



## TOWN OF BROOKS 2022 MARKET RULES AND REGULATIONS

The Brooks Market is open on the 4<sup>th</sup> Saturday of each month from 9:00 a.m. to 1:00 p.m., unless otherwise indicated. The Regular Market season schedule begins in March and ends in November. There are a total of 9 Day Market sale dates. We will hold 3 Evening Markets for the 2022 season, and the Evening Markets will be free to any vendor who signs up as a “2022 Full Season Vendor”. Those who are not “full-season vendors” will pay the regular fees to participate in the Evening Markets.

Outdoor space will be free of charge for “PRODUCE” – TYPE PRODUCTS ONLY (fresh vegetables, fruits, eggs, nuts, etc.). Regular Market fees will apply for indoor space.

The Brooks Market will not discriminate based on race, color, national origin, sex, age, disability, or sexual origin. We reserve the right to review items sold and accept or deny any vendor-based items to be sold (we reserve the right to limit one vendor per category, per sale (baked goods, honey, candles, etc.)). Multi-level marketing/franchise products (e.g., Mary Kay, Avon, Tupperware, etc.) are expressly prohibited. Non-profit booths are allowed on a “space available” basis.

Booth spaces are defined a 6’x8’ indoors 10’x10’ outdoors. Vendors **MUST** stay within their allotted space to keep walkways clear and allow unimpeded access to all vendor booths and for safety. Canopies and/or umbrellas are permitted outdoors, but they **MUST** be safely secured. Vendors are responsible for bringing their own tables, chairs, canopies, etc.

Market Days/Evenings will take place rain or shine. Market fees are non-refundable unless the Town of Brooks cancels an event.

The Market Manager will enforce the hours of operations, assignment of booths, and the safety requirements for each booth. The Market Manager will perform all related duties to maintain an efficient market in the best interest of the Town of Brooks, vendors, customers, and the public.

Vendors are responsible for obtaining proper licensing and/or permits as applies to them and their products, whether through town, county, or state requirements. Each vendor is responsible for carrying their own product liability insurance if desired. All vendors agree to hold harmless the Town of Brooks and the Brooks Market for any loss, cost of damages, or other expenses incurred. The Town of Brooks is not responsible for improper labeling of foods, either home-prepared or otherwise. The Town of Brooks is strictly providing a safe sales environment.

### **GENERAL RULES**

1. Smoking/vaping is not allowed in the designated Market area or within 25’ of the Market.
2. Alcohol/alcoholic beverages are not allowed to be sold or consumed within 50’ of the designated market area.
3. All extension cords must be used safely and secured (taped) to the ground to not create a hazard for vendors or customers. Cords must be in perfect working condition and not frayed.
4. Vendors are responsible for any injuries to themselves, other vendors, and/or the public while moving merchandise in and or out of the Market area.
5. No advertisements may be placed on the Market premises without the approval of the Market Manager.
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7. The Town of Brooks is not liable for theft or damage of any merchandise or personal belongings in storage and/or before, during, or after the Market hours.
8. The Town of Brooks maintains the facility but assumes no responsibility and is not liable for any injuries within an individual stall. Vendors are required to keep their merchandise in good order and allow unimpeded access to the public.
9. Violation of established Market rules and regulations may be deemed cause for denial of Market privileges.
10. Vendors should arrive at least 15 minutes before opening time for setting up and allow no more than 30 minutes for clean up after the end of the Market.
11. Vendors leaving earlier than the set closing time should do so in an orderly fashion not to disturb other vendors and customers. The booth must be properly closed for the remainder of the Market.
12. Vendors are responsible for bringing their own display tables, chairs, etc. Display items must fit inside the designated booth area (6'x8') or canopy outdoors. The Town of Brooks is not responsible for items left behind.
13. Nothing shall be extended into another vendor's space, impede walkways, or other vendor tables(s). Merchandise MUST always be contained within the stall boundary area, including merchandise waiting for customer pick-ups.
14. Vendors are responsible for their own cleanup and ALL garbage removal.
15. The Market Manager and/or the Town of Brooks is NOT responsible for items left behind by a vendor or customer.
16. Complaints brought to the attention of the Market Manager by customers or vendors will be resolved by the Market Manager. Continued complaints can result in the expulsion of the Market season with no refunds.
17. Home-prepared items (cakes, cookies, relish, jellies, jams, etc.) should be labeled with ingredients.
18. Any pets brought into the Market area must be restrained and controlled by the owner. All pets are the responsibility of the owner/vendor.
19. Vendors bringing children to the Market are asked to ensure the conduct of the minor(s) are appropriate and not disruptive to other customers and vendors.
20. Vendors may unload their vehicles and then park away from the Market Hall building to allow customer parking.
21. If you have not paid for Seasonal Storage, NO ITEMS may be left behind (tables, chairs, tents, etc.) Failure to remove the items within **five** days from the participating Market Day date may result in the loss of the items.
22. Reminder emails are sent out a few days before Market Days/Evenings. Please be courteous and let us know if you will not be attending even though you have paid for your space, as we would like to inform your customers that you were unable to make it and/or use the space for another reason.

### **POLITICAL CAMPAIGN GUIDELINES**

1. Candidates will all share the same table for any handouts.
2. All material must be 8 ½" x 11" or smaller. Print material and giveaways are acceptable.
3. Yard campaign signs MUST be kept in the candidate's vehicle. If people want a sign, the candidate must take them to their vehicle to distribute it to them.
4. Candidates are free to walk around and talk with folks, but NOT harass them.

5. No fee is required for a candidate to take part.
6. Only one table will be provided for any candidates wishing to attend; everyone needs to share space.

**Causes for Disciplinary Actions, Denial, or Complete Loss of Market Privileges:**

- 1. Violation of Vendor Responsibilities**
- 2. Violation of Market Rules & Regulations**
- 3. Disruptive Conduct**
- 4. Written complaints against a vendor showing reasonable evidence of deception, poor quality or condition of the merchandise, and or poor and/or improper conduct.**