

Trial Vendor Application – 2019 Season

Please complete and return to Black Hills Farmers Market via mail:

PO Box 6375
Rapid City, SD 57709

or email:

manager@blackhillsfarmersmarket.org

OVERVIEW AND INSTRUCTIONS

We are excited to have you try out our market! Trial vendors may reserve a booth for two to three market days to see if BHFM is a viable venue for your business. Please note that if you decide to continue selling at BHFM, we cannot necessarily guarantee you an immediate permanent booth if we are at maximum vendor capacity. Management will inform you of any waitlists prior to your trial market days.

Trial vendors are responsible for providing all booth equipment, adhering to BHFM rules and regulations, and providing all documents as outlined in the application checklist below.

APPLICATION CHECKLIST

- Trial Vendor Application
- BHFM Rules and Regulations signature page
- EBT/debit/credit agreement form (attached)
- South Dakota “Special Event Return” tax form **OR** South Dakota sales tax license
- Proof of liability insurance coverage

The following additional documents only pertain to select trial vendors:

- Food service certificate (if applicable)
- Candler/egg license (if applicable)
- Apiary registration (if applicable)
- Letters of verification – canned goods (if applicable)

Trial Vendor Booth Rental Fees (includes sales tax)		
Standard Booth (approx. 15'x15')	Wednesdays	Saturdays
	\$35	\$35

Black Hills Farmers Market

APPLICANT INFORMATION

Business Name: _____

Applicant/Vendor Name: _____

Sales Tax Number (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Distance in miles from market: _____

Description/list of products: _____

AGREEMENT

The undersigned acknowledges that they have read and agree to comply with the information in this document, as well as the current year's rules and regulations of the Black Hills Farmers Market. The undersigned additionally agrees to abide by the Black Hills Farmers Market's code of conduct and hold harmless BHFMM from and against any and all loss, liability, claims, suits, costs, expenses, personal injury, death, or damages whatsoever.

Non-compliance will result in revocation of permission to participate in the market.

Signature

Date

EBT/Credit/Debit Service Agreement

All vendors, both food and artisan, must read and sign this form.

OVERVIEW

The Black Hills Farmers Market (BHFH) participates in USDA SNAP (Supplemental Nutrition Assistance Program) by way of accepting EBT payments at the market. Participation in this program provides low-income community members with access to fresh, local, high-quality foods. For consistency in the program and clarity for the market customers, BHFH requires that all qualifying vendors participate in the program. There is no fee for EBT transactions.

The BHFH will no longer provide credit/debit transaction services for vendors. Vendors are encouraged to use their own card-reader device.

TRANSACTION PROCESS AND REIMBURSEMENTS

1. Customers pre-process their benefits with the market manager or designee on BHFH EBT equipment and receive tokens in return.
2. Blue \$1 tokens and green \$5 tokens may be used to purchase any EBT eligible products sold at Black Hills Farmers Market.
3. Red \$1 tokens may be used to purchase fresh fruits, vegetables, mushrooms, and food-producing plants grown within 400 miles of the market only. To be reimbursed for red tokens, vendors must have a Double Up Food Bucks contract signed and on file with the management. See the market manager for details of the Double Up Food Bucks program.
4. Collect tokens in a manilla envelope and complete the record form. Turn this in to the market manager who will issue reimbursement checks to vendors at the following Saturday market.

USDA SNAP RULES

SNAP benefits (EBT cards) CAN be used to buy:

- Fruits and vegetables
- Eggs
- Meats (fish, poultry, beef, etc.)
- Dairy products
- Baked and canned goods
- Seeds and plants intended for growing food

SNAP benefits can NOT be used to buy:

- Non-food items
- Ready-to-eat, deli, and/or hot foods intended to be eaten on-site

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Vendors may NOT set a minimum purchase requirement, and no sales tax is collected on EBT transactions. No cash-back can be given as change for EBT transactions.

AGREEMENT

The undersigned agree to abide by the rules described herein as they relate to the processing of EBT, credit, and debit transactions. I/we agree to follow all USDA Supplemental Nutrition Assistance Program rules. I/we understand that the market management and board of directors reserve the right to remove vendors from the market who do not comply with these rules.

Signature

Date

DBA or Business Name