

Le Roy Farmers' Market

Le Roy, Minnesota



2017 By Laws

Article I — Name/Mission Statement

The name of this organization shall be Le Roy Farmers' Market. It shall be an unincorporated association, herein called "Market." The Le Roy Farmers' Market enhances the quality of life in the Le Roy, MN area by supporting community growers, crafters and producers. The Market provides educational opportunities and community access to locally produced healthy foods and handcrafted items.

Article II — Organization

The governing body will consist of a Board of a minimum of nine (9) nine members elected by the Board. The term will be for two years.

The officers will be: President, Secretary, and Treasurer. These positions shall be elected from the Board. The positions of President and Treasurer shall only be filled by Board Members with at least one year Board membership. The Board will hold regular meetings. The President may call a special meeting when necessary.

Article III — Meetings of the Board and Vendors

The fiscal year shall be January 1 - December 31. Frequency of the board meetings and times are to be set by the Board. Board Members are expected to attend Board Meetings regularly. Activities and other functions of the Market shall be held as set by the Board. A joint meeting of the Board and Vendors shall occur once a year.

Article IV — Amending the By Laws

The By Laws may be amended by a majority of the board at any meeting called for this purpose. The proposed amendment must be read and posted at least two (2) weeks prior to the meeting for voting.

Article V — Rules of Order

Roberts Rules of Order shall govern all points not specified in the By Laws of the Market.

2017 Season Rules and Guidelines

Season

The Le Roy Farmers' Market will be open from May 18 through October 5 for the 2017 season. Following seasons will follow a May to October schedule. Dates for the following season will be set in February or March of the current market year.

Hours

The market will be open Thursdays from 4:00 p.m. - 7:00 p.m. End of season hours may be shortened due to daylight availability and weather conditions. Two special Saturday markets will be added to the lineup in 2017. They will be on Saturday, June 10 (city-wide garage sales) from 9 a.m. until noon and on Saturday, July 15 (Summerfest) from 9 a.m. until noon.

Vendor Activity Outside of Regular Market Season and Hours

Le Roy Farmers' Market operates at its location (corner of Main Street and Broadway Ave.) under a Memorandum of Understanding with the owner of the property. Market vendors may not set up a stall, table, canopy, booth, signage or other presence suggestive of a market vendor in the market location outside of the regular market season and hours, unless they have a separate agreement with the property owner. Vendors may make scheduled deliveries to specific customers at the market location, so long as there is no stall set-up and no signage is displayed.

Rates

2017 rates are \$50 for the full season of 23 vending dates or \$5 for a single market day. Single market day spaces are subject to availability.

Geographic Eligibility

A map with a 30-mile radius circle from the market location should be sufficient to determine most geographic eligibility questions. Prospective vendors past the 30-mile radius may contact the board to inquire about eligibility.

Insurance

Vendors assume liability for damages caused by their products or market space, including, but not limited to tables, canopies, and vehicles. Vendor is aware of liability and insurance options.

Meetings

The annual vendor orientation will be held in early Spring; date and time to be set by the Market Board. Market Vendors and Potential Vendors are welcome to attend regular board meetings. Any meeting attendee may bring an issue to the board. Only Market Board members will vote on changes to the Market Rules and Guidelines.

Rules for All Vendors

Vendor Eligibility

- Vendors assume responsibility for knowing, abiding by, and complying with all applicable federal, state, and local regulations.
- Vendors are responsible for payment of their own state sales tax.
- Vendors must have a Minnesota Sales Tax ID to be eligible to sell taxable items.
- All vendors must pay all fees, complete an application, and have the application approved by the board or current market day's Market Manager before selling.
- No organizations may sell without approval of the board or current market day's Market Manager.

Market Day Procedures

- Per the market's Memorandum of Understanding with the property owner, vendors may be working at the market location on market days from 3:00 p.m. to 8:00 p.m.
- Sales hours are from 4:00 p.m. to 7:00 p.m. No sales are to take place before opening at 4:00 p.m. Vendors must continue selling until 7:00 p.m. or until they are sold out. Incidental sales are allowed after 7:00 p.m. so long as active packing-up is occurring.
- Due to safety concerns, vendors must arrive by start of market at 4:00 p.m. and not tear down until market closing. One warning shall be given per vendor for late arrival. Market Manager has discretion to turn away late arrivals.
- Vendors who wish to vend for a portion of the market's hours may seek approval from the board. Priority will be given to vendors available for full market hours.

Product Eligibility

- Vendors may sell only products produced, grown, gathered, or created by the Vendor. Reselling of any product or the sale of goods that have been traded or bartered for is not permitted. Products which are offered for sale under a brand name other than the vendor's own branding are not permitted.
- Labels of third-party certifying agencies, eco-labels, or regional identity labels are permitted as long as the member's own identification is also present. Examples of permitted labels (not a complete list): OCIA, USDA Organic, Minnesota Grown, Food Alliance Certified.
- Food sales and sampling must comply with the laws of the State of Minnesota.
- Proper signage must be displayed when selling prepared food items.
- Scales may only be used in compliance with the Weights and Measures laws of the State of Minnesota.
- All products must be fresh and of high quality unless specifically labeled to inform the public of a lesser quality.
- Produce must meet state mandated cleanliness standards.

Employee Eligibility

- Vendor's family members and employees may sell.
- Vendor's children of 16 years or older may sell unaccompanied.
- Children under the age of 16 may sell, so long as they are accompanied at the market by the vendor, vendor's employee, or vendor's child of 16 years or older.

Vendor Spaces

- Stall space will be the size of a 10' x 10' canopy, unless otherwise directed by the Market Manager.
- Vendors may rent up to three spaces at \$50 per space per season or \$5 per space per single day.
- Limited vehicle spaces may be available.
- Vendors are responsible for supplying their own tables, canopies, and items for display. All items must fit within the vendor's allotted space.

- Canopies must be secured, either by attaching the canopy to weights on the ground, or by securely attaching to a vehicle or trailer. If weights are used, they should be smooth, without rough edges or sharp corners. This is necessary to avoid potential customer injury.
- A daily electrical hook-up fee of \$2 will be assessed for electrical users.
- Vendor spaces on market days will be filled with guidance from the Market Manager to ensure an orderly market.
- Vendors required by law to carry a food handler's license or other licensing must have these posted at their vendor stall.
- Proper signs and clear prices must be prominently displayed.
- Walkways for customers must be kept open.
- Selling is allowed only in designated areas.
- No part of the market may be used for overnight storage.
- It is mandatory that members maintain appropriate standards of cleanliness and neatness at all times, in both personal appearance and their sales area. These standards are subject to inspection by the Market Manager.

Vendor and Employee Conduct

- Vendors must treat other vendors, customers, and the Market Managers with respect and cooperation at all times. No exceptions will be made to this rule.
- Any arising conduct issues shall be brought to the attention of the Market Manager or Market Board.
- Vendors are responsible for conveying rules and conduct expectations to their children and employees, and for ensuring appropriate behavior of their children at the market.
- Per state regulations, vendors may not sell live animals or bring them to the market.
- Loud or profane language will not be tolerated. Offending vendors or employees will be asked to leave.
- Alcoholic beverages, tobacco, and smoking are strictly not allowed at the market or during set-up or teardown.

Market Board Responsibilities

The following is the responsibility of the Market Board:

- Providing general market liability insurance coverage.
- Promoting the market and vendors to the public within available advertising budget.
- Promoting the health value of buying fresh and local products.
- Promoting the City of Le Roy.
- Encouraging active community participation.
- Encouraging youth participation and involvement in the community.
- Recruiting and retaining both vendors and customers.
- Providing current applications, policies and procedures.
- Providing easy access to relevant state rules, regulations, and requirements.
- Enforcing the policies of the market.
- Holding the authority to inspect a vendor's production site to verify compliance with Market Rules and Guidelines.
- Revoking the permit of anyone in repeated or gross violation of the rules.

Rules and Guidelines changes are at the discretion of the Market Board. All Approved Vendors will be notified of any changes at the time they are made. Approved Vendors will be required to be in compliance with any Rules or Guidelines changes as they are notified of said changes.

**Keep the Rules and Guidelines section for your own records. Do not return with application.*