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Certified Arkansas Farmers' Market
Market Rules and Regulations
for Market Operations in 2008

Approved by CAFM BOD, April 7, 2008
CAFM is a Non-Profit 501(c)(6) Corporation

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I. Introduction

The Certified Arkansas Farmers Market, INC. (CAFM) is a non-profit 501 (c)(6), mutual benefit corporation which was formed to promote and assist in the development and operation of a farmers market in central Arkansas which provides a regularly operated outlet where Arkansas farmers can sell locally produced agricultural products. And provide a source for high quality, locally produced agricultural produce and related items. The Market will also provide farmers with assistance in the development of markets, resources, grower certification programs, and distribution network. The market will operate twice weekly from May until October. The Market will operate in accordance with all city, county, state and federal laws, for the benefit of farmers and customers alike. The Arkansas region with locally grown foods and farm products in a direct farm-to-consumer marketing venue that will serve diverse populations, preserve and promote regional agriculture and improve our quality of life. The purpose of these rules is to govern the operation, administration and management of any farmers' market

under the control of CAFM. In issuing rules, we hope to ensure the smooth operation of the Market.

II. Definitions

Approved product: a product that has been approved by the CAFM Market Manager or Market Mentor.

Registered Farm Agent: a representative of a farmer who is working on contract with another farmer to sell at the Market. Both must be a CAFM member farm and approved by the CAFM market manager.

Board of Directors: the board of directors of the CAFM.

Craft Vendor: a farmer who creates a hand-made craft to sell at the Market.

Day Vendor: a Vendor who has been approved at the Market to sell, but who does not hold a reserved space at the Market.

Family: the person's spouse, parents, children.

Market Mentor: Appointed by the Market Manager to perform certain duties within the market.

Local Product: any product grown or produced within the State of Arkansas

Market Manager: the CAFM staff member who supervises the operations of the Market.

Producer: the grower (or the immediate family) of any raw agricultural product or the person who produces any value-added, ready-to-eat product.

Reserved Vendor: a vendor who has been approved by the CAFM.

Value-added Product: a processed food item that is ready to be sold at the Market. The item may be edible, like jalapeno jelly, or it may be inedible, like a wreath from dried okra pods. These products must be grown by the producer.

Vendor: a farmer at the Market.

III. Admission of Products and Farmers

A. Who May Sell:

Farmers. Farmers whose farms have been inspected by representatives of the Market and whose vendor application has been accepted by the Market Manager following such inspection may sell at the Market. At the discretion of the Market Manager, a Farmer may sell at the Market prior to the initial inspection if an inspection has been scheduled to take place within the first date that such Farmer sells at the Market. If the initial inspection does not take place within 7 days of the first date that such Farmer sells at the Market, such Farmer may not continue to sell at the Market pending the completion of the initial inspection. However, if the initial inspection does not take place within 7 days of the first date that such Farmer sells at the Market and the Market Manager determines that this is due to any action or inaction by the Farmer, such Farmer may not continue to sell at the Market until the completion of the initial inspection and the acceptance by the Market Manager of such Farmer's vendor application. A Farmer may not continue to sell at the Market if the Market Manager does not accept the Farmer's vendor application following the initial inspection.

Farmers may be represented at the Market by their employees, Agents or Family, provided that the Farmer submits to the Market Manager an "Registered Farm Agent Authorization Form" in the form attached at least one week before the date that any employee, Agent or Family member represents a Farmer at the Market.

For a Farmer to become a vendor at the Market, you must:

- Grow your own Local Product that you sell;
- Live within the State of Arkansas
- Fill out and sign a vendor application at least one week before you plan to begin selling at the Market; at the managers discretion, a one day pass may be issued until an inspection of the farm business is made by CAFM.

- Sign an Participation/Indemnity Agreement of the Market Rules agreeing to all terms;
- Provide proof of farm product liability insurance if required'
- Allow representatives of the market to inspect your farm;
- Submit a Annual Membership fee of \$75.00.

All necessary paperwork must be on file before a vendor can sell at the Market, with exceptions at the Market Manager's discretion.

NO RESELLING IS ALLOWED AT THE MARKET.

1. Authorized/Registered Farm Agents. Partnerships between farmers may be accepted on an as needed basis to be determined by the market manager, provided 1) both farms are a member of CAFM, and the register agent is named as the primary vendor of the product at CAFM. 2) a farm inspection by CAFM manager or committee has been made to both farms. The grower's immediate family are considered farm owners, and do not require declaration as a Registerd Farm Agent. Additionally, legally incorporated producer cooperatives may be allowed on a case by case basis.

- Value-added vendors and Craft vendors. A farmer may be a Value-Added Vendor of his/her own Value-Added Product made in accordance with the rules and approved by the Market Manager and/or committee. Produce your own product in the State of Arkansas.
- Live within the State of Arkansas
- Fill out and sign a vendor application at least one week before you plan to begin selling at the Market;
- Sign a Participation Agreement, stating that you agree to all terms of the Market Rules;
- Allow Market Representatives to inspect your business;

- Submit an annual fee/membership fee.

2. Non-profit groups. Non-profit food organizations may participate at the Market at the discretion of the Market Manager. Organizations setting up information-only tables will be allowed to set up free of charge. Raising funds through such mechanisms as raffles, guessing games, and solicitations are acceptable, up to \$5 per ticket. No selling of products is allowed. Standing non-profits who are partners of the market may attend multiple times at the Market Managers' discretion. The groups must apply for a space. The Market Manager will coordinate attendance.

3. Educational and promotional materials: Any approved Vendor at the Market and the CAFM may sell books/booklets/other printed material that they have authored so long as such materials meet the Market Manager's approval for an educational stall. CAFM may sell books by other authors in an effort to educate the public and raise funds. Chefs and other special event speakers may sell books that they have authored after Market Manager approval. Farmers may sell promotional materials such as t-shirts, aprons, hats, etc. only if the merchandise is promoting the farm. CAFM may sell related Market merchandise.

B. Products.

Agricultural Products:

Products that can be sold include:

1. Any vegetable grown by the farmer from seeds, sets, or seedlings.
2. Any fruits, nuts or berries grown by the farmer from trees, bushes, or vines on the farmer's farm.
3. Any plant grown by the farmer from seed, seedling, transplant or cutting.
4. Bulbs propagated by the farmer.

5. Nuts harvested from the farmer's trees (shelled or unshelled).
6. Sprouted seeds and grains.
7. Mushrooms produced and cultivated by the farmer.
8. Eggs produced by the farmer's poultry.
9. Fish/Poultry/Hogs need to be raised from a fingerling, chick or feeder to a finished stage. Beef and other meat animals must be born and raised in the state of Arkansas from a certified farmer. CAFM is a market for farmers who raise their own livestock. It is not intended for commercial wholesale meat vendors.
10. Honey produced by the farmer's bees. Honey from multiple farms packaged together must be stated as such.

1. Meat, fish, dairy and eggs—Farmers are allowed to sell meat, fish, dairy products, and eggs at the Market that they have raised/grown themselves on their farm. It is up to the discretion of the Market Manager to accept the products into the Market after a farm visit and verification of ownership. Vendors of these products must be in compliance with the regulations of the State of Arkansas and the City of North Little Rock and Pulaski County.

2. Flowers and nursery products—Farmers are permitted to sell plants and trees, fresh and dried flowers, herbs and decorative vegetation grown

3. Value-Added Products Permitted:

- Dried herbs, spices, beans, grains, fruits, nuts and vegetables grown by the farmer and processed by the farmer in compliance with all health regulations.

- Shelled nuts from farmer's trees, including those, which have been salted, roasted, or flavored.
- Dried flower arrangements and wreaths. The arrangements and wreaths are produced solely by the farmer.
- Jams, preserves, vinegars, salsas, oils and flavored oils produced solely by the farmer.
- Other products approved by the Market Manager and consistent with the intent of the CAFM program to give regional producers direct access to customers.

All value-added foods must be approved by the Market Manager before being sold at the Market..

4. Animals/Pets No live animals may be sold or given away at the Market. Vendor pets are not allowed at the market during market hours.

5. Inspections:

All farmers must agree to and assist in the inspection of their farms by representatives of the Market at any time, multiple times if necessary.

Failure to comply with inspection procedures may result in suspension from the Market.

An inspection fee of \$25 will be charged to farms that are re-inspected if violation of Market Rules is found.

All farmers agree to comply with the Inspection Procedures.

IV. Market Operations

Market Season: May 3, 2008 through October 31, 2008. The CAFM is open on Tuesday and Saturday from 7:00am until 12:00p.m. Rain or shine. The Fair Trade Rule is strictly enforced and any violation to the rule may terminate your participation at the CAFM. No Vendors will be allowed to set up after 7:30a.m. Please notify the Market Manager when you are finished for the season.

Market Location: 401 South Main, North Little Rock, Arkansas.

Duration of Market Vendor Admission:

- Admission is on a year-by-year basis, with the year starting on the first market day of each year.
- There will be an annual re-evaluation of every market participant.
- Market participants will be notified of invitation or exclusion in the fall of the preceding year. However, the Market Management may give earlier notification to any market participant if it is decided at any earlier date that this participant will not be invited to return.

A. FAIR TRADE POLICY (RINGING OF THE BELL)

1. All vendors must wait for the opening bell to commence sales to the public. No producer/vendor may set aside or pre-bag products for customers prior to market opening.

2. *Exceptions.* Vendors may:

- prepare Community Supported Agriculture shares for pick up at the Market;
- set aside a restaurant or commercial order for pick up at the Market;
- pre-bag a set amount of produce, e.g. 1 pound bags of tomatoes, but not assign the bags to any particular person prior to the bell; and

B. Stalls.

1. To become eligible for a reserved space, the vendor must expect regular attendance for the entire market season and agree to communicate to the market manager or market committee if absences are expected.

2. Day vendors must have an application on file in order to attend the market. Day vendors must check in with the Market Manager at least one hour prior to opening and wait until a space is assigned in the day vending areas.

3. In the truck vending area, each stall space will be allowed one truck or trailer to park behind it. Multi-stall vendors may include as many trucks or trailers as they have stalls rented, up to a maximum of 3 vehicles. They may also park within their selling areas a larger truck cross-wise over stalls.

4. The non-truck vending area stall spaces shall be 10' wide by 10' deep, with the set up always facing out towards the customers.

5. Reserved Vendors may request more than one stall space (up to three), at the discretion of the market manager.

6. A Vendor must occupy a reserved space by May 3 or lose the right to reserve that space for the remainder of the season unless he/she notifies the manager before the opening of the market of intent to begin selling at a later date because of seasonality of produce. All exceptions are to be made at the Manager's discretion.

C. Vendors.

1. Fees.

a. **All Vendors**
Annual Dues--\$75 annual vendor fee, due with vendor application.

b. **Junior Vendors:**
\$35 plus \$20 per stall each market day stall(s) is occupied. A junior member must be under the age of 18.

c. **First-Time Day Pass vendors--**\$25 stall fee per stall. Rental of tents, tables, skirting is not included in this fee. This is a one time offering to new farmers at CAFM.

d. Booth Fees must be paid to the Market Manager by check or cash at the Market Managers booth by the close of market day. Farmers are required to reimburse the Market for all applicable bank fees for returned checks. Make checks to CAFM.

2. Gross Sales Reports — All Vendors must give the Market Manager (anonymously) their best estimates of gross sales in a drop box. The data will be collected in an anonymous tabulation sheet. Submission of this information is required by the Market for accurate reporting of total aggregate sales to various funding sources (no individual names will be used in any reports).

3. Pricing — Vendors will determine the prices of their own products. Retail price lists will be provided for vendors' information. It is encouraged that vendors post their prices to discourage "product dumping".

4. No Reselling from Non CAFM member farms — Farmers may only sell produce and animal products that they have grown or raised. No reselling of products grown or produced by others is permitted, unless you are a CAFM member farmer, and a registered agent of a CAFM member farm that is providing product for resale.

5. Honest Product Representation — all producers must represent their products in an honest manner, whether written or verbal.

6. Quality Control — all produce will be subject to random inspection at anytime by the Market Manager or Market Mentor. Farmers will be asked to give refunds to customers that are dissatisfied with products they have purchased.

7. Organic Labeling — all items sold as organic must meet the requirements of the National Organic Program. Farmers of

organic items must have a copy of their certification on file with the Market Manager as well as with them when selling at the Market. Only certified organic growers may display signs using the word organic.

8. Scales — All agricultural products sold by weight shall be weighed by a fair and accurate scale. The weighing device must be positioned so that the weight is visible to the customer.

9. Prepackaging — All closed consumer containers shall be labeled with the following: quantity or weight of the contents, the name and address of the producer and a list of all the ingredients, with the highest proportion ingredients listed first in descending order.

10. Safety around selling area — Tables and products must not encroach upon customer aisles. A pre-determined fire lane must be maintained. Product space must occur from assigned space only, not in the customer aisle. Vehicles must be kept within assigned parking spaces. Tents, signs and posts must be adequately tied and weighted down. The vendor must meet all requirements of the city health authorities.

11. Conduct/Professional manner -- All vendors must conduct themselves in a courteous and professional manner as they sell at the Market. Vendors must treat customer, staff and volunteers of CAFM and fellow vendors with respect. Inappropriate conduct or language towards other participants, customers, or management will not be tolerated and can be grounds for immediate dismissal from the Market by the Market Manager and / or the Market Mentor. All complaints will be investigated thoroughly by management. Vendors that have a complaint may verbally relay them to the Manager or Market Mentor or may submit them in writing. Management will investigate the complaint and will respond to the vendor in writing within one week. Inappropriate conduct during the complaint process (i.e. yelling, swearing, throwing items, harassing or threatening management, etc.) will not be tolerated and could result in immediate dismissal from the Market. Vendors who choose to bring children to the Market are asked to ensure that the conduct of the minors is appropriate and not disruptive to customers or other vendors. The use of profanity in and around booths is not customer friendly and is discouraged by management.

12. Noise — No radios or stereos are allowed to be operated during market hour, other than music provided by Market staff through the PA. No loud, aggressive promotion is allowed.

13. WIC Coupons (Women Infant * Children) EBT Pilot Project at the CAFM. The WIC in the Farmers' Market program will be available May through August 2008. WIC recipients will receive coupon books that can be spent at selected farmers' markets in order to purchase Arkansas fruits and vegetables. Information and registration packets will be mailed out to every Farmers' Market participant. Participants will be required to place large prominent signage at their booths stating that they are WIC approved and place signage identifying all Arkansas Grown Products.

EBT tokens may be traded in at the end of the day for booth rental and or cash.

14. Smoking — No smoking is allowed at the Market.

15. Alcohol and drugs — No consumption of alcoholic beverages or drugs are allowed onsite during market hours.

16. Reservations and cancellations —Calls to the Market Manager must be made before 10 p.m. the day prior to the Market day if a Reserved Vendor is not coming. Unless otherwise notified, failure to be on the lot by 7:00am. may result in the reassignment of your space to a Day Vendor. Vendors without reserved spaces must abide by the same rules as all other farmers. The Market Management assigns spaces for the Day Vendors. If you have not paid for a reserved space, you may be moved around to different spaces each market day you attend. Day Vendors must check in with the Market Manager upon arrival at least one hour prior to the Market's scheduled opening and await a stall assignment space. Day Vendors who have sold at the Market previously will be given seniority and assignments will be made for them first.

17. Early Departure — the Market discourages early departure from the Market. If a Vendor absolutely needs to leave he/she is required to notify the Market Manager and a decision will be made at that time if a safe departure is feasible. If leaving, the

Vendor must be escorted from the Market by the Manager or other staff.

18. Departure — All Vendors must vacate the street and park vending areas of the Market by 1 p.m. Absolutely no sales after the market closes (12:00NOON) with the Ringing of the Bell Fair Trade Policy.

19. Cleanliness and Cleanup — all food must be stored at least 6 inches off the ground. All Vendors are required to clean up their own produce refuse, packaging material and any debris in their stall and selling area in a timely manner. During the Market hours, Vendors must continuously monitor the debris around their selling area and pick up any trash and keep their area clean. All trash picked up by the Vendors must be taken off-premises. Do not use the parks or the Market’s trash cans.

20. Weather — Vendors should be prepared for all types of weather including cover for rain or sun and weights for winds. No refunds or decrease in reserved fees already paid will be given because of inclement weather or lack of business due to the weather.

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| <p>Farmers should pay close attention to the following rules;</p> <p>No show <i>without calling</i> to cancel – Reserved vendors</p> <p>Selling before or after the “ringing of the bell”</p> <p>Failure to conform with tent, skirting and tablecloth requirements.</p> <p>Selling products that are not pre-approved by management</p> <p>Failure to tie down and secure shades and shelters</p> <p>Required permits and/or certifications not displayed</p> <p>Failure to clean stall space, leaving garbage</p> <p>Non-compliance with local health dept. regulations</p> <p>Arriving late or leaving prior to approved departure time</p> <p>Any other violation of the Market Rules</p> |
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V. Non Compliance, Penalties and Appeals

A. Multiple violations of market rules will result in disciplinary action by the Market Manager: A written warning will be issued for first offense. Second offense you may be asked to leave the market.

B. Appeals — Any Vendor aggrieved by the Market Manager’s decision may appeal for review by the Executive Director. Should the aggrieved vendor wish to appeal the Executive Director's decision, they then must appeal to the Board of Directors. An oral request for review must be followed up immediately by a written request. The Board of Directors may refuse or agree to review, and may uphold, modify, or vacate a Manager’s decision. They must respond to the farmer within two weeks of their intent to review or not review and they must make a decision in writing within six (6) weeks of the appeal. The decision shall be final.

VI. Governance of the Market

A. Board:

The Board of Directors governs the Market.

The Market management will call an annual meeting for all participating Vendors to report on and discuss the Market's performance and to hold a forum for Vendors to propose any changes the Market Rules.

B. Market Manager:

The Market Manager shall administer the Market and oversee its operating rules and regulations. The Market Manager must be a staff member of the CAFM reporting to CAFM Executive Director.

- The Market Manager qualifies and assigns farmers. The Market Manager facilitates each value-added, craft or non-profit group through the certification process and follows up with assigning the approved Vendor(s).
- The Market Manager maintains order at the Market.
- The Market Manager ensures the smooth placement of reserved and day vendors in their assigned stall areas.
- The Market Manager ensures that all safety, health and other regulatory codes and regulations are abided by.
- The Market Manager and Market Mentors coordinate the efforts of the volunteers and supporters of the Market who participate in market educational and entertainment activities including a chef's demonstrations, the information booth, market tours, children's activities, music, and programming.
- The Market Manager and or board members when available, will visit, inspect and certify farms.
- The Market Manager will maintain current and accurate records of each Vendor.
- The Market Manager will coordinate with respective health, agriculture, safety and other governmental representatives any methods by which Vendors can be informed of current and newly changing regulations that affect the selling of their products.
- The Market Manager will promote and market the Market through paid and free media outlets and medium including public service announcements, media sponsorships and media relations, merchandising and special events.
- The Market Manager will work in partnerships and create cooperative cross-promotion and support with city, county and state entities, local business, educational and civic groups, neighborhood associations, foundations, and the general public.
- The Market Manager will coordinate educational workshops and training sessions for vendors of the Market, particularly small business beginning vendors.
- The Market Manager and staff will collect the fees and sales data from the vendors weekly and create financial reports and deposits with the CAFM financial staff.
- The Market Manager is responsible to interpret, implement and enforce all rules and regulations pertaining to the running of the Market in a fair and equitable manner.
- The Market Manager has the authority to issue warnings and take appropriate action against participating farmers who violate these rules and other applicable regulations and laws. The Market Manager has the power to immediately suspend or remove any vendor for any health, safety, and liability risks caused by any single violation.
- The Market Manager may expel any vendor from the Market if the Market Manager determines that this would be in the best interest of the Market.

2008 ADDITIONAL CAFM INFORMATION & EXPLANATIONS

A. ARKANSAS GROWN CERTIFICATION

In an effort to provide a consistent front and promote Arkansas Grown products to our customers the CAFM has partnered with the State Plant Board to register local farmers for a new 'branding program' named "Arkansas Grown" in addition to the CAFM Certification. Those farmers that are interested in participating in this program will need to obtain an application from the Market Manager. Received forms will then be sent to the State Plant Board where they will be reviewed and confirmed. Those vendors that are approved will then be able to use the "Arkansas Grown" logo.



Only those approved vendors will be able to display the "Arkansas Grown" price signs. Please be advised that falsifying information on your application will result in a farmer not being able to participate in the program for one year

B. CAFM CERTIFICATION

All products sold at the CAFM must be certified that they are locally grown by a producer member. Local product that came from an Arkansas producer is able to be sold by another certified producer on a limited/short term basis at CAFM. (Satellite technology and GPS will assist management with inspections, along with regular (annual) on-site visits to new members) The market manager will inspect all first time vendors upon their request to participate as a vendor of CAFM. An application must be filled out, and reasonable proof must be shown that the farm and its products are legitimately grown in Arkansas. It will be the sole discretion of the market manager to make the final determination about a products authenticity.

C. MENTOR POLICY

New members are mentored by founding members so they know and understand the rules and policies of CAFM. As a result, no one is a stranger to the market, or every new farmer has one friend after their first day, to mentor them (friendly training and one on one education about the market will make farmers comfortable).

D. FAIR TRADE POLICY

A central design component of the new market is the ringing of the bell, to sound the official opening (7 a.m.), and then later at 12pm to signal the closing of the market. Selling cannot begin until the bell sounds, and must stop with the closing bell. A ringing of the bell will become a valued tradition of the market, and the addition of strict opening and closing times will benefit farmers more than any other policy.

E. MANAGEMENT

The Manager of the Certified Arkansas Farmer's Market (CAFM) is Jody Hardin. The CAFM Manager has assigned Sheldon Sturtevant, Robert Lashley, Barbara Armstrong and Josh Hardin as CAFM Mentors as described above. The Market Manager will be in charge of the overall operation of the Market. The Market Mentors will patrol the Market area to maintain order, security, and decorum. Jody Hardin, CAFM market manager, can be reached by cell: 501.231.0094

F. ONE DAY PERMIT

New attendees of the market will be, at the discretion and approval of the Market Manger, issued a 1 day permit which entitles them to sell according to the guidelines issued in these rules and regulations. This one day permit and fee will be \$25.00 which will cover the cost of 1 booth rental. Additional fees for required tenting, skirting and tables will apply in addition to this fee.

G. HEALTH DEPARTMENT/USDA

Any farmers bringing homemade food items to sell at the Market must follow the requirements set forth by the Health Department. All items must be prepared in an state approved kitchen. All frozen meat products must be kept frozen in freezers (electricity available; all refrigerated meat products and eggs must be kept refrigerated in a refrigerator. Please contact Ron Karimi, Health Department Inspector (944-9894 or (mehran.karimi@arkansas.gov) if you have questions regarding Health Department standards.

H. EQUIPMENT

The CAFM does not set up equipment or supplies. It is the responsibility of the farmer to provide any and all extension cords, tables, chairs, signage, tape, decoration, and display equipment. Scales should be plainly visible to customers such that the customer standing outside the space may easily see the readings on the scales. The Manager will check any scale that is in question. It is a requirement from the city that all farmer's have a blue or white 10 x 10 tent, provide a skirting for all tables and tablecloths. **NO TARPS ARE ALLOWED.** Farmers needing ice will need to bring it with them to the Market Tents must fit in the space assigned. Day Use Rental for tents, skirting and tables etc may be available. Ask the Manager about availability of these items.

I. ELECTRICITY

There is no charge for using electrical outlets for cash registers, freezers, coolers, scales, etc. It is the sole responsibility of the vendor to provide extension cords and, if necessary, duct tape. Cords must be taped down completely to prevent accidents.

J. MAINTENANCE AND SANITATION

Each vendor will assist in maintaining his or her own space in a clean and orderly manner. Farmers must pick up all loose produce and sweep, if necessary, their space before they checkout. Farmers leaving their space unclean will be charged \$5.00 for clean up that will be noted and due to the Market the next time the farmer attends.

Spaces are to be kept hazard-free, reasonably attractive, and activities should be fair to neighbors. Farmers may not use neighboring dumpsters; these are not paid for by the Market and are for private use of the surrounding businesses. Farmers shall cooperate fully in any efforts to control and/or eliminate pests, including, but not limited to, rodents, insects, and birds.

K. CAFM PROPERTY & PERSONAL PROPERTY

Farmers may not use the Market for engaging in any unlawful or improper activity.

Incidents (damage, theft, or injury) involving vendors or customers must be reported immediately to management or one of market mentors. Damage caused by a vendor or their staff to the CAFM property will be the responsibility of the vendor. The CAFM assumes no liability for any personal property belonging to the vendor or any of its employees. Vending on CAFM property is only allowed during normal hours of operation. After hours vending opportunities will only be allowed upon invitation through the City of North Little Rock or the CAFM management Please do not leave any valuable personal property in your vehicles.

L. RENTAL FEES

Vendor fees are \$20 per day. Fees are non-negotiable – management will not discount or waive fees based on inclement weather or lack of traffic – please do not ask. Management reserves the right to change fees without notice.

Additional rental charges will be incurred for vendor vehicles or displays that go outside of their assigned space.

*Non-profit organizations selling a product will be charged one-half normal fee for the area they rent if they have provided their 501C3 Federal Tax ID number on their participation form.

M. COLLECTION

It is the responsibility of each vendor to pay their daily stall fee by the closing bell each market day. Keep your receipt. Accepted payment for fees will be cash, check for the amount only, or Market

Tokens. Please do not assume that the person(s) collecting will have change – please make sure as you prepare for your trip to the Market that you have your rent in the exact amount ready. Make checks payable to CAFM. Vendors writing more than two (2) hot checks to the CAFM will be put on a cash only basis for the remainder of the year.

N. CHECKOUT/RINGING OF THE BELL

The Farmers' Market concludes at 12:00 NOON at the sounding of the bell. No more selling is allowed. At this time you should begin to pack up your booth. Leave your space as you found it! Any and all of vendor's merchandise including, tables, chairs, equipment, signage, display equipment, and trash must be removed by the designated closing time. NO business is to resume after the sounding of the bell. Any violations should be reported to management and violators may be removed from the market permanently. We should all help enforce this rule, as it benefits all.

O. LOST AND FOUND

Please report and turn in all lost and found items to the Market Manager booth or one of the senior market members.

P. AMMENDMENTS

The Market Rules may only be amended with the approval of a majority of the Board of Directors.