

2018 Tuesday Farmers' Market Rules Mission Statement.

Tuesday Farmers' Market exists to:

- Promote local, natural and healthy foods in the Laramie County, Wyoming marketplace;
- Support local agricultural producers and food producers and local artisans by providing affordable access to market;
- Encourage a robust, local agricultural and artisanal economy;
- Educate and inform the public about the benefits, production, and preparation of local foods and products.

To support this mission statement:

- Food sold at the market must be grown or produced by the seller or a member of their organization. Vendors guarantee to sell only foods that they raise or produce. The Board may grant a special exemption, in writing, to re-sell foods that have been purchased directly from another local grower or producer (receipts may be required).
- All non-food items sold at market must be produced by the seller. No re-sale craft items will be permitted for sale at market.
- The Market Manager may demand to see proof of origin for any questionable products.

Time and Place:

The market will operate every Tuesday, June 19 to Oct. 9, (as weather permits) in Cheyenne, Wyoming, in a designated area of the Frontier Mall Parking Lot, 1400 Dell Range Blvd. Markets will run 3:00 pm until 6:00 pm. Market setup is from 2:00 pm until 3:00 pm. Please note: Vendors may not begin set-up until a designated market representative is present to check in vendors. No vehicles may enter or leave the designated market area from 2:45 PM – 6:00 PM without prior market approval. Vendor should be set up and ready by 2:30. No vendors will tear down prior to 6:00 pm without prior approval of market.

What can be sold?

1. Raw agricultural products: This category includes fruits, vegetables, grains, flowers, bedding plants and potted plants. The seller must grow bedding plants and potted plants from seed, plug, cutting, bulbs, or bare root. Purchased plants must be grown by the seller for 90 days before bringing to market. Exception: Three or more plants or herbs put together to make a mixed pot or color basket. (You must have a State of Wyoming Nursery License to sell plants.) Produce should be fresh.
2. Value-added food products: These include raw agricultural products grown by the seller that have been processed, or any food product, the sale of which a government agency regulates. Examples include, but are not limited to: cheese, vinegars, meats, poultry, eggs, honey, soap and herbal

preparations. Agricultural products licensed, inspected or otherwise regulated by the federal government or the State of Wyoming may be sold only if the vendor complies with regulation. Food products produced and sold under State of Wyoming Cottage Food Laws or the Wyoming Food Freedom Act must be prepared within the State of Wyoming by a Wyoming resident vendor. Vendors must abide by all applicable federal, state, and local health regulations. In addition, they must adhere to federal guidelines on all labels. Food vendors shall possess, maintain, and prominently display all required state, county and local permits, and submit copies of said permits to the Market for its records.

3. Vendors wishing to distribute their CSA (Community Supported Agriculture) shares may do so at market. CSA shares are not subject to market fees.

4. A limited number of artisan's products and other non-food items will be juried in by the Board and approved prior to sale. All artisan products must be produced by the seller or an agent of the seller. Preference will be given to farm-based crafts and herbal crafts.

5. The Market Board and The Frontier Mall reserve the right to refuse or remove vendors.

Fees: Vendors will pay \$40 (new vendors) and \$20 for returning vendors with the return of 2018 application. Vendors will pay 7% of their honest gross to the Market. The Market reserves the right to audit vendor's sales at any time without prior notice. Please pay sales fees promptly at the closing of each market. Fees are used to cover lease, insurance, advertising, supplies, and other expenses of the market.

Taxes: Payment of sales tax is the responsibility of the individual vendor. Sales tax must be sent to the Wyoming Dept. of Revenue and is required by State law. It is the responsibility of each vendor to obtain their tax numbers and temporary vendor permits, and to collect such taxes and forward them to the WY Dept Revenue.

Vendors Responsibilities: Vendors are expected to comply with any government regulations that may be in effect for activities that take place at the Market. These include but are not limited to certification of scales, health rules applicable to samples and food display, statement about being organically grown, eggs, product labels, etc. Compliance with these various government rules is the vendor's responsibility, and the Market will only monitor them as it can, and will seek official input as needed to protect the Market and its customers. Knowledge of and compliance with all state regulations regarding the production, labeling, display and sale of all products at the Market is the responsibility of the individual vendor. The Market Board reserves the right to inspect any vendor's facility.

Proper weights for tents are necessary. Tents should be anchored to vendors car and 40# weight on the other legs are required.

Vendors and their employees will be neat, suitably dressed, and deal with all persons in a courteous, dignified, ethical and appropriate manner. Vendor shall at all times provide sufficient supervision and maintain adequate control of its employees, guests, and invitees. Do not block the view of other vendors or flow of traffic or encroach on areas assigned to other vendors.

A vendor space is ONE 10x10 canopy with ONE passenger-size vehicle, unless prior arrangements are made. All four corners of all canopies must be weighted down with a minimum of 40 pounds per corner, every week, regardless of weather. ~Vendors and vendor employees shall not park vehicles or property in those portions of the parking area designated for customer parking.

All vendors will display their products neatly and attractively. They will leave their site clean and free of debris. A \$20.00 fee will be assessed at the next Market if the site is not properly cleaned. ~Vendors may not dispose of boxes or other trash on site. Please remove all trash from site. Vendors may be fined up to \$100 per occurrence for leaving trash on Frontier Mall property, including in Frontier Mall trash receptacles.

Vendors shall post a sign in a prominent place stating the vendor's name, product and address.

Hawking and false advertising is forbidden. No political or religious campaigning. No rummage-sale or second-hand items may be sold. No alcohol or smoking. No offensive materials. No weapons. ~All pets must be on a leash. No pets are permitted in food areas. Page 3 of 3

Vendors shall be solely responsible for vendor property and merchandise. Under no circumstance shall Wyoming Fresh Market or Frontier Mall be held liable for damage to, loss, or theft of vendor property or merchandise, regardless of the cause.

Vendors shall post a sales return policy. This may be as simple as "All Sales are Final".

All vendors must be approved by Market Board prior to attending Market. No vendor may participate in the market without first completing and signing the Vendor Application. Vendor participation at market indicates acceptance of all rules and liability policies stated within this document and on the Vendor Application. Vendors shall notify the Market Board when they will be attending/not attending market. Vendors who fail to attend market without prior notification to the Board may forfeit the privilege to return. Market Board reserves the right to allow exceptions to these rules for a specified time period, if the exemption is requested by the vendor in writing and granted in writing. (For example, vendors may request to bring local food products to Market on behalf of other local producers. Such requests must be approved by the board in writing prior to selling such products. The Market board may approve, deny, or revoke the request at any time at the sole discretion of the board.) Market reserves the right to refuse any product or vendor from participating in the market.

Demonstrations and other entertainment may be present at market. Comments from vendors are welcome, and will be considered by the Board. However, as in other matters, the decision of the Board is final. Market Board reserves the right to enforce, change or amend the rules of the Market at any time, as the Board deems necessary. The decision of the Board is final. We look forward to each of us having ownership in a fun and successful market. Your comments and those of your customers are much appreciated.

Respectfully, Tuesday Farmers' Market Board Rusty Brinkman, Verena Booth, Jill Klawonn, Anne Dick and Jackie Taylor