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2019 Rome Farmers Market Rules

**Vision** – The Rome Farmers Market (RFM promotes a sustainable farmers market that benefits local food producers, artisans, and community members. The Rome Farmers Market improves the quality of life for the citizens of Rome by reducing food insecurity.

**Mission** – The mission of the Rome Farmers Market is to provide a venue for people to connect with local farmers and food producers, to allow local makers to sell their hand-crafted good, to create opportunities for learning about healthy food and wellness, and to provide a space for the community to gather and socialize.

**Values -**

* We value human health and dignity.
* We are accountable to our community by requiring our vendors to produce and source what they sell with integrity.
* We value a positive team environment that is supportive, respectful, open-minded, and creative.
* We have an unflinching commitment to racial, ethnic, gender and social diversity and inclusion.
* We value education and growth.
* We value sustainability and we strive to operate the market on a model of social, economic and ecological permanence.

**Location, Dates, and Hours of Operation**

The RFM is a weekly market held at the Alpine Village Square, Rome on Fridays 8am-1pm. The market starts May 17th and ends Oct. 4th.

Market Rules

1. The Market Manager will handle day to day operations of the market.
2. The Market Manager is responsible for space assignments, public safety and enforcement of the WFM rules. If a vendor space is occupied by another vendor or is inaccessible, the Market Manager will assist in finding an appropriate alternative location for the vendor. Booths may not be shared or sublet to another vendor without prior approval by manager. Canopies must be secured with weights or to the ground with stakes.  **To prevent a professional venue and to ensure the safety of customer and vendors, vendors are expected to remain until the end of the market.**
3. For the safety of our customers and to provide a visually pleasing market, all vendors will be required to be set up no later than 10 minutes before the start of the market. Late-arriving vendors may be permitted to set up as space permits. Vendors that are late many not be allowed to enter the market with a vehicle to set up if customer safety is put at risk. Vendors who are repeatedly late are subject to discipline under the RFM policy. See Rule 17
4. It is the vendor’s responsibility to apply and obtain any licensing through the Wisconsin Department of Agriculture, WI Health Department as well as the WI Dept of Revenue, including WI Fire Code. Vendors are solely responsible for being aware of rules and regulations. They must display and they must be able to produce any necessary license or certification upon request of the Market Manager or other local, state or regulatory agency. Failure to do so may result in disciplinary action removal from the market. See rule 17
5. **PRODUCE FROM AUCTIONS OR WAREHOUSES CANNOT BE SOLD AT THE RMF.**
6. **The re-sale of products by farmers/growers is permitted ONLY WITH PRIOR APPROVAL from the Market Manager and may not exceed 20% of the vendor’s seasonal product brought to the market. Any re-sale products from a** different **farm or producer must be separated and labeled with the name and location of the farm or production facility where it was sourced.**
7. Vendors claiming their products are organic must show proper certification, this includes non-edible products as well.
8. Examples of allowable products include, but are not limited to:

* FRUITS AND VEGETABLES: May be sold by growers of these fruits and vegetables.
* CIDER AND FRUIT JUICE: May be sold only by growers of these fruits. Juice may be pressed off farm, but producers must provide the name and address of the mill. The mill must supply a label listing all ingredients and allow access for inspection.
* DRIED FRUIT: Must be from only fruit grown and dried by the producer. Preservatives must be indicated on the label.
* NUTS: Must be foraged by the producer from his/her own farm.
* HONEY: Producer must own the hives from which honey is extracted and bottled. Processed honey products may be sold only by honey Producers and are subject to Market approval.
* JAMS AND PRESERVES: Must be prepared fresh produce grown by the producer OR sourced by regional farms in compliance with state law. Contact the Wisconsin Department of Agriculture for information.
* MEAT PRODUCTS: Must be from animals raised from weaning by the producer. Animals may be butchered and smoked off-farm provided the meat sold is from the producer’s own animals. Fresh meat products must be handled per regional and state regulations.
* CHEESE AND OTHER DAIRY PRODUCTS: Must be regionally produced and sourced milk made in licensed facilities sold by producer or a representative.
* EGGS AND POULTRY: Must be from the Producer’s own fowl (preferably pastured or free range), be kept below 45 degrees F and be properly labeled.
* MAPLE SYRUP: Must be from the producer’s own or rented tree and final product must be processed by the producer. Fresh regional fruit may be added to maple syrup for flavoring.
* BAKED GOODS: These include bread, cakes, pies and cookies and must be baked by the Producer. Baked goods must be kept covered at the RFM.
* CUT FLOWERS: Must be grown locally, by the vendor.
* HAND CRAFTED FINE ART: Cannot be made from a pattern, must be original work by the artist that has reserved the vendor space.

1. The RFM reserves the right to inspect and to spot visit any farm or establishment throughout the season. Advanced notice will always be given. Unless otherwise permitted, farm visits will only be conducted with a farm representative present.
2. **It is not permitted to dump large quantities of produce/product at low prices. Providing product samples or giving away good salable products to charity is permitted.**
3. Trading goods among vendors is welcomed and encouraged.
4. **Qualifying vendors are required to take the following payments, an orientation that explains these payment methods in detail will be held on Friday, April 26th before the start of the market.**
5. The RFM EBT system, which is an alternative payment system utilizing the RFM token system for customers using Visa, MasterCard, and the Wisconsin FoodWISE (SNAP).
6. WIC FMNP vouchers
7. Aspiris Food Prescription Program Vouchers
8. The Market Manager and Adams County Chamber of Commerce & Tourism will determine and delegate which products qualify for payment programs offered at the RFM.
9. Vendors will be required to anonymously report their weekly sales totals to the Market Manager. At the beginning of the market, vendors will receive a small slip of paper. At the end of the market participating vendors will be required to dill out the small slip, food the piece of paper, and drop it into the sealed box which will not be opened until all vendors have reported their sales for that market day. The purpose of collecting this data is to further evaluate the economic impact of the RFM.
10. Smoking and the consumption of drugs or alcohol are not allowed at the Rome Farmers Market and participation in these activities could result in disciplinary action including termination from the market with no refund. See rule 17
11. All cancellation and refund requests must be made in writing. Full refunds are only available if cancellation is made prior to the first market date of the season. (for All Season Payment option) or prior to the first market day of the month (for Monthly Payment option). Any refund requests made after the market season begins and the vendor has started selling at the market are at the discretion of the Market Manager.
12. Any grievance to be considered shall be filed, within seven (7) days of incident/violation of market rules, with the market staff. It shall be in writing with a clear description of the incident/ of Market Rules. RFM staff will handle all grievances within seven (7) days of receiving the grievance. The RFM staff ensures compliance with the market rules. However, the market staff has the authority to grant exceptions to the rules on an individual basis for reasons of dire need.
13. The Market Manager or his/her designee will discipline vendors and exhibitors not willing or unable to comply with market rules with the following actions in any order:

* Verbal warning
* Written warning and the vendor may be asked to leave the market for the remainder of the day
* Loss of vendor privileges with no refund, removal of right to participate for the season.

18. The right to terminate the vendor relationship at will at any time is retained both by the vendor and by Rome Farmers Market.

By signing this document, I acknowledge that I have read and agree to the Rome Farmers Market rules and regulations for 2019.

Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Farm/Business Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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