



Carlsbad Downtown Farmers' Market 2017 Rules and Regulations



Purpose: Mission Statement

The Carlsbad Downtown Farmers' Market (CDFM) supports and promotes local growers by providing the opportunity to sell fresh, high-quality homegrown produce in the downtown area of Carlsbad, as well as providing crafts of handmade products that use agriculture, earth-based and recycled materials. The market also provides a central location for social interaction and information exchange vital to promoting a strong sense of community. The market joins the community effort to revitalize both the historic and downtown district and encourages support of locally owned businesses. The market, operating under Carlsbad MainStreet, offers an effective means to promote the health and welfare of residents and visitors while simultaneously promoting the economic growth of our community. By encouraging local sustainability, the market takes a stand to reduce our carbon footprint.

Adherence to State and Local Laws

1. The vendor shall observe all provisions and requirements of federal, state, county and municipal laws.
2. The Farmers' Market Committee and all vendors shall comply with applicable county or city regulations for use of county or city grounds.
3. If any produce sold by weight is not weighed on a calibrated scale, a sign will be posted at the applicable booth explaining that weights are approximate values.
4. Vendors who are selling produce grown by anyone other than themselves must post the grower proxy form, supplied by the CDFM, which includes the contact information of the actual grower. The actual grower should be a local grower and Albertson's, Wal-Mart and other produce retailers are **not** considered local growers.
5. CDFM and ALL vendors (except for vendors who only sell produce) will obtain and post in clear view an annual city business registration to operate. Vendors are responsible for reporting their own taxable income.
6. Any vendor providing sliced food samples will provide a wash station according to New Mexico Environmental Department (NMED) guidelines.
7. Vendors selling cooked or prepared foods or beverages will follow all NMED guidelines.

General Vendor Rules

8. If you are a seasonal vendor and are unable to make it to the market, please notify the Market Manager no later than 9:00 pm the night before by calling 575.361.0239.
9. All vendors must report their earnings to the Market Manager. The Market Manager or his/her representative records the total sales of each market day. Confidentiality of each separate vendor is maintained. Total sales of the market are summed at the end of each season, or year, as applicable. This number is used to promote the market and to leverage for grants or sponsorships. Specific vendor totals are never shared.



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10. Handcrafted items must be approved by the Farmer's Market Craft Jury in order to sell at the CDFM. Previously used or second-hand items are not for sale at the market. Mass-produced commercial items are not for sale. Preference is given to high-quality handcrafted items, especially those made with agricultural products.
11. In order to promote a sense of community and maximize healthful benefits of the Farmer's Market, family entertainment and educational displays will be promoted and approved by the Market Committee or appropriate sub-committees.
12. All vendors will practice truth in representation.
13. Vendors shall complete an application form and submit it to the CDFM Committee Chair, CDFM Manager or MainStreet Executive Director. The CDFM Committee reserves the right to approve or deny any application. Any applicable licenses, registrations, and/or permits must be brought with the vendor(s) on market days and posted in clear view.
14. The Farmers' Market Committee reserves the right to allow a certain number of non-profit organizations to set up booths to provide public information. Proselytizing will not be allowed.
15. The Farmers' Market Committee may determine separate costs or benefits for children who wish to set up booths.
16. Please show courtesy to one another; if there is a conflict, please get the on-site manager to mediate the situation.

Set up and Clean Up

17. Once you have unloaded your vehicle, please move it across the street to ensure parking spaces are available for customers.
18. Please be in your booth by 7:30 am so that you are ready to sell when the market begins.
19. Each vendor will provide a convenient and adequate refuse container and remove it, and its contents, at the close of each market day.
20. No sales shall be conducted prior to the official start time of the Farmers' Market, as determined by the Market Committee. No sales are permitted after market closing.
21. No vendors shall bring animals to the market site, unless they are approved service dogs.
22. All vendors shall wear clean outer garments and shall keep their hands clean at all times. Vendors shall not use tobacco products within 25 feet of any display during the Farmers' Market.
23. All vendors' equipment and products shall be removed from the market site at the end of each market day. The vendor will make every effort to remove refuse from the market site at the completion of the market day, including litter left by consumers.
24. Vendors are encouraged to take down or assist in taking down their canopy, if physically able.
25. Vendor booths should be set up according to how the Farmers' Market Manager has been instructed. The Farmers' Market Committee reserves the right to make exceptions for some prepared food



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vendors, non-profits with live animals and other special situations.

Days and Hours of Operation

26. Opening and closing times and dates of the market are determined by the Farmers' Market committee. Input from the vendors and community is welcome. During the 2018 season, the market is held every Saturday, 8-11:00 a.m.

Cost

27. The Farmers' Market Committee will determine vendor costs prior to the beginning of each annual season. Vendor costs are written on the application form.

Restrooms

28. Customers and vendors will be directed to available restroom facilities within a one-mile radius.

Compliance with Farmers' Market Rules and Regulations

29. All vendors are provided with a copy of the Farmers' Market rules and regulations.

30. All vendors must comply with the Farmers' Market rules and regulations. The Farmers' Market Committee reserves the right to restrict the participation of any vendor. Any vendor that does not comply with the rules and regulations may be asked to leave and future participation may be restricted.

31. Vendors must agree, in writing, not to hold the Farmers' Market organization, the City of Carlsbad, or Eddy County responsible for any damages arising out of the sale of their products or from their presence at the market site.

Liability Insurance

32a. The Farmers' Market organization will carry adequate liability insurance for accidents occurring during the Farmers' Market.

32b. Vendors are encouraged, but not required, to have their own liability insurance to cover any accidents that occur within their booth and are not covered by the overall market insurance. Contact information is listed below.

Larry Spilker, Campbell Risk Management, 1-800-730-7475 ext. 203 lspilker@campbellrisk.com

Mail your Application with your full payment and required paperwork to: Carlsbad MainStreet, 102 S. Canyon St., Carlsbad, NM, 88220 (application fee is nonrefundable) or call 628-3768 to schedule an appointment to drop them off.