



**HISTORIC HAYMARKET
FARMERS' MARKET
2009 VENDOR WORKSHOP**



**Historic Haymarket
2009 Farmers' Market Vendor Information**

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Mission Statement

The Haymarket Farmers' market is designed to promote and provide opportunities for Nebraska farmers to market and sell fresh, high-quality produce direct to the consumer. In addition, the Haymarket Farmers' market also provides an opportunity for local Nebraska-based bakers and crafters to display and sell their value-added products direct to the consumers. The goal of the Farmers' Market is to foster a sense of community and promote a positive image of the Haymarket's historical and cultural heritage.

Location and Dates

The Farmers' Market is held in Lincoln's Historic Haymarket District, specifically located on 7th & "P" Streets and extends to the north on 7th Street, including the promenade area of the Lincoln Station by the train; and extends up "P" Street to 8th Street. The Market area expands an additional block from mid June through mid August. This additional block is located on 8th Street, between "P" and "Q" Streets.

The Market is held every Saturday morning, RAIN or SHINE, the first Saturday in May through the second Saturday in October. In 2009, the season begins on May 2, through October 10, 2009. The Market opens promptly at 8:00 a.m. and closes at Noon. One very firm rule, **no sales can be made prior to 8:00 a.m.** Do not be pressured by your customers. A whistle will be blown **once**, long and loud, promptly at 8:00 a.m. to open the Market.

Severe (and Long Term) Inclement Weather

We leave to the vendor's discretion, to setup shop, in case of inclement weather. Vendors are encouraged to have supplemental tarps, securing devices, weights, etc. to protect products and merchandise during transient storms and gusty winds. The Market intends to be open and running each Market morning. In the event of severe inclement weather, which **significantly impairs the operation** of Market, the management staff's in its discretion may end the Market early. The Market staff will check satellite forecasts, local weather broadcasts to make this educated determination. Market Manager will make rounds asking vendors to communicate to vendors and will use staggered whistle process to close Market, (outlined on page 3), and disperse vendors in a **SAFE** and orderly manner.

General Information

Vendor agrees to indemnify and hold harmless the Historic Haymarket, its employees, and volunteers, from any and all causes of action which may arise from the operation of the Farmers' Market, not caused by the negligence of the Historic Haymarket Farmers' market, its employees, or volunteers.

The Farmers' Market Manager and Business Manager are both agents for the Historic Haymarket and are ultimately in charge of the Market operation. Stall assignments, suitability of items offered for sale, and collection of stall rental fees are the sole responsibility of the Agents. The Haymarket Farmers' Market reserves the right to deny stall space to any vendor at any time. Each and every individual participating in the Market as a vendor is responsible for strict compliance of Market policies and procedures. Suspension / expulsion from the Market will be at the discretion of Market management team. No vendor shall do any act or use any language to insult Market Management or staff, other vendors, shoppers, or to intimidate a shopper into purchasing the product being sold. If this occurs, said vendor would be subject to ejection from the Market for the remainder of the season with no refund of remaining stall fees.

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Set Up time

Season Vendors:

Set up is between 6:30 a.m. and 7:15 a.m. Seasonal stalls will be held until 7:15 a.m. If you have not contacted the Market Manager by 7:15 a.m. regarding your late arrival, your stall may be reassigned to a day stall vendor.

First Time Day Stall Vendors:

Check-in time is 7:00 a.m. please, no earlier. Unless you have coordinated and know your stall location, you must park your vehicle outside the Market area and walk to the Manager's booth, (track down Manager by asking other vendors, cell phone: 402-499-1987, through uniformed Downtown Lincoln Association Maintenance Crew (via radio/radio). If you know where your stall is located, there is no need to check in with Manager.

Moving Vehicles

No vehicles may move within the Market area between 7:45 a.m. and 12:15 p.m. The majority of car stall vendors arrive and will get up before sidewalk vendors. We're working in tight quarters with many obstacles, i.e. curbs, parking meters, streetlights, etc. Cooperation and patience is essential. As car stall vendors proceed with set up, please be considerate of traffic needing to pass by. If you are staged in a tight access area, please make every effort to keep displays tables, tents set back temporarily so cars may pass by during set up, then pull tables and tents out within your display area.

At the end the Market, there are many customers leisurely walking around the Market area. No cars are to be driven within the Market area for approximately 10 minutes after Market close. At this point our goal is to signal car stall vendors (with the whistle) out and empty Market area of vehicles, to avoid compounding the congestion. Once most car stall vendors are out, other vendors will be allowed to enter Market area with vehicles. No vehicles are permitted on the sidewalks.

Unless there are extenuating circumstances communicated with Market management, ALL vendors are required to stay until end of Market, figure around 12:15 p.m. In the event you sell out early (hurray for you!) this is a great opportunity to take special orders and to visit and shop with fellow vendors and customers! Please ask yourself how you would feel seeing co-vendors departing and how the Market would appear to customers if EVERYBODY left once merchandise sold out.

Unloading and Parking for Sidewalk Vendors

Naturally, setup is a very busy time with many bodies and lots of cars! Please unload equipment and product at your stall space, hop back in the car and go park. Make the short walk back and then set up. On page 25, you'll find map of the many downtown-parking facilities. You must plug metered parking on Saturdays from 8:00 am to 6 p.m. in the designated location.

Market Close of Day - First Whistle "Pack your stuff"

At 12:00 noon, the close of Market whistle will be blown, **once** long and loud. Vendors wanting to jet out of the Market area should be packing up supplies and gearing up for the second whistle.

Second Whistle - Clear for car stall vendors to move OUT vehicles

At approximately 12:10 p.m. a second whistle will be blown, **twice**, long and loud. This serves as the signal that **car stall vendors and ONLY** car stall vendors within the Market area have permission to move their vehicles. NO other cars should enter the Market at this time.

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Other vendors wanting to drive vehicles into the clearing Market area will be delayed for another 5-10 minutes by barricades or Market Staff. Simply put, we need to empty out some cars before we let more cars in, which truly helps out in the long run. Thus at tear down time, please pack up first, and then get your vehicle and be prepared to **wait outside the Market barricades until Market staff** gives you the go-ahead, approximately 12:15 p.m.

Vendor Parking Lot Location

On all Market Saturdays with the exception of home (*early afternoon*) UNL Football games we have access to a nearby parking lot. The lot is located on the northwest corner of 8th & "N" Streets (a gravel lot). A **Vendor Pass is required**, as this lot is for Haymarket Farmers' Market vendors only. The public is not allowed to park here. Please do your best to park with a semblance of order, making good use of the space available. We want all vendors to have a spot. Other nearby lots are located at 7th & "Q" Street, Iron Horse or 9th & "O", Haymarket Garage.

Please leave stalls adjacent to the Market for your customers. This will only help to increase your business. Encourage your patrons to make use of the nearby parking garages. Point out one can save the time looking for a street parking spot by heading directly to the garage.

Products

Jobbing is STRICTLY PROHIBITED! If you suspect a vendor may be selling produce not grown by the vendor, baked goods not baked or craft items not made by the respective vendor, please alert Market Management. We, and/or designated Vendor Representatives acting on management's behalf, reserve the right to make on-site inspections and will not hesitate to do so. However, we would very much prefer not to be put into this position. We have great respect for each vendor's investment of time, energy, money, liability, etc. and expect all vendors to understand our intentions in providing an even playing field.

You will be asked for your signature in application packet, as indication of your mandatory compliance to this policy. For produce growers, we will ask for the specific street, route, intersection and city where produce is grown.

Products that can be sold:

Bedding plants	Shrubs & Trees	Honey
Cut and dried flowers	Fresh flowers	Eggs
Dried beans	House plants-Potted plants	
Original art	Original crafts	
Cut flowers	Fresh garden produce, (fruits & vegetables)	
Baked goods	Grains	
Meat and fish	Jams & Jellies	

Anyone wishing to sell anything not listed above must contact the Market Management Staff for prior approval.

Permits and/or Licenses are required. Please refer specific details to Lincoln/Lancaster County Health Department Information on Permit types and requirements in the following pages. If you have questions about the suitability of an item you wish to sell, please ask us. We will try our best to work with you in bringing your merchandise into compliance.

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Items NOT allowed for Sale

Live animals	Cream pies
Raw milk	Herb vinegar or oil
Flea Market/Garage sale type items	Home-canned low acid foods
Garlic vinegar, oil & spread	

Products purchased by the vendor with no added value.
Any products that are not grown, baked, or made by the vendor selling them.

Inspection

It is important that all products sold at the Market comply with all rules and regulations. The Farmers' Market reserves the right to ask you to remove or have removed by the Market, without reimbursement, any items considered unfit due to taste, quality, appearance, or not in compliance with the rules of the Haymarket Farmers' Market.

The vendor acknowledges that their production sites are subject to an inspection by the Market Management staff (or authorized Vendor Representative) if a question should arise about the product they are offering for sale.

Stall Assignments

Spaces are assigned by the Market Management staff. Those who have sold in previous years are given first right of refusal. Nebraska producers will be given priority of non-Nebraska producers. Non-Nebraska producers will be given consideration as long as they are not in direct competition with Nebraska producers, but are complimentary to producers in the Market. If you are a new vendor, sign up for a space that best reflects your desired stall type, location and electrical power needs. While every effort is made to honor requests, assigned spaces are based on the entire Market's needs.

Season Stall:

Season stalls are assigned only when the completed forms are received with full payment on or before April 13th, 2009. Returning season vendors will be assigned the same stall they held last year if application and payment is received before the deadline. Returning vendors that would prefer a different location should have requests into the Market Management staff on or before April 13th, 2009. Adjustments will be made as possible, giving first consideration to prior requests from returning vendors.

Applications received after April 13th, 2009, will classified as day stall vendors, with no guarantee of stall or location, and will be priced accordingly.

Day Stall:

Day stalls will be assigned only when completed forms are sent with full payment, three weeks prior to respective Market date. This allows us to ensure a stall can be located for the dates requested. Stalls will be assigned as space is available and it will not always be in the same location every Saturday. All day vendors are encouraged to call Jeff Cunningham at 435-7496 if they wish to add additional dates.

Tasting and On-Site Food:

Vendors may offer a sample or give a food demo ONLY IF:

1. You have attended the 2009 Vendor Workshop or have current Level II Food Handler Permit, AND
2. Food must be kept at the proper temperature, AND
3. Vendor must have a hand washing facility in the stall and must use proper procedures for disposing of waste water.

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You must follow the same rules and regulations, as do all bakery and value-added food vendors. Selling items for on-site consumption is allowed provided you have the obtained the proper permits and follow mandated LLCHD guidelines. Please consider offering customers the option of purchasing multiple packaged quantities to take home for freezing. You may want to offer a discount to increase interest in the greater quantities.

Haymarket Farmers' Market prohibits pets from the Market.

The Farmers' Market is a unique event. Like many venues, it offers different things to different people. People come to the market for a variety of reasons. Some come for the wonderful produce and crafts, some for the social aspects and some to have a special event that they can share with their pet. The LHDC Board of Directors has struggled with the issue of pets attending the market for many years for a variety of reasons. Both the Market management staff and board of directors have fielded a wide array of concerns and adamant complaints over the years from the stand point of pets themselves, animals in close quarters with food, small children, the elderly, the disabled and those afraid or uncomfortable around animals. For this reason, September 1st, 2006, we prohibited pets from the Haymarket Farmers' Market with the exception of service animals.

Notification of this policy change began in August 2006 with signage at the entrances and handbills distributed at the Market. Initially the move brought controversy, however over time the support of the ban has been overwhelming.

Implementation of the policy will be ongoing process, as customers unaware of the ban will unknowingly bring their pet along. As this occurs, your Market management staff will communicate the pet ban policy and kindly ask the pet owner not to bring the pet on future visits, but will NOT insist they exit the Market. Hence, vendors may occasionally encounter a pet and owner in the Market. Customers have been very understanding and willing to comply. We appreciate vendor and customer support and assistance as we implement this policy.

Market Inspection

The Lincoln-Lancaster County Health Department and Weights and measures will be checking the Market periodically to protect you, your customers and the Market. Your permits must be up-to-date, clearly posted each and every Market and all guidelines must be followed.

The Haymarket Farmers' Market acts only in an advisory capacity to the Lincoln-Lancaster County Health Department and is not responsible for enforcing health codes. However, the Market Management staff has been authorized to disallow vendors into the Market based upon adherence to the above guidelines.

Violations

Violation of the rules and regulations of the Haymarket Farmers' Market will result in the following:

1. The first violation results in a written warning.
2. The second violation results in expulsion from the Market for the remainder of the season with no refund payable. A review of the respective vendors application will be made in subsequent years.

Insufficient Checks

Checks returned by your bank will incur a \$25.00 processing fee in addition to the amount of the check and must be redeemed in cash. A second returned check results in a \$35.00 cash fee in addition to the amount of the check in cash, and subsequent stall rental must be made in cash only and paid three weeks before attending the Market.

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Fees

Prepared Food Permit (one time payment)	\$10.00
Electricity, must be prepaid	\$2.00/Market
2009 Season Stall Fees	
Food, (noncommercial)	\$500.00
Arts / Crafts	\$650.00
Commercial	\$1,100.00

Season vendors may receive an 80% refund as long as the vendor as provided written notice of intent to vacate the Market to the Market Management staff by April 25th, 2009.

In the event a season vendor has the need to vacate the Market during the Market season, the Management staff must be given fourteen days notice in writing, prior to vacating. Both the Lincoln Haymarket Development Corporation Board and the Market Management staff will review the written notice prior to any adjustment or refund being made. The remaining fee from the date of vacating for the season minus 40% will be refunded after the determination of the LHDC Board and the Market Management staff. **Subletting any stall space is prohibited!**

Day Stall Fee	2009
Food, (noncommercial)	\$30.00/Saturday
Arts / Crafts	\$35.00/Saturday
Commercial	\$55.00/Saturday
Electricity	\$3.00/Saturday

No refunds or rollover of day stall fees to subsequent week will be allowed unless the Market is closed at the determination of the Market Management staff.

This agreement is contingent upon a finalized contract between the City of Lincoln and the Lincoln Haymarket Development Corporation to hold the Haymarket Farmers' Market in 2009. In the event no such contract is finalized or substantial changes are made, all vendor fees will be refunded.

Vendor Responsibility / Rules and Regulations

It is the vendor's responsibility to know and follow the rules and regulations as set forth by the Farmers' Market and other agencies (i.e., Health Department, Weights and Measures, U.S.D.A., and the Internal Revenue Service) regarding your produce, baked goods, and value-added products. It is the vendor's responsibility to obtain all permits and to have them posted at their stand.

Insurance

It is the vendor's responsibility to carry property and product liability insurance for off-farm and outside home sales.

Sales Tax

Vendors selling nonfood items, concession type food items and hot or cold drinks are responsible for collection of sales tax and reporting and paying sales tax to the State of Nebraska. Lincoln's tax rate is 7.0%. Please include your sales tax number on your application form. All vendors must provide proof of sales tax number before coming to the Market.

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Smoking

Vendors work together in pretty tight quarters. Smoking in any stall space is prohibited. If you wish to smoke, please do so outside of the Market area and away from other market vendors. If you are selling food items or produce, you must wash your hands before returning to your booth after a smoke break.

Display and Stall Signage

Vendors are required to display a large, visible sign identifying their business name or person name and location of your business. Vendors are required to display state and local permits prominently, and at each Market.

Every vendor is responsible for the condition of the area around the stall that they occupy and for cleaning their area prior to vacating the Market. Please bring a broom, dustpan and garbage bags for your stall. Please keep garbage bags closed at all times and avoid accumulation of waste debris.

Manner of Sales

Sales at the Farmers' Market must be conducted in an orderly businesslike manner.

Method of Sale

Vendor may sell by:

Count-As example, Tomatoes 3 for \$2.00, or watermelons \$3.00/each

Measure-As example, Green Beans \$2.00 for a dry quart

Weight-As example, 2 lb. package for \$3.00

For more information on method of sale, please refer to the Neb-Facts sheet in the following pages.

Customer Awareness

Educate your customers about your product. Remember, fresh fruit, vegetables, bakery items, meat, poultry, eggs and dairy products are perishable. You may offer to hold their purchase at the proper temperature once they have purchased from you. Remind the customer that their items are perishable and they need to take them home and refrigerate or freeze.

Equipment

Vendor is responsible for all tables, chairs, shade devices, etc. The Haymarket Farmers' Market does not supply these nor is the Market responsible for the security or the safety of those items.

Americans {with} Disabilities Act, (ADA)

The Market must be in compliance with the ADA. You must stay within the assigned dimensions of your stall. You must have your stall arranged so that it is accessible to all.

Electricity

Vendor is responsible for electrical cords. **The cords must be in good condition, commercial grade 14 gauge** (for maximum 16 amperage needs), grounded and intended for outdoor use.

Vendor's amperage needs must be indicated on Vendor Application. Higher amperage needs may be accommodated, although 12-gauge cord with same specifications will be required. Such needs must be coordinated with Market Business Manager. Vendor must bring rubber rugs to cover and secure loose cords directly around stall/vehicle. Local uniform/linen supply companies often sell used/worn rugs at highly discounted rates at garage sale type venues. Haymarket staff will provide and place rugs over cords throughout Market area.

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Absence

Vendors must notify the Market Management staff of an unscheduled absence. If you miss two Saturdays without notifying the Market staff, it is cause for loss of stall space. It is imperative that we deliver cleanliness and quality to our customers. The only way to verify that is to have only the vendor sell his/her own products and thereby be accountable for preparation and presentation. This policy is for the protection of both you and the Farmers' Market to ensure that quality and cleanliness were a part of the processing of your products and that you are willing to verify that process.

Season vendors, we do realize emergencies happen and that on a given day, you may be unable to sell your own products. You can call the office and leave a voice mail. You can fax the office or you can call the cell phone number and advise the staff why you cannot attend and who will substitute, (if your vendor product type allows a substitute, who will this be). Please fill out the Vendor Release Form and have your substitute give it to the Market Management staff prior to setting up. There is a limit of two absences with substitutes per season.

Absence & Substitute Guidelines

1. Bakery and Value-Added food items must be sold by the vendor only.
2. Produce and/or nonfood product may be sold by family members not listed on the application or by employees as long as Vendor Release Form has been completed and given to the Market Staff.

Food Vendors - Produce

No vendor shall sell or offer for sale produce that does not conform to the Nebraska Department of Agriculture and Farmers' Market guidelines.

Fresh produce must be produced on the property of the person selling that produce.

All produce must be free from insects and spoilage. Quality produce may be dehydrated, packaged and properly labeled for value-added sales.

Produce Quality

Produce offered for sale must be washed and produce must be free from harmful pesticide residues. If washing fruits, i.e. raspberries, strawberries, or vegetables, i.e. potatoes, onions, reduces their quality or increases spoilage, remove visible dirt. Any applications must have been made according to manufacturer's label directions.

Produce Signage

Small signs are required to show product prices. Your signs may be simple or elaborate, however, they must have the following information:

1. Product
2. Method of sale
3. Price

Produce Display

Produce must be displayed separately from prepared food, Keep raw foods separated from prepared foods.

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Produce Containers

Any containers used for display or for cooling produce must have drainage capabilities. It is important that you avoid storing produce in standing water. Vendors are responsible for collection of drainage water and disposing of it properly. Wastewater must be free of plant, food or other solid materials and disposed of in the public toilet and be contained and secured and transported with vendor.

Produce Packaging

Use only new food-grade plastic baskets or bags. Do not reuse bread bags, trash/garbage bags, and used produce bags from the grocery store, used paper bags for your produce. Trash bags are especially hazardous due to chemical additives.

Other Products Produce Vendors May Sell

A grower may also have bakery items or crafts for sale provided that the vendor baked the product or is the person who crafted the items for sale. Vendors must have all permits and a tax identification number. The addition of these other products can be no more than 30% of the display and must be listed on your application prior to the start of the season.

Home Baker

A home baker is a vendor who bakes goods and whose sole outlet for such baked goods is the Haymarket Farmers' market. All home bakery items must have been prepared by the seller. The ingredients for food prepared for sale must be purchased from an approved source such as a grocery store or home grown by the vendor. The vendor acknowledges that their home kitchen is subject to an inspection by the Market Management staff if a question should arise about the product they are offering for sale. Each Home Baker will be issued a L/LCHD laminated placard, which must be prominently displayed at **each Market**.

Home Baker Permit

All vendors offering for sale any value-added food item, i.e. jelly, dehydrated mix, etc. And home baked products, or hot and cold drinks must attend the 2009 Farmers' Market Health class or take a Food Handler's Permit class and show proof before being accepted as a vendor. Please mail in a copy of the permit along with your application.

Home Baker Suitability of Product

Do not prepare or sell products when you are sick. County Extension guidelines suggest baked good not be kept out for sale any longer than four hours. Products must be chemical and preservative free.

Customers come for quality, fresh bakery. We have received complaints in the past about quality (frozen/thawed) bakery. Please do not sell left over bakery - it does hurt your overall sales.

Only licensed commercial food operators may offer for sale meat, dairy-based, or other perishable food items.

Only water-processed jams and jellies made with sugar are allowed. No paraffin-topped jams or jellies are allowed. No other canned or bottled products are allowed. Home canned products cannot be used in the preparation of food for sale.

Home Baker Packaging and Label

All food must be packaged for sale before it is transported to the Market. Bakery and all value-added food products must be labeled truthfully - identifying product, vendor business or personal name, address, ingredients, as well as net weight and price.

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Lincoln/Lancaster County Health Dept. Placard

On an annual basis, each Home Baker/Food Preparer will be issued a placard from the Health Department. This placard is to be posted conspicuously at your booth. It advises your customers that you as a vendor have undergone food safety training per the Health Dept., however, your goods were not prepared in a L/LCHD inspected kitchen.

Farmers' Market required Food/Baked Goods Labeling, see sample labels.

Label must include Department of Weights & Measurement requirements (count or weight)
If the Historic Haymarket management has contact information for you, label may list the Historic Haymarket as the contact address and phone for the label.

Product label **must include your name and your business's name.**

Since the baker is the one selling the product, ingredients do not have to be listed, as the customers may directly inquire for ingredient information. This is very important for people who have allergies. You must have accurate information on all possible ingredients in the products you sell. Ingredient labeling is **recommended**. Ingredients should be listed in order of amounts, starting with the main ingredient.

6 OATMEAL RAISINCOOKIES PAULEY'S GOODIES
c/o HISTORIC HAYMARKET FARMERS' MARKET 335 N. 8th STREET ~ SUITE "B" LINCOLN, NE 68508 402-435-7496

6 OATMEAL RAISIN COOKIES PAULEY'S GOODIES
1234 HOMETOWN ROAD LINCOLN, NE 68501 402-555-1234

6 OATMEAL RAISIN COOKIES PAULEY'S GOODIES
1234 HOMETOWN ROAD LINCOLN, NE 68501 402-555-1234
Ingredients: flour, brown sugar, sugar, raisins, milk, eggs, salt, baking soda, butter, cinnamon.

Hot and Cold Drinks

In order to sell hot or cold drinks, you need to obtain at one time, "State Food Establishment Permit Application". Application is available through the Lincoln-Lancaster County Health. Additionally, LLCHD Level II placard must be displayed. You must be in control of the drink you have for sale from source to service. Ice used to cool your beverage containers should not be used in the cup, which serves the drink. Ice used in the beverages should be stored separately. Use a scoop to dispense ice, never use your hands.

Hand Washing Station

Vendors must have an approved hand washing facility in your stall. You must have sanitized work surfaces. You must have a refuse container with a tight fitting lid for the disposal of garbage and paper wastes. Dispose the wastewater in the public toilet - not the storm sewer.

Meat, Fish, Poultry

They must be processed and packaged in a State Agriculture-inspected plant, which includes jerky, meat that has been smoked, or otherwise cured or processed. If sold frozen, must be maintained at 0 degrees Fahrenheit, or refrigerated at 41 degrees the day of the Market

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Red Meat:

- ÿ Must be slaughtered, processed, and packaged under USDA inspection (not a custom exempt plant).
- ÿ Must be packaged and be labeled with USDA establishment number, name, address of producer, packer or distributor, weight, price per pound and total price.
- ÿ Must be maintained refrigerated at 41 degrees Fahrenheit or frozen.
- ÿ Seller must have an Itinerant Food Vendor permit

Poultry must be from your own flock:

- ÿ May be slaughtered and processed in a USDA facility or a facility under state inspection.
- ÿ Must be packaged with USDA exemption statement, name, address and mane of producer, packer or distributor, weight, price per pound and total price.
- ÿ Must be maintained refrigerated at 41 degrees Fahrenheit or frozen.
- ÿ Seller must have an Processor Permit / Itinerant Food Vendor permit

Game animals (includes rabbits, fish, buffalo, etc.): must be from your own farm:

- ÿ May be slaughtered and processed in a USDA facility or a facility under state inspection.
- ÿ Must be packaged with name, address of producer, packer or distributor, weight, price per pound and total price.
- ÿ Must be maintained refrigerated at 41 degrees Fahrenheit or frozen.
- ÿ Seller must have an Processor Permit / Itinerant Food Vendor permit

Attach copies of all permits to application. You must provide information detailing the care and handling of your product once it is purchased and distribute with each item sold.

SAFE HANDLING INSTRUCTIONS:

This product was prepared from inspected and passed meat and/ or poultry products. Some food products may contain bacteria that could cause illness if the product is mishandled or cooled improperly. For your protection follow these safe handling instructions:

Keep refrigerated or frozen.

Thaw in refrigerator or microwave.

Keep raw meat or/or poultry separate from other foods

Wash working surfaces, packaging, cutting boards, utensils and hands after touching meat or poultry.

Cook thoroughly. Keep hot food hot. Refrigerate leftovers immediately or discard.

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Eggs

Eggs must be fresh, clean, candled and from your own flock. You must have a state flock registration. Eggs must be kept in a cooler at 41 degrees Fahrenheit. If using ice in a cooler, the cooler must have drainage and eggs should not be in the ice or water. It is your responsibility to supply a thermometer and whatever equipment is needed to accomplish this. If reusing egg cartons, all name, dates or references to USDA inspection must be covered.

Dairy - Raw Milk

Raw (unpasteurized) milk cannot be sold. Only pasteurized milk from an approved and inspected dairy may be sold by the owner of the herd.

Recognizing that the Market is a produce-based Market, the sale of homemade articles, arts, crafts, and commercially prepared food items are also allowed only so long as it does not interfere with the sale of produce.

Artisans and Crafters

All handmade articles, arts, and crafts must be 100% your own work and home crafted. No commercial items are allowed. Absolutely no jobbing will be permitted. This is done to ensure a quality market with handcrafted products. You may for example; sell a basket purchased at a store only if you have added flowers or painted it (in other words, "value-added"). Please submit two photos showing your art or craft to be sold along with your application. Photos will not be returned to you.

The state law requires that each vendor must have a Nebraska Sales Tax number that it is displayed in your booth. You, the vendor, are responsible for collecting and reporting your own sales tax.

Commercial Vendors

Are defined as vendors who also operate a year round retail establishment open to the general public. Commercial produce vendor is defined as one who is responsible for planting through harvest of a product, which is transported for sale across two or more state lines.

Perennial Nursery and Plants

All perennial nursery and plant vendors must have a 2009 Grower's License. It is required that you have your license on display at your stall. Please mail a copy of your license to the office along with your application before being accepted as a vendor. The plants offered for sale must be grown on your property and by you.

Commercially Prepared Food

Any items prepared with meat or dairy products must be prepared in a licensed, commercial kitchen or licensed facility. They may not be prepared on site. Vendors must meet all state and federal regulations and standards. You must show proof that you have met the standards. You must post all permits and submit copies with your application.

Temperatures for meat and dairy products must be adhered to at all times. Vendor should have a calibrated food thermometer separate from any of your equipment that allows you to verify temperature range.

Value-Added Commercially Processed Food

Only Nebraska vendors with Nebraska products are allowed to participate. If you are a new vendor, we request that you take the "From Product to Profit" class at UNL. Your product must be processed in a permitted facility and must be labeled to truth of content.

**Historic Haymarket
2009 Farmers' Market Vendor Information**

Haymarket Farmers' Market Staff

The business office is located in the Lincoln Haymarket Development Corporation office, which is located on the first floor of the Hardy Building, located at 8th & "R" Streets.

Mailing Address:

Historic Haymarket
Attn: Farmers' Market
335 North 8th Street - Suite "B"
Lincoln, NE 68508-1300
Web site: www.historichaymarket.info

Haymarket Office Phone: 402-435-7496

Office Fax: 402-435-7535
E-mail: lincolnhaymarket@huskeraccess.com

Business Manager - Jeff Cunningham

Scheduling dates & stalls, vendor accounts & vendor applications

Haymarket Office Hours: Mondays 10:00 a.m. - 5:00 p.m., 402-435-7496
Alternate phone at Burlington Antiques, 7th & "P" Streets: 402-475-7502
burlingtonmall1@wmconnect.com

Market Manager - Linda Hubka

On site for Market Saturdays

Cell: 402-499-1987
Home: 402-488-0968
E-mail: linda_hubka@hotmail.com

**Historic Haymarket
2009 Farmers' Market Vendor Information**

Lincoln-Lancaster County Environmental Health

(Food Handler Permit Class Information follows)

3140 "N" Street, Lincoln, NE 68510-1514

Joyce Jensen, REHS, CFSP, Team Supervisor 402-441-8033

Email: jjensen@lincoln.ne.gov

Bryan Hurst, REHS, CFSP 402-441-6712

Email: bhurst@lincoln.ne.gov

Fax: 402-441-6206

Nebraska Department of Revenue

301 Centennial Mall South, Lincoln, NE 68509

(Sales Tax ID Numbers and Information)

402-471-2971

Nebraska Department of Agriculture

George Hanssen, Food Division Administrator 402-471-6814

Division of Weights & Measures

P.O. Box 64757, Lincoln, NE 68509-4757

Steve Malone, Assistant Director 402-471-4292

steve.malone@nebraska.gov

paul.moyer@nebraska.gov

Fax: 402-471-2759

University of Nebraska Department of Horticulture

Dr. Laurie Hodges 402-472-1639

lhodges@unlnotes.unl.edu

University of Nebraska Department of Microbiology

Micro Biological Services Manager 402-472-2829

Nebraska Department of Agriculture

NE Law and Regulations for Nursery Stock Distribution

Julie Van Meter, Inspector 402-471-6847

julie.vanmeter@nebraska.gov

Nebraska Sustainable Agriculture Society

Paul Rohrbaugh, Executive Director 402-869-2396

prohrbaugh@nebsusag.org

Senior Farmers' Market Nutrition Program

Casey Foster 402-471-4876

casey.foster@nebraska.gov

Toll free: 800-422-6692

Historic Haymarket
2009 Farmers' Market Vendor Information

Julie A. Albrecht, Ph.D., R.D.
Professor
Extension Food Specialist
Department of Nutrition and Health Sciences
119 Ruth Leverton Hall
University of Nebraska-Lincoln
Lincoln, NE 68583-0808
Phone: 402-472-8884
FAX: 402-472-1587
e-mail address: jalbrecht1@unl.edu

Casey Foster
Ag Promotion Coordinator – Value Added
Nebraska Department of Agriculture
P.O. Box 94947
PH: (402) 471-4876
FAX: (402) 471-2759
Casey.foster@nebraska.gov

Casey's responsibilities include advising, directing, and assisting Nebraska agricultural companies on developing and implementing strategies and methods for successful promotion of food products

Holly Dingman, MS, RD
Nutrition Coordinator
Nutrition and Activity for Health – Prevention Works!
Nebraska Department of Health and Human Services
P.O. Box 95026
Lincoln, NE 68509-5026
PH: (402) 471-3442
FAX: (402) 471-6446
holly.dingman@nebraska.gov
Holly Dingman co-manages the Centennial Mall Garden.

Centennial Mall Garden Market
Casey Foster and Holly Dingman, Co-Market Managers
Wednesdays – July to September
12:00 Noon – 4:00 P.M. (or Sell Out)
Sale of fresh produce only
Centennial Mall, Lincoln, NE
\$10.00 per vendor per week
Insured vendors only

Kari Arnold, Manager of Old Cheney Farmers' Market
830 Rutland Dr. Apt. 621
Lincoln, NE 68512
ocrfm.mgr@gmail.com
402-763-7518

**Historic Haymarket
2009 Farmers' Market Vendor Information**



**Out of concern for the safety of all of our customers and pets,
effective 9/1/06, all pets (aside from service animals)
were prohibited from the
Haymarket Farmers' Market
vendor sales/entertainment areas.**

**You have your pet with you today, we
understand that you were not aware of this
policy and invite you to please go ahead and
leisurely shop and enjoy the Farmers' Market.
We kindly request you not bring your pet on
your next visit.**

Thank You.

**Lincoln Haymarket Development Corporation
Last day in 2009: Saturday, October 10th**

www.historichaymarket.info

**Historic Haymarket
2009 Farmers' Market Vendor Information**

Haymarket Farmers' Market Message Board.....

Welcome to the Historic Haymarket Farmers' Market!
Saturdays, 8 a.m. - 12 noon, May 2nd - October 10th, 2009
Vendors and the general public are encouraged to leave us messages.
Market Manager, Linda Hubka can be reached on cell phone: 402-499-1987.
You may also ask a uniformed Downtown Lincoln Maintenance employee
to contact Market Manager via radio.
(Lost and Found items are taken to the Lincoln Visitors Center,
enter south 7th Street door of Lincoln Train Station)

**Historic Haymarket
2009 Farmers' Market Vendor Information**



On behalf of myself and all those affiliated and participating in business as vendors in the Haymarket Farmers' Market, I/we the following, agree to abide by all attached rules and regulations of the 2009 Haymarket Farmers' Market, to include but not limited to:

1. Arrival times;
2. Timely notification of absence and/or tardiness to market management;
3. Sidewalk vendors unloading (park vehicle, then return and set up) & loading (pack merchandise, prepare to load, retrieve vehicle, return to load up);
4. Market close procedures, including accommodating the exit of car stall vendors before other vehicles are allowed to re-enter the Market area for loading (generally 12:15 p.m.).
5. Set up, street/vendor lot parking;
6. Signage, pricing, proper display
7. Stall space usage;
8. Updated policies as implemented;
9. Be responsive to written, voice mail messages, requested documentation from Business Manager.

I understand it is the policy of the Haymarket Farmers' Market that products sold Farmers' Market must be:

- A. Grown by me and/or those affiliated with my operation;
- B. Prepared by me or crafted by me and/or those affiliated with my operation;
- C. Further, I understand that Market Management staff and/or authorized Vendor Representative designee may perform site inspections.

I agree to carefully read and agree to abide by the rules and regulations of the 2009 Haymarket Farmers' Market. I understand that any changes or additions to this application must be in writing to the Market Management staff at least 21 days in advance to attending the Market. I understand it is **my responsibility to ensure all those involved** as vendors in **my operation must follow the policies and procedures** of the Haymarket Farmers' Market.

Hold Harmless Agreement

Vendor agrees to indemnify, hold harmless and defend Haymarket Farmers' Market, Lincoln Historic Development Corporation, (LHDC) from all claims, damages or demands for injuries to persons or damages to property, of any character or description, to which they may be subject arising out of or from vendor's operations or activities at LHDC events.

Signature: _____

Date: _____

Printed Name: _____

Business Name: _____

Emergent Contact Phone(s): _____

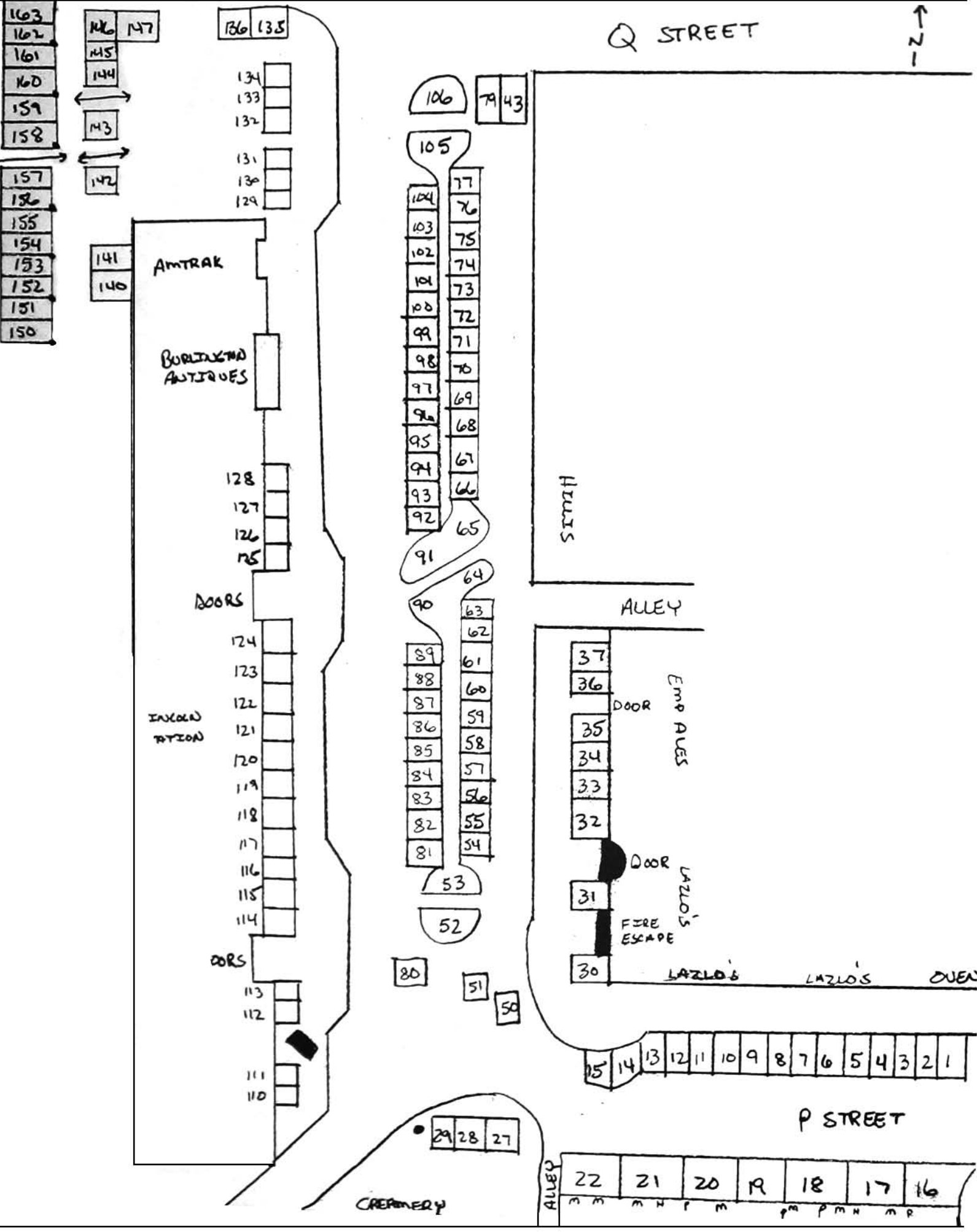
**Historic Haymarket
2009 Farmers' Market Vendor Information**

Nebraska Senior Farmers' Market Nutrition Program

The Nebraska Senior Farmers' Market Nutrition Program (SFMNP) provides coupons to low-income senior citizens so they may purchase eligible foods at SFMNP certified Nebraska produce stands. Eligible foods consist of only fresh, nutritious, unprepared, locally grown fruits, vegetables, and herbs for human consumption. According to USDA guidelines, all farmers who would like to participate in the SFMNP for the first time must receive face-to-face, interactive training and they must enter into an agreement with the Nebraska Department of Agriculture (NDA). The trainings will be conducted by the NDA. Instruction will include eligible food choices, proper coupon redemption procedures, and equitable treatment of SFMNP participants. The trainings will also address the procedures enforced if farmers fail to remain in compliance with program regulations. Farmers who received SFMNP certification in 2008 are automatically certified for 2009. However, farmers who were suspended and disqualified during last year's program must also attend a training session to be recertified. Failure to attend a training session prevents farmers from cashing SFMNP coupons. The NDA will conduct the first training session of the season today, following the conclusion of this meeting.

Questions regarding the SFMNP, Casey Foster, by phone at 800-422-6692 or via email at Casey.Foster@nebraska.gov.

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Food Permit Requirements for Lincoln Farmer's Market Vendors

Type of Food at Booth: May have more than one type of food, but must meet all requirements for all types foods at booth.	No Food Permits Required	Lincoln Food Handler Permit	Farmers Market Vendor Placard	Lincoln Temporary Food Establishment	Nebraska State Temporary Food Establishment	Nebraska State Food Processor or Establishment
Produce (whole, unprocessed) <ul style="list-style-type: none"> • Must follow Nebraska Weights and Measures Requirements 	X					
Packaged Food from a Permitted Food Establishment: <ul style="list-style-type: none"> • Can not have more than 100 cubic feet of food product displayed. • Food cannot be potentially hazardous. • Food must be prepackaged. • Food must be labeled with name, street address and ingredients. • Must be labeled according to Weights and Measures requirements. 	X					
Samples of food product or produce: <ul style="list-style-type: none"> • Must have handwash set up <u>OR</u> • Must have individual portions/pieces. • Must be prepared ahead of time, not on site . 	X					
Home baked and/or value added foods - no food establishment permits or inspections. <ul style="list-style-type: none"> • Must attend Farmers Market training or have Level II or III Food Handler Permit. • Food can not be potentially hazardous. • No onsite prep, must arrive pre-wrapped. • Food must be labeled with name & complete street address (can use address of market). • Must follow Nebraska Weights and Measures Requirements. 		X - Level II (or higher) or attend an annual farmers market vendor class.	X -an annual laminated LLCHD placard posted.			

Type of Food at Booth: May have more than one type of food, but must meet all requirements for those foods	No Food Permits Required	Lincoln Food Handler Permit	Farmers Market Vendor Placard	Lincoln Temporary Food Establishment	Nebraska State Temporary Food Establishment	Nebraska State Food Processor or Establishment
Non-potentially hazardous drinks: <ul style="list-style-type: none"> • Must attend Farmers Market training or have Level II or III Food Handler Permit. • Drink prepared before arrival. • Ice and water are from an approved source. • Must have handwash set up. • No "sun" tea. 		X - Level II (or higher) or attend an annual farmers market vendor class.	X - an annual laminated LLCHD placard posted.		X - a one time permit for a Nebraska Temporary Food Establishment	
Temporary food service with no licensed food establishment: <ul style="list-style-type: none"> • Need Food Manager/Handler Permits. • May prepare/serve food on site. • May serve potentially hazardous food. • Must have handwash set up. 		X Food Manager		X - an annual temporary permit or single event for one day permit must be posted.	X - a one time permit as a Nebraska Temporary.	
Temporary Food Service with a Lincoln Food Establishment: <ul style="list-style-type: none"> • Need Food Manager/Handler Permits. • May prepare/serve food on site. • May serve potentially hazardous food. • Must have handwash set up. 		X Food Manager		X - as an additional facility, laminated permit must be posted at booth.	X - as a secondary facility to State Establishment Permit at no additional cost.	
Temporary Food Service with a Nebraska Food Establishment (outside Lincoln): <ul style="list-style-type: none"> • Need Food Manager/Handler Permits. • May prepare/serve food on site. • May serve potentially hazardous food. • Must have handwash set up. 		X Food Manager		X - an annual temporary permit or single event for one day permit must be posted.	X - as a secondary facility to State Establishment Permit at no additional cost.	
Packaged Potentially Hazardous Food, Meat, and/or Poultry: <ul style="list-style-type: none"> • Meat must be USDA prepackaged and labeled product; Poultry must be prepackaged and labeled from USDA or from a Nebraska inspected facility labeled with the PL #. • May sell other prepackaged products from State permitted processor, or product from your own permitted food establishment. • Packages must be labeled with name, address, contents and weight. 						X - as an Itinerant Food Establishment (one time permit, and inspection fee renewed each July)



Food Safety Guidelines for FARMER'S MARKETS

These guidelines are for Farmer's Markets which are permitted by Lincoln-Lancaster County Health Department (LLCHD). Any food sold at any other time must be prepared by a Permitted Food Establishment.

1. Ingredients for food prepared must be purchased from an **approved source** such as a grocery store, or home grown by the vendor. Store ingredients away from chemicals (such as cleaners and pesticides).
2. Potentially hazardous foods require special care in storing, cooking, refrigerating, and reheating. These are foods that consist, in whole or part of: milk, milk products, eggs, meat, poultry, fish, cooked rice, processed or cooked beans, vinegar/oil with garlic, or similar products. This would not apply to a fully cooked, dry product such as in cakes, breads, or fully dried pastas. Potentially hazardous foods cannot be sold at the Farmers Market unless by a permitted food establishment.
3. **Protect** food from potential contamination at all times, including during transporting or while being stored, prepared, displayed or dispensed. Booth surfaces must be made of smooth, easily cleanable material and be sanitized before use. Potential contamination includes: dust, insects, rodents, unclean equipment or utensils, and unnecessary handling.
4. **Wash hands** with soap for 20 seconds and dry with a paper towel before handling and serving food, especially after using the toilet. A hand wash station is required for those preparing samples. This includes a container of warm water with a "hands free valve", liquid soap, paper towels, and vessel to collect wastewater. Do not dispose in street or storm drain, only in a sanitary sewer.
5. **Keep kitchen area clean and work surfaces sanitized.** A chlorine sanitizer can be made by adding **one teaspoon** of chlorine bleach (do not use scented bleach) to a gallon of water. Prepared fresh daily. **No pets** are allowed in the kitchen during food preparation or at market booth.
6. **Clean clothing and effective hair restraints** (hair nets, hats, visors) should be worn while preparing the food. Long hair must be held back away from face. Maintain good personal hygiene at all times.
7. **Do not eat or smoke** while preparing food, or at your booth. If you must have a drink because of hot or cold working conditions, the drink must have a lid, preferably a straw and a handle to minimize hand to mouth contact.
8. Do not prepare or sell food **when you are sick** with a fever, coughing or sneezing, vomiting, or diarrhea.
9. Keep food separated from non-food items, such as chemicals, during preparation, storage, transportation and display. Dogs and other pets must not come in contact with food or booth with food for sale.
10. **Package and label all food** for sale before it is transported to the market site. Label must truthfully identify the food along with the name and the complete street address of the vendor.
11. **Prepared food must be non-potentially hazardous and must be made by the person selling the product.** Potentially hazardous foods are foods that consist in whole or in part of milk, milk products, eggs, meat, poultry, fish, cooked rice, processed or cooked beans, oil with garlic, or similar products. This would not apply to a fully cooked, dry product such as cakes, breads, or fully dried pastas.
12. **Produce:** Fresh produce may be sold without a permit or placard. Produce may be dehydrated for sale.

13. **Eggs:** Fresh eggs must be from your own flock. Eggs must be candled, and kept refrigerated at 45° F such as in an iced cooler with a thermometer, with water drained continually. If reusing egg cartons, all names, dates and references to USDA inspection must be covered.
14. **Pies:** Fruit pies can be sold. Cheesecakes, cream pies (those containing egg or dairy products, including pumpkin and pecan pies) can not be sold. Low sugar or no sugar pies not permitted.
15. **Home Canned Products:** Home canned products cannot be sold or used in the preparation of food for sale unless you are state inspected and your product approved by the food processing authority (UNL) and permitted by the Nebraska Department of Agriculture (NDA) as a processor. The only exception is jams, jellies, apple butter, chutneys, and syrups made with sugar.
16. **Noodles:** Can be sold if they are fully dried. Egg noodles should have a consumer advisory.
17. **Honey:** Can be sold but must be from an approved source or your own hives. Honey cannot be sold to retail markets or restaurants unless licensed as a processor by NDA. Flavored honey may be sold if honey has come from an approved source.
18. **Herb Vinegars, Oils, Mustards, Salsa, or Dressing:** Cannot be sold unless you are state inspected and approved by the food processing authority (UNL) and permitted by NDA as a processor.
19. **Itinerant** vendors selling manufactured packaged product must be permitted by NDA.
20. **Meat:** Cannot be sold unless slaughtered in a NDA or USDA inspected facility. This includes homemade jerky, meat that has been smoked, or otherwise cured and processed.
21. **Raw Milk:** Cannot be sold. Pasteurized milk from an approved and inspected dairy may be sold by the owner of the herd.
22. **Pickles:** Pickles cannot be sold unless you are state inspected and the product has been approved by the food processing authority (UNL) and permitted by NDA as a processor.
23. **Labeling:** All prepared food must be labeled to truthfully identify the food, the quantity if more than one, and the name and complete street address of the vendor. Loaves of bread must have an average weight. If you have questions about these requirements, call Weights and Measures at 471-4292.
24. **Packaging:** All prepared food must be packaged before it is transported.
25. **Drinks:** Drinks such as lemonade, iced tea, coffee, and root beer must be prepared by a permitted food establishment, using water from an approved source. You must have a state permit and Lincoln placard to prepare and sell drinks. No “sun teas” allowed.
25. **Transport** foods safely in vehicle compartments not used for pets, chemicals or other sources of contamination.

For questions contact the LLCHD Food Safety Program Office: 3140 “N” Street, (402) 441-6280
Joyce Jensen, REHS, CP-FS (402) 441-8033, jjensen@lincoln.ne.gov
Bryan Hurst, REHS, CP-FS (402) 441-6712, bhurst@lincoln.ne.gov
Revised: February 4, 2009

downtown parking facilities



Haymarket Pedestrian Connector

Matt Lot

INS Lot

parking facilities

Agee's Towne Parking
1313 "M" Street
435-8905

Carriage Park Garage
1128 "L" Street
441-6697

Center Park Garage
1120 "N" Street
441-6473

Cornhusker Square Garage
1220 "L" Street
441-6474

County/City Parking Garage
10th & "K" Streets
441-7355

Eagle Landmark Garage
1330 "N" Street
474-4444

Haymarket Garage
9th & "Q" Streets
441-6472

Holiday Inn Garage
141 North 9th Street
475-4011

INS Lot
8th & "S" Streets
770-7659

Iron Horse Lot
7th & "Q" Streets
441-6472

Lincoln Station South Lot
7th & "P" Streets
441-6472

Lumberworks Lot
7th & "O" Streets
441-6472

Market Place Garage
10th & "Q" Streets
441-3838

Matt Lot
8th & "S" Streets
770-7659

NG #7 Gold's Lot
11th & "N" Streets
474-9555

Que Place Garage
1111 "Q" Street
441-6480

Rampark Garage
12th & "P" Streets
434-4288

State Parking Garage
Centennial Mall & "M" Streets
471-0427

* special event parking for Pershing Center

University Square Garage
101 North 14th Street
441-6477

US Bank Tower Garage
233 South 13th Street
434-1382

1318 "M" Street Garage
1318 "M" Street
476-6360

City Parking Facilities

Privately-Owned Parking Facilities

UNL Visitors Parking

Bus Parking only for school buses & motor coaches

Skywalk

signs in designated areas

Devaney Sports Center

UNL destinations

- 1 Howell Theater/Nebraska Repertory Theater
- 2 Lied Center
- 3 Mary Riepma Ross Media Arts Center
- 4 Morrill Hall and Mueller Planetarium
- 5 Sheldon Memorial Art Gallery & Sculpture Garden
- 6 University of Nebraska-Lincoln Student Union
- 7 University of Nebraska-Lincoln Van Brunt Visitor Center/ Admissions
- 8 Wick Alumni Center

parking facilities

Stadium Drive Parking Garage
10th & "T" Streets

Sheldon Visitor Lot
12th & "S" Streets

17th & "R" Parking Garage
17th & "R" Streets

M Metered Parking Areas



destinations

- | | |
|--|---|
| A Bennett Martin Library | J Iron Horse Park |
| B The Cornhusker Hotel & Burnham Yates Conference Center | K Lincoln Children's Museum |
| C County/City Building & Hall of Justice | L Lincoln Community Foundation Garden |
| D Denney Federal Building | M Lincoln Station and Star City Visitors Center |
| E Downtown Entertainment Center (Opening in Summer 2004) | N Main U.S. Post Office |
| F Downtown Senior Center | O Museum of Nebraska History |
| G Embassy Suites Lincoln | P Pershing Center |
| H Governor's Mansion | Q The Rococo Theatre |
| I Holiday Inn Lincoln - Downtown | R State Office Building |