



New FARRM Exchange  
The Gillette Saturday Farmers' Market  
2025 MERCHANT AGREEMENT  
PLEASE SIGN AND RETURN THIS PAGE TO THE MARKET MANAGER



Business/Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Items to be Sold: \_\_\_\_\_



Facebook Page Name: \_\_\_\_\_

Website: \_\_\_\_\_

2025 MARKET DATES

June 7	July 19	August 30	October 11	<div>10' by 10' Spaces \$20.<sup>00</sup> Per Saturday</div> <hr/> <div>Entire Season \$320.<sup>00</sup> Must be paid in full to receive discount</div>
June 14	July 26	September 6	October 18	
June 21	August 2	September 13	October 25	
June 28	August 9	September 20		
July 5	August 16	September 27		
July 12	August 23	October 4		

No electricity. No boothsharing with friends.

Vendors welcome within a 100 mile radius

Cash or check only. Please make checks payable to NEW FARRM. Seasonal Vendors shall pay booth space in advance.

Weekly Vendor fees will be collected the day of the market. Any weekly Vendor who neglects to pay will not be allowed to set up at any future market until past due and current fees are paid in full. \*\*\*No refunds will be issued during the season\*\*\*

By signing this document, I acknowledge that I have read pages 2 thru 4 and will comply with the rules of the Market and the market regulations as written and will acknowledge the authority of the Market Manager to enforce these rules. I understand that this statement holds true for all markets occurring in 2025. The undersigned represents the person(s) of which the applicant comprised.

Business/Vendor Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## NEW FARRM Merchant Rules 2025



### MISSION

NEW FARRM seeks to build a vibrant and inclusive community market that promotes the development of our regional food system; supports local farmers, ranchers, producers, and artisans; and provides high quality food to all residents of our community. The Gillette Saturday Farmers' Market is under the umbrella of NEW FARRM Exchange.

### GENERAL VENDOR GUIDELINES

1. The Market is currently held at 819 Country Club Road, Gillette, WY, 82718 in the parking lot next to the Berkshire Hathaway Preferred Real Estate Group office, unless otherwise advised.
2. Actual booth size may vary upon location.
3. Market Hours & Set-up:
  - a. Summer Market (June - October): Hours of operation are from 8:00 am to 1:00 pm. Set-up begins at 7:00 am. Vendors shall be present in their booth and ready to greet customers by 7:45 am. Business will officially begin at 8:00 am.
4. Vendors are responsible for their booth space and will provide and set up their own table(s), chairs, cash, and any other supplies. Vendors will also clean up any trash around their selling area upon closing time. A fee of \$15 can be assessed to vendors that do not clean up their booth space area, arrive late and inhibit the start of the market, or exit the market area prior to closing time.
5. All correspondence will be conducted via email, or social media. Vendors must provide appropriate contact information.
6. The Market Board will have final approval of all vendor participation and final authority on site to interpret and enforce rules and regulations. The Market Board may at its sole discretion revise the Rules and Regulations and may alter operations of the market at any time. The Market Board also reserves the right to reject any application.
7. Vendors agree to comply with the rules of the market. Vendors not complying with instructions or rules of the market will be considered in material breach and default of the agreements and may be asked to vacate the premises immediately.
8. Vendors shall sell only items that have been approved on the application submitted. The market has sole discretion to add or delete items from the list and unacceptable merchandise will not be sold at the market.
9. All vendors agree to comply with all local, state, and national laws and collect sales tax when applicable.
10. Vendors will openly and honestly answer questions about products to NEW FARRM, Department of Health officials, and customers. Vendors must be knowledgeable about the product(s) sold, how it is used, and grown or produced, and communicate that clearly to the customers.
11. Vendors are encouraged to obtain and carry their own insurance. The vendor is solely responsible and liable for any claims and damages resulting from the sale of unsafe, unapproved, or unsound goods.

### INDEMNITY AGREEMENT

In consideration of acceptance of this application, the undersigned (if the undersigned is a group, each and every member of the undersigned participating with NEW FARRM, hereby release(s) and forever discharge(s) and hereby grant to indemnify and hold harmless NEW FARRM; the Ramada Plaza, its owners and officers; Berkshire Hathaway Preferred Real Estate Group, its owners and officers; the City of Gillette, each and every one of their officers, directors, members, managers, agents, and employees of and from: Any and all loss, claim of loss, liability of damage arising out of any personal injury or property damage occurring to the applicant (or any individual of which the applicant is comprised). Personal injury or property damage occurring to any third person or entity arising out of, directly or indirectly, the participation of the applicant is the responsibility of that applicant. The vendor agrees to be in compliance with all the rules and regulations, including non-compliance penalties, and agrees to abide by all current laws, ordinances and statutes of the City of Gillette, Campbell County, and the state of Wyoming as currently exist or as may be amended in the future.

### MARKET CODE OF CONDUCT

The Gillette Saturday Farmers' Market is operated by NEW FARRM Exchange. The expectations for all market vendors are that they be reliable, be set up to greet customers at market opening, and keep a good, positive attitude for the duration of the market. Market vendors are expected to meet these expectations, in addition to complying with their market rules and regulations, to be allowed to continue to participate at the market.

1. The market and immediate vicinity are a “Family Friendly” area, and all are expected to act appropriately. Yelling, swearing, name-calling, slanderous remarks, and other rude behavior will not be tolerated.
2. Vendors are required to wear shoes and shirts at all times. Vendors should wear clean clothing and present a professional appearance.
3. Vendors are required to display products in a sanitary, presentable, and attractive manner.
4. Vendors may not smoke in any vendor area. Smoking must take place off the premises or in your personal vehicle.
5. Possession of firearms or consumption of alcohol or use of drugs or operating under the influence is not permitted and is grounds for permanent eviction from the market.
6. All well-mannered dogs on a leash are welcomed in the market. If your dog is causing a disturbance you will be asked to leave.
7. Children must always be accompanied by an adult.
8. Any suggestions or complaints are to be submitted to any of the NEW FARRM Board Members. The Board will discuss these at our scheduled Board Meetings.
9. **NON-DISCRIMINATION:** The market expressly prohibits any and all discrimination at any level of the Market based on race, color, religion, national origin, marital status, gender, gender expression, sexual orientation, age, disability, veteran status, or political service or affiliation.

**Failure to follow the above Code of Conduct will result in the immediate and permanent expulsion of the vendor from market.**

### **SOCIAL MEDIA**

We invite and encourage vendors to like The Gillette Saturday Farmers’ Market Facebook page. (@GilletteSaturdayFarmersMarket). We have over 2,800 followers and use this platform to inform the public about our markets and special events. Every market is set-up as a Facebook event with vendors invited to co-host. Vendors are encouraged to join our Facebook group “**VENDORS** – The Gillette Saturday Farmers’ Market” for market updates and notifications.

### **GENERAL POLICIES**

#### **FOOD ITEMS:**

All food items sold at the Farmers’ Market should be locally produced. “Local” is defined as Wyoming and any state bordering Wyoming. Items that are not locally produced as defined above will be considered on a case-by-case basis.

#### **NON-FOOD ITEMS:**

Non-food items sold at the Farmers’ Market must be homemade or handcrafted. Other resale items will be considered on a case-by-case basis. Vendors may sell non-handmade merchandise (shirts, tote bags, etc.) at their booth promoting their farm, ranch, or business. Antiques, secondhand goods, and other “flea market” style items will not be allowed. All items must be a value-added product you have created.

#### **FUNDRAISING:**

Fundraising opportunities are available for nonprofit organizations. Items offered for sale will be by approval only and must meet the definition of Food Item or Non-Food Item described above. Nonprofit fundraising vendors will be charged \$5 per booth space and nonprofit concession vendors will be charged \$7 per booth space. Acceptance will be determined by The Board. No political fundraisers are allowed.

*Vendors will have access to restroom facilities. Electrical outlets are not available at the market location.*

### **MARKET, STATE and FEDERAL REGULATIONS**

Vendors and their employees are responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products. This includes the collection of applicable sales tax. The notes and guidelines contained within this document are included as a courtesy, but do not take precedence over the law or accepted government policy.

We expect all of our vendors to follow applicable laws to protect the health and safety of everyone who comes to the market. Expect to see Public Health officials at our market. Welcome them and thank them for helping us to conduct a safe and healthy market.

Wyoming Consumer Health Services: <http://wyagric.state.wy.us/divisions/chs/contacts> or (307) 686-8036

## **HOME-PREPARED FOOD REQUIREMENTS:**

All home-prepared food products, defined as food that is 1) prepared in a private home kitchen that is not licensed, inspected, or regulated and 2) made WITHOUT meat\* or wild game, must meet all applicable requirements. Merchants are responsible for complying with all necessary food regulations and meeting applicable labeling requirements prior to selling their food items.

Food Freedom products cannot be resold.

\*Please see the Wyoming Food Freedom Act (link provided below) for specific information on the types of allowed foods, preparation requirements, and relevant exemptions (including the USDA Poultry Exemption).

Merchants who sell home produced food items under the Wyoming Food Freedom Act are required to inform the end consumer that the product being sold is not licensed, regulated, or inspected. Our market requires that all vendors meet this obligation by:

**Labeling each item: “This food item has not been licensed, packaged, regulated or inspected” within the merchant’s booth and affix a label on each item stating “Home-produced without inspection. May contain allergens.” to all home-prepared food items.**

## **HOME-PREPARED FOOD LABELING:**

Additionally, the Market encourages vendors selling home-produced food items to label their products with the following information:

- Name of product
- Ingredient list
- Producer’s name, address, and phone number
- Produced on: (insert date)
- Refrigerate after opening (if applicable)

All foods must be properly labeled. No un-labeled packaged or processed foods are allowed.

For more information about the Wyoming Food Freedom Act please refer to the Q&A available at:

<http://wyagric.state.wy.us/divisions/chs>

## **LICENSED FOOD VENDORS:**

All licensed food vendors are encouraged to bring and display their license at market.

## **RAW, UNPROCESSED PRODUCE:**

Unprocessed whole fruits and vegetables can be sold at Market. The State of Wyoming will not allow cut, sliced, diced, or frozen produce that has not been processed in an inspected facility OR cut produce that has not been altered through cooking, baking, dehydration, preservation, or acidification.

## **RESALE OF PRODUCE:**

Any vendor wishing to resell produce at market must speak with a market manager first as produce resale will be approved on a case-by-case basis. To be considered for approval to resell produce, vendors must meet the following conditions:

1. At least 80% of the visual products sold at your booth were grown, raised, produced, crafted, or otherwise made by you or one of your employees.
2. Produce to be resold meets markets definition of local and homegrown (refer to page 4)
3. Produce not grown by you must designated by a sign that clearly indicates who grew the produce and where it was grown.
4. Obtain a Food Distributor’s License, which is required by the Wyoming Department of Agriculture to sell any agricultural product purchased from another producer. The initial fee for the license is \$100.00 and can be renewed annually for \$50.00.
5. No produce purchased at any retail outlet, even at a reduced cost, can be resold at the market.
6. Please note that Food Freedom products may not be resold.

## **UNGRADED EGGS:**

Ungraded eggs must be held at 45°F or below at all times. Full egg cartons cannot be displayed on the table. The carton must be labeled “Ungraded Eggs” and include the producer’s name, address, telephone number, packing date, and the statement “Keep Refrigerated” if not already on the carton. Cartons may only be reused if they are clean and in good condition. All wording and dates on reused cartons should be completely marked out. Cartons with the USDA Grade Shield can NOT be used.

## **SAMPLING:**

Each sample must be labeled (no license).

Food products produced at home under the Wyoming Food Freedom Act and whole, uncut produce offered for free as a sample do not require a sampling license. All other licensed and regulated food and beverage samples, and any raw produce that has been physically altered by cutting, dicing, slicing, etc. offered to the public as a sample require a Temporary Establishment Sampling License.

A Temporary Establishment Sampling License can be obtained from the Wyoming Department of Agriculture for \$25.00. The State of Wyoming requires all vendors offering samples to use the following food safety practices to prevent any contamination to food:

- Samples must be covered or otherwise protected from environmental contamination.
- Minimize your bare hand contact with the food by using single service items and clean utensils.
- If single service gloves are used, change the gloves often to prevent soiled gloves from cross-contaminating samples and remember to wash hands between changing gloves.
- Use single service items to distribute samples to customers. Examples are paper plates, cups, napkins, plastic utensils, or toothpicks. The customer can then dispose of the single service items once the product is consumed.
- Provide a waste receptacle.
- Use food-grade storage containers and packing materials.

**Safe food handling practices must be in use at all times during the market. If NEW FARRM feels a merchant is mishandling a product they will be given a verbal warning. Please refer to the links below for safe food handling laws.**

Consumer Health Services (CHS) - Food Safety: <http://wyagric.state.wy.us/divisions/chs/food-safety>

CHS – Food Care: <http://agriculture.wy.gov/images/stories/pdf/chs/foodrule/chapt32012.pdf>

CHS – Wyoming Food Freedom: <http://wyagric.state.wy.us/divisions/chs>

## **WEIGHT PRICING REGULATIONS:**

If you choose to sell your produce by weight, you are required to have a certified scale with an affixed tested and approved seal from the Wyoming Department of Agriculture. You are also required to obtain a Weights and Measures license from the Wyoming Department of Agriculture. The annual fee for this license is \$25.00 and can be obtained by contacting the Wyoming Department of Agriculture Technical Services Division at (307) 777-7324. If you do not have an approved scale and wish to sell, you may do so by selling per sack or pricing items individually.

## **PLANTS & SEEDS:**

All seeds and plants sold at the Farmers' Market must comply with Wyoming Seed Laws, Rules & Regulations and Wyoming Nursery Stock Laws, Rules & Regulations, respectively. A seed dealer's or nursery stock dealer's license may be required. For more information, contact the Wyoming Department of Agriculture's Technical Services at (307) 777-7321.

## **NON-FOOD ITEM REQUIREMENTS - TAX ID NUMBER:**

Each merchant selling non-food items is responsible for obtaining their own Sales Tax ID Number and for paying sales tax to the State of Wyoming (Wyoming Statute 39-15-103(a)(A)). Market will not involve itself in the collection, audit, or other related sales tax activities. You may contact the local Wyoming Department of Revenue Excise Tax Division office in Gillette at (307) 777-5542 for more information.

## **OUT OF STATE VENDORS:**

The Wyoming Food Freedom Act does not apply to out of state vendors. Out of state vendors are permitted to sale raw, unaltered produce. Out of state vendors wishing to sell other products at the Gillette Farmers' Market, must comply with all the licensing and regulation requirements of their home state, as well as those of Wyoming. Please contact the Campbell County Consumer Health Services Division at (307) 686-8036 for more information.

**If the vendor is not in compliance with any of the above federal, state, local, or market regulations and requirements, the vendor will get ONE verbal warning. If the offense is not corrected by the next market date, the vendor will be immediately and permanently expelled from Market.**

**Find us at [www.newfarrm.com](http://www.newfarrm.com)**

**CONTACT INFORMATION**

**NEW FARRM Board Members**

Joanne Englehaupt	President	307-299-7497	<a href="mailto:joanne@rustybucketwy.com">joanne@rustybucketwy.com</a>
Jason Walker	VP	307-340-1108	<a href="mailto:jwalkerlandl@gmail.com">jwalkerlandl@gmail.com</a>
Judy Daniel	Treasurer	406-670-5026	
Tracy Morgan	Secretary	307-689-0181	
Bob Jordan		307-689-5875	<a href="mailto:rgjordanwyo@yahoo.com">rgjordanwyo@yahoo.com</a>
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**Thank You Vendors**