



# RULES AND REGULATIONS

I. The “*Gateway Farmers Market, Inc.*” (hereinafter referred to as the Market) will be open to growers who reside and grow produce within a seventy-five (75) mile radius of the City of Texarkana, Arkansas and craft/hobby vendors who reside within a seventy-five (75) mile radius of the City of Texarkana, Arkansas. All growers/vendors shall agree to comply with the rules and regulations of the Market.

## II. QUALIFICATIONS

1. Each grower/vendor shall complete an annual application form provided by the Market.
2. Effective January 5, 2018, a Grower is: a vendor that grows produce which shall constitute 75% of the items offered for sale. All prior year’s annual vendors are grandfathered in and exempt from the above.
3. All vendors not covered by the above description will be considered hobby/craft vendors, i.e., yard art, bird houses, furniture, baked goods, holiday decorations, etc. All canned/craft items must be homemade/handmade by the vendor. Garage sale items are prohibited unless it is a special Market event.
4. Prior to being assigned a space and prior to set up, a new grower will complete an application and pay a \$25.00 **NON-REFUNDABLE** farm inspection fee. A vendor will not be able to sell prior to farm inspection.
5. Each grower will agree to random inspections as deemed necessary by the ***Oversight Committee***. Inspections will be made by a representative appointed by the *Oversight Committee*.
6. The Market is approved by the Arkansas Department of Health to accept Farmers Market WIC Vouchers. Only authorized growers are allowed to accept FMWIC Vouchers for certain fresh produce grown in the State of

Arkansas and adjacent counties. Any vendor violating this rule will lose the privilege to accept vouchers and may be banned from the Market.

### III. GENERAL REGULATIONS

1. ABSOLUTELY NO BROKERS (“PEDDLERS”) WILL BE PERMITTED TO SELL AT THE MARKET.
2. IF WE DON’T GROW IT, WE DON’T SELL IT. All produce sold at the Market must be grown by an approved grower. However, an approved grower may be represented at the Market by a family member. Family members will be defined as spouse, mother, father, son, daughter, brothers and sisters.
3. Growers/vendors may sell for other approved growers/vendors three (3) times in any one season. In the event of extenuating circumstances, the grower/vendor may request a waiver from the Oversight Committee.
4. The Market year will begin January 1<sup>st</sup> and end December 31<sup>st</sup>. The Market will open as produce is available. The regular day and time schedule for the Market will be Tuesday, Thursday, and Saturday, from 7:00 a.m. to noon or until produce is sold out.
5. Produce vendors will have priority in space placement over all other vendors, i.e., crafts, baked goods, canned good, etc.
6. Existing growers/vendors, who have an annual space currently, have first choice by seniority of the space that becomes available.
7. Occasionally, growers/vendors, who have an annual space are not able to come on market day. In that regard, it will be the Market’s policy to facilitate filling their space in a timely manner that is fair to the other growers and our customers on market day.
8. In order to manage vendor spaces, growers/vendors are required to call the Market cell phone by 6:00 a.m., if they are going to be late or absent for that day. Failure to call will allow the Market Manager to assign their space to a Day Vendor by 6:30 a.m. **Market Manager Cindy Gladden 903-824-0140.**
9. A space shall be 10 feet wide, along each side of a center aisle for a customer walkway. Growers/vendors must allow walkways between tables for the consideration of the customers. No part of the vendor’s display (tables,

produce, products, etc.) may extend beyond the marked front line of the vendor space.

10. All sales must be conducted within the assigned vendor space. Solicitation of customers from other growers/vendors is prohibited.
11. Spaces will be limited to one per grower, unless all spaces are not occupied, in which case a vendor may rent an additional space (or spaces); however, only one space may be reserved.
12. No lighted signs will be allowed at growers/vendors spaces. Maximum size of signs will be 24 inches by 36 inches.
13. Growers will be required to have available for the benefit of customers, scales capable of weighing up to ten pounds. However, scales will be for estimating purposes only and produce may be sold by container at the option of the grower.
14. All grower/vendors must comply with Arkansas Department of Health and Arkansas Agriculture Department's Farmers' Market Vendor Guide.
15. All growers/vendors and customers will be treated in a neighborly way, with respect and kindness.

#### IV. ANNUAL VENDORS

1. Annual vendors are encouraged to attend the Annual Vendor's Meeting to turn in their applications and pay the annual fee.
2. Annual vendors must pay the annual fee at the Annual Vendor's Meeting to reserve their space at the Market.
3. A vendor representative may attend the meeting to turn in the application and pay the fee to reserve the vendor's space at the Market.
4. Existing annual vendors will not be guaranteed a space if dues are paid after the Annual Vendor's Meeting.
5. Annual vendors must attend the Market at least four times within the season to keep their annual space.
6. Annual vendor fees:

- a. \$200.00 – if paid at the Annual Vendor Meeting.
- b. \$225.00 – if paid the any day after the Annual Vendor Meeting.

## V. DAY VENDORS

1. Day vendors are encouraged to attend the Annual Vendor’s Meeting to turn in their applications and pay the annual fee.
2. A vendor representative may attend the meeting to turn in the application and pay the fee.
3. All daily vendor space rentals will be on a first come basis.
4. Day vendor fees:
  - a. \$20.00 – daily space rental.
  - b. \$200.00 – if paid at the Annual Vendor Meeting.
  - c. \$225.00 – if paid after the Annual Vendor Meeting.
5. Day vendors who have paid the daily space rental and decide to pay the \$225.00 annual fee will forfeit the amount already paid for daily space rentals.

## VI. MARKETING/IMAGE

1. Any approved grower/vendor may take out ads utilizing the “*Gateway Farmers Market*” logo to advertise their product. The only stipulation is that the logo will be smaller, so it is clear that the market is not advertising or endorsing any single grower.
2. Growers/vendors will be responsible and expected to satisfy any customer complaints regarding their products by either replacement or refund.
3. All canned/crafts, handmade/homemade goods, produce, etc., is to be clean and displayed in an attractive and inviting manner.
4. Each grower/vendor will be responsible for maintaining a clean space and will leave their space clean on departure each Market day.
5. No produce shall be left on the premises or in trash barrels. (Requested by the City.)

VII. MANAGEMENT

1. An Oversight Committee will be established to monitor the progress of the Market and to provide oversight review of the Market Manager. The Committee will hear appeals from the decisions of the Market Manager regarding specific interpretation of these regulations. The Committee will consist of members of the community, the Miller County Conservation District, grower/vendors, and interested citizens. An Extension Agent from the University of Arkansas Cooperative Service, Miller County, will serve as an advisor.
2. The Market Manager will be responsible for resolving disputes and providing interpretations of the Market Rules as well as day-to-day operations of the Market. Concerns will be submitted in writing to the Oversight Committee, which will be the final authority.
3. The Market Manager will be available at 6:00 a.m. on Market days.
4. A signed copy of the application will serve as an agreement to the Rules and Regulations of the Market and will be maintained by the grower/vendor and the Market Manager.

VIII. VIOLAITION OF REGULATIONS

1. The first violation of these regulations will result in a verbal and written warning.
2. The second violation will result in suspension from selling at the Market for the remainder of the season.
3. Growers/vendors have the right to appeal to the Oversight Committee in writing.

IX. THE OVERSIGHT COMMITTEE RESERVES THE RIGHT TO AMEND THE ABOVE RULES AND REGULATIONS AT ANY TIME.

APPROVED by the Oversight Committee on February 2, 2024.