

The Goshen Farmers Market Rules: Saturday Market Series

Mission/Vision

The Goshen Farmers Market is dedicated to providing access to healthy, local food and building community in the greater Goshen area. Our vision is to create a vibrant space that brings neighbors together to foster a sense of home and a thriving community, connected around local farmers and artisans.

Goshen Farmers Market Rules & Regulations

Orthodox Farmhouse Brewing shares the Goshen Farmers Market vision and the alignment of our collective goals lends to a unique and exciting partnership. These rules apply only to the Saturday markets hosted by the Goshen Farmers Market at Orthodox Farmhouse Brewery. Market rules and regulations are subject to change. The Market Manager and Board of Directors will notify all market vendors in writing of any changes within one week of the decision.

A. Market Management

1. A Goshen Farmers Market representative (Market Manager or Board Member) is the main point of contact for all questions and issues during market hours, including market operations, grounds issues and other concerns.
2. Dates/Hours of Operation: First (1st) Saturday of each month, June 1 to October 5, 2024.
Market hours: 9:00 a.m. to 12:30 p.m.
3. The Market Manager will make vendor stall location assignments. Vendors must notify the Market Manager of their absence from an assigned market by noon on the Monday before the market day.
4. Setup begins an hour before opening. Orthodox Farmhouse Brewery grounds will open at 8:00 a.m.
5. The Market Manager will ask for a sales report from each vendor at the end of the market day. Individual vendor sales will remain confidential, but sales totals may be made public.
6. The Market Manager may arrange a site visit with a vendor at any time.
7. The Market Manager and Orthodox Farmhouse Brewery are responsible for scheduling all Market Entertainment and Concessions.
8. In the case of lightning, the market will be canceled altogether. The Market Manager and Board of Directors will send written notification to scheduled vendors of the decision about holding the market by 6:00 a.m. on market day.

B. Expectations of Vendors

1. Vendors must apply for market membership annually.
2. Vendors must comply with applicable state, local, and Health Department regulations. The Market Manager may request copies of applicable permits at any time and failure to comply will result in termination from the market.
3. Vendors are responsible for understanding and complying with Arkansas Department of Health production and labeling requirements for relevant products. See "Arkansas Homemade Food Production Guidelines" (July 2021).
4. All products should be displayed attractively.
5. All display tables must use table covers. Vendors must provide their table covering or arrange

- with the Market Manager ahead of time.
6. Each vendor should set their prices. Prices should be set in keeping with customer satisfaction and consideration of other market vendors. All prices shall be posted in easy view at all times.
 7. It is the responsibility of the vendor to warrant, refund, or exchange merchandise that is deemed unsatisfactory.
 8. Vendors should always have identification (Farm or Business name) visible to customers and the Market Manager. All Vendors are expected to display the uniform market signage provided to them by the market.
 9. Vendors are encouraged to advertise their products and business presence at the Goshen Farmers Market and Orthodox Farmhouse Brewery through their established marketing platforms (social media and others).
 10. Vendor employees who sell at the market should be knowledgeable about the product they are selling.
 11. Vendors and their employees shall maintain themselves in a clean, professional, and attractive manner.
 12. Vendors must always be polite, kind, and courteous towards vendors, board, market staff, and customers.
 13. Each vendor and their employees shall not consume more than one (1) alcoholic beverage during market hours. Any complaints of overconsumption or conduct of a vendor will be subject to the policy of the Goshen Farmers Market outlined in section B.27. Vendors are welcome to enjoy additional brewery offerings after market take-down is complete.
 14. Each vendor shall maintain a clean and presentable condition within their area and leave that area free of debris before leaving market day.
 15. Each vendor shall remove their waste off-site.
 16. Use of electricity is limited and must be pre-approved by the Market Manager. If you require power, you need to bring at least 40" extension cord AND a power strip if needed. ALL extension cords must be 3-prong commercial cords.
 17. Set-up and breakdown of the table on market day is the responsibility of the vendor. Vendors are to supply their own 10'x10' tent, table(s), and chair(s) to set up within their assigned stall location. White tents are preferred.
 18. All vendors must tie down their tents using a minimum of 35-lb weights on each of the four corners.
 19. Vendors shall utilize cellular data only to support their Point-of-Sale system. It is not acceptable to use the Wifi that is only available inside the Orthodox Farmhouse Brewery taproom.
 20. Due to safety concerns and good business practices, vendors must be in their stall and set up 15 minutes before the market opens and are expected to occupy their stall until the market is closed. The Market Board of Directors follows a three-strike rule for compliance with this rule, with written warnings for the first two offenses and a written notice of termination from the market season upon the third offense.
 21. Vendors must not conduct any business before the start of the market.
 22. Vendors must park in designated areas and minimize the parking spaces that they take up. Vendor parking spaces may be a distance from your booth location so please consider the transfer of your goods and consider bringing a wagon or other transport. Vendors may not at any time drive on the Orthodox Farmhouse Brewery lawn.
 23. If a vendor chooses to bring a pet to the market, the pet must be well-behaved and contained on a leash or penned. The Goshen Farmers Market and Orthodox Farmhouse Brewery are not

liable for injury or damage caused by the pet.

24. If a vendor chooses to bring children to the market, they must be supervised by an adult at all times.
25. Solicitation of all types is prohibited on market grounds unless specifically approved by the Market Board of Directors and Orthodox Farmhouse Brewery.
26. Vendors will treat all facilities at Orthodox Farmhouse Brewery with care and respect. Reasonable fees will be collected from the vendor for repair or replacement costs due to the vendor's negligence or any of their representatives.
27. Complaints against a vendor can be submitted to the Market Board of Directors in writing and signed by the complainant. The name of the complainant shall be kept confidential. Site visits may be necessary in some cases and will be performed within 30 days of receipt of the complaint. Substantiated complaints to the Market Board of Directors will result in a written warning to the vendor and repeat offenses or violation of these expectations may lead to market suspension.

C. Vendor Categories: Vendors must fit into one of the following categories and produce or supplement with goods from within a 150-mile radius. All products grown, produced, and offered for sale must be within 150 miles of the market. Vendors can supplement up to 20% of their market items in a week from another vendor otherwise meeting vendor standards and radius requirements. If a vendor in one category wishes to sell or supplement items that fall under another category, they must first receive Market Board of Directors approval.

1. **Farmers/Growers** (produce, eggs, and USDA-inspected meat, etc.): A vendor in the farmer/grower category is a person who is responsible for both planting and harvesting the produce they sell whether or not they own the property they farm. The vendor shall sell only agricultural, horticultural, or food items that they have grown, produced or processed. All produce vendors are required to post signage stating the name of the farm and the address of where produce sold at this market is grown.
2. **Homemade Baked Goods and Processed Food:** A vendor in this category is a person selling vendor-made food products manufactured and packaged before the market. Persons involved in the baking shall sell baked goods. Non-potentially hazardous food products may be produced in a home kitchen. All items sold in this category must be clearly labeled with a complete ingredient list and otherwise comply with Arkansas Cottage Food Laws.
3. **Artisan and Crafter:** A vendor in the Artisan and Crafter category is a person who makes non-food items for sale at the market and does not sell produce or food items. Items sold in this category must be made or substantially enhanced by crafting (restoration, personalization, etc.) by the person renting the market space, and the Market Manager may ask the vendor to share examples of and demonstrate the making of their goods before approval for sale. Application acceptance will be made based on quality, originality, creativity, and space availability. All merchandise displayed and sold must be in good taste and appropriate for an open-air community market. Handmade clothing should list fabric content and care instructions. Handmade jewelry should list all metals used in the creation of the product.
4. **Non-profit or Informational groups:** A non-profit organization not otherwise fitting into one of the above vendor categories or that sets up a booth for information purposes only will not be required to pay the rental fee. The Market Manager will include one such community booth in the weekly layout as space permits.

Note: No sales of live animals or weapons are allowed at any time.

D. Vendor booth options: Vendors may choose from three options for market presence:

1. **Full Series:** Committing to presence every month for the duration of the market season.
 - a. \$125 (\$25/market)
 - b. Payment is due in full six weeks before the market starts.
2. **Daily:** Committing to vendor space by the day.
 - a. \$30 per day.
 - b. Payment is due one week before the vendor's chosen market day. A vendor's spot will not be confirmed until payment is made.

The Goshen Farmers Market Saturday Market Series Vendor Agreement

Goshen Farmers Market Rules & Regulations

____ Acknowledgement: I have received and reviewed a copy of The Goshen Farmers Market Rules.

____ I understand I can expect written notice of any changes to these rules within one week of the decision. I have shared my current contact information to ensure I receive timely notice and know it is my responsibility to update market management should my contact information change.

____ I am willing and able to comply with these rules as a representative of The Goshen Farmers Market and our community.

Market Term and Payment

____ I understand it is the market’s goal to operate on the 1st Saturday of the month from June 1 to October 5, a total of 5 weeks in the 2024 calendar year.

____ I am willing and able to commit to _____ (full series/daily) presence at The Goshen Farmers Market.

____ For the above-mentioned term, I am paying \$_____ by _____ (payment method).

GFM use only: _____ (representative) received this payment on _____ (date)

Vendor

Please print: _____ (name) for _____ (business)

Please sign: _____ Date _____

Market Representative

Please print: _____ (representative) for The Goshen Farmers Market

Please sign: _____ Date _____

For additional information please email thegoshenfarmersmarket@gmail.com