

# Content Checklist - Farmers Market Rules & Regulations

## **Governance**

- representative oversight
- roles & responsibilities
- rule review - corrections, updates, amendments

## **Management**

- relationship to oversight
- roles & responsibilities

## **Vending**

- vendor application and fees
- vendor application review process
  - product mix management
  - seniority/renewal preferences
  - site visits or inspections
- vendor status
  - member
  - day vendor
  - categories (e.g. farm, value-added, art.craft)
- vendor/product eligibility
  - producer-only
  - limited resale
  - local
- requirements & expectations
  - posted prices
  - attendance/absences
  - tardiness
  - vendor representatives
  - behaviors - professionalism, courtesy, integrity
  - compliance with local, state, and federal regulations & laws
  - licensing and permit requirements & documentation

## **Operations**

- dates/hours of operation
- location
- scheduling
- site use management
- space assignment
- miscellaneous (e.g. pets at market)

## **Keeping the peace**

- procedure/process for dealing with complaints and violations of rules & regs.
- informal vs. written notification, warnings
- consequences (suspension, fines, removal)
- complaints and grievances
- appeals

## **Risk Management**

- vendor insurance
- hold harmless provisions