

Thursday Local Market Rules and Regulations 2018

1. Time and Place: The market will operate every Thursday, June 14th through September 27th at the southeast corner of Undine Park on Ord St. and 7th St. Markets will run 3:00 pm until 7:00 pm. Market Manager will check in all vendors and direct them to their spaces. Market setup is from 2:00 pm until 3:00 pm. Market Manager will be on site by 1:30pm. .

2. What can be sold and by whom? Products sold at market should be grown or produced by vendor or bought directly from the producer. Produce bought from another producer MUST be labeled as such. At least 80% of goods and services sold at market should be grown/produced by vendor or vendor's immediate family or bought directly from the producer. Vendors must be local to the Laramie area with "local" defined as Southeast Wyoming, Northern Colorado, and the Nebraska panhandle.

A. Raw agricultural products:

This category includes fruits, vegetables, grains, flowers, bedding plants and potted plants. The seller must grow bedding plants and potted plants from seed, plug, cutting, bulbs, or bare root. All plants must be in the vendor's possession for at least 60 days.

B. Value-added agricultural products:

These include raw agricultural products grown by the seller that have been processed, or any product, the sale of which a government agency regulates. Examples are cheese, oils, salad dressings, vinegars, meats, poultry, eggs, honey, soap, and herbal preparations. The member must make all value-added products predominantly of material grown or gathered by the member. Agricultural products licensed, inspected or otherwise regulated by the federal government or the State of Wyoming may be sold only upon the Market's receipt and acceptance of required documentation of compliance. Vendors must abide by all applicable federal, state, and local health regulations. In addition, the vendor must adhere to federal guidelines in regards to labeling.

Vendors selling these items must have written proof of correspondence with:

Laramie Environmental Health; 307.721.5283 or Linda Stratton; Wyoming Dept. of Agriculture, Consumer Health Services 307.777.6592 or linda.stratton@wyo.gov

C. Crafts:

All crafts must be juried by artisans who are members of the Thursday Local Market Board and Manager one week before being allowed into the market. No jurying will be done the day of the market. Products will be admitted only with The Thursday Local Market Board and Manager's approval. Only handmade crafts made by the vendor or vendor's immediate family will be allowed. Products sold must meet basic expectations of product function and safety.

Artist/Craftsman or immediate relative who produced items must be present at booth. Decision of the committee is final and not open to negotiations. Contact Market Manager or send photos to thursdaylocalmarket@gmail.com

D. Resold produce:

Resold produce is defined as having only one buyer between the grower and the consumer. Produce purchased from shippers, warehouseers or jobbers is not allowed. Resold produce must be pre-approved by the Thursday Local Market's governing body before being brought to the market. Resold produce must be labeled as such, and information must be available for the consumer as to which farms produced those products. (*other terms synonymous with "resold")

may be substituted.)

E. Prepared Food items:

Prepared food items being considered by the Thursday Local Market are salsa, granola, candies, green chilies, paella, BBQ and USDA or state approved sausages and meats. Please contact the Thursday Local Market's Board of Directors for further information. Prepared food vendors shall possess and maintain all required state, county and local permits. All prepared food items will be produced in a state approved facility and will be prepared in accordance to state laws. Approval from the Laramie Environmental Health officer must be obtained and in writing before items will be considered for sale.

Contact for Environmental Health is 307.721.5283.

http://www.ci.laramie.wy.us/cityservices/code/environmental/documents/TemporaryFoodLicenseandWaiverApplication_21606.pdf

F. Prepackaged mixes:

Prepackaged mixes will not be considered for sale unless the vendor is directly involved with production of mix.

G. Services:

Services deemed in the flavor of the farmer's market will be considered. These services include but are not limited to; massage, tool sharpening, face painting. Fees are the same as listed below. Services must be approved by the Thursday Local Market Board and Manager before market, through a similar process as described above, in item C "Crafts". Contact the Thursday Local Market for more information: thursdaylocalmarket@gmail.com.

3. Fees and Space Assignment:

A. Spaces will be assigned by the Market Manager on a first come, first served basis. The assignment is for that market day only and may vary from week to week. Vendors whose merchandise needs shade will be given priority for south and east side stalls. The manager will work to keep vendors in proximity to specific location BUT CANNOT GUARANTEE A SPECIFIC SPACE. If you have a special circumstance please let us know so we can try to accommodate.

B. Vendors with membership in Laramie's Thursday Local Market will be given priority placement in the core area of the market. Members have the option to pay in advance the entire season fee at a discount if before May 1, at the full fee before June 1, or weekly, at a weekly fee. Drop-in vendors may participate in the market and must contact the Market Manager for approval and placement.

2018 Fee structure for 10x10' space*:

Early Bird (received prior to May 1, 2018): \$210 plus association fee

Guarantees same weekly spot of choice in core vendor area

Full Market fee (received May 1-June 1, 2018): \$225 plus association fee

Guarantees same weekly spot in core vendor area (not spot of choice)

Weekly Member Vendors: \$15 (paid weekly) plus association fee

Spot in core vendor area, may not be same spot each week

Week to Week Vendors: \$20

No guaranteed spot, fees due at the end of that day's business

Non-Profit Organizations: \$125/Season or \$10/Week

*Each additional 10'x10' space is available for half the cost of first space.

C. All vendors, member or non-member, are expected to know and follow City of Laramie, Wyoming Food Freedom Act, State of Wyoming, and federal applicable laws pertaining to food health and safety, farmers markets, sales and agriculture. Please see list of resources at the end of this document. Vendors observed to be not following law, may be asked to leave.

4. Market Day arrival /Departure Procedure

A. Vendors cannot sell until they have filled out the market release and read the rules and regulations. A signed vendor release will cover the market for the duration of the season.

B. The market hours will be from 3:00 pm –7:00 pm. Arrival and setup time will be 2:00. All vendors will be ready for business by 3:00. Market manager reserves the right to refuse late arrivals.

C. For safety reasons, early take-down and departure before closing time will not be allowed. Exceptions may be made in case of emergency: see the Market Manager. During September markets, departure at 6pm will be allowed, and is optional. **All vendors are expected to remain until 7**, unless they have the permission of the market manager.

D. Contact the market manager by the Tuesday before the market to confirm you will be attending the market that week. If the manager does not hear from you we can assume you are not planning to attend the market that week.

E. Curbside parking is reserved for vendors who need access to their vehicle or trailer as a normal course of business. These vendors are: produce, prepared food vendors, and knife sharpening. All other vendors assigned a curbside market stall will be asked to unload their vehicle and move it to a space off of the market area curb. If a vendor is reminded repeatedly to move a vehicle, the market board will review the situation. If a resolution is not reached, the vendor may be removed from that space and relocated within the market.

5. Miscellaneous / Appearance and Conduct:

Vendors can sell only what they have listed on their registration form and cleared through by the Thursday Local Market Board and Manager.

Vendors will be respectful of other vendors in regards to space, setup and breakdown. Please do not block the road with your vehicle. Repeated disregard to adjacent neighbors or blocking the street will be grounds for dismissal.

Weights are REQUIRED on all canopies. This is a safety issue, and vendors ignoring this rule will not be allowed to set up until they have corrected the issue. Examples of weights: one cinder block per leg, 5 gal. buckets filled with water or rocks, PVC tubes filled with sand. Staking of canopies is prohibited because of sprinklers in the park.

Vendors who are dishonest about product or sales will be asked to leave.

Vendors will be neat, suitably dressed, and deal with the public and fellow vendors in a courteous and appropriate manner.

All vendors will display their products neatly and attractively, with consideration for the other vendors and the general public.

Vendors are responsible for their own stalls and will leave their site clean and in a condition suitable to City of Laramie. Each member will remove containers, waste and trimmings before leaving the market.

Vendors will in no way cause detriment to other vendors.

Hawking and false advertising are forbidden.

No rummage-sale, second hand, or flea-market-type items may be sold.

Space dimensions must be respected. Do not block the view of other vendors or the flow of traffic or encroach on areas assigned to other vendors.

Alcoholic beverages may not be sold, consumed or advertised at the Market.

Vendors are required to post an identification sign in a prominent place stating the vendor's name, product, and business location. Business cards with contact information are encouraged.

Vendors are expected to comply with any government regulation that may be in effect for activities that take place at the Market. These include certification of scales, health rules applicable to samples and food display, statements about being organically grown, etc.

Compliance with all codes and regulations of the County Health, Fire and Police Departments; the State Health and Revenue Departments is required. These agencies have the final say in any dispute in the operation of the Market. These codes and regulations will also apply to the preparation of foods on-site including food samples.

Vendors found to be in violation of one or more rules will be suspended from selling at the Market.

6. Taxes and Other Necessities:

Vendors are expected to comply with any government regulations that may be in effect for activities that take place at the Market. These include certification of scales, health rules applicable to samples and food display, statements about being organically grown, eggs, product labels, etc. Compliance with these various government rules is the vendor's responsibility, and the Market will only monitor them as it can, and will seek official input as needed to protect the Market and its customers.

Vendors selling prepared food may need a vendors permit, available through the City of Laramie Environmental Health Division.

Payment of sales tax is the responsibility of the individual vendor. Sales tax must be sent to the Wyoming Department of Revenue and is required by State law. It is the responsibility of each vendor to obtain their tax numbers and temporary vendor permits, and to collect such taxes and forward them to the State Department of Revenue.

Knowledge of and compliance with all state regulations regarding the production, labeling, display and sale of all products at the Market is the responsibility of the individual vendor.

7. Farm Inspection

The Thursday Local Market Board of Directors reserves the right to inspect any vendor's farm. Inspections will be coordinated between the grower and the Association. The purpose of the inspection will be to determine that the vendor is producing what they are selling at market. Vendors found selling product that they are not producing (and without previous clearance with the Thursday Local Market will not be allowed to come back to market.

We look forward to having you at market!

For Questions or Applications please

contact: Peggy McCrackin, Thursday Local Market P.O. Box 655, Laramie, WY 82073
307-399-1802 (Peggy), 307-742-0853 (Bruce)
thursdaylocalmarket@gmail.com

Other Contacts:

Laramie Environmental Health

307-721-5283

Temporary Food Stand Requirements

www.laramiecounty.com/_departments/_health/itinerant_food.asp

City of Laramie Licensing Regulations

<http://cityoflaramie.org/index.aspx?NID=213> **Wyoming Farmers**

Market Association www.wyomingfarmersmarket.org **Wyoming**

Food Freedom Act <http://wyomingfoodfreedom.com/> **Wyoming**

Sales Tax

Tamie Wick- Albany County

tamie.wick@wyo.gov

www.revenue.state.wy.us

Wyoming Department of

Agriculture <http://wyagric.state.wy.us>

linda.stratton@wyo.gov

-307-777-6592 **Wyoming Road**

Report www.wyoroad.info

1-888-WYO-Road

Wyoming Business

Council

www.wyomingbusiness.org

PH: 307-777-6578 Fax:

307-777-2838