is 3:30 p.m. Weekly vendors can check in for stall assignment at 4:00 p.m. Vendors must be ready to sell by 4:30 p.m. and you must stay at your stall for the whole market.

### **Stall Assignment, Size and Guarantee**

Park rules do not permit driving on the grass, so please set up without using their vehicle. If you need to use your vehicle, we will discuss the best location with you. Vendors must stay in their assigned space.

Season vendors will be guaranteed the same location every week for the duration of the season.

Weekly vendors cannot be guaranteed the same location for the weeks you attend. The market will try to place weekly vendors in a stall location that fits your needs.

### **Display Requirements**

Post all required permits and signs prominently.

All produce and products should be displayed on sturdy, clean tables.

It is the responsibility of the vendor to provide any/all tables, chairs, shade devices, power source, extension cords, tape, display equipment, hand washing station, cash box and cash, and proper signage.

All food offered for sale must be displayed or stored six inches above the ground.

**Scales:** Only legal scales with the State permit stickers will be allowed at the Community CROPS Farmers' Market. If you wish to sell produce by weight but do not have a legal scale, weigh and package items at home, but sell "by the bag". You must have a label or sign stating the weight or count of the package. You can't sell the same product by weight and by count (example: Tomatoes \$1.00 for 4 and Tomatoes \$1.00 a pound)

**Signs:** One large sign stating who you are and location, (example - Your Small Family Farm-Local Town, NE). In addition you will need small signs stating the product, amount being sold and the price. These need to be attached to each variety of product sold. If you do not have a large sign, you must include this information on your small label.

Vendors are responsible for keeping their area clean during and after the market.

**Payment:** Payment is due two weeks before attending the market. No booth will be held for you without payment.

**Returned Checks:** First occurrence – there will be an additional charge of \$25 to the stall fee and a delay of acceptance to the market until all charges have been paid.. Second occurrence, vendor will be expelled from the market.

### **Causes for Exclusion from the Community CROPS Farmers' Market:**

Product does not meet the standards of the market.

Inappropriate behavior with fellow vendors, customers or management.

Non-payment or a second bad check.

You have received three warnings as to your vendors compliance.

- 1<sup>st</sup> violation will result in a verbal warning from the manager and request for you to reread the rules and regulations and let the market manager know if you will comply with them.
- 2<sup>nd</sup> violation will result in a written warning and will result in the vendor being dismissed from the market for 2 market days with no refund. You will receive a written notice stating what violation/s occurred and at what date you may return.
- 3<sup>rd</sup> violation will result in written notice stating that you are no longer a vendor of the Community CROPS Farmers' Market and no refund will be given.

## **Management Statements**

Vendor's signature on the application verifies that the vendor has carefully read, understands, and agrees to all provisions of the Agreement and these attached rules.

Stall assignments, determination of suitability of items offered for sale and collection of stall rental fees are the sole responsibility of the Community CROPS Farmers' Market Management. Community CROPS Farmers' Market reserves the right to deny stall space to any vendor at any time.

No guarantee of exclusivity of products are made or implied.

Community CROPS Farmers' Market reserves the right to buy local products from non-vendors and sell them at the market manager booth to have a greater diversity of products at the market.

## **Contact Information**

Mail Checks to: Community CROPS, 1551 S. 2<sup>nd</sup> Street, Lincoln NE 68502

Market Manager – To be hired.

Current contact: Ingrid Kirst, Community CROPS Director, 474-9802 or 730-2532.

Lincoln Lancaster County Health Department (402) 441-8000

Weights & Measures (402) 471-4292 Nebraska Department of Agriculture (402) 471-2341

Nebraska Department of Agriculture Promotion & Development (402) 471-4876

Poultry & Egg (402) 472-2051

## **Vendors who fit the following 4 definitions will pay Season stall fee of \$10/wk or Weekly fee of \$12.**

**Local Farmer:** anyone selling vegetables, fruit, plants, fresh cut or dried flowers, eggs, fish, meat that they grew themselves, or managed the growing of it (if they are employees), within Nebraska or 200 miles of Lincoln, NE. The land can be owned or rented.

**Farmer-Processor:** anyone who grows the raw ingredient and then either processes it on their farm or sends it out for processing. This could be jelly, salsa, cheese, value added meat, herb blends, etc.

**Baker:** anyone who offers fresh non-hazardous, not previously frozen and thawed, baked products. Priority will be given to vendors who use Nebraska-grown in their baking.

**Wild-Crafter:** anyone who collects non-hazardous wild plants, or fruit in Nebraska or 200 miles from Lincoln, NE (wild fruit, fresh or dried flowers and grasses) and processes them.

## **Vendors who fit the following 3 definitions will pay Season stall fee of \$14/wk or Weekly fee of \$16.**

**Non-Farmer Processor:** anyone who buys the raw ingredients for their product and makes a product for sale, either at their permitted residence or an inspected facility. This could include jelly, salsa etc. We will give preference to vendors who buy from local farmers rather than wholesalers.

**Concessionaire:** anyone who has the required State and Lincoln Lancaster County permits for selling food and drinks to be consumed on site.

**Temporary:** is anyone that lives and/or produces their product outside Nebraska or 200 miles radius of Lincoln, NE. You must have the approval of the Market Manager and a written waiver to be permitted.



**Community CROPS Farmers' Market 2009**  
**Vendor Application – DUE MAY 1**

Vendors must live and produce their product within 200 miles of Lincoln, NE to be a local food producer. You must be the producer or a family member or a farm worker who is directly involved with the production of the food you are selling. If you produce your food outside of the limit you MAY be considered as a temporary vendor

Make a copy of completed application for your file – mail original

Business Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Day Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Evening Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail \_\_\_\_\_

Tax Number \_\_\_\_\_

Liability Insurance Company and Policy Number \_\_\_\_\_

- Weekly vendors please circle only the dates you want to participate
- Season vendors please cross off the dates that you will not participate

June            4        11        18        25                    July    2        9        16        23        30

Aug            6        13        20        27                    Sep    3        10        17        24

**Local Farmer, Farmer-Processor, Baker**

Season Vendor Fee:

1 Stall: \$ 10 per week X 17 weeks = \$170.

Weekly Vendor Fee:

1 Stall: \$12 per week X \_\_\_\_\_ weeks = \$ \_\_\_\_\_

NOTE: A home baker preparing non-hazardous food in a non-licensed facility must have attended a Lincoln Lancaster County Health Dept Farmers' Market Workshop or hold a Level II Food Handlers Permit and must include an additional \$15 for LLCHD Community CROPS Farmers' Market permit. This must be sent to the market manager at least two weeks before attending the market.

**Local Concessionaire, Local Non Farm Food Processor, Temporary**

Season Vendor Fee:

1 Stall: \$ 14 per week X 17 weeks = \$ 238.

Weekly Vendor Fee:

1 Stall: \$16 per week X \_\_\_\_\_ weeks = \$ \_\_\_\_\_

Community CROPS Farmers' Market 2009  
Vendor Application - page 2

Vendor agrees to indemnify and hold harmless the Community CROPS Farmers' Market against the City of Lincoln (Park and Rec) from any and all causes of action, which arise from the operation of the Community CROPS Farmers' Market, not caused by negligence of the Community CROPS Farmers' Market, Against City of Lincoln (Parks and Rec). Furthermore, vendor grant permission for the Community CROPS Farmers' Market to use any photos, videotape, etc. taken of himself/herself, or their products, in any and all publicity and advertising promoting the Market now or in the future.

It is the vendor's responsibility to carry property and product liability insurance for off farm and outside home sales.

By signing this vendor application, I acknowledge that the application has been read and understood and I will abide by the terms presented in the Vendor Rules and regulations.

Signed \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Please list ALL products to be sold on separate page and mail with your application.

This information will help in advertising the Community CROPS Farmers' Market.

Return applications to Community CROPS, 1551 S. 2<sup>nd</sup> Street, Lincoln NE 68502

If you have any questions, contact us at 402-474-9802, [ingrid@communitycrops.org](mailto:ingrid@communitycrops.org) or [www.communitycrops.org](http://www.communitycrops.org)

FOR OFFICE USE ONLY

Payment and Application Received \_\_\_\_\_ 2009

Paid In Full \$ \_\_\_\_\_

Check Number \_\_\_\_\_

Money Order \_\_\_\_\_

Weekly Payment:

June	4	11	18	25	July	2	9	16	23	30
Aug	6	13	20	27	Sept	3	10	17	24	