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**2023 Policies & Procedures**

**Mission**

The Torrington Farmer’s Market (“TFM”) exists primarily to:

1. Offer area farmers, crafters, and artisans the opportunity to market their farm-raised plants, produce, meat, and homemade goods directly to the public
2. 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 Board of Directors (”BOD”) of the TFM shall do the following:

1. Establish and operate a market for the purpose of providing an opportunity for sales of local fresh foods, homemade goods 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 TFM
5. Conduct research necessary to further the development of the TFM

**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: Jirdon Park 2502 25th Avenue and East E Street, Torrington, WY

Selling season: July 13 through October 26, 2023

Day of the week: Thursdays

Hours of operation: 4 pm-6 pm

**Management**

The BOD shall enforce all the Policies & Procedures of the TFM and work with the Vendors to assist in their success. One or more of the Directors will be present at the TFM during operation. If questions or problems arise on market day, they will be resolved by the Director present on that day.

Market-day responsibilities include the following:

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

**Vendor Eligibility**

The TFM 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 TFM 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 Board of Directors.

* 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: Cassidy Mueller (307) 532-1088*

**Vendor Information**

* **Application, Fees, Space Assignment, Sales Time, and Additional Information** Permanent Vendors must submit a market application annually to the Board of Directors. Applications may be modified or updated during the season
* All vendors must submit a Vendor Contract and be approved by the Board prior to selling at the TFM
* **Fees:** $25.00 per space due at set up or prepaid in advance. All fees are payable to TFM
* Booth spaces are first-come, first-serve except for all-season vendors. New vendors must check in with the on-site Director prior to set up, so as to be directed to a booth space. New Vendors will be required to sign a Vendor Contract prior to opening Vendor’s booth
* Suggested set up time is 3 PM
* Check with the on-site Director regarding parking
* The Board may cancel the TFM at any time due to weather. For liability reasons, all Vendors must leave if the TFM is cancelled
* **ALL SALES BEGIN AT 4 PM, NO PRE-COWBELL SALES WILL BE PERMITTED!**
* **VENDORS ARE EXPECTED TO CLEAN UP THEIR SPACES PRIOR TO LEAVING**

**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 for review by the public at their booths.

**State and Federal Regulations**

Knowledge of and compliance with all State and Federal regulations in addition to the Wyoming Food Freedom Act (“The Act”) regarding the production, labeling, display and sale of all products at the TFM is the responsibility of the Vendor. This includes sales tax if applicable.

**Vendors shall familiarize themselves with Wyoming Food Freedom Act**

*For more guidance, please contact our local Consumer Health Services (CHS) Specialist, Wyoming Department of Agriculture at (307) 837-2746.*

* The Vendor shall inform the end consumer that any food product or consumable items sold at the TFM 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 TFM.**

**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 our local CHS Specialist, at (307) 837-2746.*

**Product Quality**

Items to be sold must be approved by the TFM 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 farmers 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 the Wyoming Department of Revenue (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 TFM!

**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 TFM.
* Behavior by Vendors or customers judged to be disruptive or detrimental to the peaceful operation of the TFM will not be allowed. Small children brought to the TFM 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 on-site Director.
* Any accident or injury must be immediately reported to the Director and to the City of Torrington Police at 911.
* Neither the TFM nor its representatives are responsible for damage or loss of any personal belongings.
* **Anyone who participates in the TFM – 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 TFM Board of Directors.