



Sioux Empire Farmers Market

Vendor Policies and Procedures 2010

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The Sioux Empire Farmers Market Association was founded in 2008 by Joan & Gordie Williams, Laura and Paul Warner, and Linda and Jimmy Krsnak. The decision at the time was made to manage the market by a team management being made up of the market founders. That form of management will continue through the 2010 market season with intentions of forming a more formal management organization made up of officers and a board of directors in late 2010 or early 2011. At the vendor meeting on February 20th, 2010 the vendors agreed that we are a producer only market, but will allow “value-added” products to be sold only upon approval by the management team.

Dates and Locations

- Empire Mall East
 1. Tuesdays starting May 4th through Oct 26th.
 2. Hours of sales are 3:00– 6:00 pm.
- 8th & Railroad Center
 1. Saturdays starting May 1st through Oct 30st.
 2. Hours of sales are 9:00 am – 1:00 p.m.

Association/Vendor Dues

- Vendor season dues for the 2010 will be \$100.00 for the first booth space and \$50.00 for each additional space. The fee includes both market locations. Vendors must participate in at least twelve markets during the season.
- All dues must be paid on or before the first market day. Dues and due date may change and will be dependent upon budgets and any other fiscal changes to the market.
- Dues are not refundable.
- Additional fees may apply for electrical or other requirements.
- Drop-in vendors are not permitted.

Manager of the Day Program

- The “Manager of the Day” program will be implemented this year and requires that each vendor

be assigned on a rotational basis, a day or group of days when they will be responsible for management of the market. The responsibilities include, but are not limited to:

- Setting up signs and banners.
- Mark vendor spaces and directs vendors to the spaces.
- Put signs, banners, etc away after market and police market area to ensure the area is neat and clean before leaving.

Booth information

- Each booth is approximately one parking space, roughly 10' by 16'. Vendors are required to stay within this space. Please do not encroach on the aisles!
- Booth space(s) will be assigned to vendors on a seasonal basis and each vendor shall retain their assigned space as long as membership in the market is maintained. Market Management reserves the right to modify and/or change assigned spaces on an as needed basis.
- Booth spaces may be limited at each site.
- Subletting of booth spaces is prohibited.
- Each Vendor must clearly identify themselves by prominently displaying a sign not less than 11” x 14” stating the business name and address, including town and state. Additionally, each vendor must clearly identify on signs where their products are grown or produced, state and town. Compliance with Country of Origin labeling is a mandatory requirement; signs not less than 8” x 10” must be displayed and plainly state where the produce was grown.
- Vendors will be required to have a trash can available for customers and must clean up their area before leaving. Continued violations are grounds for a non-refundable expulsion.

Service, Craft & Specialty Vendors

- A limited number of non-food booths may be available each week. Weekly participants in this category shall be selected by market management at its sole discretion. Items to be sold must in general follow a farmer’s market theme. It is the privilege of the Sioux Empire Farmers Market Association to allow or disallow a vendor.

Electricity Availability & Fees

- Limited electricity is available at both locations and usage must be arranged in advance. A fee may be assessed.
- Vendors who are approved to use electricity must provide their own heavy duty extension cord

and materials to cover the cord. Please be safety conscious.

General Information

- All returning or new vendors must complete the application process and submit all required and supporting documentation by April 1st.
- Any vendor intending to vend after the market season begins must complete the application process and submit all required and supporting documentation two weeks prior to being allowed to set up at the market.
- All Vendors who wish to vend at the Empire East – Kohl’s location must sign a Revocable License Agreement with the Empire Mall.
- The Market is held rain or shine.
- **Sales before posted sales hours are not allowed.**
- Four parking spaces at 8th and Railroad Center are posted for “Customer Parking Only”, no vendor shall park in or block access to these spaces.
- Vendors are not allowed to drive on site prior to 2:00 pm or after 8:00 pm at the Empire Mall East Location; restrictions at 8th & Railroad Center are pending. **Vendors are encouraged to be on site 30 minutes prior to sale time.** Please be considerate of other vendors and Market Management by arriving on time! If a vendor does not show up on time, that booth space will be given to the next vendor in line.
- Preference is given to original items produced or crafted by the seller. Other vendors may be considered at the discretion of Sioux Empire Farmers Market management.
- Only regional growers, family members or their employees may sell at the Market. A grower is defined as someone who is responsible for their produce from the time it is planted to the time it is harvested.
- You **MUST BE** certified organic by a recognized agency to advertise organic produce and must display your certificate. You may advertise chemical-free, pesticide or herbicide free if that is how you raise your crops.
- You may advertise your individual business operation, i.e. other locations, u-pick, and promotions.
- Each Vendor is required to carry personal and product liability insurance in the amount of

\$1,000,000.

- **Each Vendor is responsible for complying with local, state, and if applicable, federal regulations in the production, processing, packaging and selling of their products.**
- Any solicitors such as petition drives/surveys, etc, are not permitted on the property at either market location. Vendors should notify the “Market Manager of the Day” who will ask the person or persons to leave the premises. If failure to vacate is ignored, the appropriate property security office will be notified.

Display, Packaging & Scales

- Keep all produce or other food related products on well-constructed, well-maintained and clean displays.
- Only legal scales with state permit stickers will be allowed at the Market. 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, weigh and package items at home, but sell 'by the bag' or 'by the package'.

Management Statements

- Violation of Rules & Regulations:
 - 1) First violation results in a verbal warning.
 - 2) Second violation results in a written warning.
 - 3) Third violation results in expulsion from market for that day.
 - 4) Fourth violation results in expulsion from Market for remainder of season.
- Returned checks: First occurrence the vendor will be charged an additional \$25 fee and must pay the entire amount in cash. Second occurrence, the fee will increase to \$35 and the vendor must pay all dues and bills in cash for the rest of the season.
- Management reserves the right to conduct on-site inspections to verify vendor application information.
- **The Sioux Empire Farmers Market Association reserves the right to deny booth space to any vendor at anytime.** The Sioux Empire Farmers Market Association will not discriminate against any applicant or member because of race, color, religion, sex, disability, national origin, age or marital status. 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 and regulations. Booth assignments and determination of suitability of items offered for sale and

collection of stall fees are the sole responsibility of The Sioux Empire Farmers Market Association Management. No guarantees of exclusivity of products are made or implied.

Products Permitted for 2010

Products allowed include (but are not limited to):

- Vegetables;
- Fruits, Nuts, and Grains;
- Farmed mushrooms;
- Herbs, fresh or dried;
- Baked Goods;
- Eggs (Must be kept in a cooler at 45 degrees);
- Honey;
- Flowers, fresh or dried from YOUR fresh flowers;
- Bedding plants, houseplants, seedlings, and Nursery stock that you grow;
- Ornamentals, such as gourds, colored corn, dried grasses, mini-pumpkins;
- Processed foods such as Jams, jellies, cheese, non-alcoholic beverages, soup mixes, pastas, sauces, and vinegars, locally produced wines if approved by state and local governments;
- Meat from livestock you raise. Meats must be processed by a South Dakota state certified processor.
- Birdseed you grow, including sunflower seeds; and
- Items in keeping with a farmers market; examples include: handmade tools or toys, hand crafted leather items, brooms, specialty woods for grilling, and firewood cut from trees on your farm.
- Value-added Products are identified as products that enhance the individual vendors' main product line and may be commercially produced. Any vendor who wishes to sell a value added product in their booth must submit a Value Added Product application and submit it to the Sioux Empire Farmers Market Association Management Team for approval before the product can be sold. The Sioux Empire Farmers Market Association Management Team reserves the right to determine the suitability of any value-added product submitted, and is the authority for approval or disapproval of the product.

- **Non-Food products allowed include (but not limited to):**
- Your original art or photography and hand-pulled prints of your original art or photography;
- Arts and crafts of your own design and making, including jewelry, needlework, wood carvings, dried flower/herb arrangements, clothing, blown glass, ceramics, weavings, textile work, metal work, pottery, furniture, and candles; and
- Items to be sold must be handcrafted and made by the vendor.

Crafts: At the market the MAKER is the SELLER! Except for reasonable breaks throughout the market, the artist/crafter must be present. All art/craft items for sale must be the original, handmade work of the artist/crafter. The handcrafted component must dominate the commercial component, and commercial components must be transformed in a way that makes the work unique. Items must be of original, unique work or design. The starting material must be significantly altered and enhanced by the artisan. (Example: Crafter may use commercially purchased products in the work such as dried flowers, but it MUST add significant value to the commercially purchased products.) The product must meet basic expectations of product life, function and safety. The products must also meet community taste standards and be of a quality acceptable to the Market. Photographs of your product MUST be submitted with your application in order to be considered for inclusion in the Sioux Empire Farmers Market Association. Photographs showing the arts/crafts to be sold need to remain on file with the Sioux Empire Farmers Market Association throughout the market season.

Products Not Permitted for 2010

Products NOT allowed include:

- Products you buy from or are "just selling" for a friend, neighbor, local co-op or wholesaler;
- Products you purchase from another vendor to resell;
- Food items not processed in a licensed facility, including jams, jellies, baked goods;
- Home canned products;
- Wild game or fish, not including domestically raised animals, such as buffalo;
- Wild mushrooms;
- Raw milk;
- Flea Market and garage sale items (i.e. close-outs, salesmen's samples, used items);

- Antiques and collectibles, unless they are an INTRINSIC part of another item, such as a dried flower arrangement in an antique vase;
- Jobbed and wholesale items such as cosmetics, flavoring agents;
- Items purchased at wholesale, such as balloons, buttons, jewelry. These items may be GIVEN AWAY; and
- Any time share, party plan, home marketing, network marketing, travel plan, leasing, membership buying, or other plan not in keeping with the mission and goals of the Sioux Empire Farmers Market Association unless otherwise approved by the members of the market.

Art/Craft products NOT allowed include:

- Anything you did not have a direct hand in making;
- Anything you are selling on consignment or purchased wholesale;
- Anything offensive to community taste standards;
- Anything not meeting the standards of the Sioux Empire Farmers Market Association; and
- Anything commercially produced, assembled from commercially available parts, plans, kits or cast from commercial molds.