**­Torrington Farmer’s Market**

4516 US Hwy 26/85 • Torrington, WY 82240

**2019 Policies & Procedures and Vendor Contract**

*“Providing a venue for local producers to market their products”*

**Market Manager**

Sheila Muhlenkamp: (307) 543-6799

**Mission**

The Torrington Farmer’s Market exists primarily to:

1. Offer area Farmer’s, crafters, and artisans the opportunity to market their farm-raised plants, produce, meat, and homemade goods directly to the public
2. To encourage growing and consumption of local foods
3. Benefit the community by building a “sense of community”
4. Promote the local economy in Goshen County, WY

**Goals and vision**

To achieve the mission, the Torrington Farmer’s Market Board of Directors (BOD) shall do the following:

1. Establish and operate a Farmer’s market for the purpose of providing an opportunity for sales of local fresh foods and horticulture products.
2. Work with University of Wyoming Extension and similar organizations to promote the production of fresh produce and horticultural products in Goshen County.
3. Organize and/or participate in educational and other activities that promote the use of fresh foods and food products.
4. Organize and/or participate in those activities that will serve to further the mission of Torrington Farmer’s Market.
5. Conduct research necessary to further the development of the Farmer’s market

**Participation**

Participation is open to growers, bakers, makers of prepared food, and artisans (hereafter, the “vendors”) within a 50 mile radius of Torrington, WY. Exceptions may be made with permission of the BOD.

**Location and Times**

Location: City Park, Corner of 22nd Ave and West C St., Torrington, WY

Selling season: mid-June through October

Day of the week: Thursdays

Hours of operation: 4 pm to 6 pm

**Management**

The Market Manager shall enforce all the rules and regulations of the market and work with the vendors to assist in their success. The Market Manager or her/his representative will be present at the market during operation. If questions or problems arise on market day, they will be resolved by the Market Manager.

Market-day responsibilities include the following:

1. Overseeing the set-up and breakdown of the market
2. Recording attendance
3. Collecting fees from vendors
4. Assuring all vendors are in compliance with market regulations
5. Addressing any disputes or complaints

**Vendor Eligibility**

The Torrington Farmer’s Market is primarily a producer only market. A producer is defined as the person who grows or makes the product and may also include the producer’s immediate family, partners, employees, or local cooperatives.

**Local Production Area and Place of Origin**

Products for sale at the market must be produced within the Local Production Area. Local Production Area is defined as a 50 mile radius around Torrington, Wyoming. Exceptions may be made with permission of the BOD.

* All produce imported from outside the local production area must be prominently labeled with the place of origin.
* Food products should be priced by piece, bunch, bag, or weight. If priced by weight, any scales used must be certified by the Wyoming Department of Agriculture, Technical Division, Weights and Measures. *Local contact is Dale Heggem (307) 640-1806.*

**Vendor Information: Application, Fees, Space Assignment, Sales Time, and Additional Information**

* Permanent vendors must submit a market application annually to the Market Manager. Applications may be modified or updated during the season.
* All new vendors must submit a market application and be approved by the market manager prior to selling at the market.
* **Fees:** $10.00 per space due at set up or prepaid in advance. All fees are payable to Torrington Farmer’s Market.
* Booth spaces are first come-first serve except for all-season vendors. New vendors must check in with the Market Manager prior to set up, so as to be directed to a booth space.
* Suggested set up time is 3 PM.
* Check with Market Manager regarding parking.
* **ALL SALES BEGIN AT 4 PM, NO PRE-COWBELL SALES WILL BE PERMITTED!**
* **VENDORS ARE EXPECTED TO CLEAN UP THEIR SPACES PRIOR TO LEAVING AND MAY LEAVE AT ANY TIME**
* **The Market Manager may cancel the market at any time due to weather. For liability reasons, all vendors must leave if the market is cancelled.**

**Displays**

We encourage all vendors to have a tent or awning, as this helps complete the feel of a Farmer’s market. **TENTS AND AWNINGS MUST BE ANCHORED BY A MINIMUM 40#’S AT EACH CORNER. No stakes in the ground.**

**Signage:** All vendors must have signage identifying their business name and location, products sold and prices. Posting of current licenses, certifications, and inspections is highly recommended. At a minimum, vendors should have copies available at their sites.

**State and Federal Regulations:** Knowledge of and compliance with all State and Federal regulations regarding the production, labeling, display and sale of all products at the market is the responsibility of the vendor. This includes sales tax if applicable. **Producers shall familiarize themselves with Wyoming Food Freedom Act.** *For more guidance, please talk to Ramona Moody at (307) 837-2746.*

* The producer shall inform the end consumer that any food product or food sold at a Farmer’s market or through ranch, farm or home based sales pursuant to this section (of the Act) is not certified, labeled, licensed, packaged, regulated or inspected.
* **Required signs will be provided by the TFM board, stating:** *“These food products are not licensed, inspected, or regulated.”*

**Eligible Products**

* Vegetables, Fruits, and Herbs: Produce must be fresh, of the best quality, and locally grown
* Honey: Honey and bee pollen must be from the beekeeper’s own hives but may be processed and bottled off-farm.
* Meat products: All meat products must be 100 percent from animals raised from weaning by the farmer. All meat offered for sale must come from a Wyoming state or federally inspected meat plant. See the Wyoming Department of Agriculture regulations regarding meat products for more information.
* Ungraded eggs: Eggs must be from the farmer’s own fowl. They must be cleaned and meet the following criteria: Label the carton “Ungraded eggs”, include name and address of exempt producer, include the packing date, and the statement “Keep Refrigerated” if not already on the carton. Please refer to the Wyoming Department of Agriculture guidelines for more information.
* Raw milk and raw milk products: All milk must be from the producers own livestock and must be pasteurized. **NO RAW MILK, OR EDIBLE RAW MILK PRODUCTS WILL BE PERMITTED AT THE MARKET**

**Samples**

It is permissible to provide samples of products as long as proper policies and procedures are followed.

Food sampling sanitation requirements: Whole, uncut produce offered for free samples do not require a sampling license. All other food and beverage samples offered to the public require a Temporary Establishment Sampling License unless distributed by the producer. Home processors giving out samples cannot make the product into a potentially hazardous food (example: seasonings mixed in sour cream). *For more guidance, please talk to Ramona Moody - CHS Specialist, at (307) 837-2746.*

**Product Quality**

Items to be sold must be approved by the Market Manager. If at any time during the Market products are found to be unacceptable, the vendor will be asked to remove these items from public sale.

For more information on food safety requirements for Farmer’s’ markets and local producers/processors in Wyoming go to <http://bit.ly/WYfoodsafety>.

**Value-Added Products**

All food items as well as candles, soaps, creams, lotions, massage oils, insect repellents, scrubs, etc. must be made by the vendor from locally grown and produced ingredients.

**Plants, Fresh-Cut Flowers, and Greens**

The grower must grow potted plants and cut material. Potted plants and cut plant material must not be on the state or federal list of invasive or rare and endangered plants published by the Wyoming Department of Agriculture. Necessary licenses must also be obtained.

**Seasonal and Holiday Products**

Dried flower or herb bouquets, decorative berries, fruit, pods, cones, pumpkins, and wreaths should be produced from materials grown or gathered on the vendor’s property.

**Taxes, Licenses, and Permits**

Vendors must visibly display any licenses, certifications, and permits required by law for all products. **The collection and filing of all related taxes is the responsibility of the individual vendor.** *Contact Crissy Lopez (307) 532-5566.*

**Health, Sanitation, and Safety**

It is suggested vendors handling food products take a basic Food Safety handling course if you have not already done so. This is for your protection as well as the protection of your customers. Vendors are liable for their own products.

**Etiquette Policy**

* Alcohol distribution and consumption by vendors is prohibited. Vendors that show signs of intoxication will be asked to leave the grounds.
* Vendors will not be allowed to dress immodestly or to wear any clothing with explicit logos or wording.
* Please be kind and considerate! It takes cooperation to make a successful Market!

**Miscellaneous**

* Vendors will be responsible for the collection and removal of all refuse generated from sales at their space.
* The use of tobacco products, alcohol, or illegal substances is not permitted at the Market.
* Behavior by vendors or customers judged to be disruptive or detrimental to the peaceful operation of the Market will not be allowed.
* Small children brought to the Market by vendors must be kept under the supervision of a designated adult.
* Any unsafe or unsanitary conditions should be brought to the immediate attention of the Market Manager.
* Any accident or injury must be immediately reported to the Market Manager and to 911.
* Neither Torrington Farmer’s Market nor its representatives are responsible for damage or loss of any personal belongings.
* **Anyone who participates in the market – whether vendor, customer, or otherwise – attends at his/her own risk. Vendors will operate at their own risk and assume liability from the customers.**
* Policies and Regulations are governed by the Torrington WY Farmer’s Market Board of Directors

FMI –

UW Extension, Goshen County
(307) 532-2436

Board of Directors: Judy Bartmann, Braden Barrows-Nees, Nick Gompert, Sandy Hoehn