

2023 KDFM GENERAL POLICIES AND OPERATING PROCEDURES

The Kokomo Downtown Farmers and Makers Market (KDFM) exists to provide access to locally grown food and products, help sustain the local food system, support the growth of farmers and entrepreneurs, and create a lively weekly event in Downtown Kokomo. The KDFM is guided by a board of directors that has adopted the following rules and regulations and at any time may amend, delete, or modify these policies, rules, and regulations.

Standard of Conduct

To promote the market to the community, all participants in the KDFM will behave towards market customers, board, staff, and volunteers in a professional manner that fosters a sense of market community, camaraderie, and a spirit of cooperative involvement.

Time and Place

- KDFM runs 9:00am – Noon each Saturday from May through September.
- The market is located in the city parking lot at Mulberry and Washington Streets in downtown Kokomo, Indiana.
- All vendors should be set up and ready for business by 8:45am **with all vehicles off the lot by 8:30am.**
- Vendors have 90 minutes for set up and one hour for tear down.
- Tear down **MUST NOT** start until noon.
- No-Show days are non-refundable and non-transferable and may result in exclusion from future markets.
- To avoid being determined a “No-Show”, notify the market manager a minimum of 72 hours prior to an absence by e-mail to info@kokomofarmersmarket.com. An alternate participation date may be awarded on a case-by-case basis.
- The market is open rain or shine. The market is cancelled only by the market manager. Strong wind, lightning, or a weather warning affecting the market location are possible causes for cancellation.

Annual Vendor Membership Dues, Fees, Application

Membership Dues

- Annual KDFM membership dues are \$35 and must be paid prior to participation in the market. The membership fee is non-refundable.

Vendor Fee Schedule

- Prepayment is required before the vendor will be scheduled for a market day.
- All checks should be made to Kokomo Downtown Farmers Market or KDFM.
- All vendor fees are nonrefundable.
- Those vendors requiring a second space will pay half price for the additional space. No more than two spaces will be occupied by one vendor.

Vendor Fee Table					Pay by 1-May Special	
Days	Package		Membership Fee	Total Cost	Free	Total
	Price	Add-a-Day			Days	Days
1	\$ 25	\$ 25	\$ 35	\$ 60	0	1
5	\$ 110	\$ 22	\$ 35	\$ 145	1	6
10	\$ 190	\$ 19	\$ 35	\$ 225	1	11
15	\$ 255	\$ 17	\$ 35	\$ 290	1	16
20	\$ 320	\$ 16	\$ 35	\$ 355	2	22

Vendor Application

- All vendors **must** submit an application and then be approved by the KDFM Board of Directors (BOD) in order to be eligible to participate at the market.
- Vendors must choose packages and participation dates in advance as part of the application process. The KDFM uses the forecasted vendor roster to drive decisions around staffing, advertising, lot set-up, market-day events, and is also critical to ensure a balanced list of products being sold at each market.
- Vendors who grow vegetables or plants as a majority of their products may ask to adjust participation dates a month in advance.

What can be sold?

- The following is an example of the types of goods may be sold at the market:
 - Local produce; baked goods; meats; eggs; jellies, preserves, jams, and butters; prepared foods; potted, fresh-cut and dried flowers; potpourri; fresh and dried herbs, as well as products using natural herb extracts; bedding and foliage plants; trees and bushes; honey; flour and ground grains.
 - Handmade items such as artwork, jewelry, crafts, soap, candles and pottery are also permitted.
- All items must be locally grown or locally handmade. Local is defined as within 50 miles of Howard County.
- The Howard County Health Department is the ruling body on food processing and selling requirements at the KDFM.
 - For questions about licensed facilities or other requirements, please call the Howard County Health Department at 765-456-2437.
 - If a vendor does any sampling of processed or non-processed items from their booth, all Health Department rules and regulations apply.
 - The sale of food items requires proper labeling, which must include product name, preparation site, ingredients, net weight, and price.
 - If selling goods by weight, the producer must have a legal produce scale, which is subject to inspection by the County Department of Weights and Measures.
 - Egg sellers must maintain an egg license from the Indiana State Egg Board.

Who can sell?

- The market board of directors reserves the right to deny access to the market for any reason that detracts from the intent of the market atmosphere. Additionally, the board reserves the right to limit how many vendors will be allowed to sell the same type of product. A waiting list may be made to accommodate abundant products.
- Only vendors living in Indiana will be considered, and a local vendor with local product will have precedence over other vendors located farther away.
- Only one business per stall is allowed. A group of businesses may not join forces in one tent for profit unless volunteering or doing demonstrations for community involvement.
- With permission from the KDFM Board of Directors, vendors may co-op products with local producers who do not attend our market as long as there is no one at our market producing that product. For instance, if a KDFM vendor knows a local cheese maker who is unable to attend our market, the KDFM vendor can bring and sell that vendor's cheese at our market as long as the cheese is locally made and there is no other vendor trying to sell their own cheese. If another vendor is later approved to sell their own cheese at our market, the previous vendor may be asked to stop selling the cheese from the producer who does not attend our market.
- No vendor may sell only items from other growers or producers; these items must be in addition to a vendor's own products.
- No vendor shall co-op more than 50% of the items they sell at market each day.
- All co-op items must be approved by the market manager before a vendor offers them for sale.

Booth Set Up

- Vendors may arrive at 7:30am on Saturdays. If an earlier time is needed, please check with the market manager.
- **All vehicles must be removed from the market area by 8:30 am** unless the vendor has made a prearranged agreement to sell from their vehicle.
- To facilitate setup, unload your vehicle into your spot and then immediately park your vehicle off-site before performing any set up of tent or tables.
- Park your vehicle at the far end of customer parking, don't park in prime spots where market customers will desire to park. Make it convenient for market patrons to frequent our market – the people you will sell to.
- **ALL TENTS MUST BE WEIGHTED PROPERLY! IF YOU FAIL TO BRING WEIGHTS OR TIE YOUR TENT DOWN, YOU WILL BE ASKED TO LEAVE FOR THAT DAY'S MARKET.** Thirty-pound weights for each leg are suggested.
- All participants who have submitted an email address will receive a weekly lot set up email from the market manager. The email will show each vendor's assigned space and include any special information for the week.
- Every effort is made to provide the same booth space for each vendor every week. Those vendors that commit to being at the market nearly every week should be able to stay in the same space all season. Those vendors who participate more periodically are sometimes able to maintain the same space but should expect to be moved around a little bit.

Booth Tear Down

- Vendors must not begin tear-down until close of the market (noon), though you may consolidate as you sell to facilitate faster departure.
- To facilitate tear-down, do not bring your vehicle back into the market lot until you have prepared your articles for loading. Under NO circumstances should your vehicle be brought back into the market area before Noon.

Vendor Booths

- Booths are assigned ahead of time and are approximately 12' x 12'. We recommend a 10'x10' tent for the space. If the vendor exceeds past the 12' x 12' area, he/she will be charged accordingly.
- All vendors are required to have a tent or umbrella for their booth. Any other forms of display must be approved by market manager.
- The front legs of vendor tents should be on the ends of the parking lines, they should not stick out or be recessed.
- No stakes, poles, signs etc. will be permitted to be adhered to the ground or the exterior of any building; these items should only adhere to vendor equipment.
- All regular trash must be put inside a designated trash container. The Market Manager hauls trash away at the end of the day, so please be considerate by breaking down any boxes and refraining from throwing away liquids.
- No dumping of chemicals, hay/straw, ashes, grease or foreign items is allowed on the property.
- **ALL TENTS, AWNINGS, AND UMBRELLAS MUST BE SECURED WITH WEIGHTS. IF YOU FAIL TO PROPERLY WEIGH DOWN THESE ITEMS, YOU WILL BE ASKED TO LEAVE.**

Amplified Music and Noise

- Amplified music, or paging systems, cannot be used by vendors unless approved as designated music that day.
- No generators are allowed, unless approved by market board of directors (noise rated 75 decibels or less).

Signage and Tablecloths

- Each booth space must prominently display a sign clearly identifying the farm or business by name and location.
- All tables need to be covered in some sort of tablecloth.
- All product descriptions must be accurate.

Weights, Measures, and Labeling

- All weighing or measuring instruments or devices used for commercial purposes must be certified. This ensures that buyers receive sufficient and accurate information with which to compare quantity and price.
- Pre-packaged products must be labeled with the quantity and/or amount.
- Improper labeling of re-sold product is a violation that may result in the vendor being expelled from the market with no right to return.

Printed Materials

- Vendors are allowed to display in their booths materials that pertain to their products only.
- No petitions, political, religious, or other printed material will be distributed or displayed at the market without approval by the market board of directors.

Liability

- Vendors are REQUIRED to obtain general liability insurance and submit a certificate of insurance to KDFM.
- The KDFM is not responsible for any loss or damage incurred or caused by vendors.

Taxes and Licensing

- All vendors are responsible for paying applicable taxes and obtaining appropriate licenses needed to do business in the state of Indiana, Howard County and the City of Kokomo.
- Please provide a copy of any license at least 10 days before your first scheduled market.

Inspections

- The market manager may make, or cause to be made, an inspection of the vendor facility or product and may prohibit the sale of any product which does not conform to legal and stated market standards or meet market requirements.
- No products imported from outside the USA will be allowed. The market manager may also periodically inspect coolers and check temperatures to ensure compliance with regulations.

Weekly Give Away Drawing

- Each week, we provide our patrons with a chance to win an amazing basket of donated items from our generous vendors. Participation is not required, but it is encouraged. The giveaway basket is a great way to get your products into the hands of a customer who might not otherwise have made a purchase from you. To win the basket, a patron must simply purchase a product from any vendor and may then fill out a drawing ticket at the vendor stand with patron name and phone number (tickets will be supplied by market manager). Tickets may either be dropped into the container at the Market Tent or a market staff member will make rounds near the end of the market day to collect tickets as well as the vendors donations. A winner will be chosen right after market close each day.

Anonymous Sales Reporting

- Anonymous sales data will be collected to track success of the market as well as its marketing campaigns over time. This data will allow the KDFM to apply for grant opportunities and give meaningful updates to sponsors and the community.
- At the end of each market day, return the slip you will be provided with an estimate of your sales for the day. You do not need to add your name or your business name to this paper as these numbers are being used to calculate market total sales and average sales per vendor.

Credit Card Sales

- Among the perks of participation in the KDFM is the ability to accept credit and debit card payments without having your own card reader and without having to pay transaction fees for each credit/debit card purchase. If a patron visits your booth and would like to use a credit card, you can direct them to the market manager tent where they will swipe their credit or debit card for a specified amount and receive GREEN \$5 wooden tokens.
- GREEN TOKENS spend like CASH (hence green); and thus change can be given for purchases with GREEN tokens.
- Vendors may also use their own credit card processing equipment, but all vendors can also accept green tokens.
- At the end of the market day, vendors turn in GREEN tokens for reimbursement at the market manager tent. Reimbursement for tokens may not occur until the following week depending on the amount.
- Tokens may not be used to pay vendor fees to the KDFM.

SNAP, WIC Farmers' Market Nutrition Program (FMNP), Senior Farmers' Market Nutrition Program (SFMNP), Sprout Bucks

- The market accepts Supplemental Nutrition Assistance Program (SNAP) benefits.
- The system works similarly to credit/debit transactions. Patrons will go to the market tent to have their cards swiped and will be issued RED \$1 tokens.
- The Double-Bucks program provides an incentive to SNAP users that will double a portion of the SNAP amount each week. This increases SNAP user buying power as well as farmer vendor sales opportunity.
- At the end of the market day, vendors turn in SNAP tokens for reimbursement at the market manager tent. Reimbursement for tokens may not occur until the following week depending on the amount.
- SNAP TOKENS DO NOT SPEND LIKE CASH.
 - You may not give change for SNAP purchases.
 - SNAP TOKENS MAY NOT BE USED ON ALL ITEMS
 - Vendors may accept SNAP tokens for food items ONLY such as fresh produce, meat, dairy, multi-serving baked items, honey, maple syrup, granola, etc.
 - SNAP must NOT be used for any prepared immediate consumption foods at the market, this includes all hot foods, sandwiches, and single serving baked items.
 - MAKERS MAY NOT ACCEPT RED \$1 SNAP TOKENS
- Failure to follow SNAP guidelines can lead to the KDFM losing the USDA permit to accept SNAP. Vendors who disregard these rules will not be reimbursed for their SNAP tokens and may be excluded from future markets.
- All farmers are encouraged to apply to accept WIC and SFMNP vouchers. Information regarding becoming a WIC/SFMNP producer will be available at the Vendor Meetings. This program does have a dead-line for sign-up and vendors that are not WIC/SFMNP approved should not accept these vouchers, as area banks will not cash these vouchers unless signed by the vendor and stamped with an individually assigned vendor stamp.
- The KDFM seeks to educate children about plants, nutrition, and gardening through the Little Sprouts program. Most weeks, there are incentives offered where children can earn "Sprout Bucks". These are similar to SNAP tokens, but more restrictive in that they must be used for fresh fruits and vegetables only. At the end of the market day, vendors turn in Sprout Bucks for reimbursement at the market manager tent.

Expected Behavior

- All vendors are expected to conduct themselves, employees, family, friends, children, and pets in an appropriate manner while at the market.
- Pets must be always on a leash, behind tables or tents, and out of the patrons' path. All pets must be quiet and show no signs of aggression. At the first sign of aggression or after continuous loud behavior, owners will be asked to remove the pet immediately.
- Vendors are expected to attend to their children at all times. Children may not run freely without supervision.

- Alcoholic beverages, drugs, and smoking are prohibited on the market premises. Alcohol is allowed as a product if proper licenses are obtained.
- We foster and appreciate diversity in our market and we will not allow any vendor to bring products that have not been preapproved or that are “knock offs” of another vendor’s work. We understand some people will bring similar products (both food and crafted items); however, we will not allow any vendor to cut in on another's sales by beginning to sell products just like someone else’s.
- Any attempt to disrupt the spirit of the market by copying products, radically cutting prices or adopting any unfair practices to the detriment of other vendors will not be tolerated. Violators will be asked to leave the market immediately. Admission back to the market may only be granted after review and re-approval by the market board of directors.
- All vendors are required to volunteer one day each market season with set up and clean up. During the application process, vendors provide three possible dates that they can arrive by 7:30 am and volunteer for the 90 minutes before and after regular market hours. The market manager will finalize the date that works best and notify vendors well in advance of the volunteer day.
- We are all in this market together. We want each vendor to benefit from their participation in the market and at the same time, we want our market to grow and thrive. The only way for this to happen is if we are all mindful and respectful of one another as makers and growers of unique products.

Special Events and Important Dates

Each year, the KDFM may offer special events to vendors and market shoppers. All vendors in good standing are invited to participate in these events. You may be contacted for contributions, but because these are fundraisers for the market, we do ask that vendors either donate or provide at least a 20% discount for items purchased by KDFM.

2023 KDFM Calendar

Prospective (New) Vendor Mtg:	Tuesday, March 21	6:00pm at Inventrek Tech Park (700 E Firmin St)
Early Bird Vendor application due:	Monday, April 10	
Vendors informed of status:	Friday, April 14	
Preseason All Vendor Meeting:	Tuesday, April 18	6:00pm at Inventrek Tech Park (700 E Firmin St)
Vendor Prepaid multi-day pkg due:	Monday, May 1	
Opening 2023 Market Day:	Saturday, May 6	
Closing 2023 Market Day:	Saturday, September 30	

Agreement

By applying and accepting a vendor space at the Kokomo Downtown Farmers and Makers Market, each applicant/vendor agrees that they have read and understood the 2023 General Policies and Operating Procedures and will abide by these regulations and be loyal to the market. The applicant/vendor further certifies that they are the responsible person authorized to act on behalf of the vendor business and accept legal process for the vendor business. Applicant/Vendor agrees to defend, hold harmless, and indemnify the Kokomo Downtown Farmers Market, its officers and employees, the City of Kokomo, its officers and employees, from and against any and all claims for damages and any or all loss, provided such claim, liability or loss arises in whole or in part by any act of omission of applicant/vendor or that of any employee or agent of applicant/vendor, and so applicant agrees, irrespective of whether such claim, damages or loss also arose from or were caused by a negligent omission on the part of the Kokomo Downtown Farmers and Makers Market.

Any activity deemed by the board or market manager to be injurious to the welfare of the market, its customers or other vendors will result in a board review and possible expulsion. The market manager and board of directors reserve the right to cancel the privileges of any vendor who, in the opinion of the board, has willfully violated the rules and regulations governing the markets. The market manager and board of directors will enforce the above rules to protect customers, vendors, and the market.

Date _____ Signature _____

Print Name _____

Print Vendor Business Name _____