

Brookings Farmers Market Rules

Mission Statement:

The Brookings Farmers' Market, a nonprofit organization, was established to provide a community gathering place where local farmers and entrepreneurs can sell directly to the consumer. Our goals are to improve opportunities for all in our community by promoting local economic development as well as social and community building through educational and family-friendly activities.



Location and Times

The Brookings Farmers Market is located at the south side of the City Plaza parking lot at Sixth Street and Third Avenue intersection. The BFM is held from the first Wednesday or Saturday of May through the last Wednesday or Saturday of October. Hours: Wednesday from 3:00 p.m. to 6:00 p.m. and Saturday from 8:00 a.m. to noon.

Board Members:

1. There are five acting board members (president, vice-president, treasurer/secretary, and two other elected members) and they are elected by participating vendors to represent the market.
2. Applications will be reviewed by the BFM board members. Two or more board members will jury market items for sale.
3. Meet regularly to address management issues of the market.
4. Assign market stalls to improve customer flow to all vendors. There will be no deviation on stall assignments without prior approval. Stalls may be reassigned during the year if indicated.

Market Manager:

1. In accordance to the market rules, the manager has control over the market area and activities taking place within it. Any questions should first be directed to the market manager.
2. The manager will maintain order and cleanliness, start the market, and distribute information to the vendors. It is at the discretion of the manager to ask anyone to leave the market area.
3. All vendors have the responsibility to notify the market manager of any rule violation. Infringement of the rules will be handled first by verbal warning, second by a written warning, and lastly by being asked to leave the market for the season. The vendor fee is nonrefundable.

Vendors:

1. All vendors must sign a marketing agreement and pay the seasonal fee of \$200 per booth to participate. The vendor must pay the seasonal fee even if they do not intend to occupy the stall for the entire season.
2. To secure a stall assignment, vendor's agreements and fees must be submitted by the annual vendors' meeting. Stalls assigned at a later date will be at the discretion of the board members.
3. **All vendors must have and display sales tax permit.** Vendors are also encouraged to display their names and address at their market table.
4. The BFM carries only liability insurance for the market area. Vendors are strongly encouraged to have their own policy.

5. The City Plaza management is in agreement with the BFM rules and delegates the BFM market manager and board members to enforce these rules during the Market hours. BFM vendors will hold harmless the City Plaza owners, its sponsoring organizations, and its officers and agents.
6. All vendors will be invited to an annual meeting and are allowed to vote for board members.
7. **No commercial vendors will be allowed.** Any person(s) who are allowed to sell at their booth must be listed on the vendor agreement. All person(s) needs to be involved with the production of the product or is sufficiently well informed about the products that they can answer questions as if it were their own.
8. Vendors must be able to provide information regarding pesticides, herbicides, fertilizers used.
9. Vendors should be set up to start on time and booths manned at all times during the market hours. Early sales are discouraged. Vendors should bring enough items to sell to last until the end of the market day. If a vendor sells out early, they may leave before closing, but should notify the market manager.
10. If a vendor is to be absent from a market day, they should notify the market manager.
11. Vendors must provide their own equipment, supplies and materials. Suggested items include tables, supply sacks or containers, tent, cashbox, extension cord, etc. Electricity is available to only a limited number of stalls and needs to be assigned.
12. All vendors should provide a hygienic and family-friendly personal appearance to reflect positively on the market. Stall areas must be kept tidy throughout the market day and must be left clean at the end of the market day. Selling will be permitted from the back of a pickup truck or cars as long as they do not interrupt walking traffic through the lot. Vehicles must be clean.
13. All vendors should project a positive, friendly behavior during market hours.
14. Vendor's pets or animals are discouraged for hygienic reasons.
15. The BFM is a smoke-free environment. No firearms, weapons, alcoholic beverages, or drugs will be allowed in the market. Anyone disturbing the peace will be asked to leave.

SELLING:

1. **All items sold at BFM must have been raised, prepared, or produced by that seller in Brookings County or South Dakota counties bordering Brookings County.** Exceptions will be decided by the board on a case by case basis.
2. All items must be in accordance with city and state regulations (<http://doh.sd.gov/HealthProtection>). This covers what can and cannot be sold to the public at a farmers market and packaging/labeling information. Fresh fruits, vegetables, and garden produce do not require approval or licensing by the Department of Health for sale at Farmers Markets. If there is any question as to what can and what cannot be sold, please contact the market manager or a board member.
3. All prepackaged and other perishable products must be labeled and kept at appropriate temperatures in accordance to state standards.
4. All items must be visibly labeled with prices. If selling by weight, a certified scale is necessary and needs to face the public.