

6th 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 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-FNNP) 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:

- 1st 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.
- 2nd violation results in a written warning issued by the Village Clerk.
- 3rd violation results in expulsion from the Market without refund for that day.
- 4th violation results in expulsion without refund for the remainder of the Market season.

Bennet Farmers' Market Contact Information:

Web: 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
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

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

