

**6<sup>th</sup> ANNUAL BENNET FARMERS' MARKET  
2019  
RULES AND REGULATIONS**

**Village of Bennet  
685 Monroe St  
PO Box 255  
Bennet, Nebraska 68317**



**Mission Statement:**

The mission of the Bennet Farmers' Market (BFM) is to promote opportunities for Nebraska fruit, vegetable and meat producers to market and sell fresh, high-quality products direct to the consumer, and for Nebraska-based bakers and crafters to display and sell their value-added and created products direct to the consumer. The goal of the BFM is to foster a sense of community and fulfill an expressed desire of community citizens for local, fresh, nutritious food products.

**Vendors:** Please read the following information carefully before you agree to follow the rules and regulations as stated. If you agree, you must sign the enclosed application. Your signature on the application verifies that you have carefully read, understand, and agree to all provisions of these rules and regulations.

## **Dates & Location:**

The BFM is held each Wednesday, 4 p.m. to 7 p.m. for a period of 21 weeks, May 1 to September 25, 2019, at the Village Park. There will be no market on July 3. The Park is bordered by Elm, Harrison, Fir, and Van Buren streets, two blocks east of Highway 43. See park area aerial photo image page 6.

Public sales are not allowed before 4 p.m. A bell will be rung to start the market sales.

## **Vendor Types:**

There are two types of vendors:

**1. Season Vendors** are vendors that pay a single stall fee for all market days throughout the full season. They are assigned a particular stall that they are permitted to set-up in each Wednesday of the Market. Season vendors are generally granted "first right of refusal" to reserve their stall from season to season. New season spaces may be available each year. Please call BFM Manager if you have any questions.

**2. 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 Weekly Vendor Application form does NOT guarantee a stall space for that day. You will receive a confirmation phone call before the week of the market. Your schedule flexibility is appreciated as we continue to fill last minute cancellations up until Wednesday 11 a.m. Make sure all of your contact information is accurate on your application.

**Vendors must reside in Nebraska and cultivated produce should originate in Nebraska.**

## **Stall Space Details:**

Stall sites will be flagged on the lawn. Stall sites in area 1 on the park map will be back-in with 14 ft width and vending on park lawn. Stall sites in area 2 will be parallel parking along street with vending along the vehicle length (20 ft) on park lawn. Area requests will be honored on first come basis. Do not drive a vehicle on the park lawn at any time. Please be courteous to your neighbors and remember to allow space for your customers! Subletting or sharing spaces is not allowed. If a season vendor is absent from the market, BFM management has the right to fill the space with another vendor. Please let us know if you are going to be absent. This policy allows us to keep our vendor fees low and it helps us to keep the market full and energized.

Vendors are provided an empty space, and are responsible for bringing their own items for set-up including, but not limited to: tables, chairs, tents / umbrellas and necessary weights, signage, and cash boxes. The Market does NOT have storage available.

Vendors are required to post a sign with their name and location of production (town or village). Vendors must also list prices on products indicating the: 1. Product, 2. Method of sale, and 3. Price. Signs must be prominently displayed each week.

## **Payments, Billing and Fees:**

Please see the Vendor Application for a description of fees. Season vendors are required to pay the entire season fee, no exceptions and no discounts if you are absent.

### **Returned checks:**

First occurrence--the vendor will be charged an additional \$20 fee and must pay the entire amount in cash at the Bennet Village Office.

Second occurrence--the vendor must pay in cash for the rest of the season.

## **General Policies:**

It is the responsibility of a vendor to be familiar with the local, state and federal regulations and permits that govern the products that they plan to sell. The notes and guidelines included in this document are included as a courtesy, but do not take precedence over governmental policy. A copy of the Lincoln-Lancaster County Health Department "Food Safety Guidelines for Farmers Markets" is attached.

**There are three categories for vendors:**

1. Fresh Farm/Garden & Nursery Products, eggs, honey, and nuts
2. Processed Farm/Garden Products, or Value Added Food
3. Artisan and Craft Items.

The BFM strives to be a "green market" and priority will be given to product categories 1 and 2 listed above.

Products that **can** be sold include the following:

Baked products	Bedding plants	Cut and dried flowers
Cut flowers	Dried beans	Eggs
Fresh flowers	Fresh fruits	Fresh garden produce
Grains	Honey	House plants/potted plants
Jams and Jellies	Meat and fish	Original art
Original crafts	Shrubs and trees	Nuts

Products that **cannot** be sold include the following:

Cream pies	Flea market/garage sale type items	Foods from non-approved sources
Garlic vinegar, oil or spreads	Herb vinegar or oil	Home canned low acid foods including pickles and salsa
Live animals	Purchased products with no added value by vendor	Products not grown, baked, or made by the vendor
Raw milk, cheese, yogurt		

Food and drink concessions will be permitted, but the vendor must obtain a one-time "State Food Establishment Permit Application"

All vendors (seasonal and weekly) must complete the application process before being allowed at the Market and must make payment at that time. An application can be requested with the Rules and Regulations or downloaded individually from the market website.

**It is the responsibility of the vendor to maintain liability insurance for off-farm and outside home sales to the public for a minimum of \$ 1 million. Proof of liability insurance must be provided with the vendor application. Vendors should refer to their insurance carriers for this coverage.** Contact BFM Manager regarding questions.

The Market is scheduled to be held rain or shine. During a light steady rain period vendors may set up under the Park Shelter roof at the discretion of the Manager. If there is a severe storm warning issued by the National Weather Service that includes Bennet during the Market period, the market will close at the discretion of the Manager. In this case, refunds will only be considered for Weekly Vendors. Call Manager or Village office for market status during storm warning situations before the opening time.

The BFM on-site Manager arrives at 3 p.m. each Market day. All vendors MUST be on site by 4 p.m. without exception or BFM Manager may reassign stall to waiting vendors. Vendors are not allowed to leave the Market before 7:00 p.m. even if they sell out of product. This time can be used to converse with potential customers to promote your products at the next market time. For an emergency, contact the on-site Manager. Vendors must vacate the Village Park no later than 8:00 p.m.

No items offered for sale may be jobbed or commercially made. All products must be the original work or produce of the vendor.

Definition of "Vendor": Vendor shall be defined as the producer of goods sold and shall include spouse, siblings, children, parents and applicant's employees who assist in the cultivation of the same property or assist in the production of items available for sale.

No smoking in vendor stalls or in the Farmers' Market area.

Vendors are responsible for collecting, reporting and paying sales tax. The current tax rate for Bennet is 6.5%. Generally only ready to eat food products are sales tax exempt. Please display your tax number at your booth.

Vendors selling woody plant material or perennials must be licensed with the Nebraska Department of Agriculture, without exception.

Discourage market shopper's pets from being too close to vendor products. Vendors should not pet or handle pets during market period.

BFM Management reserves the right to conduct on-site inspections of farms, kitchens or other workshops or spaces.

### **Additional Rules:**

**Season and Weekly vendors** pay fees directly to the Village of Bennet. See office contact information on Page 6. All paperwork must be completed and turned in at Village office with the payment before 5 p.m. Monday of the market week. The fees that you pay at the Village office to participate in the BFM will do not cover you for any other events or markets.

Trash, including produce debris and discarded food items, must be picked up and disposed of after each market. Vendors are responsible for cleaning their own area before leaving. A trash receptacle will be available.

### **Food Displays and Packaging:**

All food items must be free from harmful pesticide residues and free from insects and spoilage. All produce must be clean and attractive. All food items, including produce, must be stored and displayed off the ground (at least 6 inches according to Nebraska Department of Agriculture, NDA). Prepackaged produce must be in NEW food-grade plastic bags or plastic food wrap. Produce sold by piece or per quantity may be sold in NEW paper or plastic bags.

Only legal scales with state permit stickers will be allowed. 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, consider weighing and packaging items at home, but sell 'by the bag' or 'by the package'.

Only products in compliance with the regulations of the Nebraska Health Department may be sold at the Market. Vendor is responsible for securing all necessary permits and approvals. Vendors selling meat products must display proof of USDA inspection and a current manufacturer's license/permit on-site during the market each week.

Perishable produce and other food items must be maintained at appropriate temperatures with heating and cooling devices. Eggs must be kept in a cooler at no greater than 45 degrees.

Vendors selling approved products prepared in a non-regulated, non-inspected kitchen must clearly display a sign at their stand indicating such. The sign must be clearly visible and clearly worded. A sample of acceptable wording is: "Food items were prepared in a kitchen that is not subject to regulation or inspection by the Foods Division of the Nebraska Department of Agriculture". Only certain items (mainly baked goods) are eligible for this option, please contact the Nebraska Department of Agriculture for details.

We cannot prevent the Lincoln-Lancaster County Health Department from prohibiting you from participating at the Market if you do not follow their rules.

Vendors selling items produced in a regulated kitchen must display their license at the Market. Only water-processed jams and jellies are allowed--no paraffin-topped.

Product sampling by Market customers must meet Health Department code. Contact Bryan Hurst at (402) 441-6712 for additional information.

Your local Extension office can provide publications on home food preservation and horticultural topics.

Vendors are encouraged to display signage of name and location.

**On-site Manager & Other Amenities:**

The on-site manager is available to help vendors and customers with lost and found, vendor locations, and other Market-related questions.

Public restrooms are available at Village Park Shelter

No electrical service is available to vendors except food vendors.

**Resources:**

Lincoln-Lancaster County Department of Health, Bryan Hurst (402) 441-6712

Nebraska Department of Agriculture, Food Safety and Consumer Protection (402) 471-3422

Nebraska Department of Agriculture, Weights & Measures (402) 471-4292

Nebraska Department of Agriculture, Nursery Stock, Julie Van Meter (402) 471-2351

Nebraska Department of Agriculture, SFMNP, WIC-FMNP, Markets Directory, Casey Foster, (402) 471-4876

State of Nebraska Department of Revenue (402) 471-2971

BFM strongly encourages qualifying vendors to accept Senior Farmers' Market Nutrition Program (SFMNP) and Women, Infant and Children Farmers' Market Nutrition, (WIC-FMNP) coupons for qualifying purchases. For more information on becoming a participating vendor in these programs please contact Casey Foster, at the phone number listed above.

**Rule Violation Policy:**

Violation of any of the Rules and Regulations or policies laid out in this or future notices will be handled as follows:

- 1<sup>st</sup> violation results in a verbal warning, which may be issued by any member of the BFM Management Committee as well as the on-site Manager.
- 2<sup>nd</sup> violation results in a written warning issued by the Village Clerk.
- 3<sup>rd</sup> violation results in expulsion from the Market without refund for that day.
- 4<sup>th</sup> violation results in expulsion without refund for the remainder of the Market season.

**Bennet Farmers' Market Contact Information:**

**Web:** [www.bennetfarmersmarket.com](http://www.bennetfarmersmarket.com)

**Facebook:** \_\_\_\_\_

**Market Manager**

Larry Kramer  
(and Sharon)

H (402)-782-2167

C (402) 326-6485  
C (402) 560-0324

Email: [kramerlarry@outlook.com](mailto:kramerlarry@outlook.com)  
Email: (same as above)

**Other Market Advisory Committee Members and Associate Market Managers**

Tessa Thiel, Jerris Nider, Pam Bulin, Susan Gunter, Pat Rule

**Village Office**

Pat Rule, Clerk

(402) 782-3300

FAX (402) 782-3320

Email: [bennetvlg@diodecom.net](mailto:bennetvlg@diodecom.net)

Village of Bennet

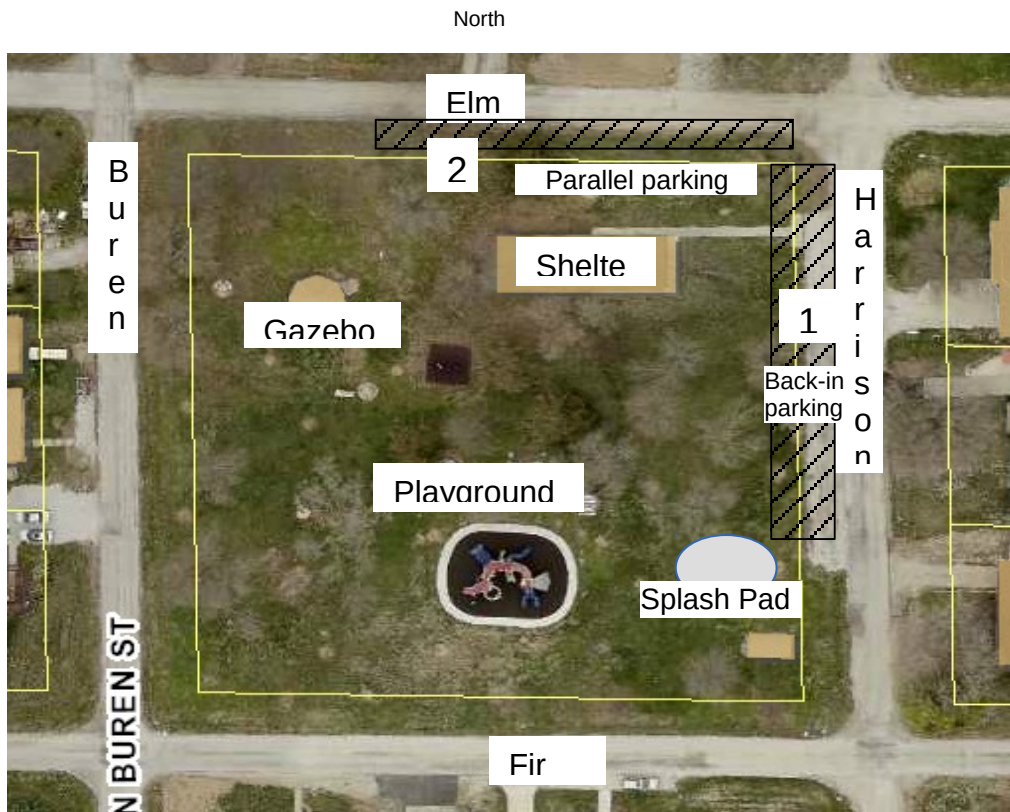
685 Monroe St

PO Box 255

Bennet, Nebraska 68317

Office Hours: Mon. – Thurs., 10 a.m. - 5 p.m.

**Village Park, two blocks east of Highway 43**



Vendor areas indicated by cross-hatched areas 1 and 2

# Food Safety Guidelines for FARMER'S MARKETS

**These guidelines are for Farmer's Markets which are permitted by Lincoln-Lancaster County Health Department (LLCHD).**

Ingredients for food prepared must be purchased from an **approved source** such as a grocery store, or home grown by the vendor. Store ingredients away from chemicals (such as cleaners and pesticides).

**Time/temperature Control for Safety (TCS)** - previously referred to as "potentially hazardous" require special care in storing, cooking, refrigerating, and reheating. These are foods that consist, in whole or part of: milk, milk products, eggs, meat, poultry, fish, cooked rice, processed or cooked beans, vinegar/oil with garlic, or similar products. This would not apply to a fully cooked, dry product such as in cakes, breads, or fully dried pastas. TCS foods cannot be sold by a farmers' market home processor.

**Protect** food from potential contamination at all times, including during transporting or while being stored, prepared, displayed or dispensed. Booth surfaces must be made of smooth, easily cleanable material and be sanitized before use. Potential contamination includes: dust, insects, rodents, unclean equipment or utensils, and hands. Practice "no bare hand contact" of ready to eat food. Use fresh, disposable gloves or similar.

**Wash hands** with soap for 20 seconds and dry with a paper towel before handling and serving food, especially after using the toilet or handling pets or chemicals. A hand wash station is required for onsite sample prep. This includes a container of warm water with a "hands free valve", liquid soap, dispensed paper towels, and vessel to collect wastewater. Do not dispose of wastewater in street or storm drain, only in a sanitary sewer.

**Keep kitchen area clean and work surfaces sanitized.** A sanitizer solution can be made by using regular Chlorine bleach (**NO** scented or splashless bleach) and water. One teaspoon of bleach per gallon of room temperature water. Prepared fresh daily. No **pets** are allowed in the kitchen during preparation or at market booth.

**Clean clothing and effective hair restraints** (hair nets, hats, visors) should be worn while preparing the food. Long hair must be held back away from face. Maintain good personal hygiene at all times.

**Do not eat or smoke** while preparing food, or at your booth. If you have a drink, use a cup with a lid, a straw, and a handle to minimize hand to mouth contact.

Do not prepare or sell food **when you are sick** with a fever, coughing or sneezing, vomiting, or diarrhea.

Keep food separated from non-food items, such as chemicals, during preparation, storage, transportation and display. Dogs and other pets must not come in contact with food or booth with food for sale.

**Package and label all food** for sale before it is transported to the market site. Label must truthfully identify the type and amount of food along with the vendor's name and the complete street address of the vendor or market.

Weights and Measures 402-471-4292.

**Prepared food must be safe at room temperature (non-TCS) and must be made by the person selling the product.**

## FOOD PRODUCTS

**Produce:** Cultivated produce may be sold without a permit or placard. No wild harvested produce of Fungi.

**Eggs:** Fresh eggs must be from your own flock, candled, graded, properly labeled and kept refrigerated at 45° F. If reusing egg cartons, all names, dates, US inspection label must be removed. You must have an egg# from Nebraska Department of Agriculture (NDA).

**Baked goods:** Fruit pies and traditional lemon bars can be sold. Cheesecakes, cream pies (those containing egg or dairy products, including pumpkin, pecan, custard, lemon meringue...etc.) may **not** be sold. Low sugar or no sugar pies are **not** permitted.

**Home Canned Products:** Home canned products cannot be sold or used in the preparation of food for sale unless your product is approved by the food processing authority, University of Nebraska Lincoln (UNL) and permitted by the (NDA). The only exception is (jams and jellies made with Pectin, not gelatin), apple butter, chutneys, and syrups made with sugar. **No** low sugar/sugar free products or low acid fruit/vegetable butters/spreads are allowed. Pepper jellies must be clear without pepper bits and seeds.

**Noodles:** Can be sold if they are fully dried. Egg noodles should have a consumer advisory posted.

**Honey:** Can be sold but must be from your own hives. Honey cannot be sold to retail markets or restaurants unless licensed as a processor by NDA. Flavored honey may be sold if honey has come from an approved source.

**Herb Vinegars, Oils, Mustards, Salsa, or Dressing:** Cannot be sold unless approved by the food processing authority (UNL) and permitted by NDA as a processor.

**Meat:** Including dried and or cured cannot be sold unless slaughtered and packaged in a USDA inspected facility and permitted as an Itinerant food establishment.

**Raw Milk:** Cannot be sold at farmer's markets in Nebraska.

**Advertising:** Including "Facebook" or other web based advertising is not permitted unless you are a licensed food establishment.

**Drinks:** Drinks must be non TCS, made with water from an approved source and prepared ahead of market by person selling product. You must have a state temporary permit and Lincoln placard to prepare and sell drinks. No "sun teas" allowed.

For questions contact the LLCHD Food Safety Program Office: 3140 "N" Street, (402) 441-6280.





Management Data: Date Received \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Stall \_\_\_\_\_  
Assignment \_\_\_\_\_

## 2019 BENNET FARMERS' MARKET Vendor Application and Agreement

Your Name (please print) \_\_\_\_\_

Business Name \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Website \_\_\_\_\_

Product Category: \_\_\_\_\_ 1. Fresh Farm/Garden & Nursery Products including eggs, nuts and honey  
\_\_\_\_\_ 2. Processed Farm/Garden Products, or Value Added Food  
\_\_\_\_\_ 3. Artisan and Craft non-food items

Type of Vendor: Seasonal \_\_\_\_\_ (Cross out dates you cannot participate below)

Weekly \_\_\_\_\_ (Circle dates you want to participate below. These dates are not guaranteed. You will be notified by phone the prior week if you can not participate.)

### Wednesday Market Dates

May	June	July	August	September
1	5	--	7	4
8	12	10	14	11
15	19	17	21	18
22	26	24	28	25
29	--	31	--	--

List ALL products you plan to sell and market dates of sale. You can use space on reverse or attach a list.

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Preferred vendor area: \_\_\_\_\_ 1 (back-in stall) \_\_\_\_\_ 2 (parallel park stall)

Vendor Fee: Seasonal: \$ 60 \_\_\_\_\_ Weekly: \$6/week x No. Weeks \_\_\_\_\_ = \$ \_\_\_\_\_

**Send Application with fee and copies of permits and insurance to:** Village of Bennet Farmers' Market  
PO Box 255  
Bennet, Nebraska 68317

Vendor agrees to indemnify and hold harmless the Bennet Farmers' Market, the Village of Bennet, its employees, and volunteers, from any and all causes of action which may arise from operation of this Market, not caused by negligence of the Village of Bennet and its employees and volunteers. I grant permission for the Village of Bennet Farmers' Market to use any photos or videos taken of my products or me in any and all publicity and advertising promoting the Market.

By signing this application I acknowledge that the Vendor Application and Agreement has been read and understood, and I will abide by the terms presented in the product category and vendor type. **I will provide proof of required vendor liability insurance coverage.**

Signature \_\_\_\_\_ Date \_\_\_\_\_