

2024 KDFM GENERAL POLICIES AND OPERATING PROCEDURES

The Kokomo Downtown Farmers and Makers Market (KDFM) exists to provide access to locally grown food and products, support the growth of 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.
- Primary market location is the city parking lot at Mulberry and Washington Streets in downtown Kokomo.
 - **An alternate market location for inclement weather will be at the Superior Street Parking Garage at 124 E Superior St.**
- The market is open at the Primary location rain or shine.
 - For very rainy or windy weather, the market may operate in the alternate location.
 - The market may be cancelled in the event of very strong wind, lightning, or a weather warning affecting the market location.
 - A move to the alternate market location or market cancellation will be determined by the KDFM no later than Saturday morning at 7:30am ET and per the guidelines of the KDFM weather policy.
 - Communication must come from the KDFM via call or text from the market phone **(765) 416-3191** and/or email from info@kokomofarmersmarket.com.
- “No-Show” days are non-refundable, non-transferable, and may result in exclusion from future markets.
 - **To avoid a “No-Show”, notify the KDFM by e-mail to info@kokomofarmersmarket.com as well as text or call the market phone at (765) 416-3191.**
 - Providing **at least 36-hours advance notice** will often allow you to re-schedule an alternate participation date during that same market season (36 hours = 9 pm ET the Thursday before Saturday market).
- 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 AFTER Noon and **NO vehicles brought back on the lot until AFTER 12:10pm.**

Annual Vendor Membership Dues, Fees, Application

Membership Dues

- Annual KDFM membership dues are \$35.
- Membership dues must be paid prior to being scheduled for any market day.
- The membership dues are non-refundable.

Vendor Fee Schedule

- The 2024 Saturday vendor fee is \$21 / Saturday, payable in advance (at least 1 week before market date).
- In rare instances where payment is delayed until the week or day-of-market, the vendor fee is \$25.
- Payment is by Check (to “KDFM”), Credit Card, or Paypal to info@kokomofarmermarket.com
- All vendor fees are nonrefundable.
- Those vendors requiring a second space will pay the full price for that additional space.
 - No more than two spaces will be allotted to any one vendor.

Vendor Application

- All vendors **must** submit an application and be approved by the KDFM Board of Directors (BoD) in order to be eligible to participate at the market.
- All vendors must choose participation dates in advance as part of the application process.
 - The KDFM uses the forecasted vendor proposed participation dates to drive decisions for staffing, advertising, lot set-up, market-day events, and to ensure a balanced list of products 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 must be inspected 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 KDFM Board of Directors before a vendor offers them for sale.

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 may 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 the KDFM.
- The front legs of vendor tents should be on the ends of the parking lines and should not stick out or be recessed.
- No stakes, poles, signs etc. may 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. Market personnel haul the 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. Twenty-five pounds minimum for each leg is required.**

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. Do not 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 participants will be sent a weekly lot set up email. 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 will stay in more or less the same space all season.
 - Those vendors who participate periodically are sometimes able to maintain the same space but may be moved around to properly populate the market.
 - The KDFM Market Manager will direct setup and may ask any vendor to shift their location in order to optimize spacing and make the market look full and professional.

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, prepare your articles for loading BEFORE bringing your vehicle back to the market lot. **Under NO circumstances should your vehicle be brought back into the market area before 12:10 pm.**

Amplified Music and Noise

- Amplified music, or paging systems, cannot be used by vendors unless as approved music for the day.
- No generators are allowed, unless approved by the KDFM 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 and inspected and approved by Weights and Measures. **Devices must be inspected and approved prior to participation in Farmers Market.**
- Pre-packaged products must be labeled with the quantity and/or amount.
- Improper labeling of products is a violation that may result in the vendor being expelled from the market.

Printed Materials

- Vendors are allowed to display 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 KDFM Board of Directors.

Liability

- Vendors are REQUIRED to obtain and provide proof of general liability insurance before their first market day.
- 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 before your first scheduled market day.

Inspections

- The KDFM 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 KDFM Market Manager may also periodically inspect coolers and check temperatures to ensure compliance with regulations.

Sales Reporting

- Sales data will be collected to track success of the market as well as its marketing campaigns over time.
 - Sales data is used to apply for grants and give meaningful metrics to sponsors and the community.
 - All sales data will be aggregated; **no individual data will be made available to external stakeholders.**
- At the end of each market day, return the slip you will be provided with an estimate of your sales for the day.

Credit Card Sales

The KDFM provides a service to accept credit and debit card payments so that vendors do not need their own card reader system and thus avoid the transaction fees for each credit/debit card purchase.

- If a patron would like to use a credit or debit card to purchase your products, direct them to the KDFM Market Tent where they will swipe the credit or debit card in exchange for GREEN \$5 wooden tokens.
- **GREEN TOKENS spend like CASH (hence green); and change can be given for purchases with GREEN tokens.**
- At the end of the market day, vendors turn in GREEN tokens for reimbursement at the KDFM Market Tent.
 - Reimbursement for tokens may be delayed until the following week depending on the amount.
- All Vendors may accept GREEN Tokens.
- Vendors may use their own credit or debit card processing equipment.

Sprout Bucks

The KDFM seeks to educate children about plants, nutrition, and gardening through the Little Sprouts program. The Little Sprouts program is locally funded by the KDFM.

Most weeks, there are incentives offered where children can earn \$2 in “Sprout Bucks” coupons. Sprout Buck coupons are similar to GREEN TOKENS in that they can be spent on ALL products at the market.

- At the end of the market day, vendors turn in Sprout Buck tokens for reimbursement at the KDFM Market Tent.
 - Reimbursement for Sprout Buck tokens may be delayed until the following week depending on amount.
- All Vendors may accept Sprout Buck coupons.

SNAP and Double Bucks Programs

The market accepts Supplemental Nutrition Assistance Program (SNAP) benefits. Additionally, the KDFM provides a locally-funded, special incentive program for SNAP users called Double-Bucks. This incentive will double a portion of the SNAP amount for a patron each week. This increases SNAP patron buying power as well as farmer vendor sales.

The SNAP and Double Bucks system works similarly to credit/debit transactions.

- Patrons go to the KDFM Market Tent and use their Hoosier Works card to purchase RED \$1 SNAP tokens.
 - The first \$15 in SNAP Tokens will be augmented by \$15 in paper KDFM Double Bucks Coupons
- At the end of the market day, vendors turn in RED \$1 SNAP tokens and Double Bucks Coupons for reimbursement at the KDFM Market Tent.
 - Reimbursement for SNAP tokens and Double Bucks coupons may be delayed until the following week depending on the amount.
- **RED 1\$ SNAP TOKENS AND DOUBLE BUCKS DO NOT SPEND LIKE CASH.**
 - You must NOT give change for SNAP and Double Bucks purchases.
- **SNAP TOKENS AND DOUBLE BUCKS MAY NOT BE USED ON ALL ITEMS**
 - Vendors may accept SNAP tokens and Double Bucks coupons for food items ONLY such as fresh produce, meat, dairy, multi-serving baked items, honey, maple syrup, granola, etc.
 - SNAP tokens and Double Bucks coupons must NOT be used for any prepared immediate consumption foods. This includes all hot foods, sandwiches, and single serving baked items.
 - MAKERS MAY NOT ACCEPT RED \$1 SNAP TOKENS and DOUBLE BUCKS.
- Failure to follow SNAP and Double Bucks guidelines can lead to the KDFM losing the USDA permit to accept SNAP and the local funding for Double Bucks.
 - Vendors who disregard these rules will not be reimbursed for their SNAP tokens and Double Bucks coupons and may be excluded from future markets.

WIC Farmers’ Market Nutrition Program (FMNP) & Senior Farmers’ Market Nutrition Program (SFMNP)

All farmers are encouraged to apply to accept WIC and SFMNP vouchers.

- This program does have a dead-line for sign-up.
- Farmer vendors that are not WIC/SFMNP approved should not accept these vouchers, as area banks will not cash vouchers unless stamped with an individually assigned vendor stamp.

Expected Behavior

The Kokomo Downtown Farmers and Makers Market is a community where each vendor provides benefit to the greater whole. In turn, vendors benefit when the market grows and thrives as vendor numbers and diversity of product increases and patron attendance goes up. Be mindful and respectful of one another as fellow makers and growers of unique products. Learn about the product offerings of others and encourage patrons to look at the offerings of your fellow vendors.

- 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.
- The KDFM desires to foster and appreciate diversity and will not allow any vendor to bring products that have not been preapproved or that are “knock offs” of another vendor’s work.
 - Vendors will often sell similar products (both food and crafted items); however, no vendor will seek to cut into a fellow vendors’ sales by suddenly adding products similar to that vendor.
 - 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 KDFM Board of Directors.

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.

2024 KDFM Calendar

Prospective (New) Vendor Mtg:	Tuesday, March 19	6:00pm Inventrek Tech Park (700 E Firmin St)
Vendor Application due:	Monday, April 1	
Preseason All Vendor Meeting:	Tuesday, April 16	6:00pm Inventrek Tech Park (700 E Firmin St)
Vendor Fees Paid:	Monday, April 29	<i>Paypal or Check - See Key Contact info below</i>
Opening 2024 Market Day:	Saturday, May 4	
Closing 2024 Market Day:	Saturday, September 28	

KDFM Key Contact Information

Email: info@kokomofarmersmarket.com

Phone: (765) 416-3191

Website: <https://kokomofarmersmarket.com/>

Vendor/Volunteer Application: <https://forms.gle/mgDPMVHCy72VKTFW7>

Paypal: info@kokomofarmersmarket.com

Address: Kokomo Downtown Farmers Market
PO Box 6543
Kokomo, IN 46904

Agreement

I certify that I am the responsible person authorized to act on behalf of the vendor business and accept legal process for the vendor business listed below.

I have read and understand the 2024 General Policies and Operating Procedures and will abide by these regulations.

The KDFM Board of Directors, Market Manager, Contractors, and Volunteers will enforce the above rules to protect customers, vendors, and the market. Any activity deemed by the KDFM Board of Directors, Market Manager, Contractor, or Volunteer to be injurious to the welfare of the market, its customers or other vendors, will result in a KDFM Board of Directors review and possible expulsion. The KDFM Board of Directors reserves the right to cancel the privileges of any vendor who, in the opinion of the KDFM Board of Directors, has willfully violated the rules and regulations governing the market.

I agree to defend, hold harmless, and indemnify the Kokomo Downtown Farmers and Makers Market, its officers, contractors, employees, and the City of Kokomo and its officers and employees, from and against any and all claims for damages and any or all loss arising in whole or in part by any act or omission of the vendor business or that of any employee or agent of the vendor business listed below.

Signature _____ Date _____

Print Name _____

Print Vendor Business Name _____