



2019-20 Market Policies

The mission of the Carbondale Community Farmers Market (CCFM) is:

- to improve local food access,
- to promote and support local food growers, especially those who grow organic and sustainably grown foods,
- to enrich and educate the community on local food issues,
- provide community service organizations a venue for community outreach and education.

The Carbondale Community Farmers Market is a program of Food Works, a 501(c)(3) non-profit organization facilitating the development of a regional food economy in Southern Illinois. We at Food Works believe that a truly enduring approach emphasizes access to good food for everyone, keeps food dollars circulating in local communities, and balances human needs with the health of the air, water and land resources on which all life depends. Supporting the CCFM helps Food Works achieve its goals by providing local farmers with economic opportunities, increasing access to sustainably grown local foods, and providing education about the value of locally grown food in the community. Market Policies were drafted by the Farmers Market Steering Committee comprised of six committed vendors.

- All Individuals/groups leasing space at the CCFM are herein defined as VENDORS.
- All items sold at the CCFM are herein defined as MERCHANDISE.
- All policies are subject to review and revision at the end of each market season. Vendors may submit requests for revision in writing to the Market Manager, for Board consideration.

Indoor Winter Season: The winter market season opens the first Saturday in December and runs through the last Saturday in March. There is no market on the Saturday following Christmas (December 28, 2019). Hours are 9:00 AM – Noon and is to be held inside of the Carbondale Community High School – west wing, main hall (Walnut Street Entrance). Stall space inside the school is limited to 10-12 foot stall.

Scope of Operation

1. CCFM is hereby defined as a marketplace designed for the sale of farm produce, greenhouse products, locally prepared foods, hand-crafted/ locally produced items. We are a producer only market, in short, you grow it, make it, or bake/cook it. The Market will furnish a reasonable necessary area and access to utilities to meet the requirements of all state, county, or local laws or regulations with regards to a market operation. For questions regarding state and county health/food regulations and policies consult the Jackson County Health Department, Division of Environmental Health at www.jchdonline.org or call 618-684-3143.
2. The day-to-day management of the market is the responsibility of the Market Manager.
3. Market days and hours of operation shall conform with the posted market schedule. Priority in market space is given to local food producers and processors, however, artisans, crafters, and producers of locally handcrafted items or locally grown plants are also an enriching and welcomed addition to the market.

Market Manager Responsibilities

The Market Manager performs all related duties to maintain and operate an efficient market in the best interest of the CCFM, all vendors, and the general public. The Market Manager maintains order in the market and:

1. Enforces days and hours of operation.
2. Assigns stalls to all vendors.
3. Collect rental fees from all vendors.
4. Directs the distribution/arrangement of all vehicles on the market premises or grounds.
5. Verifies that all local, state, and federal laws are observed, all licenses and permits are valid and current for each vendor.
6. When feasible, inspects farm or production facilities for compliance with market policies and vendor classifications. Vendors must allow inspection at a mutually agreed upon time.
7. Locates new vendors as spaces are available and registers what will be sold by these vendors in order to provide a select variety of merchandise to the public.
8. Informs vendors of any violations of the policies.

General Policies

1. Use of alcohol, tobacco, and firearms is prohibited. The winter market is located at a school facility where these items are strictly prohibited. Violation of this policy will result in immediate dismissal.
2. Vendor stalls requiring access to electricity must supply their own electrical extension cord. Cords used MUST be in good working condition and be used in a safe manner so as not to create a tripping hazard for vendors or customers. These items are the responsibility of the owner.
3. Health laws prohibit any pets or live animals inside the school for the winter market season.
4. Vendors will be responsible for any injury to him/herself, other vendors and/or the public while moving merchandise in or out of the market area.
5. No one may place any poster, advertisement or billboard on the market premises without approval of the market manager. Promotional items related to the vendor's business are strongly encouraged. Each stall is required to include signage with the business name.
6. No one may sell, attempt to sell or give away any merchandise or animals on the market grounds without the express permission of the market manager.
7. CCFM is not liable for theft or damage of any merchandise before, during or after market hours.
8. Carbondale Community High School and CCFM assumes no responsibility and is not liable for any injuries which may occur. Vendors are expected to keep their merchandise in reasonable order and allow unimpeded access to customers. Each vendor must carry general liability coverage at all times and provide a certificate of insurance. See vendor application for details.
9. Violation of established market policies may be deemed cause for denial of market privileges.
10. CCFM is a producer only market, items offered for sale must be grown or produced by those who are selling them. Resale is strictly prohibited. Farms/businesses can designate a family member, an employee, or volunteer to sell on behalf of the business, although nothing can replace the customer experience of speaking directly with the person who produced the items offered for sale at the market.
11. Attempts by vendors to establish abnormal or artificial prices by unfair or irregular means are prohibited.
12. Food growers must disclose their growing practices in the vendor application. Three classifications of growers have been established. A. Certified Organic, B. Sustainable, C. Conventional . The designation of classification is determined based on farm practices as described in the vendor application and market definitions of those classifications. Each food producer booth will be assigned signage that must be displayed at market that indicates the production classification. The market manager will provide and place the vendor classification signs. Vendors are STRONGLY encouraged to have business signage/brochures, etc.
13. All items offered for sale should be clearly marked with a price.
14. Vendors are responsible for any and all items needed to set up their booth (i.e. table(s), chair(s), extension cords, etc.).
15. Vendors will maintain a tidy booth space, free of obstruction, litter, and debris during market hours and will leave their space in excellent condition.

16. Please provide at the end of each market an approximate dollar figure for the total sales at your stall. This information is kept confidential. The purpose is simply to gather data about market traffic and to help judge the cost effectiveness of market fee structures. This data helps to support grant applications for the purpose of gaining additional resources. Some grant applications and market surveys ask for the approximate volume of sales at the market as a whole and we prefer not to simply guess, but to have some actual data to make a realistic approximation.
17. **To ensure vendor and public safety – no early sales are allowed.**
18. No yelling, hawking, or otherwise loud noises that disturb the market's atmosphere are allowed.

Vendor Status and Fee Schedule

Each application is carefully reviewed and considered but does not guarantee a spot at CCFM. Once approved, the applicant has vendor status and is expected to adhere to market policies. The daily market fee on a sliding scale based on sales, between \$10-20, is required and will be collected by the market manager on the day of the market.

Vendors who commit to participating for the entire market season are considered seasonal vendors. Seasonal vendors receive priority booth assignment and will be featured on CCFM marketing materials, social media postings, and on the CCFM website. No seasonal vendors are accepted after the market season opens. Multiple cancellations may result in change of seasonal vendor status and benefits.

Cancellations

To avoid stall fee charges for late cancellations vendors are required to provide 24 hour notice for cancellation. All fees paid are considered final. No refunds are offered to those who violate market policies or in the event the market is closed due to circumstances outside of the market's control, such as extreme weather conditions.

CCFM Market Manager has the discretion to cancel a market in the event of dangerous or extreme weather conditions.

No Show: a pre-confirmed vendor that does not show up at a market, nor calls to cancel before market setup, is considered a no show. Vendors who have two no shows may lose their stall space reservation for future market dates. If no shows continue, vendors may lose vendor privileges for the season and consideration for future seasons.

Arrival/ Departure

Winter season: seasonal vendors may begin set-up at 7:45 am. Take down concludes by 1 pm. Meat vendors and other vendors who need access to freezers in trailers may leave their trailers on the parking pad on the west of the building for easy access. It is requested that you plan to arrive at approximately 8:35 am to avoid blocking out produce and craft vendors needing to unload. No early set up or departures please. No sales prior to 9am.

Producers/Vendors are asked to stay throughout the established market times. **Vendors who wish to leave prior to the scheduled market closing need to have approval from the market manager prior to the start of the market. This request may mean you will be assigned a different location within the market.**

Disciplinary Actions

Complaints must be in writing and brought to the attention of the Market Manager, whom will attempt to resolve the issue. If the problem cannot be resolved, the Food Works Executive Director will be consulted. If not satisfactorily resolved by all involved, concerns will be presented at the next scheduled Food Works Farmers Market Staff meeting for review and possible action. The following are causes for denial or loss of vendor selling privileges:

- * Failure to pay fees per agreement.
- * Violation of any rules as specified in the market policies.
- * Disruptive or abusive conduct or language.
- * Verified written complaints against a vendor showing reasonably conclusive evidence that said vendor has practiced deception by displaying or selling merchandise packaged to misrepresent the quality or condition of, or production practices of the merchandise, or that said vendor has given false information regarding the origin, variety, quality, condition or value of merchandise are grounds for dismissal from the market with no refunds of fees paid and removal from future participation in the market.