

HOT SPRINGS HISTORIC DOWNTOWN FARMERS MARKET, INC.

RULES & REGULATIONS

The purpose of these Rules & Regulations is to provide guidance for a well-maintained and operated Farmers Market that benefits the community by offering the sale of locally grown produce, meats, eggs and artisanal handcrafted goods. The Historic Downtown Farmers Market (HDFM), through a formal agreement with the City of Hot Springs, is responsible for Market operations, management, and events. The HDFM Board of Directors serves as the governing body.

GENERAL RULES & REGULATIONS

- 1. OPERATIONS:** HDFM operates the Hot Springs Farmers & Artisans Market year-round. Main Season is May through October, Saturdays from 7:00 a.m. to 12:00 p.m. and Tuesdays 4:00 p.m. to 7:00 p.m. Vendor set up is from 6:00 a.m. to 7:00 a.m. on Saturdays and from 3:00 to 4:00 p.m. on Tuesdays. Winter Market is November through April, Saturdays from 9 a.m. to 12:00 p.m. Vendor set up is from 8:00 a.m. to 9:00 a.m. Other dates may be added at the discretion of the HDFM Board of Directors. The Board-appointed Market Manager will unlock the south entrance gate one hour prior to the start of the Market.
- 2. APPLICATIONS:** All Market vendors must fill out an application each year prior to participating. Forms are available online at www.HotSpringsFarmersMarket.com, can be requested by email at HSFarmersMarket@gmail.com or through the on-site Market Manager. Vendors who have not submitted their application in advance will be allowed a courtesy one-time set up at full rate.
- 3. MARKET MANAGER:** The HDFM Board of Directors will appoint an on-site Market Manager(s) or authorized agent(s) of the Board to be present during Market hours. This person is authorized to eject, or make arrangements to eject, anyone from the property not in compliance with these regulations, or the HDFM bylaws, or otherwise acting in a manner that disrupts Market participants and vendors. The Market Manager is authorized by the HDFM Board to resolve issues and make space assignment decisions.
- 4. VENDOR CATEGORIES:**
 - Farmer:* Farm products (produce, meat, eggs, seeds, plants) must make up 2/3 of goods brought to the Market for sale.
 - Value Added:* homemade food products (baked goods, jams, jellies)
 - Artisan:* original art, handmade/handcrafted crafts, jewelry, and clothing made by the artisan
- 5. FEES:** Saturdays during Main Season vendor fees for farmers and value added are \$14.00 under the pavilion (covered) and \$12 outside of the pavilion (uncovered); artisans' and crafters' fees are \$12 (uncovered). Tuesday Market fees are \$7.00 for all vendors, covered or uncovered. Winter Market fees are \$5.00 for all vendors, covered or uncovered. Youth Market fees are \$2 during Main Season and free during Winter Market.
- 6.** The HDFM is a family-friendly environment. Vendors must refrain from use of profanity or other offensive language. Products for sale, booth decorations and vendor attire must be appropriate for family audiences. For the Market to stay visibly attractive, vendors will set up in a reasonably uniform and family-friendly manner. HDFM reserves the right to make the final decision on what constitutes an appropriate family-friendly appearance.
- 7. OVERSIZED VEHICLES:** Arrangement for accommodation of larger or over-sized vehicles must be requested at a Saturday Market at least 2 weeks prior to when that vehicle is needed for set up. Due to the design of the

market pavilion area, it is difficult to accommodate large and oversized vehicles. Accommodation of these vehicles cannot be guaranteed. If allowed, accommodation of such vehicles will be decided on a week by week basis.

8. **RESERVED SPACES:** Reserved spaces are available to all vendors on Saturdays during Main Season. Reservations for covered spaces for the entire Main Season is \$312; reservations for uncovered spaces for the entire Main Season is \$260. Vendors wanting to reserve spaces are required to prepay to reserve their spot. The first half payment is due upon making the reservation; the second half payment is due within 60 days. Vendors with reserved spaces who do not arrive by 6:30 a.m., and have not notified the Market Manager they're running late or of their absence, will forfeit their spot that day.

Farmers with reserved spaces from previous years will be given priority on their previous spaces. If a farmer wishes to renew the same space as last year, and prepays, s/he will be allowed to reserve the space.

Farmers wishing to change spaces and/or farmers making new reservations will be selected next. These farmers wishing to reserve spaces for the full season will have their name put into a hat/random number generator. The farmer chosen first (at random) will choose their space first, the farmer chosen second will choose their space next, etc.

After the first payment has been collected from farmers reserving for the entire Main Season, farmers wishing to reserve spaces for part of the Main Season can do so. In exchange for prepayment, they will secure a guaranteed space for the days that they reserve. Full payment for all days must be made to secure a reservation.

When all regular spaces are taken, vendors will be assigned a space by the Market Manager and/or HDFM Board member.

Non-reserved vendors will be admitted on a first-come, first-serve basis, and the unreserved spaces will be allocated according to the following: 1) farmers/growers 2) plants and fresh-cut garden flowers 3) value-added and baked goods 4) art and craft items.

Vendors with reserved spaces who miss 2 consecutive or 3 non-consecutive Market days during Main Season and fail to notify the Market Manager of their absence will forfeit their space for the remainder of Main Season. No refunds will be given.

9. **FARMER'S 100% RULE:** HDFM consumers desire to purchase fresh produce, meat, and eggs directly from the producer. 100 percent of all farm products must be grown by the vendor.

Vendors shall allow the Market Manager to perform basic visual inspections of produce during setup on Market days to verify the absence of commercial/peddled products.

In order to comply with the HDFM 100% homegrown rule, all farmers are required to have a farm visit. The HDFM will supply the form to be completed by the farmer and submitted to the Market Manager prior to initial set up. A Market representative will schedule the farm visit and report to the Board of Directors.

10. **VALUE ADDED** items (baked goods, canned honey, jellies, preserves, etc) must have proper labeling including: all ingredients, name and address of producer and, in 10-point font, "this product is home produced." This information must be affixed to the item for sale. **Any product produced or manufactured by a third party, such as in a factory, is not allowed.**

Foods that require temperature control (kept cold or hot) to limit toxin or microorganism formation are not permitted to be sold at HDFM unless you are operating a food truck and/or have the required Arkansas Department of Health permits.

Value added vendors are responsible for complying with all rules, regulations and laws governing the cottage food industry in Arkansas including: the Farmers' Market Vendor Guide - A Guide for Farmers and the Consumer, Arkansas Dept. of Health & Arkansas Agriculture Dept., April 2014 and the Arkansas Farmers' Market Cottage Food Guide. Links to both publications are available online at www.HotSpringsFarmersMarket.com.

FOOD TRUCKS: Vendors operating food trucks must have the required Arkansas Department of Health permits and certificates. Vendors must fill out a vendor application and pay a weekly fee of \$50.00. Food trucks will park along the back fence, in between the handicap parking and the Market shed to access electricity and allow safe passage for foot traffic. A minimum 48 hour advance notice is required to secure space. We have electricity available, so please, no generators.

ARTISANS: JEWELRY: Handmade/handcrafted jewelry is made by the artist without the use of mass-manufacturing machines. It can range from simple hand-assembled pendants and bracelets to intricate designs. The jewelry artist makes each individual piece (enameled, wire wrapped, beaded, assembled, fabricated, hand-stamped, etc.) using only their hands and simple tools. Already assembled jewelry can not be purchased wholesale and sold retail at the Market.

CLOTHING, CLOTH ACCESSORIES, CROCHET, KNIT, and EMBROIDERY: The artist can purchase clothing, napkins, towels, etc. wholesale, as long as the item being sold has original art adorning the item (embroidery, paint, bedazzled, tie-dye, cross-stitch, etc.). Items such as pot holders, hair accessories, aprons, gloves, scarves, stuffed animals, etc. must be handmade by the artist.

WOOD, METAL, and OTHER MATERIALS: Your product must be crafted and fashioned by your own two hands. A scroll saw, bandsaw, or lathe, etc. that has current running through it does not fall under the category of machine work, even though it is technically machinery.

SOAPS, CANDLES, SPRAYS, CREAMS, and TINCTURES: Handmade/handcrafted soaps, candles, sprays, creams, and tinctures must be made, mixed, and bottled/wrapped by the artist. Already assembled and mass manufactured items can not be bought wholesale and sold retail at the Market.

BOOKS, PAINTINGS, and PHOTOGRAPHY: All books, paintings, and photography must be the artist's original works, or signed prints of original works.

12. All vendors are responsible for maintaining their space in a clean and orderly manner. Trash, crates, boxes or containers must be disposed of by the vendor, because there is no onsite trash disposal. Vendors using food wrappers, paper cups, napkins, etc. must provide a trash bag for their customers' refuse. All vendors are responsible for picking up, and removing, trash around their booth prior to leaving the Market.

Spoiled produce must be removed by the vendor and properly disposed of off city property to help control odor, flies, etc.

13. HDFM does not provide any set up equipment or supplies. It is the sole responsibility of the vendor to provide any and all of their items needed to set up and operate their booth.

Care should be taken to ensure that a clear accessible path is maintained for all market visitors at all times. The Market Manager may ask for items to be removed or moved to preserve the safety of Market patrons.

Scales should be plainly visible to customers, so that a customer standing outside of the booth can easily see the readings on the scales. The Market Manager has the right to check any scale that is in question and report the findings to the HDFM Board for resolution.

Tents must fit in the designated **10 x 10** space and not interfere with other vendors.

Vendors cannot hang anything from trees, cables, etc. located on Market property, nor place signage on Market property (pavilion posts, storage shed, fountain, etc).

Vendors must have an appropriate and non-obstructive sign with the name of their business/farm displayed for the public. Descriptive signs about produce, such as "Heirloom," "White Icicle Radish," "Picked Today," or "First of the Season" are encouraged. The sign must be affixed to their booth only. Regulated terms such as "Organic" or "Naturally Grown" are not permitted without proper documentation.

Produce should be displayed so the consumer can see the entire product and decide which fruits, vegetables, etc. they would like to purchase individually.

14. **NO SAMPLES:** Vendors are not allowed to hand out samples and are not allowed to travel up and down the aisles with their products.
15. **PRICING:** Vendors will set their prices and clearly mark them for customers to see. No price fixing is allowed.
16. Underage children must be directly supervised by an adult. The adult cannot leave the property without the child.
17. **LOST ITEMS:** HDFM and the city of Hot Springs are not responsible for items left by vendors or patrons.
18. **SMOKING POLICY:** The Farmers Market is a smoke free area including pipes, vaping, cigars and cigarettes. Designated smoking areas are the parking lots to the north and south of the pavilion.
19. **WIC:** The Women Infant & Children Farmers Market Nutrition Program (WIC FMNP) applications are available to farmers interested in participating in the program. Farmers are responsible for obtaining information, forms and coupon books from the USDA WIC program. Farmers may not accept FMNP coupons without the appropriate stamp and vendor number assigned by the WIC FMNP program.
20. **SNAP:** Supplemental Nutrition Assistance Program (SNAP) is available through the HDFM's SNAP at the Market

program for any vendor selling eligible food products (breads and cereals, fruits and vegetables, meats, fish and poultry, food-producing seeds and plants). SNAP at the Market is available year-round.

21. **DOUBLE-UP FOOD BUCKS** is available during Main Season only through HDFM's SNAP at the Market program and is funded by the Arkansas Coalition for Obesity Prevention. Any vendor selling fruits and vegetables is eligible.
22. **PET POLICY:** Well-behaved, leashed pets are welcome at the Market. The HDFM is located on city property and is a public space to be used and enjoyed by everyone. Vendors and patrons who wish to bring their pets must use extreme caution and keep them on a short leash so that the Market can operate in a people-friendly manner. Pets with a history of aggression are not permitted. Vendors and patrons who bring their pets are solely responsible for cleaning up after them and disposing of their waste in an appropriate manner off of city property. Pets and their owners may be asked to leave as the Market Manager deems appropriate to ensure the enjoyment and safety of all.
23. **BIDDING:** Special events which require the purchase of farmer/vendor products will take place under an open bid policy. Final decisions will be made by the Board of Directors with cost effectiveness as the primary consideration.
24. **TAXES:** Vendors are solely responsible for collecting and remitting all taxes.
25. **LEGAL:** All vendors are responsible for reviewing and complying with all rules, regulations and laws governing the food industry in Arkansas including: the Farmers' Market Vendor Guide - A Guide for Farmers and the Consumer, Arkansas Dept. of Health & Arkansas Agriculture Dept., May 2018, (https://www.healthy.arkansas.gov/images/uploads/pdf/FarmersMarketGuidelines_5-3-18_.pdf) and the Arkansas Farmers' Market Cottage Food Guide, March 2017, (https://www.healthy.arkansas.gov/images/uploads/pdf/CottageFoodGuidelines.docx_03-15-2017.pdf). Links to both publications are available online at www.HotSpringsFarmersMarket.com.
26. **GRIEVANCE POLICY:** The HDFM has a grievance policy and procedure to mitigate conflict resolution between vendors. The grievance form is available from the Market Manager or by emailing HSFarmersMarket@gmail.com. Please submit the completed form to the Market Manager or the Board of Directors (at the email address above) within two weeks of the incident.
27. **YOUTH MARKET:** Youth Market is available any Saturday year-round for all youths up to age 18. Adult supervision is required. Fees are \$2.00 during Main Season and free during Winter Market. Youth Market participants need to fill out a Vendor Application online at www.HotSpringsFarmersMarket.com.
28. **COMMUNITY TABLE:** There are two community spaces available to local non-profit organizations free of charge. Fill out the application "Community Information Table Request" on the HDFM website. Community tables are for providing information and/or free resources. All fundraising activity is subject to prior approval by the Board of Directors.