Portland Shawnee Farmers Markets
Operating Guidelines and Rules

I. Market Location, Day and Time

a. Location—38th and Market (on northeast corner) in collaboration with the Portland Memorial Missionary Baptist Church and the Port Shaw Community Development Corportation.
b. Day—Saturday; any additional market days need to be approved by the market board.
c. Time—9AM-1PM
d. Season—June 11 through October

II. Vendor Membership Fees and Information

a. Fees—There will be an initial $45 set-up fee (due opening market day) for each vendor upon joining the market. In addition, each vendor will pay a daily fee of $5. Market fees will be used primarily to offset fees generated by the administration of the Electronic Benefits Transfer (EBT) machine that allows vendors to accept food stamp benefits. Vendors who sell on a one-time basis <u>during special events</u> will be charged a fee of $25. Market board may allow vendors to set up once on a trial basis and will be charged a fee of $5.
b. Membership—Membership is open to any market vendor who sells locally grown products approved by the market (see "Market Rules" for specifics).
    i. Vendors will be expected to read and sign an agreement to follow the Market Rules.
    ii. Vendors will be expected to attend at least two mandatory meetings, one in the beginning of the season and one at the end (the market board will set dates).

III. Market Rules

1. <u>Approved Products</u>
    a. All items sold at the Portland Shawnee Farmers' Market must be locally grown. Vendors must grow all of the produce they sell unless another member of the market grows the products. No commercial produce is allowed. Locally grown is defined as being produced in Kentucky or Southern Indiana.
    b. Resale items are allowed <u>*only*</u> when no other vendor is offering the product. The market board must approve the resale of select items on a case-by-case basis (items must be locally grown).
    c. Sellable items include: Locally grown and produced fruit, vegetables, value-added products such as honey, breads, jams, jellies and salsas, eggs, meats and flowers. Prepared food is subject to approval by the market board.
    d. All members must comply with all local, state or federal laws, label or food safety and handling regulations.

2. <u>Market Etiquette</u>
    a. Each vendor will have a designated space to be selected provided on a first come basis.
    b. Vendors are encouraged to but not expected to sell pesticide-hormone-free food.

c. No spoiled produce will be offered for sale. Quality and freshness are two key selling points for the vendor.
d. Vendors set prices for their products and are expected to keep their prices close to retail. If products are sold by the pound, the use of an approved scale is required. Attempts to intentionally undersell other producers will be reported to the board. Vendors are encouraged to discuss and agree on pricing with the help of the head farmer.
e. Vendors are expected to clearly display prices for their products.
f. Vendors are responsible for their own garbage. Vendors should clean up their own selling space and remove all garbage at the end of the day. There are dumpsters in the schools parking lot for that use.
g. No drugs or alcohol are allowed on premises.

3. EBT Machine Operation
   a. The market manager or lead volunteer will be responsible or the operation of the EBT machine.
   b. Vendors should round purchases to the lowest whole dollar amount.
   c. EBT Administration fees will be automatically withdrawn from the farmers' market bank account for 10 months of the year. The administration fees can be suspended for only 2 months during the off-season.
   d. The EBT purchase procedure goes as follows:
      i. EBT customers will tell market manager or lead volunteer how much they want to spend at the market.
      ii. EBT customers will swipe card and follow instructions on EBT machine.
      iii. Market Manager will give customer $1 wooden tokens for every dollar they plan to spend. Tokens will be given to the vendors and spent on non-prepared food items only.
      iv. Vendors will turn in wooden tokens with the market manager at the end of each market day and initial the amount reported. Checks will be issued on the following market day.

4. Grievance Procedure
   a. The market manager and board president will be responsible for enforcement of the rules. Grievances for any market matter should be submitted in writing to the market manager to be presented to the board. The board will respond to the grievance within one week (or next market day).
   b. Any vendor not in compliance with the regulations of the Smoketown Shelby Park Farmers' Market will be issued the following:
      i. First Offense – A warning of non-compliance
      ii. Second Offense – A request to vacate the premises
      iii. Third Offense – Banning from selling at market for one year

IV. Other Information

a. Officers and directors will not be responsible for accidents occurring on the premises.
b. The market board will review rules and regulations annually to make any necessary revisions. This body also has the right to make any necessary changes in the market operations at any time during the year.