

## **2017 Capitol View Farmers Market Rules and Bylaws**

**The Capitol View Farmers Market mission is to provide quality fresh foods to the growing East Madison area by providing an outlet for locally grown produce, farm fresh meats, dairy products, baked goods, and more in a fun and friendly atmosphere. The Capitol View Farmers Market rules are designed to help achieve this mission. We reserve the right to add or modify these rules as needed.**

### **Products Offered**

The Capitol View Farmers Market prefers that items offered be grown, gathered, produced and/or processed in Wisconsin by the vendor. If product is not self grown or not from Wisconsin, a sign posted in your booth must indicate where it was grown. Specialized foods not indigenous to the area may be allowed on a case-by-case basis. In all cases, food must be fresh and not from a wholesaler.

Vendors selling processed foods need a certified kitchen and a license. Not all ingredients need to be grown by the seller or be from Wisconsin. Capitol View Farmers Market reserves the right to request a copy of your license for its records. All processed products must be properly labeled in accordance with the State and Federal labeling laws. All containers must comply with State laws. All Sellers must abide by, and all products must comply with, all applicable federal, state, and local regulations governing health, packaging, labeling, taxes, scales, weights, and measures, etc. For more information contact the Permit Center at 1-800-435-7287. Please note that live animal sales are not allowed.

### **Vendor Fees and Policies**

Payment in full must be received by the Capitol View Farmers Market Board by April 30, 2017 in order to insure a spot is reserved for you. Vendor single space is approximately 10' x 12'. We will try our best to allow vehicle parking next to your booth space but it is not guaranteed.

Market Hours are from 3:00pm – 7:00pm. Vendors may arrive after 2:00pm for setup and must be ready to sell products when the market opens at 3:00pm. Food Cart Vendors must be set up and ready to sell by 4:00pm. Vendors are expected to stay until 7:00pm and are not allowed to drive through the market area from 3:00pm – 7:00pm. Market Area must be vacated by 8:00pm. You will not be allowed to drive into the Market Area after 3:00pm and all vehicles must be removed from the street in the market area by 3:00pm. Arriving after 3:00pm is considered a no-show unless there is a valid reason for being late. The Market Manager will determine whether late arriving vendors can set up. No shows or showing up late is considered a violation of the Capitol View Farmers Market Policies, Procedures, and Rules, and is grounds for immediate termination of Market Membership at the sole discretion of the Market Manager.

Vendors must contact the Market Manager by phone or email no later than 24 hours prior to the market opening if they are not able to participate in a market on any particular week for which they have registered.

When the Market Manager is notified of an absence in advance, the manager will then be able to call another vendor on the waiting list. Substitute Vendors pay a \$15.00 fee the day of the event. Payment must be received by 2:30PM on the day of the event. Walk-in vendors are not allowed. There are no refunds for an absence or early termination of your space.

*Quiet running gas generators are allowed. Electric outlets are not available at the market. Capitol View Farmers Market reserves the right to select or refuse any vendors.*

## **2017 Capitol View Farmers Market Rules and Bylaws (page 2)**

### **Vendor Waiting List**

The Market Manager will keep a waiting list of vendors who are interested in participating in the market should a vendor not be able to participate in a market for which they have registered. The Market Manager will attempt to keep a variety of products at the market to balance the types of products sold. This may result in someone lower on the waiting list being invited to the market to ensure product variability.

### **Vendor Conduct**

Owner or seller designee is expected to be at the booth. Seller designee needs to be knowledgeable about the product and/or processing.

Vendor booths are to be well maintained. Each vendor is responsible for cleaning up his or her own booth area and disposing of organic matter. Vendors must clean up their sales areas completely before leaving and haul the waste home.

No loud or disturbing noises shall be made or action taken on the grounds which will interfere with the rights, comforts or convenience of other vendors or the public. No vendor shall play a radio or any other sound instrument during the market open hours of 3:00pm – 7:00pm. The running of any gasoline or diesel motors or engines, including all vehicles, is not permitted unless you are a licensed Food Cart serving prepared foods.

Vendors shall conduct themselves in a manner that is courteous to other Vendors, Market Personnel, and the Public. Behavior which is threatening, abusive, or harassing is considered a violation of the Capitol View Farmers Market Policies, Procedures, and Rules, and is grounds for immediate termination of Market Membership at the sole discretion of the Market Manager.

### **Inspection**

Representatives of the Capitol View Farmers Market shall have the right to conduct an inspection of the production areas of products sold by a vendor in the Market. The vendor will be given 48 hours notification prior to an inspection. An inspection may include ownership information and other important details to determine product legitimacy. Failure to allow an inspection constitutes a violation of the Capitol View Farmers Market Policies, Procedures, and Rules, and is grounds for immediate termination of Market Membership at the sole discretion of the Market Manager.

### **Vendor Liability**

All authorized vendors participating in the Capitol View Farmers Market shall be individually and severally responsible to the market for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees, and all vendors hereby agree to indemnify and save the MARKET harmless from any loss, cost, damages, and other expenses, including attorney fees, suffered or incurred by the MARKET by reasons of the vendors negligence or that of its servants, agents, or employees. No insurance is provided by the CAPITOL VIEW FARMERS MARKET and to participants in the MARKET. Sellers are responsible for their own personal business liability insurance. The Capitol View Farmers Market encourages vendors to obtain private liability insurance and provide the Capitol View Farmers Market with a copy of that liability policy. The Capitol View Farmers Market does not carry liability insurance coverage for individual vendors.

*Failure to meet any of the rules may result in you being asked to leave and not allowed back. Refunds will not be given when Market Memberships are ended by the Vendor or the Market. Vendors are expected to have a great season and enjoy the market!*