

## **JACKSON COUNTY FARMERS MARKET RULES 2017**

- 1) Vendors will submit all required paperwork and fees to the Market Manager before setting up a booth.
- 2) Vendors must grow their own vegetables, flowers, fruits, herbs and plants for sale at the Jackson County Farmers Market (JCFM). Addresses of all fields owned or rented will be required on FM Vendor Application.
- 3) For the purpose of this market (JCFM), the definition of "locally grown" will be "any vegetable, flower, fruit, herb, plant, meat, milk that was grown within 60 miles of Black River Falls, WI." If you advertise "locally grown" products, please adhere to this rule.
- 4) Thursday schedule= 2p-6p/Saturday schedule= 9a-1p. Booth set up will take place no sooner than 30 minutes before opening and take down will be no sooner than closing time on day of market. The vendor will be responsible for leaving the space clean and free of debris or a fine of \$15 will be assessed.
- 5) No live animals will be sold at the market.
- 6) Food producers/processors who make products from agricultural materials must do so in a state licensed kitchen and in accordance with Department of Health regulations and DATCP. Vendors must have current State of Wisconsin processing license to sell meat, milk, fish or prepared/processed foods, or be in accordance with the Wisconsin Pickle Bill, even if products are legally sold at the vendor's farm. License must be displayed at the booth and a copy given to the market manager.
- 7) No pets allowed in the market area. Exception includes the use of a service animal.
- 8) Alcohol and drugs/controlled substances are prohibited. Smoking is not permitted in the immediate market area.
- 9) Vendors must have a certificate of liability/product insurance to participate in the JCFM. A copy of this must be presented and will be kept on file with the market manager. JCFM should be added to each vendor's policy as an added insured.
- 10) Vendors must follow Wisconsin Farm Market Weights and Measures Laws (Chapter 98.3). Contact DATCP if in doubt.
- 11) Vendors must have "Legal for Trade" certified scale.
- 12) Vendors are encouraged to participate in WIC and Senior Nutrition Programs, and must display signs visible to customers participating in the programs.
- 13) Vendors will dress appropriately wearing shoes, shirt, pants, skirts, etc. and will maintain a neat/clean appearance of their booth.
- 14) Professional behavior is required at all times. Negative comments about other vendors and products are not permitted.
- 15) No personal music will be allowed at any vendor booth.
- 16) Vendors with children must keep them within the parameters of their booth and must be supervised.
- 17) Only farmers having a copy of their organic certification on file with the market are able to sell their products as "Organic".

- 18) Vendors must disclose the name and the complete business address of the farm where the produce was grown either on the label of the produce or at the point of purchase.
- 19) All products for sale must be labeled and priced.
- 20) Vendors must carry personal emergency contact information in the event of illness or injury.
- 21) Political or religious displays, demonstrations or ceremonies are not permitted.
- 22) The JCFM Market Manager/Board of Directors will approve all items for sale at the market during the application process. Products that have not been approved in advance by the manager/board will be allowed to be sold at the market.
- 23) To ensure regulations are followed, the market manager will be allowed to visit the vendors farm.
- 24) Paid vendors must be present each week or must communicate with JCFM Market Manager regarding a scheduled absence by noon the day before market. No call, No show for 2 weeks will result in your vendor space being given to another vendor for the season.
- 25) Rules can be amended or changed by the market manager or the Board of Directors of JCFM. Vendors will be given one week notice before new policies are enacted.
- 26) The market manager or designee has the final say regarding whether to allow any product to be sold at the market, per recommendations by the JCFM Board of Directors.
- 27) The market manager or designee has final decision-making power during the hours of operation of JCFM.
- 28) Infraction of the above rules will be dealt with by the Farmers Market Manager and the Board of Directors. Infractions will include warnings or loss of ability to sell at the JCFM. All processes handled by the Market Manager may be appealed to the Board of Directors for a final decision. All grievances will be taken to the FM Manager, which will then be decided upon by the FM Board of Directors.

**Acceptance of this agreement entitles the below signed vendor to participate in the Jackson County Farmers Market.**

**By signing this application, I accept and will adhere to the terms/rules governed by the JCFM:**

Vendor/Business Name (please print) \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_