

TOWN OF BROOKS FARMERS' MARKET

RULES AND REGULATIONS

The Town of Brooks Farmers' Market is open the 4th Saturday of each month from 9am - 1pm, unless otherwise indicated. The Market Season begins in March and ends in November for a total of 9 sale dates. 4 "bonus" sales, free to any vendors who have signed up for **all** dates during the 2021 season are Evening Markets, May 29, July 31, October 30 & December 4th or 5th (waiting on confirmation), from 4pm-7:30/8pm. Anyone not signed up for the entire season may pay the regular fees to participate in the Evening Markets.

Outdoor space will be free of charge for PRODUCE-TYPE PRODUCTS ONLY (e.g. fresh vegetables, fruits, eggs, nuts, etc.). Regular Market fees will apply for indoor space.

The Town of Brooks Farmers' Market will not discriminate based on Race, Color, National Origin, Sex, Age, Disability or Sexual Origin. We do reserve the right to review items sold and accept or deny any vendor based items to be sold (being a small market, we will limit one vendor per category, per sale (baked goods, honey, candles, etc.). Multi-level marketing products (e.g. MaryKay, Avon, Tupperware, etc.) are expressly prohibited.

Booth spaces are defined as 8' x 8' indoors, 10' x 10' out. Vendors are responsible for setting up their own space and keeping it clean. Canopies or umbrellas are allowed outdoors and must be safely secured. Vendors are responsible for bringing their own tables, chairs, etc. Sales will take place rain or shine. Fees are non-refundable unless event is cancelled by the Town. The Market Master will enforce hours of operation & assign booths to vendors. The Market Master will perform all related duties to maintain an efficient market in the best interest of the Town of Brooks, vendors and the general public.

Vendors are responsible for obtaining proper licensing and/or permits as applies to them and their products, whether through town, county or state requirements. Each vendor is responsible for carrying his/her own product liability insurance if desired. All vendors agree to hold harmless the Town of Brooks and Brooks Farmers' Market for any loss, cost of damages or other expenses incurred. The Town of Brooks is not responsible for improper

labeling on foods, home-prepared or otherwise. The Town of Brooks is strictly providing a safe sales environment.

General Rules

1. Smoking is not allowed in the designated Market area.
2. Alcohol / alcoholic beverages are not allowed in the designated Market area.
3. Any extension cords must be used in a safe way so as not to create a hazard for vendors or customers.
4. Vendors are responsible for any injury to him/herself, other vendors and / or public while moving merchandise in or out of market area.
5. No advertisements may be placed on premises without approval of Market Master.
6. The Town of Brooks is not liable for theft or damage of any merchandise or personal belongings before, during and after Market hours.
7. The Town of Brooks maintains the facility but assumes no responsibility and is not liable for any injuries which may occur within an individual stall. Vendors are expected to keep their merchandise in reasonable order and allow unimpeded access to the public.
8. Violation of established Market rules and regulations may be deemed cause for denial of Market privileges.
9. Vendors should arrive **at least** 15 minutes prior to opening time (8:45am) for set up and will be allowed at least 15 minutes for clean up after set hours (1:15).
10. Vendors leaving earlier than set closing time should do so in an orderly fashion as not to disturb other vendors and customers.
11. Vendors are responsible for bringing their own display tables, chairs, etc. Display items must fit inside designated stall/booth area (8'x8'). The Town of Brooks is not responsible for items left behind.
12. Nothing shall be extended into the space of another vendor, impede walkways or other vendor table(s). Merchandise should be displayed within stall boundary area at all times, including merchandise waiting for customer pick-up.

13. Vendors are responsible for their own clean up and garbage removal.
14. Market Master and / or Town of Brooks is NOT responsible for items left behind by a vendor or customer.
15. Complaints brought to the attention of the Market Master by customers or vendors will be resolved by the Market Master as well as possible at the time. Continued complaints can result in expulsion with no refund of payment.
16. Home prepared items (cakes, cookies, relish, jellies, jams, etc.) should be labeled with ingredients for customers with allergies.
17. Any pets brought into the Market area must be safely restrained and are the responsibility of the vendor/owner.
18. Vendors bringing children to the Market are asked to ensure the conduct of the minors is appropriate and not disruptive to customers or other vendors.
19. Vendors may unload vehicles then park away from the Market Hall building to allow for customer parking.

Disciplinary Actions, Denial or Complete Loss of Privileges

1. Violation of Vendor responsibilities.
2. Violation of General rules.
3. Disruptive conduct.
4. Written complaints against a vendor showing reasonable evidence of deception, poor quality or condition of merchandise or of poor / improper conduct.