



Vendors Application 2022

Please mail completed application to Christy Werre,
940 E Bristol Drive, Bismarck, ND 58501 or email to squeek_226@hotmail.com

I am applying for:

- Full membership to the market @ \$200
 - Try it before you buy it \$25 one time trial at which time if you decide to become a full-time member, the \$25 will be deducted from your dues.
 - Youth vendor privilege (no fee under 16; must be accompanied by an adult)
 - Specialty vendors one-day at a time @\$15 (non-food such as flowers or crafts)
- One day at a time specialty vendors must be approved the same as a full membership vendor prior to attending any market. Following approval of product, you may join us on any market day for the daily fee of \$15.**

Vendor Information: (apply online at bismarckfarmersmarket.org)

Name: _____ Business Name: _____

Address: _____

Phone/Cell Phone: _____ Email address: _____

I do **NOT** want my information shared publicly. (Social Media, Website, Directory, etc.)

If you need more than 20 feet, you will be asked to pay a second membership fee, if space is available.

I have read the the market rules and regulations and the attached bylaws.

Signed: _____ Date: _____

Vendor Products (see list of approved products):

Please provide a detailed list of your products on this sheet: (produce, baked goods, jams, jellies, canned goods, etc.)

WE WILL CONTACT YOU AS SOON AS POSSIBLE WITH OUR DECISION. At that time, you will be required to submit a **NON-REFUNDABLE \$200 membership fee** which includes advertising, webpage presence, other social media, insurance and booth rent. Membership dues must be paid by June 1 for an annual membership expiring May 31. A late fee of \$50 will be assessed after June 15 for former and current members only. This does not apply to NEW applications.

Products that may be sold at Bismarck Farmers Market include the following:

Acceptable products:

- Vegetables grown by the seller from seeds, seedlings, or sets.
- Fruits, berries, or nuts grown on trees, bushes or vines on the seller's farm.
- Plants grown by the seller from seed, seedling, or transplant.
- Eggs produced by the seller's by free- range poultry.
- Honey produced by the seller's bees or bees housed on seller's land.
- Fresh baked goods and prepared food items must be made from scratch by the seller.
- Fresh cut flowers grown on the seller's farm.
- Meat products must be produced from animals raised on the seller's farm.
- Pet food and treats made from scratch by the seller using locally sourced, sustainable ingredients.
- Foraging is an acceptable practice.

Canned goods must be presented in standardized jars (i.e., Mason, Kerr or Ball) with new lids and bands only.

IT IS within the market manager's duties to inspect and ask that unacceptable products be removed. If a vendor does not comply, the board has the authority to revoke a membership.

NO PRODUCTS GIFTED OR PURCHASED FROM OTHER GARDENS OR RETAIL STORES MAY BE RESOLD AT MARKETS. All other products will need to be approved by the board of directors or a committee appointed by said board. (Members may sell other market member products.)

___ I have read the above rules and regulations and understand I may be asked to remove unapproved products and or membership will be revoked without refund of fees. Please initial.

INFORMATION FOR ALL VENDORS:

Safety first. Vendors are responsible to insure the safest environment possible for customers.

1. The market has general insurance coverage; it is advisable to obtain individual insurance for your booth and products.
2. Vendors are responsible for their booth displays and canopies. Spaces are approximately 20x20-feet, and exceptions are made within reason for trailers.
3. In the event of high winds, canopies must be weighted and/or removed to prevent injury.
4. Vendors are responsible for professional and clean-looking displays. You must also clean up the area before, during and after the market.
5. The market is located at the south end of the Kirkwood Ace Hardware NORTH, 4321 Ottawa St. Booths must be set up within the 20x20' allotted space beginning at the farthest east end of the last row of the parking lot.
6. Sale days are Tuesday, Thursday, Saturday - 8 a.m. till sellout; Sundays 12 noon till sellout.
7. Urban Harvest allows our vendors to sell produce on Thursdays; please see <http://www.bismarckurbanharvest.org/> for more information.
8. Vendors are encouraged to advertise on social media, etc., as much as possible. Our website is www.bismarckfarmersmarket.org, and our Facebook page is <https://www.facebook.com/ndfarmermarket/>.

Bismarck Farmers' Market By-Laws

Adopted: June 3, 2018 (Rev. May 2022)

Article 1 – Organization's Name

Bismarck Farmers Market: The Original Farmers Market shall hereinafter be the formal name of this organization as registered with the Secretary of State of North Dakota.

Article 2 – Purpose and Mission

Bismarck Farmers Market aims to provide area residents and visitors with a marketplace where they may purchase farm products, locally made handcrafted items, and foods made with local products whenever possible. This directly supports North Dakota's local economy and provides consumers with the opportunity to have direct contact with these small local farm-based businesses.

Article 3 – Membership

Farmers, artists, crafters, bakers, etc., may apply by filling out an application for review by the board of directors of the Bismarck Farmers Market. Applications are considered based on products complementing our market. Products must be grown and produced locally within the state of North Dakota. No resale vendors are allowed. It is the vendor's responsibility to provide display materials and work cooperatively with surrounding vendors to provide a cohesive atmosphere for the market.

Members will pay an annual fee of \$200, which provides:

1. 20x20 market space rent
2. Insurance
3. Membership in our parent organization The North Dakota Farmers Market and Growers Association.

Please see guidelines and responsibilities on the backside of the vendor application. The board of directors retains the right to accept or deny any applications based on market values. Membership dues must be paid by June 1 for an annual membership expiring May 31. A late fee of \$50 will be assessed after June 15 for current members only. NEW Vendor applications will NOT be required to pay a late fee.

New memberships will take effect June 1 of the new season regardless of when applications are accepted and dues paid.

Members must follow all North Dakota state regulations applying to the direct marketing of agricultural and processed foods. Members can set their prices and sell to their customers before and after each market. Vendors are encouraged to post their market products and participation on Facebook.

Members will be given a fair warning if they are found to violate the mission, rules, regulations and bylaws of the market and state of North Dakota. After the third warning, vendors will be asked to leave the market and membership is revoked. Appeals to the board may be made in writing, and consideration of admittance to the market upon revision of behavior will be determined by the board.

Article 4 – Board of Directors: Officers and their Duties defined

The board of directors will be determined by volunteer or appointment by the slate of officers. Each vendor is allowed one vote per membership paid. Example: If you purchase two memberships, you will be allowed two votes. One space equals one vote.

Current market members with paid memberships are eligible to serve as:

| | |
|----------------|----------------|
| Market Manager | |
| President | Vice-President |
| Secretary | Treasurer |

Elections are held annually, and terms are one year. There is no limit to how many terms served.

Bismarck Farmers Market can create ad hoc or standing committees to address all duties deemed necessary by the board of directors.

Article 5 – Meetings

The Bismarck Farmers Market will require two meetings annually during the off-season for the purpose of addressing issues from the previous season, organizing and electing officers and reviewing any new applications. Meetings may be called to discuss additional issues or review current policy, vendors, etc.

Notice will be made through email and text. If you do not have access to electronic communication, you may be placed on a call list.

Only current paid members are eligible for election or to serve on committees. Only one vote is allowed per membership. Decisions require a quorum of more than 50% of the membership. Proxy votes must be submitted to the secretary via text message or writing no less than 24 hours before the meeting.

All bylaws, applications, minutes of the meeting etc., shall be distributed to the membership electronically annually and before each meeting notice.

Article 6 – Records

The Bismarck Farmers Market will record membership, contact information for members, minutes of meetings, bylaws, financial records and other documents as deemed necessary for the organization's operation in a professional manner. Records of this organization are open to all members on request. Please allow three business days for said requests.

Article 7 – Dues and Liquidation

Annual membership dues are decided by vote annually based on financial need, and all dues are paid to the treasurer of record. The membership determines late fees and will be added to the vendor application when approved.

In the event of the dissolution of this organization, the remaining dues will be donated to the Great Plains Food Bank and any non-cash assets offered to the vendors for fair market price.

Article 8 – Amendments

Amendments to this document must be made, approved and voted on by a quorum of the membership. Proxy votes are accepted by text message or in writing no less than 24 hours before amendments are made. Due to the distance of vendors, vote may be taken by text message, email or phone call and recorded by the market manager or secretary in writing.

Article 9 – Market Manager

The membership will select a market manager with the authority to:

1. Insure the safety of the market and its surroundings.
2. Be a liaison between the market and the owners of the parking lot.
3. Insure that state food safety guidelines are met and the products at the market are within the standards of the market quality.
4. Plan and execute events within the budget guidelines. The board must preapprove any expenditures of more than \$250.

Duties of the market manager include but are not limited to paperwork, file with the Secretary of State's office, organize and run meetings, write grants, create forms, update web page, make sure bills are paid in a timely manner, update Facebook page, answer calls and emails, manage SNAP, graphic design and ordering of printed materials.