



GRAFTON FARMERS MARKET BYLAWS

ARTICLE ONE- PURPOSE

The Grafton Farmers Market Mission is to provide access to locally made and grown goods. To promote the local economy. To create community. To promote health and wellness. To increase the awareness of fun through food. To educate.

ARTICLE TWO- MEMBERSHIP

Membership shall be granted to any interested vendor who meets the following criteria. Vendors must operate within a one-hundred-mile radius of the city of Grafton. Goods sold must be locally grown or locally made. Vendors must have all necessary licenses, insurance, and tax ID info applicable to their operation. Vendors must operate their businesses within the confines of local, state and federal laws and regulations. Vendors must agree to market bylaws and accept that the steering committee has the authority to deny membership to any vendor for any reason.

ARTICLE THREE-STEERING COMMITTEE

The Steering Committee is responsible for logistical aspects of running a successful market. They will be charged with securing dues and vendor registration forms from all vendors. They will also secure location, advertising, booth placement of vendors, and rotate through the position as acting market manager on market days.

The Steering Committee will consist of a maximum of 10 persons. While the market is sponsored by the Grafton Area Chamber of Commerce, at least one seat will be reserved for their representative. Vendors of the Grafton Farmers Market are encouraged to seek a position on the committee if they wish. If any farm/business has

more than one representative on the committee they shall only have one vote. Term length is limited to one year unless there are no other interested parties.

ARTICLE FOUR- MARKET MANAGER

The Market Manager is responsible for maintaining order and civility on market day. The market manager shall oversee booth setup for vendors. The Market Manager is responsible for policing vendors' adherence to market bylaws, and shall have full authority to reject or remove a vendor not in compliance with bylaws or regulations. The Market Manager position shall be split among the steering committee members. If the market manager is also a vendor there shall be an assistant market manager available for any instance of conflict of interest.

ARTICLE FIVE-DUES

Dues shall be voted on annually by the Steering Committee.

Dues will be payable at time of registration. Dues can be paid for the entire season (\$30) or per week (\$15).

ARTICLE SIX-VENDOR RULES AND GUIDELINES

- Vendors must abide by all local, state, and federal laws and regulations pertaining to their business. Vendors are responsible for all applicable taxes.
- Any produce should be clean and presentable for sale.
- The sale of meat will be decided on a case by case basis by the Steering Committee. Potential meat vendors will have all necessary licensing, permits, etc.
- Foods such as baked and canned goods must have the name of the product, name of producer and contact information and ingredients listed on the package.
- Vendors intending to sell ready to eat meals must have prior approval of the GFM steering committee.
- Proposed opening date is the first Tuesday in July, unless that falls on July 4th, in which case the market will open on the second Tuesday of July. The last market will be the second Tuesday in September.
- The market shall operate Tuesday from 4:30 to 6:30, no sales shall be allowed before 4:30 pm at the market location. The opening of the market will be marked with a bell or announcement.
- Setup time will begin one hour prior to market start.

- If a vendor has sold out or needs to leave earlier than the 6:30 closing time for any reason, or is late for market set up and crowds have formed, that vendor should not drive into or out of the main customer access area as a safety precaution. Please work with a market manager to select a location that is easily accessible for set up/tear down when arriving late or anticipating to leave early, or to help direct customer traffic for safety purposes.
- Location will be Heritage Village.
- Vendor stalls must be clean and tidy at the end of market day. This is of utmost importance when the market is held indoors. Vendors in violation of this rule may incur additional fees.
- No vendor shall do any act or use any language to insult other vendors, shoppers, or the market manager. All vendors at the market are responsible for the actions or their employees or representatives.
- Compliance with all designated parking and traffic regulations is required.
- For the safety of everyone at the market pets are discouraged. Service animals are the exception.
- The playing of loud music in vendor stalls will not be permitted.
- Hawking is permitted, bullhorns or other audio equipment, by vendors, is prohibited.
- It is the responsibility of the vendor to warrant, refund or exchange merchandise that is deemed unsatisfactory. For each complaint, a warning will be issued to the offending vendor which can result in suspension or expulsion from the market.
- Vendors may not store product or supplies in aisles, walkways or common areas. Every vendor must keep their immediate premises clean, sanitary and orderly. Vendors are required to clean up their booth area prior to leaving the market for the day.
- Each vendor is responsible for their own display, chairs, tables, etc.
- Vendors who have a canopy or umbrella must have it properly secured.
- No buyer or seller at the market shall enter into any price agreement or join any organization for the purpose of raising, lowering or fixing abnormal or artificial prices of products at the market. No person shall assist others in any way to accomplish this purpose. Any vendor practicing price strategy causing market upset and loss in prices and judged by the market steering committee to be deliberately “throat cutting” is prohibited and subject to expulsion. Asking other vendors their prices to ensure your own price is ‘fair’ is allowed.

- Prices for products must be posted and easily visible. It's suggested that they be priced by bunch or volume.
- The Market Manager for the week has complete discretion for settling any disputes or complaints during their tenure. The Market Manager's decision will be final on interpretation of rules and policies.
- Vending space will be assigned based on arrival time at the market. The Manager will not 'hold' or 'guarantee' a spot or space. The exception is the table used by the market manager for information, card processing, etc or vendors/fundraisers that have expressed a need for a certain type of access (i.e. electricity) in advance.
- Any change in policies will be done by the steering committee with the input of vendors.
- More information on regulations of direct sales of food items to consumers available:
<https://www.ndlegis.gov/cencode/t23c09-5.pdf>
<https://www.legis.nd.gov/information/acdata/pdf/33-33-10.pdf>
<https://www.ndsu.edu/agriculture/extension/publications/guide-buying-and-selling-local-food>
<https://www.hhs.nd.gov/health/food-and-lodging/cottage-food>

ARTICLE SEVEN-AMENDMENTS

The articles outlined may be amended by the Steering Committee. If the bylaws are to be amended during the market season the Committee must vote unanimously. If bylaws are changed between marketing seasons the changes must have a majority vote.