

**College View Neighborhood Association Farmers' Market
2017 Vendor Rules and Regulations**



The mission of the College View Neighborhood Association (CVNA) Farmers' Market is to foster a sense of community and provide neighborhood residents local, fresh, nutritious food products.

**Wednesdays
June 7 – August 30, 2017
4 – 7 p.m.
College View Church
(west parking lot)
48th Street between Prescott and Lowell**

Vendors: Please read the following information carefully before you agree to follow the Rules and Regulations as stated. If you are in agreement, you must complete and sign the enclosed application. Your signature on the application verifies that you have carefully read, understood and agreed to all provisions of the Agreement, Rules and Regulations.

Contact Information

Market Manager – Tracy Corr
tlines24@hotmail.com
402.310.7069
1001 S. 37th Street, Lincoln, NE 68510

General Requirements for Vendor Approval

1. **College View Neighborhood Association Farmers' Market (CVNAFM) is a membership organization and as such, all vendors must become members to participate in the market.**
Each membership receives one vote at CVNA meetings.
2. **Vendors must live and produce the product(s) for sale within Nebraska or within 200 miles of Lincoln, NE.** You must be the main producer, a family member, or an employee who is directly involved in the production of the products you are offering for sale. The CVNA Board and Market Manager must approve any exception before being permitted to vend.
3. **Vendor types**
 - a. **Season Vendors** pay a single stall fee for all market days through the season. They are assigned a particular stall where they are permitted to set up each Wednesday. Season vendors are generally granted "first right of refusal" to reserve their stall from season to season.
 - b. **Weekly Vendors** are scheduled week to week for stall space depending on availability, product mix and market management discretion. Weekly vendors should not expect to be at the same stall each week they are scheduled. Requesting a date on the Application Form does not guarantee a stall space for that day. You will receive a confirmation email or text a minimum of one week before the market date you requested.
4. The College View Neighborhood Association is a 501(c)3 organization. As such, our goal is to provide a market that benefits the residents from 40th and 56th Streets between Van Dorn and LaSalle. To obtain this goal, **a diverse mix of products is desired to draw in vendors, residents and customers.**
5. **Vendors must show good product knowledge and the ability to communicate this with customers.**
6. **Products must be in compliance with all of the following that apply to your business:** locally produced; verification of processing in a licensed facility; verification of FDA and/or USDA approved meat and poultry inspection and processing; Lincoln-Lancaster County Health Department permit for home baking; State Department of Agriculture Weights and Measures requirements; Nebraska Nursery License; and adherence to CVNAFM Rules and Regulations. **Copies of all permits and licenses are required upon submission of application.**
7. **Vendors are responsible for** attending all required classes/workshops and for obtaining permits, licenses, sales tax number and liability insurance. All vendors selling taxable products are responsible for collecting, reporting and paying the sales tax. Prominently post all permits and have your tax number in your booth. **It is the vendor's responsibility to carry property and liability insurance** for off-farm and outside home sales for a minimum of one million dollars. **Proof of insurance is required upon submission of application.**
8. **The vendor application must be submitted fully complete, including all documentation (see 6 & 7 above)** and your signature to indicate you understand and will follow the Rules and Regulations.
9. **Product sampling** by market customers must meet Lincoln-Lancaster County Health Department codes.
10. **On-site reviews** may be held at your farm/business if the Market Manager and Board feel one is needed to verify your practices. CVNAFM reserves the right to make on-site reviews of any member or place of business. An on-site review may be deemed necessary if a written

complaint is filed against a vendor alleging rules violations. The resale of products that are not grown or produced by the member is strictly forbidden and is a cause for termination of membership. A notice and hearing procedure has been established by the Board and will be used if a member or customer believes a violation is occurring.

Attendance and Set-up Policies

1. **Set-up time:** Season Vendors should arrive between 2:30 and 3:30 p.m. Weekly Vendors can check in for stall assignments no earlier than 3 p.m. and no later than 3:30 p.m. Please be considerate of fellow vendors by arriving within the designated time to expedite set-up.
2. **Vendors must be in their stalls no later than 3:30 p.m. and ready to sell by 4 p.m. Your stall must be manned for the entire duration of the market, even if you sell out of your product. You cannot leave the market until 7:10 p.m.** Please tear down courteously so as not to cause concern to any lingering customers. Exceptions can be made if the Market Manager is notified of an emergency and proper precautions can be taken for safe tear-down.
3. **The Market starts at the sound of the market whistle,** promptly at 4 p.m. Early sales to customers are prohibited. At 7 p.m., the close of Market whistle will be blown.
4. **You must notify the Market Manager if you are unable to attend the market** on a given day. You may mark those dates on your application or you may notify the Market Manager at least one week before the date of non-attendance. **In case of an emergency, please notify the Market Manager as soon as possible.** There are no refunds. Vendors who do not notify the Market Manager of an absence for a second time either forfeit their stall assignment or pay an additional fee equal to the weekly stall fee rate per stall for that week's absence. **Subletting or sharing spaces is not allowed.**
5. **Vendors and their employees must park** on the east side of the College View Church. Vendors with limited mobility or extenuating circumstances may notify the Market Manager and request an exception prior to the start of market season or the vendor's first day at market.
6. **It is at your discretion to attend in case of inclement weather.** There are no refunds or rollovers if the market is in operation on a day you had selected to attend and you decide not to attend. If there is a severe storm warning issued by the National Weather Service that includes the market location during the hours of the market, the market will close at the discretion of the Market Manager.

Stall Assignment, Size and Guarantee

1. **Stall Size:** Vehicle stalls are approximately 10' by 15'.
2. **Vendors are required to stay within your assigned stall space.** This includes your vehicle, display, generator, shade device, signage, etc. It is important not to infringe upon your neighbors' space.
3. **Weekly Vendors** are not guaranteed to be in the same location for all weeks participating. The Market Manager will endeavor to place Weekly Vendors in a stall location that fits your needs.
4. **If a paid Season or Weekly Vendor has a scheduled absence from the market on any given market day, the market has the right to use the stall(s) for another vendor(s) on that day.** It is the vendor's responsibility to notify management of attendance if previously scheduled to be absent at least one week before the market date.

Display Requirements

1. **Post all required permits prominently.**
2. **Packaging** of all prepackaged and packaged-at-market product must be with NEW food-grade paper or plastic bags or plastic food wrap. Trash/garbage/leaf bags cannot be used for produce or other foodstuffs at any time.
3. It is the vendor's responsibility to bring all tables, chairs, shade devices, power sources, cords, display equipment, hand washing station, cash box and cash, signage, etc. **If using a power source, D/C inverters are required unless special permission is given. If you have an open flame, you must bring a fire extinguisher.** The Market does **NOT** have storage available.
4. All products should be displayed on well-constructed, well-maintained and clean tables. Produce should be clean and attractive. The Market Manager may request that you remove a product from your table if it does not meet the market's standard of quality.
5. Food products offered for sale must be displayed or stored at least **six inches** above the ground.
6. **Only legal scales with up-to-date State permit stickers will be allowed at the CVNAFM.** Vendors without legal scales must sell by the piece or per quantity. If you wish to sell produce by weight, but do not have a legal scale, you may weigh and package items at home, but sell 'by the bag' or 'by the package.' You must have a label or sign stating the weight or count of the package.
7. **Required signage:** One large sign stating who you are (your business name) and your location (example: Your Small Family Farm, Local Town, NE). This sign should have 2" or larger lettering and be posted/hung more than one foot off the ground. In addition, you should post small signs stating the product, unit of sale and price. These should be attached to the container of each product sold. You may also have a large sign/board stating products and prices. Signage must include sufficient information to satisfy Weight and Measures requirements.
8. **Vendors are responsible for keeping their area clean during and after the market.** Maintaining the parking lot is a part of our agreement with the church. You are expected to provide your own broom, dustpan and container.
9. **Absolutely NO SMOKING or vaping during the market or on the College View Church or Union College grounds or within a 40-foot area surrounding the market from 3:30 to 7:15 p.m.** If you take a break to smoke outside the area you must wash your hands before returning to the market or have a hand washing facility in your stall where you wash immediately upon your return.
10. **Pet Policy:** Discourage market shoppers with pets from coming close to your products. Do not pet or handle pets during operation of the market.
11. **Producers who choose to market, label, package, advertise or otherwise claim that their products are organic,** organically grown, fed organic feed, etc. must submit proof of organic certification to the Market Manager.

Payment

1. See Application for fees and payment schedule. Vendors are responsible for making payments on time.
2. **Returned Checks:** On the first occurrence you will be charged an additional \$25 and your acceptance to the market will be delayed until the check has cleared or you pay in cash for the stall to the Market Manager. After a second occurrence, you will be expelled from the market.

Grounds for Exclusion from the CVNAFM

Vendors may be excluded from the CVNAFM upon decision of the Market Manager and/or the CVNA Board of Directors that the vendor has violated these Rules and Regulations or otherwise engaged in conduct that is contrary to the purpose and goals of the CVNAFM. Such grounds for exclusion include, but are not limited to:

- Product and/or display does not meet the standards of the market;
- Non-cooperation with fellow vendors, customers, Market Manager or Board;
- Non-payment or a second bad check.

First violation: Vendor will receive a verbal warning from the Market Manager and a request to re-read the Rules and Regulations and let the Market Manager know compliance will occur. The Market Manager will note to the Board that the Vendor has received a first warning.

Second violation: Vendor will receive a written notice from the Market Manager and will be dismissed from the market for three (3) market days. Vendor will receive a written notice stating what violation(s) occurred and at what date Vendor may return. The Market Manager will note to the Board that the Vendor has received a second warning. No refund will be given for the market days the vendor misses, nor will the fee be extended to another date.

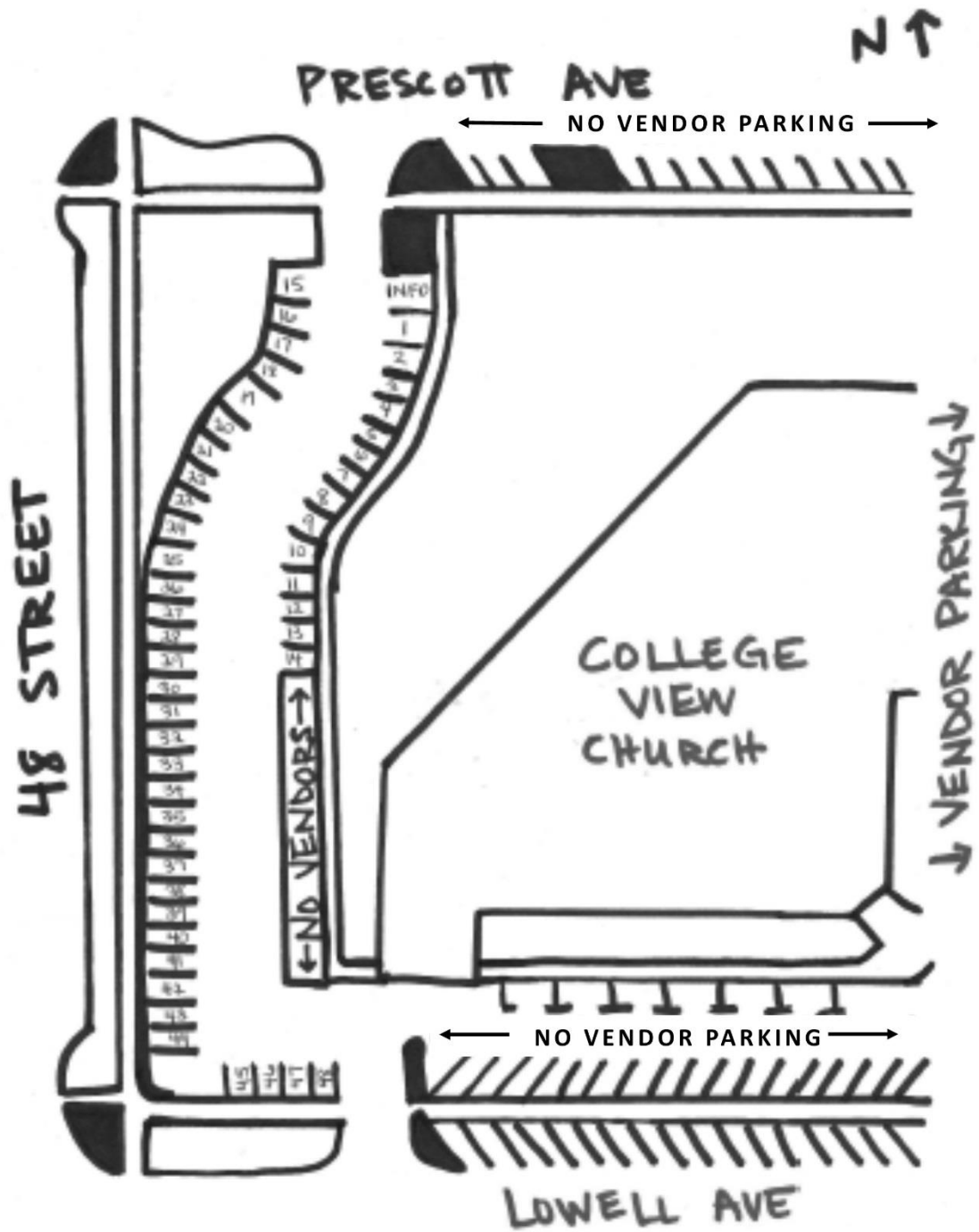
Third violation: Vendor will receive a written notice from the Market Manager stating that Vendor is no longer a member or a vendor at the CVNAFM. No refund will be given. The Market Manager will note to the Board that the Vendor has received a third and final warning and has been expelled from vending at the market for the duration of the season and that no refund will be given. Vendor appeals should be made in writing to the Board President within one week of dismissal from the market.

Grounds for Immediate Exclusion from the CVNAFM

Vendors may be immediately and permanently excluded from participating in the CVNAFM, in any manner, upon decision by the Board of Directors that the Vendor has engaged in conduct sufficiently harmful to the interests and operation of the CVNAFM to justify immediate exclusion. The Board shall have sole and exclusive discretion to determine whether Vendor misconduct is sufficiently harmful to the interests and operation of the CVNAFM to justify immediate exclusion, which discretion it shall exercise in good faith. Upon decision by the Board that grounds for immediate exclusion exist, the Market Manager shall provide the Vendor written notice stating that the Vendor has been expelled from vending at the market and that no refund is to be given. Vendor appeals shall be made in writing to the Board President within one week of receipt of such written notice.

Management Statements

- College View Neighborhood Association Farmer's Market reserves the right to deny stall space to any vendor at any time, without prior notice.
- College View Neighborhood Association Farmer's Market does not discriminate against any applicant for stall space because of race, color, religion, sex, disability, national origin, sexual orientation, age or marital status.
- Stall assignments, determination of suitability of items offered for sale, and collection of stall rental fees and membership are the sole responsibility of the College View Neighborhood Association Farmer's Market.
- No guarantee of exclusivity of products is made or implied.



*Not drawn to scale
 Parking stalls all approximately same size