



2024 VENDOR HANDBOOK

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ABOUT GOOD LOCAL MARKETS

Good Local Markets is a 501(c)(3) non-profit organization that proudly organizes neighborhood farmers markets and supports all local vendors who come from a 150-mile radius of Dallas. It is our mission to strengthen the local food economy and create awareness of the social, environmental, and health benefits of growing and eating local food. With new and continuing programs, Good Local Markets promotes the health of our communities, local businesses, and our local food system. We strive for a cooperative, respectful, family-friendly atmosphere at our markets that promotes beneficial interactions among our producers, our staff and the community. Good Local Markets improves access to local, healthy foods and strives to represent the diverse communities in which we operate. We hope that you keep our mission and goals at heart when participating in our farmers markets.

OUR FARMERS MARKET LOCATIONS

Our farmers markets are subject to change based on local and state laws. Our farmers markets provide a safe outdoor shopping environment for the community, as well as a place to incubate small businesses and farmers. We are proud to offer such a space, and we take keeping our community safe as a priority. Please be aware that our markets may change based on current events and seasonality.

LAKWOOD VILLAGE FARMERS MARKET
6434 E. Mockingbird Lane
Sundays 9am - 2pm
February 4 - July 28

WHITE ROCK FARMERS MARKET
1450 Old Gate Lane
Saturdays 8am - 1pm
March 2 - December 21





WHITE ROCK FARMERS MARKET

White Rock Farmers Market will continue to operate at White Rock United Methodist Church, in the parking lot of 9044 Santa Clara Drive. We are excited to remain in Little Forest Hills and continue to develop a relationship with White Rock UMC. This market will host a mix of farmers, ranchers, artisans, bakers, and more. There will be no electricity available for new vendors.

WHITE ROCK FARMERS MARKET
1450 Old Gate Lane
Dallas, TX 75218
Saturdays 8am - 1pm
March 2 - December 21

MARCH	APRIL	MAY	JUNE	JULY
WK 1: MARCH 2	WK 1: APRIL 6	WK 1: MAY 4	WK 1: JUNE 1	WK 1: JULY 6
WK 2: MARCH 9	WK 2: APRIL 13	WK 2: MAY 11	WK 2: JUNE 8	WK 2: JULY 13
WK 3: MARCH 16	WK 3: APRIL 20	WK 3: MAY 18	WK 3: JUNE 15	WK 3: JULY 20
WK 4: MARCH 23	WK 4: APRIL 27	WK 4: MAY 25	WK 4: JUNE 22	WK 4: JULY 27
WK 5: MARCH 30			WK 5: JUNE 29	
AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
WK 1: AUGUST 3	WK 1: SEPT 7	WK 1: OCTOBER 5	WK 1: NOV 2	WK 1: DEC 7
WK 2: AUGUST 10	WK 2: SEPT 14	WK 2: OCTOBER 12	WK 2: NOV 9	WK 2: DEC 14
WK 3: AUGUST 17	WK 3: SEPT 21	WK 3: OCTOBER 19	WK 3: NOV 16	WK 3: DEC 21
WK 4: AUGUST 24	WK 4: SEPT 28	WK 4: OCTOBER 26	WK 4: NOV 23	
WK 5: AUGUST 30			WK 5: THANKSGIVING - NO MARKET	

2024 VENDOR RULES AND REGULATIONS

Before applying to the 2024 market season, all applicants and vendors both new and old are required to read and abide by the following market rules and regulations. Please carefully review our rules, and then if you still have questions, you may contact info@goodlocalmarkets.org.

1. APPLICATIONS; JURIED MARKET

All vendors, both old and new, are required to apply every market season. Applying to Good Local Markets (GLM) and paying the application fee does not guarantee participation or acceptance in the market. All GLM markets are juried events.

APPLICATIONS WILL NOT BE CONSIDERED COMPLETE UNTIL:

1. the application fee has been paid in full,
2. any pertinent copies of licenses and/or permits are submitted, and required forms completed,
3. samples of the actual product if requested (required for new vendors and products), or for arts and crafts vendors, an image of the product must be provided to the General Manager.

Good Local Markets gives priority to local farmers, growers and ranchers. GLM strives to provide customers with a mix of new and returning vendors. The goal is to create an economically successful and sustainable farmers market, while also providing excellent product, value, and variety to our shoppers. Application decisions are based on available space, market product needs, and a vendor's prior participation history with Good Local Markets.. Criteria for evaluating vendor performance includes but is not limited to the strength and timeliness of application, attendance and punctuality, cleanliness, signage, branding, display, product quality and past and current participation in multiple GLM locations. GLM also considers and encourages products that are reasonably or fairly priced, made using locally sourced ingredients and/or materials, and which are packaged in environmentally friendly containers. We are also interested in fostering chains of supply between GLM vendors. Returning vendors are additionally evaluated by ability to follow GLM policies and staff directions, fee payments, frequent participation in seasonal markets, attendance/punctuality and timely communication.

ARTS AND CRAFTS JURY

Arts and Crafts applicants must submit images of their work along with the application and nonrefundable application fee. This can be accomplished by providing a website or social media site in your application. Images and applications will be reviewed by the GLM jury to determine eligibility and schedule. The jury gives preference to items that source locally, are completely handcrafted, use natural materials, and are a unique addition to the market. GLM will send an acceptance or rejection letter based on the decision of the jury. If accepted, new vendors will be given one trial market before scheduling is considered final for the season.

ARTISAN FOODS JURY

New speciality food vendors will be asked to submit a sample of their product that can easily be sampled by at least three jurors. Occasionally, vendors who have previously attended a Good Local Markets will also be

requested to provide a sample. Products should be in the same packaging that the consumer will see at the time of purchase, and all labeling shall comply with applicable laws and show all ingredients as per GLM requirements. The product will be reviewed by the GLM jury and an acceptance or rejection letter will be sent once a decision is made. If accepted, new vendors will be given one trial market before scheduling is considered final for the season. Hot/prepared food vendors are limited at GLM, however those who adhere to our mission are welcome to apply.

2. ACCEPTED PRODUCTS

Good Local Markets accepts products from the following categories:

a. Farmers and growers cultivating produce within 150 miles of the market and who grow vegetables, fruits, nuts, seeds, grains, and horticultural plants and goods, subject to farm visit(s) for both new and old applicants.

b. Specialty Foods made or cultivated within 150 miles of the market, including baked goods, candies, jams & jellies, spices, condiments, dairy products, eggs, honey, meats, and pasta, subject to review by a GLM Jury.

c. High quality Arts and crafts made by the vendor within 150 miles of the market, subject to review by GLM Jury.

Products NOT ALLOWED to be sold at any time or any GLM Market location:

- NO** Foods made out-of-state or products imported from another country.
- NO** Foods that are labeled with a local vendor's name but made or processed by a manufacturer or other producer.
- NO** Illegal products or paraphernalia which support the use of unlawful products.
- NO** Livestock.
- NO** Endangered species.
- NO** Products that include chemical or unnatural ingredients
- NO** Dietary supplements, energy drinks, protein powders/shakes/supplements, or items that make medical claims
- NO** Products specifically prohibited by the landowners of each market location
- NO** Anything that isn't considered family friendly
- NO** Alcohol products such as beer, wine, or spirits or tobacco products, or smoking products such as pre-rolls

ADDING ADDITIONAL ITEMS AFTER APPROVAL

Vendors are limited to products originally listed on their annual application. If a vendor desires to add to their previously approved list of products, GLM manager approval MUST be given prior notice of any addition of any product sold at a vendor booth. Manager shall conduct a review of the product, submit it to the jury if deemed necessary, determine if permits are required for the product, and consider similar products already offered at the market by other vendors prior to approving any product addition to a vendor application.

Permission for additional products should be submitted by email to info@goodlocalmarkets.org. If you have any questions about adding products, please contact us.

be requested to provide a sample. Products should be in the same packaging that the consumer will see at the time of purchase, and all labeling shall comply with applicable laws and show all ingredients as per GLM requirements. The product will be reviewed by the GLM jury and an acceptance or rejection letter will be sent once a decision is made. If accepted, new vendors will be given one trial market before scheduling is considered final for the season. Hot/prepared food vendors are limited at GLM, however those who adhere to our mission are welcome to apply.

3. NO DISTRIBUTORS - GROWERS/MAKERS ONLY

All vendors who sell at Good Local Markets must grow, produce, or make 100% of what they sell. Good Local Markets excludes distributors and resellers from participation. The selling of wholesale, resale, or any other unsuitable product will result in vendor termination. Vendors must disclose Corporate Ownership/Identity of their business on their application to Good Local Markets.

In limited circumstances, vendors may bring products from other participating farmers or makers only with General Manager or Executive Director approval. In such cases the product shall be clearly marked with information to the consumer about where the product is grown or made and who has grown or made the product.

4. INSPECTION

Good Local Markets' staff may visit a Vendor Farm or Place of Production one or more times throughout the season. Vendors will be provided reasonable notice of inspection(s).

5. PRODUCT PRICING

Vendors shall determine the pricing of their products. Price fixing is not allowed and will result in a vendor being expelled from the market.

5. SALES TAX AND PERMITS

Vendors shall, if applicable, have a Sales Tax Certificate or any applicable licenses and permits available for inspection at all time at their market booth. It is the vendor's sole responsibility to comply with the State Comptroller's requirements for any products sold at all Good Local Markets locations.

6. FOOD SAFETY

Vendors who wish to sell a specialty food item, prepared food item, or a time or temperature-controlled item must adhere to all food safety regulations and may be required to obtain permits or licenses. You can find information about what is required of your product here, or please contact us at GLMvendors@goodlocalmarkets.org with questions about your specific products requirements.

PERMITS/LICENSES:

Vendors must provide a clear copy of any applicable permits such as but not limited to Food Handler Certificate, Proof of Commercial Kitchen (examples: Copy of Lease, Letter from Owner, Most Recent Inspection), Floral Permit, State Food Manufacturer Permit, Temporary Special Event Permit, Slaughterhouse Grant of Inspection, etc., at the time of application. Vendors shall also keep all applicable permits on site during all markets in accordance with all state, city and federal laws. Applications will not be complete until such paperwork is provided. Each product listed

on the application will be considered and the General Manager will contact each applicant to request required documents specific to the products that they are selling.

FOR EXAMPLE:

A. Texas Cottage Law applicants must provide a clear copy of the following:

- 1) Copy of Texas Cottage Law compliant label with the complete list of ingredients used in the product.
- 2) Current Food Handler Certificate/Card.
- 3) List of all ingredients.
- 4) Cottage law applicants who have products which require a specific recipe or acidity requirement must show proof of State approved recipe and acidity testing.
- 5) Vendors may be required to get a Farmers Market Food Permit upon request of a Market Manager or employee if there is a possibility the product comes outside of the Texas Cottage Law.
- 6) Vendors under the Texas Cottage Law who sample products, unless they are pre-packaged at the cottage facility, will be required to have a hand-wash station and practice “good standards of hygiene” in accordance with city ordinance, and state and federal laws.

B. Vendors of Potentially Hazardous Foods - including but not limited to meats, cheese, eggs, milk products, frozen confections and certain other manufactured foods needing temperature control, must provide a copy of the following:

- 1) Farmers Market Food Permit from the City of Dallas Code Compliance**. Vendor shall provide a clear copy of both the application and the permit page from the City of Dallas to Good Local Markets and shall keep a legible copy at their booth for the duration of the market.
- 2) Copy of Proof Of Commercial Kitchen

C. Vendors Who Intend to Serve Samples:

Any vendors serving samples and/or prepared and ready-to-eat foods and who are required by law to obtain a copy of both the Application and the NFM/Farmers Market Food Permit from the City of Dallas must provide both the permit page and the application page to Good Local Markets.

Good Local Markets will follow the City of Dallas determination of whether a permit is required by the City of Dallas Code Compliance. Vendors who serve samples must follow good hygiene practices in accordance with state and local laws, including hand-washing stations and adequate temperature control of food samples.

MUST PROVIDE LIST OF INGREDIENTS

All food vendors must include a list of ingredients on each package of every product at the market. With manager approval, a vendor may instead post a sign that lists the ingredients of each product sold so that the consumer may know each ingredient in each product sold at Good Local Markets.

VENDORS ARE SOLELY RESPONSIBLE FOR OBTAINING ALL APPLICABLE LICENSES AND PERMITS

Vendors shall comply with all applicable City of Dallas, State of Texas and federal ordinances and/or regulations regarding permits, sampling, and safe handling of potentially hazardous foods for the entire duration of the season.

**The Neighborhood Farmers Market Food Permit is obtained from City of Dallas Code Compliance, 7901 Goforth Rd Dallas, TX 75238, Phone (214) 670-8083, Fax (214) 670-8330. The City requires an Acceptance Letter from Good Local Markets to obtain this permit from the City of Dallas. The City application may be called “Temporary Special Event Food Application” and the permit is called “Farmers Market Food Permit”. Be advised that Good Local Markets is not affiliated with City of Dallas or Code Compliance and has no control over the cost of any permit from the City of Dallas. Good Local Markets does not benefit from any payments to the City for a permit .

8. SET-UP /TEAR DOWN POLICY

Vendors are responsible for supplying and assembling their own tents, tent weights, tables, chairs, signage, refrigeration, extension cords and power strips, storage, and all materials and containers for customer sales.

Vendor must be able to set up and tear down independently. Vendors should only have booth setups that they can independently set up and tear down. Market staff and volunteers are available to occasionally assist vendors throughout the market day, however vendors must be able and prepared to set-up and break down their set up and be able to manage trash, equipment, tents, tables and products without the assistance of market staff. Market staff should never be asked to assist with unduly heavy or dangerous equipment. Good Local Markets reserves the right to refuse to assist with heavy or unsafe equipment, and this determination is the sole discretion of Good Local Markets.

LAKWOOD VILLAGE LOCATION

On ordinary market days, vendors may begin arriving at 7:00 AM to set up and be ready by 8:30am to greet their customers for the opening of the market at 9:00 AM. Vendors must be completely set-up and must move vehicles out of the market layout by 8:30 AM at the latest.

- Vendors who are not set up by 8:30am will be issued a \$15 late fee at the discretion of the market manager, or if they arrive after the market begins, vendors may be denied attendance for the day and charged regular booth fee for the missed day.
- Markets may have different hours and vendors will be given reasonable notice in advance of any changes.
- Tear down will begin no earlier than 2pm (or 1pm in the hot season) and must be completed by 3pm on a regular market day. Vendors who are still in the lot after 3pm may be charged a fee. If hours are different from regular markets, then tear down must be completed within one hour of closing time of the market. Vendors who sell out may be granted permission to leave early.

WHITE ROCK LOCATION

On ordinary market days, vendors may begin arriving at 6:00am to set up and be ready by 7:30am to greet their customers for the opening of the market at 8:00am. Vendors must be completely set-up and must move vehicles out of the market by 7:30am.

- Vendors who are not set up/prepared to sell by 7:30 am will be issued a \$15 late fee at the discretion of the market manager, or if they arrive after the market begins, vendors may be denied attendance for the day and charged a regular booth fee for the missed day.
- Markets may have different hours and vendors will be given reasonable notice in advance of any changes.
- Tear down will begin no earlier than 1pm (or 12pm during the hot months) and must be completed by 2pm on a regular market day. Vendors who are still in the lot after 2pm may be charged a fee. If hours are different from regular markets, then tear down must be completed within one hour of closing time of the market. Vendors who sell out may be granted permission to leave early.

9. BOOTH SPACE

A standard vendor space is 10' x 10'. A vendor is not required to put up a tent (unless required by State or local law) but may erect a tent over their assigned space. Designation and allocation of vendor spaces are solely the responsibility and at the discretion of the Market Manager. While market managers make every attempt to maintain each vendor's preference of booth space especially for regularly attending vendors, there is no guarantee that any vendor will receive the same spot each weekend at every market. Available booth spaces shall be assigned as the applications are received and approved, until the market is at capacity. (Permit limits on the number of vendors allowed at each market are dictated by the City of Dallas permit.)

If more than the 10' x 10' space is needed, or additional booth space is requested, and such additional booth space is available, vendors can request additional space before the market day. Additional fees shall be required for additional space. Individual vendors pay individual fees, regardless of "tent sharing."

10. TENT/UMBRELLA

A vendor is not required by Good Local Markets to use a tent, but vendors may erect a tent over their assigned space unless tent coverage of a product is required by applicable law. In other words, a tent is optional unless required by law.

11. MANDATORY TENT WEIGHTS

If a tent is erected, each leg of the tent must be weighted with a minimum of 25 pounds, for a total of 100 pounds per tent. Each weight must be attached securely to the tent with strong rope or bungees, unless the weight has been manufactured to securely fit the leg of the tent. This rule is heavily enforced. Failure to comply with market safety regulations will result in immediate disqualification from vending with GLM. Umbrellas must also be properly weighted, with at least 50 pounds of weight securely attached by strong rope or bungee to the pole and base of the umbrella. Weighting the base of the umbrella alone will not comply with this requirement.

- If any tent or umbrella is not properly weighted-down in accordance with these rules, the tent or umbrella must be immediately taken down at the request of a representative of the Good Local Markets. There are no exceptions.
- If wind reaches 15 mph or over, market representatives shall require vendors to remove the tent, or the tent canopy, leaving only the tent frame.

12. ELECTRICITY

No electrical access is available at Lakewood Village Farmers Market. No new vendors may use electricity at White Rock.

Generator: Vendors are encouraged to use generators in lieu of on-site electricity, however, a generator which is too noisy, or which causes unpleasant odors or fumes will be required to cease using a generator.

13. PARKING

Vendors will park only in designated vendor parking areas. Vendors are not allowed to park within the market layout unless granted express permission from Good Local Markets staff. Parking is prioritized to accommodate customers and vendors should park in locations that leave the most convenient parking for customers.

14. VENDOR PROPERTY

No unattended merchandise, tents or supplies: Vendor products & supplies, including merchandise, tents and tables, must always be attended by Vendor or an employee or representative of the Vendor.

Merchandise and supplies may not be dropped off prior to market or left at the market after hours or at any other time without any Vendor representative present.

Property left unattended for any length of time will be forfeited by the vendor and become the property of Good Local Markets.

15. INSURANCE/ INDEMNITY

Vendors shall be solely responsible for damages resulting from the sale of unsafe, damaged, dangerous or goods that are unsound in any way at the market. GLM highly recommends that a vendor obtains their own insurance to cover general liability, product liability, damage to premises, and/or workers compensation. GLM insurance does not cover individual vendors. Vendors are responsible for their products and property while at market. For example, if your tent blows into the wind and injures a person, you as a vendor are responsible for that incident.

All vendors must either A) name Good Local Markets as additional insured on their general product liability policy and/or B) sign an Indemnity Agreement. This Indemnity Agreement is in the signature page of each application (and on the Vendor Statement) and must be signed electronically or in writing by each vendor. By applying to sell at GLM markets, the vendor is expressly agreeing to this condition and all rules and regulations listed here.

16. TRASH/RECYCLING

Trash cans on-site are for customers only. Vendors must remove all trash and recycling from their booth and are responsible for taking their own trash and recycling with them from the market.

Vendors may not use on-site dumpsters and/ or trash cans located at market to dispose of vendor trash/boxes, used jars, serving utensils, or any other trash. Vendors must take all recycling and trash generated out of the market location for disposal.

PACK IN, PACK OUT, AND LEAVE NO TRACE BEHIND. Vendors will be fined \$50 per market for leaving trash in their booth space.

17. NO SMOKING/NO OPEN COALS OR FLAMES

No smoking is allowed at the market or near any market booths or activities. Open flames and/or coals are not allowed at the market.

18. COVID-19 MITIGATION VENDOR REQUIREMENTS

Due to the pandemic, GLM requires vendors to follow these COVID-19 mitigation guidelines:

- 1) Vendors are encouraged to have a hand wash station, or hand sanitizer at their booth.
- 2) Vendors are expected to wash/disinfect their hands before and after each customer interaction and also clean high touch surfaces such as table, payment screens, etc.
- 3) Do not attend the market if you feel sick. We will waive our 48 hour notice cancellation fee only if you can provide proof of a positive COVID-19 or other illness test.

19. VENDOR FEES

Nonrefundable 2024 application fee

All vendors must pay a \$30 nonrefundable application fee for the 2022 season. Vendors will not need to reapply or pay a second fee once the Saturday market is announced.

BOOTH FEES AT GOOD LOCAL FARMERS MARKETS

MEAT, DAIRY, ARTISAN FOODS	\$30 per vendor/per market day (does not include any electric fee)
PRODUCE, EGG, HONEY VENDORS	\$15 per vendor/per market day (does not include any electric fee)
CUT FLOWER/PLANT VENDORS	\$15 per vendor/per market day
ELECTRICITY (AVAIL IF APPROVED) NO AVAILABILITY AT LAKEWOOD.	\$10 per vendor/per market day
ARTS & CRAFTS	\$40 per vendor/per market day

**Vendors who sell products from different categories shall be charged the highest applicable vendor fee. Consideration will be made to charge a lower vendor fee if the vendor has 75 percent or more of the product with the lower fee. In this circumstance, a determination of applicable booth fee will be made at the sole discretion of GLM.

TIMELY PAYMENT OF VENDOR FEE

Vendors are required to pre-pay their booth fees. All vendors are required to pay their booth fee on or before 5pm the Thursday prior to their Saturday and Sunday market. If vendors do not make their payment by Thursday at 5pm, they will be required to pay a \$10 late fee. Vendors are also encouraged to prepay for the entire month which will reduce PayPal fees on the transaction.

Payments are to be made via PayPal unless you are given permission to use an alternative payment method. You can find payment instructions on our website at: www.goodlocalmarket.org/current-vendors

If a vendor does not pay their booth fee timely, that will be considered a breach of the rules and regulations, and the vendor may not be allowed to participate in upcoming markets during the season or may be required to prepay fees on a different payment schedule.

SEASON PREPAY DISCOUNT:

Vendors who intend to participate every available market day and have been accepted to participate on every market day can opt to prepay their booth for the entire season before the first market day, and in return will receive a 15% discount and will not have to pay an increased fee, if any, for the holiday market.

Vendors who pre-pay for the full season are NOT exempt from the 48-hr notification of absence rule. Any pre-paid vendor who no-call, no-shows a market will be required to pay a \$15 fee to compensate for GLM staff time and wasted market space.

- Season Prepay discount is not available to arts and crafts vendors.
- Season Payments can be made by cash or check only.
- Payment MUST be made prior to February 18th for Lakewood Village Farmers Market
- Vendors who sell products which require multiple vendor fees are not eligible for season prepay discount.

For example, a farmer who brings both produce (\$15) and then sometimes brings canned goods (\$30) is not eligible for season discount, unless they pay \$30/market for the whole season.

- No refunds shall be given to those who prepay the whole season in the event of market cancellation due to inclement weather.

FARMERS/GROWERS

2024 Lakewood Season, 25 markets x \$15	\$375
fee 15% Discount	-\$56.25
2023 LW PrePay Total	\$318.75
2024 White Rock Season, 42 markets x \$15	\$630
fee 15% Discount	-\$94.50
2023 LW PrePay Total	\$535.50

SPECIALTY FOODS/BAKERY/VALUE ADDED**

2024 Lakewood Season, 25 markets x \$30	\$750
fee 15% Discount	-\$112.50
2023 LW PrePay Total	\$637.50
2024 White Rock Season, 42 markets x \$30	\$1,260
fee 15% Discount	-\$189
2023 LW PrePay Total	\$1,071

PAYMENT METHODS

Credit

Your prepay can be paid by credit card using this link: <http://www.goodlocalmarket.org/current-vendors> but vendors will then be required to pay any surcharge related to use of a credit or debit card or due to PayPal.

Check

Mail in your check payment prior to the first market day. Mail payment to:
 Good Local Markets
 9543 Losa Drive
 Dallas, Texas 75218

Vendors are responsible for adhering to these payment methods. Any vendor unwilling to comply with these payment methods may be excused from vending at GLM. **DO NOT DROP OFF CHECKS TO OFFICE WITHOUT AN APPOINTMENT; BUILDING IS LOCKED.**

**This amount is for Farmers/Growers who sell exclusively produce and/or eggs and/or plants (based on \$15 booth fee) and which are not incorporated into an arts and crafts product.*

***Please note that these amounts do not include electricity or fees other than per market vendor fee. They are based on the \$30 booth fee.*

20. FINES AND ADDITIONAL FEES

Good Local Markets Management shall reserve the right to fine a vendor if they violate market rules in lieu of terminating the vendor’s participation in the market. Waiver of such fees may be considered when a vendor has demonstrated that they have an unusual circumstance for violation of a rule. Waiver of fees or decision to terminate relationship with vendor for the violation of market rules is solely to the discretion of the Good Local Market.

Late Setup/Late Tear-down: Vendors must be completely set up one half hour before the beginning of the market. A vendor who is not completely set up by this deadline shall pay a late fee of \$15. Alternatively, an extremely late vendor may not be allowed to set up at all for the entire market day and shall either forfeit prepaid fees, or owe

an amount equal to their booth fee for the missed day. A vendor who is in the market layout over one hour after the closing of the market shall pay a late teardown fee of \$15 as it violates our agreement with the landlords and requires us to pay our staff for additional hours of work.

No-Show: If a vendor fails to provide at least 48-hour notice of cancellation for a market they were scheduled to attend, the vendor shall pay an amount equal to their booth & electric fee for the missed day. Likewise, if a vendor has arrived after the market begins, and is not allowed to set up for the day, they shall be assessed a no-show fee which is the full fee, including electric fee if applicable, that they were required to pay if they had attended the market in question.

Vendor Leaving Property or Trash behind: Vendors who fail to clean their space, or who leave items in location dumpsters before, after or during the close of the market shall be assessed a \$50 cleaning fee. This act violates our agreement with our landlords and jeopardizes our ability to hold the market at the location.

Late Booth Payment Fee: If a vendor does not make a timely payment for their booth fee, they will be issued a \$10 fee. For more information see VENDOR FEES section above.

21. BOOTH SHARING

Vendors may share a booth; however, each vendor must apply separately, and each vendor must pay the full daily vendor booth fee.

22. CANCELLATIONS

CANCELLATIONS BY VENDOR

Timely cancellations by a vendor are considered to be 48 hours prior to the time the market opens on the scheduled market date. For Lakewood Village Farmers Market, GLM must receive notice of cancellation on or before 9am on Friday before the scheduled market date.

A late cancellation is considered to be anytime after the 48 hour mark, and GLM will keep the vendor booth fee. Cancellations made prior to 48 hours will result in a credit towards the vendor's next market.

Any day-of vendor cancellations will result in forfeiture of booth fee. Some exceptions may be made for vendors facing emergency situations. These exceptions are made at the discretion of GLM staff.

After 3 or more cancellations, whether they are timely or not, GLM may at its own discretion remove you from the vendor roster during the season and assign your booth space to another vendor. Vendors who regularly cancel last minute/no-show are in breach of vendor agreements and may be subject to expulsion from the markets.

CANCELLATION BY MARKET

Good Local Markets will make every attempt to open the market during previously scheduled market hours regardless of hot, cold or wet weather. In the event of unpleasant weather conditions, the Director will decide to close the market only if the weather becomes dangerous or another dangerous situation ensues. In the event the market is canceled prior to opening, any vendor who has prepaid the vendor fee for the canceled day is entitled to a credit towards the vendor's next market for the canceled day with exception to those who prepaid the whole season.

However, if the market opens to the public on a regularly scheduled day, and the weather later becomes dangerous, and the decision to close the market is made, no vendor shall receive a refund for the booth fee for that day. Vendors are expected to bear the financial burden of a market cut short due to inclement weather.

If a market is canceled before it opens, GLM will make every attempt to contact all vendors first by email, and then by using other means to make sure that each vendor has received the information. PLEASE DO NOT CONTACT US TO ASK IF THE MARKET WILL BE CLOSED PRIOR TO AN ANNOUNCEMENT OF CANCELLATION OR DELAY.

The market is not responsible for any damage to vendor person or property that results from any hot, cold, wet or otherwise inclement weather. GLM recommends that vendors obtain their own farmers market insurance that might cover any damages due to the weather.

23. MARKET CURRENCY

Vendors are welcome to accept Cash, Credit, Check, Paypal, etc. as forms of payment at the market for their business. Vendors must be prepared with their own change, and GLM will not provide small change due to our limited resources. All vendors must also participate in our Vendor Token Program regardless of which type of currency they accept. We encourage our vendors to establish a system that works efficiently both for their business and shoppers

VENDOR TOKEN PROGRAM

Vendors are required to participate in our token program. The following token/currency programs help connect more people to the market and access healthy food. Vendors are responsible for providing this information to all their market employees. Accepting the incorrect currency for your product, or currency from a non-GLM market will not be redeemed during checkout.



BLUE OR GREEN TOKENS may be accepted by all vendors at the market as a form of payment. Blue or Green tokens represent credit/debit transactions and vendors may give change back for these tokens. These tokens come in \$5 and \$1 increments. GLM charges customers a \$1 fee for the transaction.



RED TOKENS may only be accepted by food vendors such as produce, meat, dairy, bread and specialty foods. Red tokens may NOT be accepted by artisan vendors, or prepared food vendors. Red Tokens represent a LoneStar/EBT food stamp transaction and are for certain FOOD PRODUCTS which are not served or heated at the market. Red Tokens come in \$5 and \$1 increments. Vendors may NOT give change for Red Tokens. The consumer must provide red tokens in the exact amount of purchase. The consumer may return to the market booth with their \$5 token to obtain \$1 Red Tokens if needed to make change. **GIVING CASH CHANGE FOR RED TOKENS IS CONSIDERED A FEDERAL OFFENSE.**



“DOUBLE DOLLARS” are a glossy thick paper currency which are for produce purchases only. Double Dollars are part of our SNAP incentive program where we match SNAP dollars at the farmers market to make fresh produce more affordable for low income families. Cash may not be given back for double dollars. Double Dollars are \$2 coupons. This program is dependent on grant funding and therefore is not always available at the market. If you receive double dollar coupons, you are able to cash them in as a vendor regardless if the program is currently in operation or not.

CASHING IN MARKET CURRENCY

Vendors who accept tokens or Double Dollar currency during a market can redeem them for cash starting one-half hour before the close of each market day at the market booth. If a vendor is unable to turn the tokens in during this window or on a given market day, tokens can be held by the vendor and turned in at any subsequent market one half hour before the close of that market day.

It is the responsibility of the vendor to train employees on how to participate in the Vendor Token Exchange program and currencies. You can find more information about Tokens on our website, www.goodlocalmarkets.org under the Current Vendor Resources page and the Become A Vendor page. You may also speak with the market representative at the information booth about the token program.

Discrimination against customers using our VENDOR TOKEN PROGRAM for SNAP/Lone Star/EBT customers will not be tolerated and is a violation of our code of conduct at the market.

24. MARKET SURVEYS

All Vendors at Good Local Markets are required to participate in all surveys and questionnaires related to the GLM data collection and evaluation project, including the Weekly Revenue Surveys handed out at each market to provide data for GLM to obtain grants. GLM is a nonprofit organization and can only keep vendor fees low if GLM is able to obtain grants to pay for the operation of the market. We cannot provide this data to grantors unless it is provided by the vendors.

Vendor Surveys online at www.goodlocalmarkets.org/current-vendors, or email them to GLMvendors@goodlocalmarkets.org. Vendors may also send in an end of the year report to GLM staff of their weekly sales.

25. CODE OF CONDUCT

GLM prohibits any harassment or behavior that creates a hostile environment, and discrimination of customers or vendors based on race, color, national origin, immigration or citizenship status, religion, sex (including but not limited to sexual orientation, gender identity, gender expression, sexual stereotypes, pregnancy, childbirth and breastfeeding), disability, age, genetic information or characteristics, military or veteran status, familial status, or any other basis protected by applicable law. Any harassing, abusive, hostile or threatening behavior towards a GLM staff member, vendor, or customer will result in suspension from the market.

Our farmers markets are a family friendly, community event where many diverse people are gathered to shop and sell. Vendors and their representatives are expected to conduct themselves in a respectful, safe, and courteous manner with customers, staff, and each other. Any language or behavior that jeopardizes the normal operations of the market will be grounds for immediate termination. Vendors and vendor products are expected to respect our code of conduct as well.

GLM functions on a basis of mutual respect and honesty with its vendors. Vendors are expected to create an enjoyable atmosphere and treat folks with common courtesy throughout the market experience.

26. VENDOR DEFAULT

Violation of any provision of the Rules and Regulations shall be a material breach and default by the vendor. The Market Representative shall reserve the right to cancel any Vendor's participation at any time if the Vendor shall be found to be in violation of any market rule or eligibility requirements. A determination of vendor default is at the sole discretion of the GLM.

27. AGREEMENT TO BE BOUND BY RULES AND REGULATIONS

All vendors wanting to sell at the Good Local Markets must agree to the terms of these rules and show their agreement by signing the application and submitting other required forms, wherever applicable.

28. REVISIONS

The market shall reserve the right to revise the Market Rules and Regulations (Vendor Handbook) at any time and shall give fair notice of such revision to all participating vendors. The Rules and Regulations can also be found on the website, goodlocalmarkets.org under Become a Vendor.