



JOHNSON COUNTY COMMUNITY FARMERS' MARKET

2020 Rules & Expectations

I. HOURS OF OPERATION

- a. The 2020 Market will run from April 25 to September 5.
- b. Saturday times are from 8:00 am to 12:00 pm.
- c. Wednesday times are from 5:00 pm to dark. All Courthouse operations must be closed before setting up.
- d. All sales will begin: Saturdays 8:00 am and Wednesdays 5:00 pm (with the exception of regular customers picking up pre-ordered items).
- e. Vendors may sell on the online market when the site is available. foothillsmarket.locallygrown.net
- f. The market will be closed during largescale downtown events on the court square, such as the Peach Festival.
- g. The public meeting will be held April 6, 6:00 pm at the First Security Bank Community Room.

II. FEES

- a. **\$35.00 Seasonal Fee** (paid one time, with application)
- b. Refunds of the Seasonal Fee will not be allowed.
- c. Vendor spaces shall be "first come, first served." Please respect the space of others.

III. EXPECTATIONS OF GOODS

- a. ALL produce **MUST** be grown in Arkansas.
- b. ALL artisans **MUST** create, refinish, or repurpose their items.
- c. Absolutely **NO** resale or flea market items. **NO** wholesale. **NO** exceptions.
- d. **NO** live animal sales permitted.
- e. A maximum of 20 craft-only vendors will be accepted. Produce, food, and flower vendors will be allowed to sell crafts in addition to their product and will not be considered a craft-only vendor.

IV. RISK MANAGEMENT

- a. Signs are required to identify who vendors are, what they are selling, and prices for items being sold.

- b. To ensure a safe, pleasant environment, all vendors are responsible for the safety and cleanliness of their booths.
- c. The market is not responsible for any accidental injuries occurred at or near the market venue.
- d. Dogs are allowed if on a leash and unaggressive to other dogs or people.
- e. Vendor Card must be displayed at the booth, including the address of product origin.

V. QUALITY CONTROL

- a. Products offered for sale to consumers must be of the highest quality.
- b. If inferior/or older produce is offered, it must be displayed away from new, fresh products, labeled as such, and sold at a reduced price.
- c. Cottage food vendors are required to display the card, with address at all times, per the Arkansas Cottage Food Law.
- d. No smoking. No alcoholic beverages.

VI. ENTERTAINMENT & GUESTS

- a. Market rules allow organizations, such as school clubs and related groups, which are complimentary to the mission and goals of the Johnson County Community Farmers' Market, to host a table promoting their group once per year. A one-time use Vendor Fee of \$35.00 is required.
- b. Organizations may sell tickets for their fund-raising efforts based on market manager approval, but no sales of any kind are to occur, outside of ticket sales.
- c. Musical guests, artistic performances, and educational activities may also be allowed with preapproval from the Board.
- d. A two-week pre-approval screening is necessary for all guests.
- e. Businesses and organizations may apply to be a "Market Partner" and/or sponsors by submitting an application to the Chamber of Commerce.
- f. Religious groups and political campaigns are not permitted to operate a booth space.

VII. COMPLIANCE

- a. Complaints must be delivered in writing to the Board of Directors. This will allow the opportunity to resolve an issue before it becomes necessary to involve the full market governing body.
- b. If any vendor is verbally notified on a complaint and continues to violate a rule, they will be sent a written warning of non-compliance. If the non-compliant behavior continues, suspension and/or expulsion may follow.
- c. The Johnson County Community Farmers' Market adheres to the Arkansas Farmers' Market Guidebook, including the Cottage Food Act 72 of 2010 and the "Farmers' Market Vendor Guide," *A Guide for Farmers and the Consumer*, from the Arkansas Department of Health and the Arkansas Agricultural Department.



JOHNSON COUNTY COMMUNITY FARMERS' MARKET

Vendor Application

Complete and return this section (pages 3, 4, & 5) to the Chamber of Commerce.
Keep pages 1 & 2 for your records.

VENDOR INFORMATION:

VENDOR NAME _____

BUSINESS NAME _____

MAILING ADDRESS _____

PHONE _____

EMAIL _____

WEBSITE / FACEBOOK PAGE _____

TYPE OF VENDING / BRIEF DESCRIPTION:

FOOD / PRODUCE _____

ARTISAN _____

VIII. Certification

- a. By signing the Vendor Application, you have acknowledged that you have read and understand the Rules and Expectations of the Johnson County Community Farmers' Market.
- b. Return completed application and seasonal fee to the Chamber of Commerce.
- c. Please make checks payable to:

**Johnson County Community Farmers Market
101 N Johnson St.
Clarksville, AR 72830**

d. Paid With: (circle one) CASH / CHECK

Check #: _____

I, _____, have read & agree to abide by the
Please Print Vendor Name
rules set forth by the Johnson County Community Farmers' Market as listed in the vendor packet. I understand that failure to do so may result in my suspension and/or removal from the market.

SIGNATURE _____

DATE _____

BOARD MEMBER'S SIGNATURE _____

DATE _____



RETURN THIS PAGE TO VENDOR

IX. Vendor Card.

- a. The 2020 Vendor Card is your receipt of payment for this year's market.
- b. Once your information has been reviewed and accepted, your Vendor Card will be issued to you.
- c. We encourage you to bring your Vendor Card to the Market and display it when selling. Cottage food vendors are required to display the card, with address at all times. Some vendors frame their card for protection and display purposes.

Office Use Only Below This Line

This document certifies that

_____ is a registered vendor of the
Johnson County Community Farmers' Market



Board Signature: _____

2020

As a Market Vendor, I certify that the products that I sell originated in Arkansas at the following address:

_____, AR _____
Street Address City Zip