

2024 BELLEVUE FARMERS MARKET RULES AND REGULATIONS

Dates & Location

- ✓ Saturdays 8:00 a.m. – 12:00 p.m., June 1st – October 5th, 2024
- ✓ Public sales are allowed before 8:00 a.m. but not after Noon.
- ✓ The Market takes place in Washington Park located at 20th and Franklin Avenue, approximately two blocks North of Mission Avenue.

Seasonal Vendors are vendors that pay the space fee for the full season; they are also given priority over weekly vendors. They are assigned a particular space that they are permitted to set up in each Saturday of the Market. Seasonal vendors who have traditionally paid **IN ADVANCE** are generally granted the “first right of refusal” to reserve their stall from season to season. New season spaces are available on a limited basis each season. Please call Market Manager, Sarah Milligan at 402-239-8269 if you have any questions. ***Do NOT sign up as a Seasonal Vendor if you are unable to pay the entire amount when you send in the form. There are NO exceptions. If we have someone on the waiting list in your category willing to be a seasonal vendor and pay in advance, that application will take priority over your unpaid application. Sending the form back and marking “seasonal vendor” without full payment makes you a weekly vendor. You may not be allowed to participate should a seasonal vendor request be in the queue.***

Weekly Vendors are scheduled for stall spaces depending on space availability, product mix, and market management discretion. Weekly vendors should expect to be in a different stall each week they are scheduled. Requesting a date on the vendor application form does NOT guarantee a stall space for that day. Your schedule flexibility is appreciated as we continue to fill last-minute cancellations up until Friday afternoons. Make sure all of your contact information is accurate on your application. This means phone numbers and emails. Please print your information so it can be easily read. ***Your Weekly Vendor form MUST include payment for the first Saturday requested. Your form will be sent back to you if payment is not included.***

Space Details: Each space is approximately 10 feet wide by 16 feet deep. Vendors are allowed additional depth at the discretion of market management. Please be mindful of your allotted space(s) and do not infringe on your neighbor. Our spaces will be marked and you will be assigned a number.

After speaking with our Parks Dept. Director, it has been decided that we need to preserve our green space to the best of our ability. With that being said we will not be allowing as many vehicles to drive on and off our grass area or stay parked behind their vehicles. The only exception made will be for those who have a disability tag/sticker on their vehicle, produce, and/or baked goods vendors.

It is against the rules to leave your vehicle parked on the grass.

We have specific staging areas set up to make it easier for you to unload/go park your vehicle in 4 areas around the park and have a layout for the vendors that should make it easier for all to set up.

Please be prepared to bring handcarts, wagons, and dollies to use to move your products.

- Subletting or sharing spaces is not allowed. If a seasonal vendor is absent from the Market, BFM management has the right to fill the space with another vendor **for that weekend only**.
- Please let us know if you will be absent no later than FRIDAY at noon- - this policy allows us to keep our vendor fees low and helps us keep the Market full and energized. You do this by calling or texting Sarah Milligan at 402-239-8269 Please put this number in your cell phones! **Do not message via Facebook or email.**

- Vendors are provided a space. You are responsible for bringing your items for set-up including, but not limited to tables, chairs, tents/umbrellas and necessary weights, signage, cash boxes, and change. We highly recommend you keep a tarp with your supplies for muddy mornings.
- The Market does NOT have storage available. **Our Market Manager & volunteers are unable to help you set up your items.**
- **Vendors are *required* to have a sign with their name and location (city or town); vendors must also list prices. Signs must be prominently displayed each week. This is required by the state and should we be inspected, you will be in violation without the signage.**

Payments, Billing, and Fees

- Please see the Vendor Application for a complete breakdown of space, and electrical fees.
- Seasonal vendors are required to pay the *entire* season fee and electrical fees, with no exceptions and no discounts or refunds if you are absent. **This fee MUST be paid before the start of the market.**
- Returned checks: First occurrence the vendor will be charged an additional \$25 fee and must pay the entire amount in cash to Matt or Sarah Milligan. The second occurrence, you will no longer be welcome to be a vendor at our market.

General Policies

- It is the vendors' responsibility to be familiar with the local, state, and federal regulations and permits that govern the products of which they sell. The notes and guidelines included in this document are included as a courtesy but do not take precedence over governmental policy. We do have a health inspector who makes a surprise visit several times each season. This is your responsibility, not ours.
- Only one category of product is allowed per stall space, but exceptions can be made. Please ask us first. For example: house plants with baked goods would be a no. You would need 2 separate booths next to each other.

If you have questions, call Sarah Milligan for clarification.

Categories are:

- Farm & Nursery Products and Processed Farm Products
 - Value Added Food
 - Craft Items
- **The Bellevue Farmers Market is a “green market” and priority is given to the Farm & Nursery Products, Processed Farm Products, and Value Added Food categories.**
 - All vendors (seasonal and weekly) must complete the application process before being allowed at the Market and must make payment at that time. **Do NOT send back your forms without payment. If you are not selected, your payment will be returned.**
 - The Market is held rain or shine and refunds are not given unless the Market is cancelled before opening and at the determination of BFM management. In this case, refunds will only be considered for Weekly Vendors. Cancellations will be announced on the City of Bellevue Website, via the Market's social media sites, and local media outlets. **Vendors will not be contacted personally.**
 - The BFM Onsite Manager will assign the vendor space. Please DO NOT start set-up until you have been assigned your space.
 - **Keep booths back a minimum of 1 ft. for space from the sidewalk.**
 - The BFM Onsite Manager arrives between 6:00 a.m.-6:30 a.m. each Saturday.

- Vendors are allowed to drive onsite between 6:30 a.m. and 7:00 a.m. to the pre-assigned staging areas. Vendors arriving after 7:15 a.m. must handcart items. Those that do not follow this rule are making it difficult for the other vendors to set up. All vendors **MUST** be onsite by 7:15 a.m. without exception. NOTE: If you arrive after 7:15 am, you will not be allowed to park on the grass if allowed that day.
- If you know your assigned spot, you are welcome to set up even if staff has yet to arrive. Do **NOT** set up if you have yet to be assigned a spot by the Market Manager. Please wait for their arrival.

Vendors that are not onsite by 7:15 a.m. may have their space reallocated to another vendor. No vehicles are allowed to enter or exit the staging area between 7:30 a.m. and 12:00 p.m. If there is an emergency, please work with the Onsite Manager.

- Vendors are not allowed to leave before noon even if they sell out of product. We have this rule because we do not want vehicles moving while shoppers are on site. Please take this opportunity to enjoy the market and visit other vendors.
- No items offered for sale may be jobbed or commercially made. All products must be the original work or product of the vendor. There are a few exceptions such as food-based items approved by the market manager.
- Definition of “Vendor” – Vendor shall be defined as the producer of goods sold and shall include spouse, siblings, children, parents, and employees of the applicant who assist in the cultivation of the same property or assist in the production of items available for sale.
- BFM Management reserves the right to conduct on-site inspections of farms, kitchens, or other workshops or spaces.
- Electricity is limited for a fee in a small section of the Market and must be arranged in advance by contacting Sarah Milligan. If vendors are approved to use electricity it is their responsibility to provide a 100-foot heavy-duty extension cord and heavy-duty mats to cover the cord. This will not be provided and you will not be allowed to use the outlets without this safety precaution.
- No smoking or vaping in vendor stalls or the Farmers Market area. **NO EXCEPTIONS**
- Non-produce vendors are responsible for collecting, reporting, and paying sales tax. Bellevue’s current tax rate is 7%. (State 5.5%, Bellevue 1.5%)
- Vendors selling woody plant material or perennials must be licensed with the Nebraska Department of Agriculture, Plant Industry, without exception.

Additional Rules:

- Trash, including produce debris and food items, must be picked up and disposed of after each market. Vendors are responsible for cleaning their area before leaving. **Please take your trash out with you, much as you would a campground. You should note that the park does feature recycling bins and we encourage you to dispose of your items accordingly.**
- Vendors must vacate Washington Park no later than 1:00 p.m.
- There is **ABSOLUTELY NO** vendor parking around the perimeter of Washington Park. This parking is reserved for our Farmer’s Market attendees. Please Park in the surrounding neighborhood. It is detrimental to our market traffic when vendors decide to be lazy and not follow this rule. There is a substantial deficit in the amount of customers we receive, when they can’t find a place to park. The only exception made will be for those who have a disability tag/sticker on their vehicle. As always, talk to the market manager. If you break this rule regularly, you will not be allowed to continue your participation.

Food Displays and Packaging:

- All food items must be free from harmful pesticide residues and free from insects and spoilage. All produce must be washed.
- All food items, including produce, must be stored and displayed at least 6 inches above the ground.
- Pre-packaged produce must be in NEW food-grade plastic bags or plastic food wrap. Produce sold by piece or per quantity may be sold in NEW paper or plastic bags.
- Only legal scales with state permit stickers will be allowed. Vendors without legal scales must sell by the piece or per quantity. If you wish to sell produce by weight, but do not have a legal scale, consider weighing and packaging items at home, but sell 'by the bag' or 'by the package'.

Sarpy County Health Department:

- Only products in compliance with the regulations of the Nebraska Health Department may be sold at the Market. You can also download a food safety PDF from the NHD website. ***The vendor is responsible for securing all necessary permits and approvals.***

Additional Information:

- **Seasonal and Weekly** vendors pay fees directly to the Market Manager. All paperwork must be completed and turned in with the payment at that time. It is NOT the market manager's job to provide the forms. **Please try to have exact change.**
- Vendors selling meat products must display proof of USDA inspection and a current manufacturer's license/permit on-site during the market each week.
- Perishable produce and other food items must be maintained at appropriate temperatures with heating and cooling devices. Eggs must be kept in a cooler at 45 degrees.
- Vendors selling ***approved products*** prepared in a non-regulated, non-inspected kitchen must clearly display a sign at their stand indicating such. The sign must be clearly visible and worded. A sample of acceptable wording is: "Food items were prepared in a kitchen that is not subject to regulation or inspection by the Foods Division of the Nebraska Department of Agriculture". ***Only certain items (mainly baked goods) are eligible for this option, please contact the Nebraska Health Department for details. We cannot prevent our local Health Department from prohibiting you from participating if you do not follow the rules.***
- Vendors selling items produced in a regulated kitchen must display their license at the Market. Only water-processed jams and jellies are allowed--no paraffin-topped.
- Sampling must meet the Health Department code. Contact Paul Delsignore at (402) 326-2694 for additional information.
- Your local Extension office can provide publications on home food preservation and horticultural topics.

Onsite Manager & Other Amenities:

- The onsite volunteer manager is available to help vendors and customers with things including lost and found, vendor locations, and other Market-related questions.
- Public restrooms are available on the east side of Washington Park.
- Once your items are unloaded, BFM Management asks that vendors park vehicles on the east side by the Food Pantry stand-alone building, and drop trailers at least 1/2 block away from the Market to leave prime parking spots available for customers.

Resources:

- * Nebraska Department of Agriculture Paul Delsignore (402) 326-2694
- * State of Nebraska Department of Revenue (402) 595-2065
- * Nebraska Department of Agriculture Bureau of Dairies and Foods (402) 471-2536
- * Department of Agriculture, Weights & Measures (402) 471-4292
- * Nebraska Department of Agriculture, Plant Industry (402) 471-2394
- * **BFM strongly encourages qualifying produce and food vendors to accept WIC Program and Senior Nutrition Program coupons for qualifying purchases. For more information on becoming a participating vendor in these programs please contact (402) 471-2781 (WIC) or (402) 471-4623 (Senior Nutrition).** We receive quite a few requests from these two demographics, and we do pre-promote which vendors participate in this program.

You must be signed up to accept these coupons.

Rule Violation Policy:

Violation of any of the Rules and Regulations or policies laid out in this or future notices will be handled as follows:

- 1) The first violation results in a verbal warning, which may be issued by any member of the BFM Management team including the Onsite Manager.
- 2) The second violation results in a written warning issued by the Market Manager.
- 3) The third violation results in expulsion from the Market without a refund for that day.
- 4) The fourth violation results in expulsion without refund for the remainder of the Market season.

Please help us cross-promote with your social media. If you have special items that you want promoted, message the market manager and she will share the information and any photos you may have as time allows. The more we support each other, the larger we can grow our market and the traffic that attends. We can more effectively do this if you participate in how we market and get the word out each weekend. Remember, we are a rain-or-shine market, and keeping our attendance steady is a financial benefit for all our vendors. We want you to be happy and make money and we want the market to continue to grow and be successful. We strongly encourage you to do a 45-second to 1-minute video about your farm/products/recipes that we can share on our social media leading up to the market. You can use the video on your phone and text it to the market manager for simplicity.

We have over 70+ vendors and if each of you shares, posts, & tags our market you are greatly helping the advertising. This year we are having fliers made and distributed to many businesses, asking them to hang in their windows.

Bellevue Farmers Market Contact Information

- Market Manager, Sarah Milligan 402-239-8269
- Facebook, search “Bellevue, Nebraska Farmers Market” to follow and be able to “tag” our market.

Bellevue Farmers’ Market

Sarah Milligan

2217 Franklin Street

Bellevue, NE 68005 **NOTE: Please make all checks payable to the “Bellevue Farmers’ Market.”**