

# Brookings Farmers Market Rules



## **Mission Statement:**

The Brookings Farmers Market, part of Downtown Brookings, 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 market committee and vendor approval to better suit vendors, customers, accessibility, atmosphere, and overall impression.

## **Downtown Brookings:**

1. Downtown Brookings manages the Brookings Farmers Market as of April 2023.
2. Downtown Brookings provide managerial support, administrative support, record keeping, funding, and additional assistance to the market.
3. Downtown Brookings dba Brookings Farmers Market holds an insurance policy for the event and space.

## **Volunteer Committee:**

1. There is a committee of market vendors and community members that guide the direction of the market.
2. Applications will be reviewed by the BFM committee.
3. 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 Coordinator:**

1. In accordance to the market rules, the coordinator has control over the market area and activities taking place within it. Any questions should first be directed to the market coordinator.
2. The coordinator will maintain order and cleanliness, start the market, and distribute information to the vendors. It is at the discretion of the coordinator to ask anyone to leave the market area.
3. All vendors have the responsibility to notify the market coordinator 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.
4. In the absence of an assigned market coordinator, a current Downtown Brookings board or staff member will fill the position until a permanent market coordinator 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 per year. 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 market committee. 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](mailto:brookingsmarket@gmail.com) at least one full calendar week prior to the market day you would like to participate in.
3. Approval of application will be emailed to you at the provided vendor email address. Check or cash payments should be brought to the Market Coordinator on the day of attendance. Payments can be made for the full

season or on a date-by-date basis. Stalls will not be reserved without committee approval.

4. Vendors who regularly participate will be assigned a consistent booth location. Stalls for temporary vendors will change depending on market layout needs.
5. All vendors must have and display a sales tax permit. Vendors are also encouraged to display their names and address at their market table.
6. The BFM carries only liability insurance for the market area. Vendors are strongly encouraged to have their own.
7. The Brookings city management is in agreement with the Downtown Brookings and BFM rules and delegates the BFM market coordinator and Downtown Brookings board members and staff 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.
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.
9. Vendors must be able to provide information regarding pesticides, herbicides, and fertilizers used.
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 coordinator.
11. If a vendor is to be absent from a market day, they should notify the market coordinator. Any pre-paid participation fees will not be refunded.
12. Vendors must provide their own equipment, supplies and materials. Suggested items include 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.
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.
14. All vendors should project a positive, friendly behavior during market hours.
15. Vendor's pets or animals are discouraged for hygienic and safety reasons.
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.
17. Vendors may not wander through the market to sample, sell, advertise, or otherwise disrupt normal activities. Activities must be contained to the allotted booth space.

### **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 ( <https://doh.sd.gov/food/farmers-markets.aspx>). 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.
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.

Any questions on rules and laws can be directed to the Market Coordinator for assistance. If rules and laws are not followed, vendors will be given one warning. If not followed after the warning, the vendor will be asked to leave the market for the remainder of the season with no refunds.