

## **Lewisburg Farmers Market Market Rules 2018**

1. The Lewisburg Farmers Market will not discriminate against anyone because of race, religion, color, creed, national origin, sex, age disability or sexual orientation.
2. The Lewisburg Farmers Market and its Executive Board, the City of Lewisburg, and the Lewisburg United Methodist Church are not responsible for product liability or personal liability for individual sellers. Each vendor will provide their own liability insurance or sign a liability insurance waiver agreeing to be financially responsible for any damages caused by their products or negligence. The Lewisburg Farmers Market, its Executive Committee, the city of Lewisburg, and the Lewisburg United Methodist church shall be Held Harmless of any and all liability.
3. **Fees effective January 1, 2017:** Fees shall be \$75.00 for Producers or \$10.00 set up for Part Time Producers. Exceptions to the fees: any student (Young Farmer) participating in FFA, 4-H or other educational program will be exempt from paying any fee. All fees are non-refundable. Young Farmers under the age of 18 , must be accompanied by an adult.
4. Part Time Producers are required to fill out the Market Application form prior to or upon first visit to the market, and pay the set up fee (each time) prior to setting up in their space, as assigned by the Market Manager. Any applicable documentations, licenses, permits, and certificates must be presented at time of application. Such licenses and certifications must be available for inspection at any time. Part Time Producers are required to arrive at market before 7:30 a.m. (or at a day/time mutually agreed to by the Market Manager) so as to give time for the Market Manager to review market rules and verify that scale and packaging are in compliance with WV requirements.
5. The Market Manager(s) reserve(s) the right to inspect any participant or member's farm by appointment. This will include random inspections. The primary purpose of a farm inspection will be to determine whether the participant or member is in fact producing all that he or she is selling at the market. Upon notification, participant or member must make all production areas available within three (3) days. Refusal to allow inspections ground for indefinite suspension. A decision regarding the inspection must be rendered not later than five (5) days from the completion of the inspection (Refer to "Lewisburg Farmers Market Producer Visitation" document included in the vendor handbook packets.)

6. The Lewisburg Farmers Market reserves the right to prohibit anyone from selling at the Market that does not adhere to the rules and by laws.

7. **What can be sold?**

All vendors should refer to the “Farmers Market Vendor Guide”, available from the county health department or on line from the West Virginia Department of health and Human Resources (WVDHHR), regarding the products they plan to sell.

a. **Raw Agricultural Products:** This category includes fruits, vegetables, grains, herbs, flowers, bedding plants and potted plants. All products must be grown by the Producer and from the Producer’s own facilities and should be of the best quality possible. No resale of Raw Agricultural Products is allowed. Bedding plants and potted plants must be grown from seed, plug, cutting or bare root by the seller. No resale of pre-finished p0lants is allowed. Human manure may not be used in the **production of Raw Agricultural Products.**

b. **Value Added Agricultural Products:** This category includes products made of raw agricultural products, grown or produced by the seller that have been processed and whose sale a government agency regulates. Examples are wines, jams, jellies salsas, sauces, oils, vinegars, molasses, cider, compost, breads and baked goods, soups, wool, and picked out nuts.

- i. The value added products must contain significant/meaningful material grown or produced by the seller. In the case of breads or baked goods, this rule will be waived, however, if possible the Producer should either grow meaningful ingredients or purchase said ingredients from other local Producers of the market. Sellers must abide by all applicable federal, state, and local health regulations. In addition, they must adhere to federal and state guidelines on all labels.
- ii. Due to the location of the market, wine, beer, and other alcoholic beverages may not be sold.

c. **Eggs:** Eggs sold at the Lewisburg Farmers Market must be produced from the vendor’s own flock in the vendor’s immediate custody, care, and control. Vendors must abide by all applicable federal, state and local regulations and inspection requirements. In addition, they must adhere to federal or state guidelines on all labeling. Vendors selling eggs must have a food establishment permit and egg distribution license.

d. **Meat and other Animal Products:** This category includes meats, poultry, milk, cheese, eggs, farm-raised fish, honey, leather, and other products derived from animals. All slaughter animals shall be in the vendor’s immediate custody, care, and control a minimum of 50 percent of the animals’

life at time of slaughter. Vendors must abide by all applicable federal, state and local regulations and inspection requirements. In addition, they must adhere to federal or state guidelines on all labels. All animals sold as cut meat the Lewisburg Farmers Market should come from a known source: no resale or trader or sale barn livestock and no livestock from an condemned or "for slaughter only" herds shall be sold in any form. No live animals may be sold at market.

- e. **Crafts:** Craft, for the purpose of the Lewisburg Farmers Market, shall be determined to be: an item made by hand, not by industrial type production, which an observer of the craft can appreciate the technique and special skill used in the craft's production. All crafts must be of excellent workmanship, both in quality and design, and must be related to the market theme of food production, gardening, cooking and ecological sustainability. The majority of the materials in each crafted item should be natural in substance: wool, wood, earth, vines, flowers, clay and other products of the land. The majority of the materials in all crafts should be produced in West Virginia. Special considerations may be given to recycles materials and biodegradable substances.
- f. **Special Events/Fundraisers:** The Market Manager may allow special events or fundraiser sales to be held in conjunction with the Farmers Market..
- g. **Third party informational books and pamphlets** may be distributed or sold to further educate the customers about a Producer's product. Products in this category must be brought to the Market Manager for approval prior to set up.

## 8. Market Day:

- a. The market will be open in the parking lot of Lewisburg United Methodist Church on East Washington Street, from April through October. Market Day will be each Saturday from 8:30 AM to 1:00 PM. Each vendor will arrive in sufficient time to set up by 8:30 AM. Except for trailers or exception from the Market Manager, vendors will move their vehicles out of the adjacent parking rows after setup to allow customers convenience and inviting access. There is no prohibition against early sales. No vehicular traffic will be allowed in the sales area after 8:30 AM until market closing.
- b. The Market Manager shall be responsible for collecting fees and assigning setup spaces. The Market Manager shall be responsible for general organization, oversight, and management of the market and all Market Day decisions, questions and concerns shall be directed toward them.
- c. Each vendor is entitled to a single space large enough for a 12'x12' tent with room around the sides to allow for comfortable movement.

- d. Each vendor will provide display racks or tables, bags, money for change, and will post prices in view of the public. Each vendor is encouraged to

participate in the West Virginia Farmers Market Nutritional Program. Displays shall not extend into the aisles and walking space of the market, maintaining these open spaces is important for the safety and flow of shoppers.

- e. All scales used at the market shall be legal for trade and certified by the State Weights and Measures Division.
- f. Free samples may be given if all state and local Health Department regulations are met.
- g. The Lewisburg Farmers Market shall be smoke, drug, and alcohol free.
- h. The market members must truthfully represent their products and agricultural practices when questioned by customers (i.e. Are you an organic grower?)
- i. The Lewisburg Farmers Market in keeping with the desired low stress market experience forbids “hawking” and “barking” or other stressful marketing strategies. Specifically yelling and calling out what one has for sale or dragging a customer away from other vendors physically or by voice is prohibited. Inappropriate language or behavior, profanity , or other harassment or abuse by a member, participant, employee, or customer toward another member, participant, employee, or customer is grounds for immediate and up to permanent expulsion from the market.
- j. Consignment sales will be allowed on a temporary basis. Any member may sell the products of an absent member on consignment as long as all requirements of the Lewisburg Farmers Market are met.
- k. Each vendor is responsible for cleaning up his or her area before leaving the market. Vendors are encourage to participate in work days, when schedules, to maintain the overall appearance of the market space.

## **9. Pricing and Sales:**

Each vendor shall set their own prices, which should be set in keeping with customer satisfaction and consideration and the other market vendors.

## **10. Grievances:**

Any grievance regarding the actions of other vendors must be brought to the attention of the Board, by way of reporting the initial grievance to the President or the Market Manager in writing, and not directed to the vendor in question. The President will determine if a special meeting of the Board needs to be called to settle the grievance. In case of the need for an immediate action, the Market Manager or the President may use his or her discretion to settle a grievance at market, and shall pass it to the Board for final review. The Board

may appoint a Grievance Committee to work with LFM to promote Non-Violent Communication skills in reducing and resolving conflicts.