

Brookings Farmers Market Rules



Mission Statement:

The Brookings Farmers Market, a nonprofit organization, was established to provide a community gathering place where local farmers and entrepreneurs can sell directly to the consumer. Our goals are to improve opportunities for all in our community by promoting local economic development as well as social and community building through educational and family-friendly activities.

Location and Times:

The Brookings Farmers Market is located on the 300 block of 6th Ave, the street between the Brookings Library and County Courthouse. We are located just southeast of the Children's Museum of South Dakota. The BFM is held from the first Saturday of May through the last Saturday of October. Market hours of operation are Saturday from 9:00 a.m. to 12:00 p.m. The location and times may be moved at the discretion of the board of directors and vendor approval to better suit vendors, customers, accessibility, atmosphere, and overall impression.

Board Members:

1. There are five acting board members (president, vice-president, treasurer/secretary, and two other elected members) and they are elected by participating vendors to represent the market.
2. Applications will be reviewed by the BFM board members. Two or more board members will jury market items for sale.
3. Meet regularly to address management issues of the market.
4. Assign market stalls to improve customer flow to all vendors. There will be no deviation on stall assignments without prior approval. Stalls may be reassigned during the year if indicated.

Market Manager:

5. In accordance to the market rules, the manager has control over the market area and activities taking place within it. Any questions should first be directed to the market manager.
6. The manager will maintain order and cleanliness, start the market, and distribute information to the vendors. It is at the discretion of the manager to ask anyone to leave the market area.
7. All vendors have the responsibility to notify the market manager of any rule violation. Infringement of the rules will be handled first by verbal warning, second by a written warning, and lastly by being asked to leave the market for the season. The vendor fee is nonrefundable.
8. In the absence of an assigned market manager, a current board member will fill the position until a permanent market manager is assigned.

Vendors:

1. All vendors must sign a yearly agreement and pay the associated stall fees per to participate. One 12' stall fee is \$20 per day (to a maximum of \$300 for the season) or \$200 for entire season (paid for at beginning of season). Multiple 12' stalls at one market day will increase per day/season fee (i.e. \$40 per day/\$400 per season for 2 stalls).
2. The vendor agreement should be submitted once per season (will be kept on file for the full year). All agreements are reviewed and approved/denied by the board of directors. Approval must be received in order to participate in the market. Agreements or notice of participation (if an agreement is already on file) should be sent to brookingsmarket@gmail.com at least one full calendar week prior to the market day you would like to participate in.
3. Following approval, an invoice will be emailed which can be paid via credit card, cash, or check. Credit card payments can be paid via the emailed invoice link. Check payments can be sent to The Carrot Seed at 310 Main Ave, Brookings, SD 57006. Cash can be dropped off at The Carrot Seed (please do not mail cash). Stalls will not be reserved without full payment. Fees can be paid in weekly increments or one full payment at the beginning

of the season.

4. All vendors must have and display a sales tax permit. Vendors are also encouraged to display their names and address at their market table. [L] [SEP]
5. The BFM carries only liability insurance for the market area. Vendors are strongly encouraged to have their own policy. [L] [SEP]
6. The Brookings city management is in agreement with the BFM rules and delegates the BFM market manager and board members to enforce these rules during the Market hours. BFM vendors will hold harmless the City of Brookings, its sponsoring organizations, and its officers and agents. [L] [SEP]
7. All vendors will be invited to an annual meeting and are allowed to vote for board members. [L] [SEP]
8. No commercial vendors will be allowed. Any person(s) who are allowed to sell at their stall must be listed on the vendor agreement. All person(s) need to be involved with the production of the product or is sufficiently well informed about the production process, as if it were their own business. [L] [SEP]
9. Vendors must be able to provide information regarding pesticides, herbicides, and fertilizers used. [L] [SEP]
10. Vendors should be set up to start on time and stalls should be manned at all times during the market hours. Early sales are discouraged. Vendors should bring enough items to sell to last until the end of the market day. If a vendor sells out early, they may leave before closing, but should notify the market manager.
11. If a vendor is to be absent from a market day, they should notify the market manager. Participation fees will not be refunded.
12. Vendors must provide their own equipment, supplies and materials. Suggested items include [L] [SEP] tables, supply sacks or containers, tent, cashbox, extension cord, etc. Electricity is available to only a limited number of stalls and needs to be assigned. [L] [SEP]
13. All vendors should provide a hygienic and family-friendly personal appearance to reflect positively on the market. Stall areas must be kept tidy throughout the market day and must be left clean at the end of the market day. Selling will be permitted from the back of a pickup truck or cars as long as they do not interrupt walking traffic through the lot. Vehicles must be clean. [L] [SEP]
14. All vendors should project a positive, friendly behavior during market hours. [L] [SEP]
15. Vendor's pets or animals are discouraged for hygienic reasons. [L] [SEP]
16. The BFM is a smoke-free environment. No firearms, weapons, alcoholic beverages, or drugs will be allowed in the market. Anyone disturbing the peace will be asked to leave. [L] [SEP]

Selling:

1. All items sold at BFM must have been raised, prepared, produced, or created by that seller. The board will jury vendors on a case-by-case basis before market participation approval.
2. All items must be in accordance with city and state regulations [L] [SEP] (<http://doh.sd.gov/HealthProtection>). This covers what can and cannot be sold to the public at a farmers market and packaging/labeling information. Fresh fruits, vegetables, and garden produce do not require approval or licensing by the Department of Health for sale at Farmers Markets.
3. All prepackaged and other perishable products must be labeled and kept at appropriate temperatures in accordance to state standards. [L] [SEP]
4. Any vendors selling prepared meals (e.g. a food truck) must have all licenses, certifications, and permits as required by state and local law.
5. All items must be visibly labeled with prices. If selling by weight, a certified scale is necessary and needs to face the public. [L] [SEP]
6. Any questions regarding laws and regulations can be directed to a board member for assistance.