



Carlsbad Downtown Farmers & Makers Market 2024 Rules and Regulations

Purpose: Mission Statement

The Carlsbad Downtown Farmers' & Makers Market supports and promotes local growers by providing the opportunity to sell fresh, high-quality homegrown produce in the downtown area of Carlsbad, as well as providing crafts of handmade products that use agriculture, earth-based and recycled materials. The market also provides a central location for social interaction and information exchange vital to promoting a strong sense of community. The market joins the community effort to revitalize both the historic and downtown districts and encourages support of locally owned businesses. The market, operating under the Carlsbad MainStreet non-profit, offers an effective means to promote the health and welfare of residents and visitors while simultaneously promoting the economic growth of our community.

General Vendor Rules

- If you are a seasonal vendor and are unable to make it to the market, please notify the Market Manager the day before by calling 575-628-3768.
- All vendors must report their earnings to the Market Manager, a vendor revenue card will be given to each vendor each market night. The Market Manager or his/her representative records the total sales of each market day. Confidentiality of each separate vendor is maintained. Total sales of the market are summed at the end of each season, or year, as applicable. This number is used to promote the market and to leverage for grants or sponsorships. Specific vendor totals are never shared.
- Handcrafted items must be approved by the Farmer's Market staff to sell at the CDFM. **Previously used or second-hand items are not to be sold at the market. Mass-produced commercial/retail items are not to be sold.** Preference is given to high-quality handcrafted items, especially those made with agricultural products.
- To promote a sense of community and maximize healthful benefits of the Farmer's Market, family entertainment and educational displays will be promoted and approved by the Market Committee or appropriate sub-committees.
- Vendors shall complete an application form and submit it to the Market Manager, or MainStreet Executive Director. The Carlsbad MainStreet Staff reserves the right to approve or deny any application. Any applicable licenses, registrations, and/or permits must be brought with the vendor(s) on market days and posted in clear view.
- The Farmers' Market reserves the right to allow a certain number of non-profit organizations to set up booths to provide public information. Proselytizing will not be allowed.
- The Farmers' Market may determine separate costs or benefits for children who wish to set up booths (there is no charge for youth under 16 years of age but must have adult supervision)
- Please show courtesy and respect to one another; if there is a conflict, please get the on-site manager to mediate the situation.



Set up and Clean Up

- Vendors must provide their own canopy, table, chairs and anything else required for their booth set up
- There are no reserved booth spaces, set up is on a first come first served basis. On some occasions (Third Thursdays specifically) there are areas designated for certain activities. Please adhere to where the staff tells you to set up. If a staff member asks you to move your location, please adhere to them.
- Once you have unloaded your vehicle, please move it across the street to ensure parking spaces are available for customers.
- Please be in your booth by 5:15 pm so that you are ready to sell when the market begins.
- There is **no smoking** at booths, this includes tobacco, vapes, e-cigs, marijuana etc. Please walk away at least 25ft from the market grounds for smoking needs.
- No vendors shall bring animals to the market site, unless they are approved service dogs.
- If you are providing samples at your booth, please wear gloves and provide the adequate tools necessary to ensure good hygiene for vendors and customers.
- The vendor will make every effort to remove refuse from the market site at the completion of the market day, including litter left by consumers.
- Vendor booths should be set up according to instructions from the Farmers' Market Manager. The Farmers' Market reserves the right to make exceptions for some prepared food vendors, non-profits with live animals and other special situations.

Days and Hours of Operation

- Opening and closing times and dates of the market are determined by the Farmers' Market staff. During the 2024 season, the market is held every Thursday, 5:30 p.m. to 7:30 p.m and every other Saturday from 8am-10am. There will be one Third Thursday in August from 5-8pm and 2 first Saturday events from 8am-12.

Cost

- The Farmers' Market will determine vendor costs prior to the beginning of each annual season. Vendor costs are written on the application form.

Restrooms

- Customers and vendors will be directed to available restroom facilities within a ½ mile radius of the event.

Compliance with Farmers' Market Rules and Regulations

- All vendors are provided with a copy of the Farmers' Market Rules and Regulations.
- All vendors must comply with the Farmers' Market Rules and Regulations. The Farmers' Market staff reserves the right to restrict the participation of any vendor. Any vendor that does not comply with the rules and regulations may be asked to leave and future participation may be restricted.
- Vendors must agree, in writing, not to hold the Farmers' Market organization, the City of Carlsbad, or Eddy County responsible for any damages arising out of the sale of their products or from their



presence at the market site.

Adherence to State and Local Laws

- The vendor shall observe all provisions and requirements of federal, state, county, and municipal laws.
- The Farmers' Market staff and all vendors shall comply with applicable county or city regulations for use of county or city grounds.
- If any produce sold by weight is not weighed on a calibrated scale, a sign will be posted at the applicable booth explaining that weights are approximate values.
- Vendors who are selling produce grown by anyone other than themselves must post the grower proxy form, supplied by the CDFM, which includes the contact information of the actual grower. The actual grower should be a local grower and Albertson's, Wal-Mart and other mass produce retailers are not considered local growers.
- ALL vendors (except for vendors who only sell produce) will obtain and submit a copy of their annual/temporary city business registration to operate. CDFM Staff must have a copy on file prior to your set up. Vendors are responsible for reporting their own taxable income.
- Any vendor providing sliced food samples will provide a wash station according to New Mexico Environmental Department (NMED) guidelines.
- Vendors selling cooked or prepared foods or beverages will follow all NMED guidelines.

Liability Insurance

- The Farmers' Market organization will carry adequate liability insurance for accidents occurring during the Farmers' Market.
- Vendors are encouraged, but not required, to have their own liability insurance to cover any accidents that occur within their booth and are not covered by the overall market insurance.