

**Abilene Farmer's Market**  
**Abilene, Kansas**

**Standing Rules      Adopted April 17, 2023**

**Article II – Object**

- A. Market Operation:
  - 1. Summer hours will begin on Memorial day weekend and end on the 1<sup>st</sup> Saturday in October
  - 2. All markets are located at 1903 N Buckeye, Abilene, KS
- B. Market Hours :
  - 1. Saturday – 7:00 -11:00
  - 2. Wednesday (starting the 1<sup>st</sup> of July – mid September) 4:00 p.m. – 6 p.m.
- C. Market business year shall end the 1<sup>st</sup> Saturday of October

**Article III**

**Section 1 – Eligibility of Membership (all items under this heading are minor infractions)**

- A. Sanitation & Health Requirements
  - 1. No edible produce will be displayed directly on the ground.
  - 2. Vendors are responsible for maintaining and leaving their sales area in a neat, clean and orderly condition. All refuse must be removed from area. This also includes areas around booth as marked on map.
  - 3. Vehicles used in transportation of products for the Farmer's Market shall be free of animal or human waste if not transporting animals to market.
  - 4. Products shall be free of chemical contamination before arriving at market. (Following chemical label directions)
  - 5. All use of tobacco is prohibited while vending at Farmers Market.
  - 6. Any vendor labeling their products as "organic" must be in compliance with the State Board of Agriculture in terms of organic production.
  - 7. All products must be in compliance with the USDA Farmers Market guidelines.
  - 8. 80% of items on a vendors display/table must be homegrown, handmade or homespun unless they have prior approval of the board of directors.
- B. Any new business entity must attend at least 80% of the previous market season before being allowed to operate an "off the farm" retail store and continue membership in the Farmers' Market.

**Section 2 – Membership**

Business Entity registration of Secondary Representatives with the Market Manager will allow those representatives to serve as market operatives and/or business administrators. To be a member, a business entity must attend 8 markets during the current market year. (Minor Infraction)

**Infraction**

- A. Vendors and Representatives must not verbally or physically abuse a customer or other vendor. (Intermediate or major infraction depending upon circumstances)
- B. Only the Primary Business Representative shall register their business with the Treasurer. (Minor Infraction)

- C. All vendor complaints must be directly addressed to a member of the Market Management Committee. (Minor Infraction)
- D. A vendor shall not refer to another vendor or another vendor's products in a derogatory manner. (Minor Infraction)
- E. If a member of Farmer's Market has their membership removed by a vote of the membership, it will require a 2/3 majority vote of the membership to reinstate the membership eligibility of the member. (Minor Infraction)

Section 3 – Stall Fees & Set Up (all items under this heading are minor infractions)

- A. Attendance at market shall be defined as selling or showing a product at market, during market hours. They must use their reserved space to sell at market. If the member notifies the Market Management Committee (henceforth committee) they will not be present, they give up reservation rights for that Saturday.
- B. All members shall pay a \$35.00 fee to obtain space to sell at market. Fee is due the day they beginning selling at market.
- C. Notification: A member with a reserved stall space shall notify the committee by 7:00 p.m. Thursday before Saturday market if they will not be attending market that Saturday or they will be late. Members must insure that the notification is given to a management committee member and those committee members must insure the Market Manager or the designated substitute is informed.  
If the committee is not notified and the member fails to be at market before 6:30 a.m. that Saturday the member will lose their spot for that Saturday.
- D. Stalls
  1. Booths must be within space allowed.
  2. Booth and customers must not infringe upon another vendor's space.
  3. Vehicles
  4. Vehicles of vendors and employees must be parked within the stall or be parked outside of the parking lot used for Farmer's Market.
  5. Noise levels must not infringe on customers or other vendors.
  6. There is to be no political or religious propaganda or solicitation at the Farmers' Market judged at the Board's discretion.
  7. Vendors are responsible for their own property and any damage or injury their property may cause at the market.
  8. No driving is allowed in the market walkways during market hours. If there is an emergency and you must leave you must contact the market manager or other board member prior to moving your vehicle in a walkway.
  9. Generators may be used, but if they are over 70 decibels they need to be baffled. If you wish to file a complaint regarding a generator you must follow the complaint process and pay the \$50 1

## Section 4 – Disciplinary Procedures

- A. Process of dealing with an infraction:
  - 1. Market Management Committee members may observe an infraction directly and take necessary action as stated within the By-laws and Standing rules.
  - 2. A vendor may bring an infraction to a Market Management Committee member's attention if during market.
  - 3. A vendor may bring an infraction to the attention of the Market Management Committee in writing within 7 days of an occurrence. After that deadline the infraction is considered a moot point.
  - 4. Any member having a complaint will be required to bring that complaint in writing and include a \$50 deposit. This deposit will be refunded if the complaint is deemed valid by the appropriate authority. The deposit will not be refunded if the complaint is deemed invalid.
- B. Degrees of Infractions and Discipline Deemed Appropriate:
  - 1. Minor: A request to rectify the situation from the Market Management Committee
  - 2. Intermediate: Market Management Committee may request the vendor dismantle their sales area and vacate the premises for the remainder of the current market day.
  - 3. Major: Market Management Committee may request the vendor to not return for the remainder of the market season.
- C. Repeat Infractions (of same rule) raise the degree. Three minor infractions rise to an Intermediate and one intermediate infraction rises to a major.
- D. Wednesday market infractions do not count towards Saturday market infractions in regards to repeat infractions.

## Article IV – Committees

### Section 1

- A. The advertising committee chairperson shall be elected by the membership at the spring meeting. The President shall fill any vacancies. The advertising budget for the Advertising Committee is to be determined at the Spring meeting. In the event there was no committee or lack of members, the Board of Directors shall fulfill the responsibilities.
- B. The Market Manager serves under the direction of the Market Management Committee and his/her duties will be determined by the Market Management Committee and submitted to the DFMMI membership for approval at a future meeting. The market manager must be approved annually by the membership.