

Lone Star Farmers Market

Rules and Regulations for Market Operations in 2013

I. Introduction

The Lone Star Farmers Market Assoc. will operate on Sundays year round. The Market will operate in accordance with all city, county, state and federal laws, for the benefit of farmers and customers alike. The mission of the Market is to provide the Lakeway and surrounding area with locally grown foods and farm products in a direct farm-to-consumer marketing venue that will preserve and promote regional agriculture and improve our quality of life. The mission of the Market is to create a food-secure community by improving access to local, healthy, affordable food for children and adults. Another goal that the Market will strive to achieve is increased education about and support of regional agriculture. The representatives and supporting operators of the Lone Star Farmers Market Assoc. believe that small family farms are essential to the local, sustainable agricultural economy, and they are committed to making economic and educational connections between residents and local farmers. The predominant product emphasis will be on farm products from the region, but the Market will also host some craft vendors and producers of ready-to-eat and value-added products to support local small crafters, artisans, and food-based entrepreneurs to increase local economic vitality.

The purpose of these rules is to govern the operation, administration and management of this Market. In issuing rules we hope to ensure its smooth operation.

What is the Lone Star Farmers Market Association?

The association supports, helps coordinate, and promotes the Lone Star Farmers Market Assoc. The Association has volunteer representatives to assist in getting the Market up and running in 2013. The primary purpose of the Association is to ensure that area farmer members can conduct direct retail sales in a professional manner for their farm and the Market, and to regulate that the Market is free of competition from resellers. The Association will strive to educate consumers about seasonality, nutrition, taste and quality of farm products.

II Definitions

Approved Product: a product that has been approved by the Association President/Market Manager.

Agent: a representative of a farmer who is working on contract with the farmer to sell for the farmer at the Market.

Lone Star Farmers Market Association : farmer, rancher, harvester, crafter, ready-to-eat, and value-added product creator members of the Lone Star Farmers Market are members of the Association.

Please see the Governance of Market section of the Rules and Regulations for a complete description.

Craft Vendor: a person 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 wish to hold a reserved space at the Market.

Local Product: any product grown or produced within 150 miles of Austin.

Market Manager: the Lone Star Farmers Market Assoc. and contact point who supervises the operations of the Market.

Producer: the grower of any raw agricultural product or the person who produces any dried, frozen, value-added, ready-to-eat, or craft product.

Value-Added Product: an item made from a raw agricultural product to which some value has been added through preparing, cooking, blending, packaging, or other method. Such item may be edible, like jalapeno jelly, or inedible, like a wreath from dried okra pods.

Value-Added Vendor: a vendor who produces food and other products that are derived from agricultural products.

Vendor: a seller at the Market.

III. Admission of Products and Sellers

A. Application for Market:

1. Potential Vendors must receive a copy of the Market Rules and Regulations and an Application from Market representatives, or via the website, and, after reviewing the rules packet, must submit the completed, signed application and required support materials to the Market contact. The application for a new farmer or vendor must be submitted prior to starting at the Market.

2. The Market representatives will review applications for compliance with market rules and external regulations, and determine the appropriateness of the applicant's products based on the ongoing need for market growth, ability of vendor to consistently participate in the Market, perceived or expressed customer demand, and current supply of identical or similar products.

3. Applications will be approved or disapproved based on the criteria set forth in III.A.2 as well as fit with the Market Mission. The representatives may approve or deny individual products on an application, in which case, the vendor may only sell the approved products.

4. Applicants will be notified of the admission decision within the next 3 business days via phone and/or e-mail. Upon approval, new vendors may start selling at the next market, should they have all the required permits. The approved vendor *must start within 30 days of the approval of their application*, or they will be disqualified to enter the market and they must reapply.

5. The Market maintains wait lists for the Market. The representative selects approved producers from the wait list to fill openings by considering ability to provide needed agricultural products, market history and seniority, length of time on the wait list, and proximity of growing grounds to the Market location.

B. Who May Sell:

Producers of agricultural products whose applications are approved and whose farms have been inspected by representatives of the Market may sell at the Market. 1. Farmers, Ranchers, Fishers; 2. Value Added Producers; 3. Ready-to-eat Producers and Bakers; 4. Artists and Craftspeople; 5. Service Providers; 6. Gardeners; 7. Nonprofits. An inspection to verify production claims *must* take place in 2013. *Farmers are required to submit an application as soon as possible.* A farmer may not continue to sell at the Market if the does not accept the farmer's application or if an inspection yields concerns. Farmers may be represented at the Market by their employees, Agents or Family, provided that the Farmer submits to the Market representatives an "Employee/Agent Authorization Form" (see further in this document) at least one week before the date that any employee, Agent or Family member represents a Farmer at the Market.

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

- Grow your own Local Product that you sell;
- Live within a 150 mile radius of Austin;
- Fill out and sign a vendor application at least one week before you plan to begin selling at the Market;
- Hold all required permits, licenses, and insurance policies necessary for your business operation and provide copies to the Market representatives;
- Provide proof of farm product liability insurance, or, sign an Indemnity Agreement;

- Allow approved representatives of the market to inspect your farm;
- Submit an annual fee of \$150.00.
- All necessary paperwork (application, licenses, etc.) must be on file before a vendor can sell at the Market, with exceptions at the Market representatives' discretion.

2. Partnerships

Partnerships between farmers may become Vendors provided they are verified by: 1) a lease agreement showing an approved Vendor has control of growing ground and is in effect investing in the production of the produce; and 2) farm inspection of the leased land. Growers who produce products separately and merely market them together are not allowed. Legally incorporated producer cooperatives may be allowed. In serious situations where illness, costs, distances, or other unforeseeable barriers prohibit a farmer from participating in the market with the product that he/she produces, partnerships of two neighbor farmers selling distinct products under one tent will be reviewed case-by-case for possible inclusion into the market as a partnership.

3. 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. In addition, a Value-Added Vendor may be an individual who does not grow the ingredients, but who procures and processes ingredients in accordance with all health and safety ordinances/laws and who is approved by the Market representatives. Value-Added and Ready-to-Eat Vendors that also produce Value-Added products *must* start at the market as a sole producer of their products (*e.g., no co-packing permitted at all*). In the instance of a food artisan that has salsas, sauces, salad dressings, etc. as a *part* of his/her food offerings at their stall in the market (not 100% inventory), the vendor may convert the processing part of their business to a co-packer (within 150 miles) while they still maintain being the sole producer of an agreed upon percentage of their inventory at their stall with the Market representatives. To become a Value-Added Vendor or a Craft Vendor at the Market, you must:

- Use Local Products and/or Texas products when available and in season, even if it is at a higher price (preference is given to these products);
- Produce your own product (whether value-added, ready-to-eat or a craft) within 150 miles from Austin;
- Live within a 150 mile radius of Austin;
- Fill out and sign a vendor application at least two weeks before you plan to begin selling at the Market;
- Allow Market Representatives to inspect your business;
- Hold all required permits, licenses, and insurance policies necessary for your business operation and provide copies to the Market organizers; and
- Submit an annual fee of \$150.00.

4. Food Vendors, Commercial Sellers/Services and Restaurants/Bakeries.

While the emphasis of the Market is on farm products, prepared food products sold by food vendors, restaurants/bakeries and crafts sold by craft vendors add variety and appeal to the Market and will be permitted on a limited basis at the discretion of the Market representatives. The producer-only policy that applies for farmers applies also to these vendors and sellers, to maintain the producer-to-consumer direct connection. These products must be sold by the seller, family members, and employees or agents. These products must be made by the seller. Limited service providers will also be added at the discretion of the Market representatives for creating diversity at the Market, e.g. one massage practitioner.

C. Producers outside of the 150-mile range from the market:

In the instance where an agricultural product, or a rare specialty product, is produced outside of the 150-mile range of the Lone Star Farmers Market Assoc. defined boundary for vendors, the 150-mile eligibility may be waived. A particular product will be considered if it is not in competition with what is currently being provided at the market from those vendors within the 150-mile range. The product needs to be grown, raised, produced, captured or harvested within the state of Texas. The potential vendors in this category still need to fulfill the other criteria of growing or producing what they sell, completing the application, submitting all required licenses and other documents for doing business, allowing inspection and paying appropriate fees. The applicants will still need to be approved by the Market representatives.

D. What Can Be Sold

1. Educational and promotional materials:

- Any approved vendor at the Market may also sell books/booklets/other printed material that they have authored so long as such materials meet the organizers' approval for an educational material. Chefs and other special event speakers may sell books that they have authored after approval.
- Farmers may sell promotional materials such as t-shirts, aprons, hats, etc. only if the merchandise is promoting the farm. The organizers may sell related Market merchandise.

2. Products

Agricultural Products: Fresh, raw, or unprocessed horticultural products **may not be grown on or harvested from plants that have been genetically engineered or are based on genetically modified organisms**. Products allowed for sale may include:

- Any vegetable grown by the seller from seeds, sets, or seedlings;
- Any fruits, nuts or berries grown by the seller from trees, bushes, or vines on the seller's farm;
- Any plant grown by the seller from seed, seedling, transplant or cutting;
- Bulbs propagated by the seller;
- Nuts harvested from the seller's trees (shelled or unshelled);
- Sprouted seeds and grains;
- Mushrooms produced and cultivated by the seller;
- Eggs produced by the seller's poultry and under humane animal husbandry practices;
- Fish or meat from animals raised on the vendor's premises and under humane animal husbandry practices;
- Honey produced by the seller's bees;
- Fresh cut flowers grown by the seller;
- Firewood cut by the seller.

3. Meat, fish, dairy and eggs

Farmers are allowed to sell meat, fish, dairy products, and eggs that they have raised/grown themselves on their farm in the prescribed geographic area. Farmers raising poultry, fowl, sheep, cattle and fish must have owned and raised the animals for at least 45 days. It is up to the discretion of the Board to accept the products into the Market after a farm visit and verification of ownership. The Market requires photocopies of all relevant permits from city, county, state and/or federal permitting agencies. Vendors of these products must be in compliance with the regulations of the State of Texas and the City of Austin and Travis County. A current copy of the product liability insurance is also required when applicable. Wild-harvested fish or seafood sold fresh or frozen that is captured, stored, transported, and marketed in compliance with all applicable local, state, and federal laws.

4. Flowers and nursery products

Farmers are permitted to sell plants and trees, fresh and dried flowers, herbs and decorative vegetation grown or legally gathered by themselves within 150 miles of Austin. Nursery and cut flowers require a state nursery license from the Department of Agriculture. All vendors selling flowers and nursery

products must also carry a tax identification number for sales tax purposes. Purchased nursery stock must be repotted and grown for a minimum of two weeks before being sold. The potted products must be fully rooted in order to be sold. At the Market organizer's discretion, the pots will be inspected for acceptance or rejection.

5. Value-Added Products Permitted

- Dried herbs, spices, beans, grains, fruits, nuts and vegetables grown by the seller and processed by the seller in compliance with all health regulations;
- Shelled nuts from seller'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 seller;
- Jams, preserves, vinegars, salsas, pestos, oils and flavored oils;
- Tofu products that are produced in the 150-mile area but do not have predominantly local product ingredients.
- Select baked goods that are baked by the seller;
- Herbal products including salves, lotions, soaps, teas, etc.;
- Other products consistent with the intent of the Lone Star Farmers' Market Assoc. to give regional producers direct access to customers.

When possible, it is encouraged that the producer make these products with locally grown, or Texas ingredients. Preference will be given to products that contain local ingredients. Products should have as much local and Texas grown and produced ingredients in them as possible. If an ingredient in the product is grown or produced in Texas and is generally available, then that Texas ingredient shall be used in the product. All value-added foods must be approved before being sold at the Market.

Producers must demonstrate compliance with the value-added food rules in order to have a product approved. A producer shall not be allowed to sell a product at the Market until he/she has demonstrated compliance with all applicable governmental permitting and insurance regulations. If a product is not approved, the reason for the non-approval shall be given in a written rejection notice. The Market management may reject a product if it feels the product does not fit within the mission and goals of the Market. A person who is aggrieved by a decision of the Market organizers may request a meeting in order to resolve the issue.

6. Ready-to-Eat Products

Ready-to-eat products will be selected by the Market organizers taking into account the number of similar products already at the Market, the eligibility status of the concessionaire in on-going programs of the Lone Star Farmers Market Assoc., and the ability of the producer to supply the product to the consumers. All Vendors of ready-to-eat products must show proof of current and required licenses, permits, and liability insurance policies and have a copy on file with the Market. They must also keep copies of all required licenses, permits and insurance papers available at the Market for inspection by government officials. All menus must be clearly marked as to price and type. Vendors of ready-to-eat products may not sell food not originally listed on the application without prior approval of the Market organizers. All city, county and state health regulations must be followed. Prepared food vendors must provide adequate facilities to keep hot and cold foods at prescribed temperatures as per city of Austin and the Travis County Health Department requirements.

7. Crafts

Crafters and producers of crafts must comply with the following rules:

- All crafts offered for sale must be handmade;
- Any craft or artwork sold must be the work of the vendor;
- All crafts and artwork must be the original work of no more than two (2) individuals;
- All crafts must be examined and approved by the Market organizers before they are admitted for sale at the Market;

Producers must demonstrate compliance with the craft rules in order to have a product approved. All decisions made by the Market organizers shall be in writing. If a product is not approved, the reason for the non-approval shall be given in the rejection notice. The Market organizers may reject a product if they feel it does not fit within the mission and goals of the Market. A person who is aggrieved by a decision may appeal the decision.

8. New Products by Existing Vendors

Current market vendors who wish to introduce a new product that is not listed on the originally approved application must notify Market staff in writing of the new product with a complete description prior to offering the product for sale. The Market Manager has authority to approve new products within the same product category as the vendor currently offers (i.e. a new flavor of salsa by a salsa vendor). Products outside the vendor's current category or product line (i.e. fudge by a salsa maker) must receive approval from the Board before it can be offered for sale at the Market. The Board will review the new product according to the same criteria and timeline as stated above for new vendor applications.

IV. Miscellaneous Rules

A. Inspections:

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

B. Reselling

Farmers may only sell produce and animal products that they have grown or raised. Reselling of products grown or produced by others is **NOT** permitted. Other vendors may only sell products that they have produced themselves. *Any farmer who is found in violation of the reselling rule will be notified by a letter and phone call of the decision to expel them from the Market. Communications will be made to the Lone Star Farmers Market Assoc. vendors, the staff and board, and area market managers of the suspension.*

C. Insured/Indemnity Agreement

As a condition of selling, all Vendors are required to either a) name the Lakeway Commons as an additional insured on their general product liability policy or b) sign the attached Indemnity Agreement. By applying to sell at the Market, the seller is agreeing to this condition.

D. Animals

No live animals may be sold or given away at the Market.

V. Market Operations

A. Generally

1. MAIN MARKET (Sunday)

Market Season: Year Round

Market Hours: 10:00 a.m. to 2:00 p.m.

Market Location: The Shops at the Galleria parking lot in Bee Cave, Austin, TX

2. **OTHER MARKETS** (and/or FARMSTANDS that are established by Board): Vendors will be notified of these markets, seasons, times, etc. by separate correspondence. The rules and regulations of the Main Market apply to **all** markets in the Lone Star Farmers Market Association.

3. **Duration of Market Vendor Admission:**

- Admission is on a year-by-year basis, with the year starting on January 1 of each market year.
- There will be an annual re-evaluation of every market participant.
- Market participants will be notified of invitation or exclusion in the next succeeding 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.

B. Opening Bell

1. All vendors must wait for the opening bell to commence sales to the public. Sellers may begin selling prior to the official opening hour, at the Market Manager's discretion. No producer/vendor may set aside or pre-bag products for customers prior to market opening.

2. *Exceptions:* Vendors may: Prepare Community Supported Agriculture (CSA) shares for pick up at the Market; Set aside a restaurant or commercial order for pick up at the Market; Sell products to another producer or the producers' employees 15 minutes prior to the opening. 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 Sell to people using wheelchairs, walkers or other means of facilitating their travel through the Market fifteen minutes before the bell.

C. Stalls

1. There will be a designated truck vending area for farmers that wish to sell from their trucks. Truck vendors may also sell Value-Added Products from that area as well as long as the product goes through the application process and is approved. Other vendors who are not selling from their trucks/cars will be placed elsewhere.

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.

3. The vending stall spaces are 10' wide and 10' deep. This space is the working area, where tables and produce displays will be set up for the customers.

4. In the truck vending area, each stall space will be allowed one truck or trailer to park behind it. Only vendors who are selling vegetables, fruits, eggs, dairy products, meats, flowers and nursery products may sell in the truck vending area with rare exceptions depending on the Market Manager's discretion.

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

D. Rules

1. Fees - **All Vendors** --\$150 non-refundable annual application fee, due with vendor application to be paid prior to selling at the market. **Vendors**--\$35 stall fee each market day stall is occupied. Fees must be paid at the end of Market day by check or cash. Sellers are required to reimburse the Market for all applicable bank fees for returned checks.

Fees Breakdown for 2013:

a. Application fee is \$150 (non-refundable);

b. Fee per day is \$35 vendors

2. Pricing — Vendors will determine the prices of their own products. It is required that vendors post their prices.

3. Dumping — The policy of the Lone Star Farmers Market Assoc. is to prevent “dumping” of any given crop that is overabundant in the market. Dumping is the sale or likely sale of goods at less than fair value (LTFV). Because dumping has an actual and potential negative effect on the development and existing production of farmers, on the economic return on investment that is anticipated by farmers, and also carries with it potential declines in sales and profits, *dumping is prohibited at the Lone Star Farmers Market*. It will be determined on a case by case basis by the Market Manager, with input by the Board of Directors of the Lone Star Farmers Market Association, if dumping is occurring and the farmer will be asked to cease the selling of goods at less than fair value and to readjust their prices to what is considered normal value at that time in the market for that particular crop (especially a price that is above the cost of production).

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

5. Quality Control — All produce will be subject to inspection by the Market Manager prior to selling. Sellers will be asked to give refunds to customers that are dissatisfied with products they have purchased. Sellers will be asked to remove certain products from their displays if deemed inappropriate by the Market Manager.

6. Organic Labeling — All items sold as organic must meet the requirements of the National Organic

Program. (<http://www.ams.usda.gov/AMSV1.0/>) Sellers 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 certified organic. Other producers that are not certified organic are welcome to inform consumers about their growing practices beyond what is required on the Market farmer signs.

7. Scales — All agricultural products sold by weight shall be weighed by an approved, tested and sealed scale. The weighing device must be positioned so that the weight is visible to the customer.

8. 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.

9. Safety around selling area — Tables and products must not encroach upon customer aisles. A predetermined 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.

10. 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 Board and fellow vendors with respect and refrain from the use of profanity.

11. Noise — No loud, aggressive promotion is allowed.

12. Smoking — I allowed at the Lone Star Farmers Market

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

14. Pets — Leashed dogs are allowed at the market. Seeing-eye dogs or living assistance dogs are also allowed.

15. Reservations and cancellations — Customers expect consistency in what products are offered at the Market, as do other vendors. All vendors have a responsibility to participate fully in the market. For that reason, all vendors are expected to attend each market. Vendors must notify Market staff no later than one week prior to the Market day that they are not attending for a planned absence. Vendors who *do call* by one week prior to arrange an absence will not be levied a fine or penalty. The Market Management assigns spaces for the Vendors.

16. 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.

17. Departure — All Vendors must vacate the street and park vending areas within one hour after the Sunday market.

18. Cleanliness and Cleanup — All food must be stored at least 6 inches off the ground. Every stall selling ready-to-eat or prepared food shall have a clean trash box in front of their stalls for public use. 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.

19. 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.

VI. Non Compliance, Penalties and Appeals

A. Violations

Violations of market rules will result in the following disciplinary action by the Market Manager.

These actions are only for the season in question. *Any 5th offense will be reviewed by the Market Board for possible expulsion from the Market.*

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
No show w/o calling to cancel	Verbal Warning And payment	Written Warning And payment	\$20 fine On top of previous weeks booth fee	\$30 fine On top of previous weeks booth fee	Expelled from Market
Selling products not pre-approved by Mkt. Mgr.	Verbal Warning	Written Warning	\$20 fine	\$30 fine	\$40 fine and possible Market expulsion
Failure to tie down and secure shades and shelters	Verbal Warning	Written Warning	\$20 fine	\$30 fine	\$40 fine and possible Market expulsion
Required permits and/or certifications not on hand.	Verbal Warning	Written Warning	\$20 fine	\$30 fine	\$40 fine and possible Market expulsion
Noncompliance with local health dept. regulations	Verbal Warning	Written Warning	\$20 fine	\$30 fine	\$40 fine and possible Market expulsion
Arriving late or leaving prior to approved departure time	Verbal Warning	Written Warning	\$20 fine	\$30 fine	\$40 fine and possible Market expulsion
Noncompliance with local health dept. regulations	Verbal Warning	Written Warning	\$20 fine	\$30 fine	\$40 fine and possible Market expulsion
Arriving late or leaving prior to approved departure time	Verbal Warning	Written Warning	\$20 fine	\$30 fine	\$40 fine and possible Market expulsion
Any other violation of the Market Rules	Verbal Warning	Written Warning	\$20 fine	\$30 fine	\$40 fine and possible Market expulsion

B. Reselling at the Market

Reselling of products grown or produced by others is *NOT* permitted without consent

Written notice – The Market will send written notice to any Farmer that is under investigation for Reselling without consent. Farmers under investigation may continue to sell at the Market without the products in question. Representatives of the Market may inspect the farm of any Farmer under investigation. If the

Market Manager determines that any Farmer has violated the restriction against reselling at the Market,

the Market Manager in its sole discretion may (i) impose a fine of \$50 against such Farmer and (ii) expel such Farmer from the Market. If the Market receives written notice from any vendor complaining that another vendor is reselling, the Market shall initiate an investigation into such complaint. If the complaint results in a false claim, the claimant will pay \$50 to help recoup the cost of the farm inspection.

C. Fines

Fines that are levied must be paid prior to re-entering the Market for selling.

D. Appeals

Any Vendor aggrieved by the Market Manager's decision may appeal for review by the Board. 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 seller within two weeks of their intent to review or not review and they must make a decision in writing within three (3) weeks of the appeal. The decision shall be final.

VII. Governance of the Market

A. Market Board:

1. The Board of Directors governs the Market, with input from the City conducting certain 'affairs' as determined by the bylaws. By-laws available upon request.

B. Market Manager:

1. The Market Manager shall manage the Market and oversee its operating rules and regulations. The Market Manager must be a member of the Board.
2. The Market Manager along with the Board selects farmers and other vendors for admittance into the Market. The Market Manager assigns farmers and other vendors their spaces
3. The Market Manager serves as on the Lone Star Farmers Market Board.
4. The Market Manager maintains order at the Market.
5. The Market Manager and staff, with volunteers, will set up the market signs, tents and other necessary equipment.
6. The Market Manager ensures the smooth placement of vendors in their assigned stall areas.
7. The Market Manager ensures that all safety, health and other regulatory codes and regulations are abided by.
8. The Market Manager and staff coordinate the efforts of the volunteers and supporters of the Market who participate in market educational and entertainment activities including the chef's demonstrations, the information booth, market tours, children's activities, music, and programming during off-market hours.
9. The Market Manager, with area farmer peers when available, will visit, inspect and certify farms.
10. The Market Manager will maintain current and accurate records of each Vendor.
11. 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.
12. The Market Manager will promote the Market through paid and free media outlets and medium including public service announcements, media sponsorships and media relations, merchandising and special events.
13. 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.
14. The Market Manager and staff will collect the fees from the vendors weekly and create financial reports for the Board.
15. 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.
16. The Market Manager has the authority to issue warnings and take appropriate action against

participating sellers 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.

17. The Market Manager may deny the admittance of any vendor if he/she determines that this would be in the best interest of the Market.

18. 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.

C. Amendments

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