

Regular Meeting
Thursday, January 16, 2025 6:30 PM

Hickman

1. Call to Order
 - 1.A. Participant Sign-In Sheet Available and Disclosure of Meeting Recording Process Notice Posted
 - 1.B. This is an Open Meeting of the Board of Directors of the Hickman Arts Council. The Hickman Arts Council abides by the Nebraska Open Meetings Act in conducting business. A copy of the Nebraska Open Meetings Act is on display in this meeting room as required by Nebraska State Law. Notice of meeting and copies of this agenda have been publicly posted prior to the meeting at the Hickman City Hall, Hickman U.S. Post Office and U-Stop Market.
2. Roll Call
3. Election of Officers
 - 3.A. Nomination and Election of Arts Council 2025 Officials
 - 3.A.1. Chair
 - 3.A.2. Secretary
4. Approval of November 6, 2024 Arts Council Special Meeting Minutes
5. Presentations
6. Unfinished Business
 - 6.A. Report/Discussion of Holiday Light Parade (canceled due to lack of participants) and Santa Claus at the Legion Hall
 - 6.B. Planning of Farmers' Market
7. New Business
 - 7.A. Discussion of selling flags with photos of Veterans for Memorial Day
8. Arts Council Comments and Correspondence

8.A. Thank you from Norris Area Food Pantry for a \$500 donation

9. Meeting Adjournment

Arts Council Special Meeting Minutes for November 6, 2024 Meeting

Ben Lueders, Chairperson, called the meeting to order at 6:31 PM on November 6, 2024 and referenced the meeting recording process, optional sign in sheet, and open meeting law posting. Prior notice of the meeting was distributed and posted at Hickman City Hall, Hickman U.S. Post Office and U-Stop Market.

Roll Call

Ben Lueders, Jennifer Folkerts, Jane Stutheit, and Nate Walenta were all present for roll call. Gina Boe was absent.

Minutes

Chair Lueders presented the October 21, 2024 Arts Council Meeting Minutes for Arts Council Members to review. Motion by Walenta and a second by Folkerts to approve the October 21, 2024 Minutes. The following Arts Council Members voted "YEA": Lueders, Stutheit, Walenta and Folkerts. The following Arts Council Members voted "Nay": None. Motion passed: 4-0.

Presentations – None

Unfinished Business

The Art Council members discussed the Holiday Lights Parade to be held December 7th, the first Saturday in December. Motion by Folkerts and second by Stutheit to use the same parade route as Hickman Hay Days with the end of the route at the Community Center. The following Arts Council Members voted "YEA": Lueders, Stutheit, Walenta and Folkerts. The following Arts Council Members voted "Nay": None. Motion passed: 4-0. The City Clerk checked the Community Center schedule and found that it was reserved for a private party December 7th. They discussed that someone will be needed to take pictures of the parade participants. Motion by Walenta and seconded by Stutheit to have cookies, hot chocolate and Santa Clause at the end of the parade dependent on the Legion Hall being available. The following Arts Council Members voted "YEA": Lueders, Stutheit, Walenta and Folkerts. The following Arts Council Members voted "Nay": None. Motion passed: 4-0. Stutheit volunteered to reach out to the Trick or Treat on the Trail vendors to seek donations for the prizes. The \$50 and \$25 gift cards purchased for the Trick or Treat on the Trail parade second and third place were still available since there was only one entry. Walenta offered to make the trophies. There will be one for the top business entry and one for the top non-business entry.

New Business

The Art Council evaluated the Veterans Display. Several photos and photo identifications had fallen from the display. They agreed to stay and work on replacing the photos and identification at the end of the meeting.

Motion by Walenta and seconded by Stutheit to donate \$500 to the Hickman Area Food Bank for \$500 which includes the \$259 from the sale of raffle tickets during Makers Market and an additional \$241 from Art Council Funds. A couple representatives of the Art Council will present the check to the food bank.

Arts Council Comments and Correspondence

It was mentioned that selling flags with photos of Veterans for Memorial Day would be a potential project.

Adjournment

Motion by Arts Council Stutheit and a second by Folkers to adjourn at 7:45pm. The following Arts Council Members voted "YEA": Lueders, Stutheit, Walenta and Folkerts. The following Arts Council Members voted "Nay": None. Motion passed: 4-0.

Ben Lueders
Chair

Michele Lincoln, CMC
City Clerk

Steps for Creating a Farmers Market in Hickman

1. Create a Plan

- a. Dates & Times of Market
- b. Locations of Vendor Booths
- c. Establish a Market Manager

2. Create the Necessary Forms

- a. Rules & Regulations
- b. Vendor Application
- c. Lease/Rental Agreement
- d. Weather & Emergency Procedures
- e. Safety Procedures
- f. Insurance Requirements

3. Get Insurance

4. Define Brand/Logo

5. Create Website/Facebook Page

- a. Possibly create an Arts Council spot on the City of Hickman Website to link the information and Facebook Pages to for all Arts Council Events.

6. Set up Communication Avenue for the Farmers Market

- a. Separate email address for Farmers Market vendor and customer communication/questions.
- b. Once Vendors are established, create an email list with the vendors of the corresponding year to easily send information and announcements.

7. Encourage Volunteers

- a. Reading Centre could be interested in holding a kids activity?

8. Create a Timeline Leading up to Opening Day

Holding Special Events during the Farmers Market

Event Planning Checklist

3-5 MONTHS OUT

- Write brief summary of event
- Determine event activities
- Create a promotional plan
- Secure the venue/location
- Get necessary permits
- Reach out to potential sponsors
- Book performers/live music
- Design event logo and marketing materials

1-2 MONTHS OUT

- Schedule staff & recruit volunteers
- Set attendance targets
- Establish tables, chairs, & equipment
- Create landing page on website
- Promote on social media

2-3 WEEKS OUT

- Create & distribute schedule
- Map out the layout
- Add to community calendars
- Send out a press release

1 WEEK OUT

- Print event materials, signage, and banners
- Continue Marketing & promoting

DAY OF EVENT

- Pre-Event meeting with volunteers & partners
 - Go over schedule, leadership, etc.
- Event Set up & tear down
- Recognize sponsors, partners, and performers

Countdown to Opening Day

(Sample)

12-9 MONTHS OUT

- Continue to research nearby markets (online & in-person)
- Talk to vendors & other market managers in the area
- Identify local community partners
- Talk with future customers about what they want
- Research the history of farmers markets in your area and reach out to those who have been involved
- Contact NDA, local health department, and municipality to learn about requirements for markets & vendors

9-6 MONTHS OUT

- Select & reserve the location
- Set the schedule (season/months, days & times)
- Decide on your market business structure
- Secure local partnerships
- Recruit vendors
- Form a market committee

6-3 MONTHS OUT

- Finalize all your permits, insurance, and legal documents
- Start promoting your farmers market
- Create your branding and marketing materials
- Contact/register with NDA and local health department
- Develop your market rules & guidelines
- Create an emergency plan & weather policy
- Start fundraising and secure sponsors
- Plan special events for your market

3 MONTHS OUT

- Create the market layout
- Enlist volunteers & identify tasks
- Ramp up marketing efforts
- Schedule & carry out vendor meetings
- Design Market signage & maps
- Create a master contact list
- Get on every local events calendar

OPENING DAY & BEYOND

- Communicate with vendors, volunteers & partners
- Confirm attendance of vendors & volunteers
- Make sure you're available for all questions
- Start collecting vendor payments/dues
- Continue implementing your marketing plan
- Be ready for troubleshooting
- Keep track of market metrics
- Communicate with vendors, volunteers, and partners
- Ensure market safety and market rules are enforced
- Attend every market – *Be the first there and the last to leave*

Records

Legal Documents

- Incorporation documents
- Insurance policies,
- Lease/rental agreements

Market operation Documents

- Rules & regulations
- Weather/emergency policies
- Safety procedures
- Sponsor/partner agreements
- Volunteer contact information

Marketing & Communication

- Marketing contacts
- Login credentials for social media
- Market email
- Marketing calendar/plan
- Past press releases

Vendor Records & Information

- Contact information
- Applications
- Signed documents
- Proof of insurance

Staff & Board Member Records

- Contact information
- Job duties
- Signed contracts/agreements

Reports

Annual Report – End of Season Report

- Total number of vendors at each market date
- Vendor fees
- Analytics from web-demographics info of people who engage with Facebook posts & who visit market sites
- Number of followers on social media & website visitors
- Yearly Market budget & expenses
- Market & vendor layout with traffic flow
- Descriptions of special events or programs at the market

Management Data: Date Received _____

Amount Paid \$ _____

Stall Assignment _____

2023 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
3	7	5	2	6
10	14	12	9	13
17	21	19	16	20
24	28	26	23	27
31		--	30	

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

Preferred vendor area: _____ 1 (Elm St.) _____ 2 (Harrison St.)

Vendor Fee: Seasonal: \$ 80 _____ Weekly: \$ 10/week x No. Weeks _____ = \$ _____

Send Application with fee and copies of permits and insurance to:

Larry Kramer, Mgr.
Bennet Farmers' Market
895 Cottonwood St.
Bennet, Nebraska 68317

(documents can be attached to an email: kramerlarry@earthlink.net but payment, preferred by check, should be received before market day,

Vendor agrees to indemnify and hold harmless the Bennet Farmers' Market, the Bennet Community Builders Association, and volunteers, from any and all causes of action which may arise from operation of this Market, not caused by negligence of the market volunteers. I grant permission for the 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: _____

***Historic Haymarket ***

335 N. 8th Street, Suite B

Lincoln, NE 68508

Office: 402-435-7496

2023 Farmers' Market Vendor Application

www.lincolnhaymarket.org



Vendor's Name:	
Business Name:	
Others involved:	
Mailing Address:	
City, State, Zip:	
Phone #1:	
Phone #2:	
Fax:	
E-mail:	
Physical location of produce operation / product manufacturing:	
Sales Tax #:	
Insurance Info:	Company & policy #:
Accept Food Stamps/SNAP Y/N	

Meat, poultry, egg and dairy vendors, please attach all of your required certificates. Restaurants, please attach a copy of your temporary Food Establishment Permit. Perennial Plant Growers, please attach a copy of your Nursery Grower's License.

Liability insurance coverage extended to cover your products and stand? Yes No

If you currently do not have liability insurance, check with your insurance agent for coverage.

Please check the 2023 Farmers' Market date(s) you plan to participate as a vendor: (* home football games)

- | | | | | |
|--------------------------------------|--------------------------------------|---|---|--|
| <input type="checkbox"/> May 6 | <input type="checkbox"/> May 13 | <input type="checkbox"/> May 20 | <input type="checkbox"/> May 27 | |
| <input type="checkbox"/> June 3 | <input type="checkbox"/> June 10 | <input type="checkbox"/> June 17 | <input type="checkbox"/> June 24 | |
| <input type="checkbox"/> July 1 | <input type="checkbox"/> July 8 | <input type="checkbox"/> July 15 | <input type="checkbox"/> July 22 | <input type="checkbox"/> July 29 |
| <input type="checkbox"/> August 5 | <input type="checkbox"/> August 12 | <input type="checkbox"/> August 19 | <input type="checkbox"/> August 26 | |
| <input type="checkbox"/> September 2 | <input type="checkbox"/> September 9 | <input checked="" type="checkbox"/> September 16* | <input checked="" type="checkbox"/> September 23* | <input type="checkbox"/> September 30* |
| <input type="checkbox"/> October 7 | <input type="checkbox"/> October 14 | | | |

Please check all food product(s) you will be selling:

- | | | | | | |
|----------------------------------|--------------------------------|------------------------------------|--------------------------------|--------------------------------------|---------------------------------|
| <input type="checkbox"/> produce | <input type="checkbox"/> herbs | <input type="checkbox"/> jam/jelly | <input type="checkbox"/> honey | <input type="checkbox"/> cider | <input type="checkbox"/> cheese |
| <input type="checkbox"/> meat | <input type="checkbox"/> fish | <input type="checkbox"/> poultry | <input type="checkbox"/> eggs | <input type="checkbox"/> baked goods | <input type="checkbox"/> fruit |

Other value-added products for human consumption, please describe: _____

Please check all non-food products you will be selling:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> fresh flowers | <input type="checkbox"/> dried grasses/flowers | <input type="checkbox"/> houseplants | <input type="checkbox"/> annual bedding plants |
| <input type="checkbox"/> perennial plants | <input type="checkbox"/> trees & shrubs | <input type="checkbox"/> ornamental corn | <input type="checkbox"/> gourds |
| <input type="checkbox"/> wood furniture | <input type="checkbox"/> beaded jewelry | <input type="checkbox"/> metal sculpture | <input type="checkbox"/> pottery |
| <input type="checkbox"/> fountains | <input type="checkbox"/> clothing | <input type="checkbox"/> jewelry | <input type="checkbox"/> needlecrafts |
| <input type="checkbox"/> quilts | <input type="checkbox"/> hats | <input type="checkbox"/> hand sewn | <input type="checkbox"/> dolls |
| <input type="checkbox"/> stained glass | <input type="checkbox"/> knit/crochet | <input type="checkbox"/> birdhouses/feeders | <input type="checkbox"/> original clothing |
| <input type="checkbox"/> dried floral designs | <input type="checkbox"/> gift baskets | <input type="checkbox"/> wood plaques & signs | <input type="checkbox"/> original art & craft items |
| <input type="checkbox"/> Other, please describe: _____ | | | |

Arts and Crafts Vendors: Please include two (non returnable) photographs of merchandise.

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2023 Farmers' Market Vendor Application

www.lincolnhaymarket.org

We now require a detailed list of all products brought to the market. Products not listed will not be allowed for sale without market manager approval. .

List all items being sold in detail below

Items not listed will not be allowed unless you receive management approval

Examples: Bracelet with hearts, metal bird sculpture, hard shell beef taco, football helmet wind chimes, soy candles, jam & jelly flavors, women's jackets, wheat bread, frosted cinnamon rolls, hot peppers, sweet corn, beets.

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New and Returning Vendors: While every effort is made to honor your request, determination of stall space(s) are based upon the entire Market's needs. Long standing vendors will retain stall space and have first right of refusal for stall space.

Tents: Standard market tents are 10' x 10', car stall spaces are the same in width. Long term vendors have coordinated tents and tables to accommodate and complement each other. Larger size tents are not allowed within the market. It is important not to infringe on your neighbors space.

I will be using a 10' by 10' tent. _____

Check Stall Need:

Long standing vendor would prefer same stall as last year.
Please identify approximate location or stall number if known: _____

Street Stalls:

_____ Vehicle stall, vending from back of vehicle (may also set up tent/umbrella if space permits)

Sidewalk Stalls: **(No electric available)**

_____ Table sidewalk, on east side of 7th Street
_____ Table sidewalk, on west side of 7th Street
_____ Table promenade, (Iron Horse Park), under stationary awning, standard tent/umbrella fit in space
_____ Table promenade, (Iron Horse Park), open area, may use standard tent/umbrella in space
_____ Table sidewalk, Canopy Street under stationary awning

Full payment must be received by **March 15th, 2023** in order to receive discounted season rate. Deadline for guarantee of **stall space to vendors from previous year is March 15th, 2023**. After **March 15th, 2023**, all remaining stalls become OPEN stalls with no guarantee of same stall location. We must be firm on this deadline so that we are consistent to all current vendors and accommodating to those interested in becoming new vendors.

	Day Stall Fees:	Season Stall Fees:	
Produce & Bakery Stalls	\$ 37.00/day	\$ 613.00	
Arts/Crafts Stalls	\$ 46.00/day	\$ 852.00	
Commercial Stalls	\$ 71.00/day	\$ 1400.00	\$ _____
Outlets:	\$ 4.00/day	\$ 3.00/day	

Electricity (**limited areas**): # of outlets: _____ x \$ _____/each week \$ _____

Amperage needed: _____

Electrical equipment description: _____

Food Handlers Permit # & Expiration Date _____

Health Department Fee: (Annual fee of \$30.00) Home Baker Food Vendors Only \$ _____
(Lincoln/Lancaster County Health Dept. issued placard must be posted each Market)

Stall Fee: Produce Baker Art/Craft Commercial \$ _____

Total Amount Due: \$ _____

For Farmers' Market Management staff use:

Received by:		Received date:	
Accepted by:		Acceptance date:	
<input type="checkbox"/> Cash	<input type="checkbox"/> Check #	<input type="checkbox"/> Money Order	\$

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2023 Farmers' Market Vendor Application

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On behalf of myself and all those affiliated and participating in business as vendors in the Haymarket Farmers' Market, I/we the following, agree to abide by all attached rules and regulations contained in the 2023 Policy and Procedures Packet, which include but are not limited to:

1. Arrival times;
2. Timely notification of absence and/or tardiness to market management;
3. Sidewalk vendors unloading (park vehicle, then return and set up) & loading (pack merchandise, prepare to load, retrieve vehicle, return to load up);
4. Market close procedures, including accommodating the exit of car stall vendors before other vehicles are allowed to re-enter the Market area for loading (generally 12:15 p.m.).
5. Set up, street/vendor lot parking;
6. Signage, pricing, proper display
7. Stall space usage;
8. Updated policies as implemented;
9. Rubber mats used to cover electrical cords or other obstacles must remain flat during the market, and remain flat after the market or rolled up and placed out of pedestrian walkways.
10. Be responsive to written, voice mail messages, requested documentation from Business Manager.
11. Violations
 - A) Violation of the rules and regulations of the Haymarket Farmers' Market will result in the following:
The first violation results in a written warning.
 - B) The second violation results in expulsion from the Market for the remainder of the market season with no refund payable.

I understand it is the policy of the Haymarket Farmers' Market that products sold Farmers' Market must be:

- A. Grown by me and/or those affiliated with my operation;**
- B. Prepared by me or crafted by me and/or those affiliated with my operation;**
- C. Further, I understand that Market Management staff and/or authorized Vendor Representative Designee may perform site inspections.**

I agree to carefully read and agree to abide by the rules and regulations of the 2023 Haymarket Farmers' Market. I understand that any changes or additions to this application must be in writing to the Market Management staff at least 21 days in advance to attending the Market. I agree to get management approval for any new product introduced to my booth. I understand it is my responsibility to ensure all those involved as vendors in my operation must follow the policies and procedures of the Haymarket Farmers' Market.

Hold Harmless Agreement

Vendor agrees to indemnify, hold harmless and defend Haymarket Farmers' Market, Lincoln Historic Development Corporation, (LHDC) from all claims, damages or demands for injuries to persons or damages to property, of any character or description, to which they may be subject arising out of or from vendor's operations or activities at LHDC events.

Signature: _____

Date: _____

Printed Name: _____

Business Name: _____

Emergent Contact Phone(s): _____



Farmers' Sunday Market at College View

Vendor Rules and Regulations 2023 Sundays, April 30 through October 29

10:00 a.m. – 2:00 p.m.

(May 7th special time 3:00 p.m - 6:00 p.m.)

Parking lot of Seventh-Day Adventist Church at College View
48th and Prescott St, Lincoln, Nebraska 68506

www.sundayfarmersmarket.org

Contact Information

Sunday Farmers Market Manager:
Email - sundayfarmersmarket.manager@gmail.com
Phone - (402) 217-9215
Address- PO Box 6004, Lincoln, NE 68506

MISSION

Sunday Farmers' Market at College View is an integrated institution in the community. We are committed to sustainably produced food for food security and a strong, healthy community. We support local farmers and producers by providing profitable direct market opportunities, education, and organizational stability.

Sunday Farmers' Market at College View provides access to high quality, fresh food produced with integrity by local family farmers and producers, bringing value to the social, environmental, and the economic fabric of our community.

Vendors: Please read the following information carefully before you agree to follow the Rules and Regulations as stated. Application to the market verifies that you have carefully read, understood, and agreed to all provisions of the Agreement, Rules and Regulations. This is a Living Document which modifies some Rules and Regulations. This document may change based on guidance from the Lincoln Lancaster County Health Department and City/State/Federal entities.

General Requirements for Vendor Approval

- 1. Sunday Farmers’ Market at College View (SFM) is a membership organization and as such, all Category I and II vendors must become members to participate in the market.** Each full-time (season) vendor membership receives one vote at the Annual Meeting. Cost of annual membership is \$20, due at the time of application acceptance.

- 2. Vendors must live and produce the product(s) for sale within Nebraska or within 200 miles of Lincoln, NE.** You must be the main producer, a family member, or an employee who is *directly* involved in the production of the products you are offering for sale. The Board must approve any exception before being permitted to vend.

- 3. Vendors are expected to conduct themselves** at all times with the highest levels of respect for the law, other vendors, SFM customers, and market management staff and volunteers. The quality of our market is a direct result of the skill and diversity of our vendors, and we hope to enhance these aspects through vendor conduct. Free market competition can and should occur respectfully, such that the quality and integrity of our market is maintained and strengthened.

- 4. Farmer and Farmer-Processor Vendors** selling meat products must own and raise (participate in care and feeding, etc.) the animals. Small animals (poultry, water fowl, and rabbits) shall be owned and raised for a minimum of 90% of the animals’ life. Large animals (pork, beef, goat, bison, etc.) shall be owned and raised from weaning to finish OR no less than 70% of the animals’ life days up to and including days to finish.

- 5. SFM is a sustainable green market and 501(c)3 organization.** A “green market” means 1) the market is predominantly a farmer/producer market and 2) the market takes seriously the goal of being a zero-waste market as much as possible. As such, our goal is to provide a market where the percentage of farmers and farmer-processors to all other vendors is greatly exceeded.

At no time should farmer and farmer-processor vendors constitute less than 60% of

market vendors. At no time should concessionaires constitute more than 20% of the market vendors. SFM's goal is to maintain a balance between unprocessed farm products and value-added food products, and to feature locally-grown products wherever possible. Alcohol sales at the SFM are prohibited.

Priority is given to Vendors whose products meet the goals of SFM, including products that are sustainably grown, high quality, unique or unusual, made from scratch, and if processed, contain ingredients purchased from SFM farmers.

6. **Vendors** must show good product knowledge and the ability to communicate this with customers.
7. **Products must be in compliance** with all of the following that apply to your business: Locally produced; verification of processing in a licensed facility; verification of FDA and/or USDA approved meat and poultry inspection and processing; Lincoln-Lancaster County Health Department permit for home baking; City of Lincoln Cottage Food Operation permit; State Department of Agriculture Weights and Measures requirements; Nebraska Nursery License; and adherence to the Sunday Farmers' Market at College View Rules and Regulations. Copies of all permits and licenses are required upon submission of application.
8. **Vendors are responsible for:** attending required classes/workshops, and for obtaining permits, licenses, a sales tax number and liability insurance. All vendors selling taxable products (cut flowers, non-edible plants, etc.) are responsible for collecting, reporting, and paying the sales tax. Prominently post all permits and have your tax number in your booth. **It is the vendor's responsibility to carry property and product liability insurance** for off-farm and outside home sales for a minimum of one million dollars. Proof of insurance is required upon submission of application.
9. **The vendor application must be submitted fully complete, including all documentation (see 7 & 8 above). Your application verifies that you have carefully read, understood and agreed to all provisions of the Sunday Farmers' Market Rules and Regulations.**
10. **On-site Reviews** may be held at your farm/business if the Market Manager and Board feel one is needed to verify your practices. SFM reserves the right to make on-site reviews of any member or place of business. An on-site review may be deemed necessary if a written complaint is filed against a vendor alleging rules violations. The resale of any products that are not grown or produced by the member is strictly forbidden and is a cause for TERMINATION of membership. A notice and hearing procedure has been established by the Board and will be used if a member or customer believes a violation is occurring.
11. **SNAP/DEBIT/CREDIT CARD** program: The Market provides a token program for customers to use Credit, Debit, or SNAP/EBT cards to purchase tokens to exchange with vendors. All vendors are required to accept SNAP/EBT (where applicable) and

Debit/Credit tokens. All vendors must complete the training requirements and submit a signed agreement form prior to their first day at market.

12. **Pricing:** Vendors are generally free to set their own prices and to decide whether and how much prices need to be adjusted between the opening of the Market day and the close of the Market day. However, SFM strongly discourages the practice of “dumping” goods. Dumping is disrespectful to other vendors, unsustainable to the market in general, and is contrary to appropriate Vendor Conduct, described elsewhere in these rules. As a result, if the SFM Board of Directors determines that a vendor is dumping its goods, that vendor may be subject to disciplinary action up to and including exclusion from SFM under these Rules and Regulations.
13. **Gross Sales Reporting:** Vendors are **required** to submit completed gross sales by vendor category for each market day attended and to represent themselves with honesty and integrity.

SFM recognizes the sensitivity around gross sales reporting by vendors, but believes the compiling of market sales statistics is essential to the financial management and efficient operation of the Market. In order to maintain the highest vendor confidentiality, the market staff follows these procedures:

- Vendors submit sales information on JotForm each week for the previous week.
- Only the Market Manager is privy to the original forms and they are not permitted to discuss the sales tallies for individual vendors.
- Raw data is incorporated into a spreadsheet by category grouping and not by vendor name.
- This information will be used for the annual reporting as well as for possible future grant applications for the Market.

Attendance and Set-up Policies

1. **Set-up time:** Season Vendors should arrive between 8:30 a.m.- 9:15 a.m. Weekly Vendors can check in for stall assignments no earlier than 9:00 a.m. and no later than 9:15 a.m. Please be considerate of fellow vendors by arriving within the designated time to expedite set-up. Vehicles can not be moved in or out of the market between 9:15 a.m. and 2:15 p.m.
2. **Vendors must be in their stalls** no later than 9:15 a.m. and ready to sell by 10:00 a.m. Stall spaces not occupied 30 minutes prior to opening may be reassigned to another vendor. Your stall must be manned for the entire duration of the market, **even if you sell out of your product.** You cannot remove your vehicle from the market until 2:15 p.m. Please tear down courteously so as not to cause concern to any lingering customers. Exceptions can be made if the Market Manager is notified of an emergency and proper precautions can be taken for safe tear-down.

3. **The Market officially starts** at 10:00 a.m. However, vendors can sell before 10 am if they are set up. At 2:00 p.m., the close-of-market whistle will be blown. Late sales to customers are prohibited.
4. **You must notify the Market Manager if you are unable to attend the market** on any given day. You may mark those dates on your application or you may notify the Market Manager at least *one week* before the date of non-attendance. There are no refunds. Vendors are required to give at least one week notice of an absence. Vendors who do not notify the Market Manager at least one week in advance will be given a warning on the first occurrence. Thereafter, vendors will forfeit future stall assignments or pay an additional fee equal to the weekly stall rate for that week's absence. **This does not apply to inclement weather or emergencies. In case of an emergency or non-attendance due to inclement weather, please notify the Market Manager as soon as possible.**

Consequences for Rule Violation:

- **First violation:** You will receive a written warning from the Manager
 - **Second violation:** You will receive a written warning, signed by the vendor from the Manager and a request for you to re-read the Rules and Regulations with an outline of the violation and written acknowledgement they will comply with the rule and regulations. The Manager will notify the Board that the vendor has received a second written warning.
 - **Third violation:** You will receive a written warning from the Manager and will be dismissed from the market for two (2) market days. You will receive a written notice stating what violation/s occurred and at what date you may return. The Manager will note to the Board that the vendor has received a third written warning. No refund will be given for the market days the vendor misses, nor will the fee be extended to another date.
 - All violations will remain in the vendor's records for 1 year from the date executed. After 1 year, the first violation will drop off, second violation moves to a first violation, third violation moves to a second violation.
5. **Vendors with additional vehicles/trailers** that will not be parked in their market stall during market hours, must NOT use primary customer parking during market hours of 10am-2pm. Vehicles must be parked on the east side of the parking lot away from the market. Vendors with limited mobility or extenuating circumstances may notify Management and request an exception prior to the start of market season or the vendor's first day at market.
 6. It is at your discretion to attend in case of inclement weather. There are no refunds or rollovers if the market is in operation on a day you had selected to attend and you decide not to attend. If there is a storm warning issued by the National Weather Service (<https://www.weather.gov/> location: Lincoln Municipal Airport)

during the hours of the market, the market will close at the discretion of the Executive Committee or board members present at the market and the market manager.

Stall Assignment, Size and Guarantee

1. Local Farmers and Farmer-Processors receive priority for available stalls. As we are a modestly sized market and strive to be a high quality, green farmers' market, we will take into consideration the quality and variety of produce and value-added products you will be vending at the market.

Priority will be given to value-added products that contain ingredients from Nebraska small family-farms (for example, apple pie made with locally grown apples), and in particular to value-added items that utilize ingredients from SFM farmers. Priority will be given to returning, quality local season vendors and to those quality, short-season vendors who filled the seasonal market needs in the past.

There is no absolute guarantee that a vendor from past years will receive a stall in subsequent years, but a vendor in good standing and who meets the goals of the market, who submits their application on time, will most likely receive a stall.

2. Stall type and placement within the market is determined by the needs of the market and your need for space.
3. Stall sizes for seasonal vendors are **Single** (10'x 20'), **Double** (20'x20') and **Triple** (30'x20'). **Weekly vendors are only allowed Single stalls (10'x20')**. Stall dimensions are exact measurements and must be strictly adhered to. There will be no spill-over space. Vendors are required to stay within the assigned stall space. This includes your vehicle, display, generator, shade device, signage, etc.
4. Weekly Vendors **are not guaranteed** to be in the same location for all weeks you select. The Market Manager will endeavor to place Weekly Vendors in a stall location that fits your needs.
5. If a paid Full Season or Weekly Vendor has a scheduled absence from the market on any given market day, the market has the right to use the stall(s) for another vendor(s) on that day. No subletting of stalls will be allowed. It is the vendor's responsibility to notify management of attendance if previously scheduled to be absent at least one week before the Market date. The Market Manager will attempt to provide a stall meeting the needs of the Vendor, however there is no guarantee of stall assignment for previously scheduled absence.

Display Requirements

1. Post all required permits prominently.
2. Packaging of all prepackaged and packaged-at-market produce must be with NEW food-grade paper or plastic bags, or plastic food wrap. Trash, garbage, or leaf bags cannot be used for produce or other foodstuffs at any time.
3. Packaging that ends up in the SFM's compost bins must meet compostable standards as outlined below. If your products are not meant to be consumed on-site, but your packaging ends up in the SFM compost bins, you may be asked to source compostable packaging materials. All sampling regardless of vendor category must be compostable and meet standards as defined below. All ready-to-eat, prepared foods sold at market by concessionaires must be served, packaged, or otherwise contained in compostable materials as defined by the ASTM D6400 or ASTM D6868 standards. It is the vendor's responsibility to ensure their disposable materials meet these standards. Materials required to meet these standards include, but are not limited to: straws, utensils, clamshells, cups, lids, labels, etc. The market strongly recommends that this list be expanded to include t-shirt bags used or supplied by any vendor.
4. Vendors are allowed to sell branded reusable bags.
5. It is the vendor's responsibility to bring all tables, chairs, shade devices, power sources and cords, display equipment, hand washing station, cash box and cash, signage, etc. If using a power source, D/C inverters are required unless special permission is given. If you have an open flame, you must bring a fire extinguisher.
6. All products should be displayed on well-constructed, well-maintained, and clean tables. Produce should be clean and attractive. The Market Manager may request that you remove a product from your table if it does not meet the market's standard of quality.
7. Only legal scales with up-to-date State permit stickers will be allowed at SFM. 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, you may weigh and package items at home, but sell 'by the bag' or 'by the package'. You must have a label or sign stating the weight or count of the package.
8. Required signage: One large sign stating who you are (your business name) and your location (example: Your Small Family Farm, Local Town, NE). This sign should have 2" or larger lettering and be posted/hung more than one foot off the ground. In addition, you should post signs stating the product, unit of sale, and price for each product sold. This can be either attached to the container of each product sold or on a sign/board stating products and prices. Signage must include sufficient information to satisfy Weights and Measures requirements.

9. Vendors are responsible for keeping their area clean and safe during and after the market. This includes the following measures:
 - A minimum of 10 pound weight or vendor vehicle must be securely attached to each canopy leg. Weights must not pose a tripping hazard.
 - If using electricity, outdoor extension cords must be completely covered and set up with regard for public safety.
 - All State and local health and safety requirements must be followed for all vended products.
 - Stall must be set up with regard to public safety.
 - All components of the stall must be contained within the boundaries of the stall.
 - Any vendor with a product that may stain or damage the ground must use a ground cover.
 - Non-produce products must be wrapped or covered.
 - At the end of each market day the stall space must be thoroughly cleaned. This includes all organic materials. You are expected to provide your own broom, dustpan, and container.
10. Absolutely NO SMOKING or vaping during the market or within a 40-foot area surrounding the market from 9:15 a.m. to 2:15 p.m. If you take a break to smoke outside the area you must wash your hands before returning to the market or have a washing facility in your stall where you wash immediately when you return.
11. Pet Policy: Discourage market shoppers with pets from coming close to your products. Vendors must wash hands after contact with animals.
12. **Producers who choose to market, label, package, advertise, or otherwise claim their products as “organic”, “organically grown”, “fed organic feed”, etc.** must either 1) submit proof of organic certification to the market manager, or 2) request, review and sign our Organic Grower’s Affidavit (online at <https://www.sundayfarmersmarket.org/becomeavendor>).
13. **Producers who utilize wild harvesting** must request, review and sign our Wild Harvesting Affidavit. (online at <https://www.sundayfarmersmarket.org/becomeavendor>).
14. **Stall Frontage:** Your stall fee is based on a formula in which you are only allowed to sell from the front of your stall. If you are placed in a stall location whereby you have customer access on one side of your stall and you choose to display and sell from an additional side, you will be charged an additional frontage fee.

Payment

Vendors are responsible for making payments on time. **Applications are due March 3, 2023 by midnight. Payments are due once the vendor has been accepted to the market.**

- **Your application is considered your acknowledgement and acceptance of the SFM Rules and Regulations and is considered a contractual agreement to payment based on schedule and terms outlined in this document.**
- There are no refunds or deductions based on unused stall weeks.
- **If payment is not made in accordance with these terms further action will be made to recover outstanding balance.**
- Market tokens may not be used to pay stall fees.
- Returned checks: On the first occurrence, you will be charged an additional \$25 and your acceptance to the market will be delayed until the check has cleared, or you pay in cash for the stall to the Market Manager. After a second occurrence, you will be expelled from the market.

Full Season Vendors: Annual Membership fees, Permit fees and Stall Fees are due at the time of application acceptance and must be received before the first market date of April 30, 2023.

- **Late Payment Fees:** A late payment fee of \$25 will be charged if payment is not received by the date listed above. Vendors with invoices over two weeks past due are subject to suspension from markets until the invoice(s) are paid in full. Vendors who do not pay per schedule will not be eligible for participation in payment plan in future seasons.

Weekly Vendors: Annual Membership fees, Permit fees and Stall Fees are due with application acceptance for the full amount of fees for all dates selected and must be received before the first market date of April 30, 2023. Weekly Vendors adding additional market weeks must submit additional stall fees at the time of acceptance and no later than one week prior to scheduled market attendance. Stall fee payment serves as your reservation.

See below for payment breakdown:

Payment Table

		Full Season Vendor			Weekly Vendor
		Single (10'x 20')	Double (20' x 20')	Triple (30'x 20')	
Category I	Farmer, Farmer-Processor, Baker	\$627	\$1,129	\$1,693	\$45/week
Category II	Non-Farmer Processor, Concessionaire and Wild-Crafter	\$935	\$1,683	\$2,525	\$60/week
Category III	Temporary Vendor and Non-Wild Crafter	NA	NA	NA	\$80/week

Grounds for Exclusion from the Sunday Farmers' Market at College View

Vendors may be excluded from SFM upon decision of the SFM Board of Directors that the Vendor has violated these Rules and Regulations, or otherwise engaged in conduct that is contrary to the purpose and goals of the SFM. Such grounds for exclusion include, but are not limited to:

- **Product and/or display does not meet the standards of the market.**
- **Non-cooperation with fellow vendors, customers, Manager or Board.**
- **Non-payment or a second bad check.**

First violation: You will receive a written warning from the Manager

Second violation: You will receive a written warning, signed by the vendor from the Manager and a request for you to re-read the Rules and Regulations with an outline of the violation and written acknowledgement they will comply with the rule and regulations. The Manager will notify the Board that the vendor has received a second written warning.

Third violation: You will receive a written warning from the Manager and will be dismissed from the market for two (2) market days. You will receive a written notice stating what violation/s occurred and on what date you may return. The Manager will note to the Board that the vendor has received a third written warning. No refund will be given for the market days the vendor misses, nor will the fee be extended to another date.

All violations will remain in the vendor's records for 1 year from the date executed. After 1 year, the first violation will drop off, second violations moves to a first violation, third violation moves to a second violation.

Grounds for Immediate Exclusion from the Sunday Farmer's Market at College View

Vendors may be immediately and permanently excluded from participating in SFM, in any manner, upon decision by the Board of Directors that the Vendor has engaged in conduct sufficiently harmful to the interests and operation of the SFM to justify immediate exclusion. The Board shall have sole and exclusive discretion to determine whether Vendor misconduct is sufficiently harmful to the interests and operation of SFM to justify immediate exclusion, which discretion it shall exercise in good faith.

Upon decision by the Board that grounds for immediate exclusion exist, the Manager shall provide the Vendor written notice stating that the Vendor has been expelled from vending at the market and that no refund is to be given. Vendor appeals shall be made in writing to the Board President within one week of receipt of such written notice.

Management Statements

- Sunday Farmers' Market at College View reserves the right to deny stall space to any vendor at any time, without prior notice.
- Sunday Farmers' Market at College View does not discriminate against any applicant for stall space because of race, color, religion, sex, disability, national origin, sexual orientation, age or marital status.
- Stall assignments, determination of suitability of items offered for sale, and collection of stall rental fees and membership are the sole responsibility of the Sunday Farmers' Market at College View
- No guarantee of exclusivity of products is made or implied.

Contact Information

Sunday Farmers Market Manager:

Email - sundayfarmersmarket.manager@gmail.com

Phone - (402) 217-9215

Address- PO Box 6004, Lincoln, NE 68506

Definitions of Market Members for SFMCV

Market Members must live in Nebraska or within 200 miles of Lincoln, NE or have received a waiver from the SFM Board to be a temporary vendor.

You must have all the appropriate permits, licenses, and insurance to participate.

Category I: Vendors who fit the following three (3) definitions must pay the fees associated with Category I Vendor Stall fees. **Full Season Vendors** may apply for single, double or triple stalls. **Weekly Vendors** are only eligible for single stalls.

Farmer: someone who sells vegetables, fruit, plants, fresh-cut or dried flowers, eggs, fish or meat that they produced themselves, or managed the growing of if there are employees, within Nebraska or 200 miles of Lincoln, NE. The land may be owned or rented.

Farmer-Processor: someone who produces the raw ingredients and then either processes them on their farm or sends them out for processing. Examples include jelly, pies, salsa, cheese, value-added meat, herb blends, honey, etc.

Baker: someone who offers non-hazardous, not previously frozen and thawed, fresh baked, from scratch products. Priority will be given to vendors who use Nebraska-grown ingredients in their products.

NOTE: A Farmer or Farmer-Processor may also sell baked goods or non-farm processed items if these items constitute no more than 25% of your gross sales in a season. These

items must be specified in your product list on the application and be produced by the Farmer or Farm-Processor (no third-party sales).

Category II: Vendors who fit the following three (3) definitions must pay the fees associated with Category II Vendor Stall fees. **Full Season Vendors** may apply for single, double or triple stalls. **Weekly Vendors** are only eligible for single stalls.

Wild-crafter: someone who collects non-hazardous wild plants or fruit in Nebraska or within 200 miles of Lincoln, NE (including wild fruit, fresh or dried wild flowers and grasses) and further processes them into an original handmade product - one that may contain purchased materials (a vase, wreath, ribbon, etc.) only as a form or minor addition to the product.

Non-Farmer Processor: someone who buys the raw ingredients for their product and makes a product for sale, either at their permitted residence or at an inspected facility. This could include jelly, salsa, value-added meats, home/personal care items (soaps) etc. We will give stall preference to vendors who buy ingredients from local FARMERS rather than wholesalers.

Concessionaire: someone who has the required State and Lincoln Lancaster County permits for selling food and drinks to be consumed on-site.

Category III: Vendors who fit the following definition must pay a Weekly Stall Fee of \$80/week.

Temporary Member/Non Wild-Crafter: someone that lives and/or produces their product outside of Nebraska or a 200 mile radius of Lincoln, NE. You must have the approval of the Market Board.

Sunday Farmers' Market at College View Vendor Matrix

The matrix is intended to assist the SFM Board of Directors when making decisions about accepting vendors to the market. It is not necessarily the final say on all decisions if other circumstances warrant it, but it does reflect the market's mission and our vision for the future.

The matrix criteria are based on:

Product Type and Source

Market Goals: Strengthen local farm economies. Preserve local farmland.

Product Sales:

Market Goals: Support small family farms. Improve local food security

Environmental Stewardship

Market Goals: Foster environmental stewardship

Vendor Distance from Market

Market Goals: Reduce food miles. Reduce fossil fuel consumption. Improve food security.

Vendor Availability

Market Goals: Full market at all time. Encourage season vendors.

Bonus points may be awarded for product variety, market diversity, returning vendors, market support and other factors.

Farmers and Farmer-Processors should constitute a minimum of 60% of vendors. At no time should concessionaires constitute more than 20% of vendors market stalls. When using the matrix to determine eligibility, these percentages must be maintained. A Farmer or Farmer-Processor who scores lower than a vendor in another category may only be excluded after the 60% goal has been met.

Notice will be given to vendors who do not meet this requirement. Vendors can request information regarding what practices need to be implemented in order to meet the required score.