



39th - HISTORIC HAYMARKET FARMERS' MARKET

2024 VENDOR POLICY & PROCEDURES

**PLEASE NOTE THAT MANAGEMENT RESERVES THE RIGHT TO ALTER RULES TO
COMPLY WITH ANY COVID RELATED RESTRICTIONS**



May 4th – October 12th, 2024, (rain or shine)

Lincoln Haymarket Development Corporation

335 North 8th Street ~ Suite "B"

Lincoln, NE 68508 Phone: 402-435-7496

www.lincolnhaymarket.org

THE VERY IMPORTANT VENDOR CHECKLIST !!

1. Hand washing station – soap, towels, catch bucket, thermos with free flowing spigot with plenty of clean water, trash can.
2. Permits, Placards Posted. Food item packaging/labeling, merchandise bags.
3. Tape, note pad, pens, markers, proper business/merchandise signage.
4. Inclement weather – tarps, bungee cords, weights, clips.
5. Hats, rain coats, cold weather gear, gloves, socks, sunscreen, medication, snacks, beverage.
6. Cash drawer, extra change. Haymarket paperwork, site map, vendor badge, vendor fee.
7. Tables, chairs, table cloth, tent, side walls, zip ties, scissors, cleaning supplies, broom, dust pan.
8. Extra car keys, jumper cables, cell phone charger.

YOU are accountable to ensure:

The food item you have prepared to sell is in compliance with the Lincoln/Lancaster County Health Department's guidelines in accordance with your level of food handler training and preparation facility.

All persons affiliated with your vendor operation are accountable for ALL policies contained in the Haymarket's 2024 Policy & Procedures Manual, i.e. selling, parking, moving vehicles, signage, etc. etc. etc.

I/my vendor operation has personally baked, grown, added value, built, crafted, etc. the product/merchandise/produce, being sold at the Haymarket Farmers' Market.

At the end of Market, as vendors pack up, tents, table, etc. must not obstruct roadway for other vehicles departing the Market or vendor reentering the Market. All rubber mats covering electric wiring, must remain flat or be rolled up and placed out of pedestrian walkways at end of market.

At end of Market, car stall vendors will be signaled by whistle to leave and will do so around 12:10 generally by 12:15 (unless there is an extenuating circumstance). Unless directed by Market Manager, no one will move street barricades. Car stall vendors will have approximately 5 minutes to exit

Haymarket Farmers' Market - 402-435-7496

Table of Contents Update

General Information and Set Up.....	Page 4
Set Up, Vehicles, Parking, Whistles.....	Page 5
2 ND Whistle, Products, What can be sold, Parking	Page 6
Permits, Inspection, Season/Day Stalls.....	Page 7
Tasting, Pets Ban, Inspection, Violations,,,,,,,,,.....	Page 8
Insufficient Checks, Stalls Fees, Rules, Insurance.....	Page 9
Tax, Smoking, Signage, Sales Methods, ADA,	Page 10
Electricity, Amperage, Absences, Food Vendors,	Page 11
Signage, Display, Home Baker,	Page 13
Jams & Jellies.....	Page 14
LLCHD Food / Baked Good Labeling.....	Page 15
Drinks, Hand wash Station, Meat, Fish, Poultry, Eggs.....	Page 16
Use of Logos, Commercial Vendors.....	Page 17
Commercial Vendors, Commercially Processed Foods.....	Page 17
Farmers' Market Management Staff.....	Page 18
Regulating Agency Contact Information.....	Page 19
NE Senior Nutrition, Other Contacts.....	Page 19
Helpful Website Links.....	Page 22
Haymarket Message Board / Lost & Found.....	Page 24
Vendor Market Policy Acknowledgement.....	Page 25
Market Site Maps.....	Page 26-28
LLCHD Food Safety Team.....	Page 29-31

Mission Statement

Haymarket Farmers' Market - 402-435-7496

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; it extends up "P" Street to 8th Street. The Market area expands an additional block from May through August. This additional block is located on 8th Street, between "P" and "Q" Streets.

Additionally, in 2018, vendors are staged on "Q" Street, between Canopy Street and 7th Street and on Canopy Street, between "O" and "Q" Street.

The Market is held every Saturday morning, **RAIN or SHINE**, the first Saturday in May through the second Saturday in October. The season begins on May 4, through October 12, 2024. The Market opens promptly at 8:00 a.m. and closes at Noon. One very firm rule, **no sales can be made to customers, (see vendor to vendor, next paragraph) 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.

Vendor to vendor – As courtesy, vendors running their stall on their own for Market duration, are permitted to make a simple refreshment purchases, i.e. coffee and a roll, prior to opening of Market.

Severe (and Long Term) Inclement Weather

We leave to the vendor's discretion, to setup shop, in case of inclement weather. Vendors are must 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.

Vendor Conduct

All vendors must conduct themselves in a professional manner at all times. Vendors are not allowed to bark out at passing guests to entice them to their booth. Vendors are not allowed to walk the market to lure customers to their booth or interfere with other vendors in the process of making a sale. Any other actions that may interfere with other vendors will be addressed at the time.

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.

Haymarket Farmers' Market - 402-435-7496

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.

Set Up time

Season Vendors:

Set up is between 5:30 a.m. and 7:30 a.m. Seasonal stalls will be held until 7:30 a.m. If you have not contacted the Market Manager by 7:30 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

Generally 5-10 mph within the Market area is a safe travel speed. No vehicles may move within the Market area between 7:45 a.m. and 12:15 p.m.

Parking and Staging while vehicles are trying to get by...

The majority of car stall vendors arrives and will get set up before sidewalk vendors. We're working in tight quarters with many obstacles. Cooperation and patience is essential.

Car stall vendors must 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 and tents set back as long as possible to allow room for traffic flow. Closer to market start, pull tables and tents out within your display area.

Sidewalk vendors must park as close to the curb as possible when unloading. Unload as fast as possible then move your vehicle to your preferred parking lot. Then return to your booth to set up.

At end of Market, NO moving of vehicles until 2nd Whistle (approximately 12:10 or 12:15 p.m.)

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 15 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.

Haymarket Farmers' Market - 402-435-7496

Unloading and Parking for Sidewalk Vendors – Hug the curb so other vehicles can get by!

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 your vehicle. Make the short walk back and then set up. Visit www.parkandgo.org for locations 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. If intend to leisurely pack up, please get your tent and tables pulled in so traffic lane is as clear as possible for vendors that will be re-entering the Market area at 12:10 – 12:15 p.m.

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

At approximately 12:15 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.

Please don't contribute to the traffic jam at 7th & “Q”

Other vendors wanting to drive vehicles into the clearing Market area from 7th & “Q” Street 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 12:20 p.m.

Vendor Parking Policy non game and game days

Vendor parking rates and football game parking policies are not available at this time. Vendors will be emailed the policy letter once created by Park & Go.

City Parking Manager, CAPP

City of Lincoln | Parking Services Division

850 “Q” Street | Lincoln, Nebraska 68508

Office: 402.441.PARK | Direct: 402.441.4617 | Fax: 402.441.6476”

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.

Haymarket Farmers' Market - 402-435-7496

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 at the market:

Bedding plants	Shrubs & Trees	Honey, Jams & Jellies
Cut and dried flowers	Fresh flowers	Eggs
Dried beans	House plants-Potted plants	Grains
Original art	Original crafts	Meat and fish
Cut flowers	Fresh garden produce	Baked goods- No cream Filling

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

Perishable Food Items

Confirm suitability of recipe ingredients with Lincoln/Lancaster County Health Dept. On Page 25: Food Safety Guidelines for Farmers' Markets, item #2. Potentially hazardous foods cannot be sold at the Farmers Market unless by a permitted food establishment.

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.

Items NOT allowed for Sale

Live animals	Cream/custard/based pies, baked good filling.
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.

Haymarket Farmers' Market - 402-435-7496

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.

Vendors cannot share a stall with, or sublet their stall to any other vendors at any time.

Season Stall:

Season stalls are assigned only when the completed forms are received with full payment on or before March 15, 2024. 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 March 15th, 2024. Adjustments will be made as possible, giving first consideration to prior requests from returning vendors. Applications received after March 15th, 2024, will be 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 2024 Vendor Workshop or have current ServeClean 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 follow proper procedures for disposing of waste water.

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.

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

Haymarket Farmers' Market - 402-435-7496

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 Vendor's 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.

<u>Season Stall Fees</u>	<u>2024</u>
Prepared Food Permit (one time payment)	\$30.00
Electricity, must be prepaid	\$4.00/\$3.00 per Saturday
2024 Season Stall Fees	
Food & Produce, (noncommercial)	\$613.00
Arts / Crafts	\$852.00
Commercial	\$1400.00

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 March 15th, 2024.

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!**

<u>Day Stall Fees</u>	<u>2024</u>
Prepared Food Permit (annual payment)	\$30.00
Food & Produce, (noncommercial)	\$37.00/Saturday
Arts / Crafts	\$46.00/Saturday
Commercial	\$71.00/Saturday
Electricity	\$4.00/\$3.00 per 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.

Haymarket Farmers' Market - 402-435-7496

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 2023. In the event no such contract is finalized or substantial changes are made, all vendor fees will be refunded. Any physical changes required by the city due to arena construction will be addressed as they arise.

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 7.25%. Please include your sales tax number on your application form. All vendors must provide proof of sales tax number before coming to the Market.

Smoking – We'd like to proclaim the Market a No Smoking area

Everyone person tolerates smoking differently. As we cater to babies, children, to grandparents, we want to provide an environment all feel comfortable, from our set up time through our take down hours. 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. Any rugs covering cords must remain lying flat, or rolled up and placed away from any walkway.

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

Haymarket Farmers' Market - 402-435-7496

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 at <http://www.ianrpubs.unl.edu/epublic/live/g1944/build/g1944.pdf>.

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.

Electrical Amperage

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 gently used rugs at highly discounted rates. Haymarket staff will provide and place rugs over cords throughout from stall to power source.

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. Last minute cancellations must text Market manager at 402-499-1987, include your name so we know who is texting.

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

Haymarket Farmers' Market - 402-435-7496

listed on the application or by employees as long as Vendor Release Form has been completed and given to the Market Staff.

Dumping Policy

Concerns about inconsistency with going rate for produce pricing have come to our attention. We are hopeful by providing some reputable resources; we can address this for the benefit of all. We do not intend to implement any sort of market price fixing; we do want to fix this problem at the Market.

We have provided an article, "How to Price Your Produce for Market". It provides tips, best practices for vendors individually and as group to get the greatest return on your great investment. Additionally, reference to the USDA, National Retail Report, updated on 5/29/15.

A reminder, prohibited at Haymarket Farmers' Market:

1. Jobbing – If you've brought "THOSE" to sell at Haymarket, you MUST have grown "THOSE".
2. Dumping of surplus stock with lowered price(s) at the end of Market. Customers will come to expect this and it impacts everybody.

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. 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.

Produce Signage

Haymarket Farmers' Market - 402-435-7496

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.

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 an 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 2024 Farmers' Market food handler 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.

Jams & Jellies – New Guide Lines

Haymarket Farmers' Market - 402-435-7496

I have communicated with several of you but wanted to follow up with an email for clarification. Last year a question came up about zucchini jams and vegetable spreads (such as pumpkin butter) that we were finding at some markets. We asked Dr. Albrecht from UNL about the food safety and she presented information about why vegetable jams/jellies/spreads were not acceptable farmers' market products at our Vendor workshop in February. These products must be tested by the UNL Processing center (the NE Processing Authority) and manufactured by a State licensed processor.

We also talked with Melva Ball, the Dairy and Food Program Manager with the Department of Agriculture. She worked with Dr. Jane Stratton at UNL and has issued the following clarification of what is acceptable in the State of Nebraska as a farmers' market product (i.e. can be made at home and sold at a market with a vendor placard) and what is not.

The biggest change is the pepper jellies, that we have allowed in the past, with bits of pepper and/or seeds in the jelly/jam can no longer accept as being safe. I know that everyone wants to make sure that the products are safe. So please make sure that your vendors know that only "clear" pepper jellies will be allowed from now on. Most of the Environmental Health Specialists have spoken to vendors with pepper jellies to inform them of this change.

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 Suitability of Product

Do not prepare or sell products when you are sick. County Extension guidelines suggest baked goods are kept out for sale no 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.

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.

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.

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.

Haymarket Farmers' Market - 402-435-7496

Ingredient labeling is **recommended**. Ingredients should be listed in order of amounts, starting with the main ingredient.

6 OATMEAL RAISIN COOKIES

MAXWELL'S COOKIES

1234 HOMETOWN ROAD

LINCOLN, NE 68501

402-555-1234

Ingredients: flour, brown sugar, sugar, raisins, milk, eggs, salt, baking soda, butter, cinnamon.

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 an L/LCHD inspected kitchen.

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

Serveclean 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

Red Meat:

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

Poultry must be from your own flock:

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

Haymarket Farmers' Market - 402-435-7496

•

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.

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

- May be slaughtered and processed in a USDA facility or a facility under state inspection.
 - Must be packaged with name, address of producer, packer or distributor, weight, price per pound and total price.
 - Must be maintained refrigerated at 41 degrees Fahrenheit or frozen.
 - 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.

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

Haymarket Farmers' Market - 402-435-7496

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.

Use of Logo/Symbols

Any vendor selling handmade craft items using a registered logo or trademark from the University Of Nebraska must obtain an Athletic Licensing agreement from the University of Nebraska. While we do not regulate this, there are ongoing inspections performed by intercollegiate members during the season. Nebraska Athletic Department Licensing FAQ's attached on page 28.

For more information and contact information, visit this web address:
www.huskers.com/ViewArticle.dbml?DB_OEM_ID=100&ATCLID=4345

University of Nebraska Athletic Licensing

One Memorial Stadium

Lincoln, NE 68588-0154 Phone: 402-472-9446

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 2023 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

Haymarket Farmers' Market - 402-435-7496

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.

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.lincolnhaymarket.org

Haymarket Office Phone: **402-435-7496**
E-mail: jeff@lincolnhaymarket.org

Business Manager - Jeff Cunningham

Scheduling dates & stalls, vendor accounts & vendor applications
Haymarket Office Hours: Mondays 10:00 a.m. - 3:00 p.m. 402-435-7496
E-mail: jeff@lincolnhaymarket.org

Market Manager - Linda Hubka

On site for Market Saturdays
Cell: 402-499-1987
E-mail: linda_hubka@hotmail.com

Lincoln-Lancaster County Environmental Health

(Food Handler Permit Class Information follows)

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

Justin Daniel, REHS, CFSP, Team Supervisor 402-441-8033

Email: JDaniel@lincoln.ne.gov

Andrea Bethke 402-441-8074

Email: ABethke@lincoln.ne.gov

Fax: 402-441-6206

Nebraska Department of Revenue 402-471-2971

301 Centennial Mall South, Lincoln, NE 68509

(Sales Tax ID Numbers and Information)

Nebraska Department of Agriculture

Melva Ball, REHS, Dairy and Food Program Manager

Haymarket Farmers' Market - 402-435-7496

Food Safety and Consumer Protection
Nebraska Department of Agriculture
Melva.ball@nebraska.gov
(402) 471-6814
(cell) 402-430-5728

Division of Weights & Measures

P.O. Box 64757, Lincoln, NE 68509-4757 402-471-4292
www.agr.state.ne.us/wam/index.html

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

William Powers, Executive Director 402-525-7794
healthyfarms@gmail.com

Senior Farmers' Market Nutrition Program

Casey Foster 402-471-4876
casey.foster@nebraska.gov
Toll free: 800-422-6692

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 2023 are automatically certified for 2024. 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.

Other Contacts

Haymarket Farmers' Market - 402-435-7496

UNL - 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

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

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

More helpful links:

Haymarket Farmers' Market - 402-435-7496

Food Safety Team:

www.lincoln.ne.gov/city/health/environ/consumer/food/contacts.htm

Food Safety Guidelines For Farmer's Markets:

www.lincoln.ne.gov/city/health/environ/consumer/food/fmhdinfo.htm

Lincoln Parking Services:

www.parkandgo.org

Nebraska Weights And Measures:

www.agr.state.ne.us/wam/index.html

Lincoln's Historic Haymarket District

www.lincolnhaymarket.org

Visit our Facebook Page under Haymarket Farmers' Market

www.facebook.com

West Haymarket Joint Public Agency

<http://www.haymarketnow.com>

University of Nebraska trade marking

www.huskers.com/ViewArticle.dbml?DB_OEM_ID=100&ATCLID=4345



The Lincoln Haymarket Development Corporation is committed to continuing the economic development, revitalization, preservation, and growth of Lincoln's Historic Haymarket District.

Lincoln Haymarket Development Corporation raises funds by holding events throughout the year. Those events include, Chocolate Lover's Fantasy, Haymarket Farmers' Market, and Breakfast With Santa.

If you are interested in participating or donating to any of our events, please contact Jeff Cunningham for more information.



Lincoln Haymarket Development Corporation

Last day in 2024: Saturday, October 12th

www.lincolnhaymarket.org

Haymarket Farmers' Market Message Board.....



**Welcome to the Lincoln Haymarket Farmers' Market!
Saturdays, 8 a.m. - 12 noon, May 4th - October 12th, 2024**

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)

Haymarket Farmers' Market - 402-435-7496

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 contained in the 2023 Policy and Procedures Packet, which include but are 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. Rubber mats used to cover electrical cords or other obstacles must remain flat during the market, and remain flat after the market or rolled up and placed out of pedestrian walkways.
10. 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 and food items are packaged, labeled, stored, with non-perishable items in accordance with standards established by the Lincoln/Lancaster County Health Department.
- C. Further, I understand that Market Management staff and/or authorized Vendor Representative designee may perform site inspections.
- D. Crafters acknowledge and agree to comply with policies, restrictions of the inter-collegiate trade marking.

I agree to carefully read and agree to abide by the rules and regulations of the 2024 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 Haymarket 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: _____

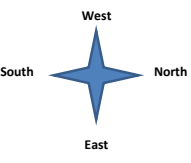
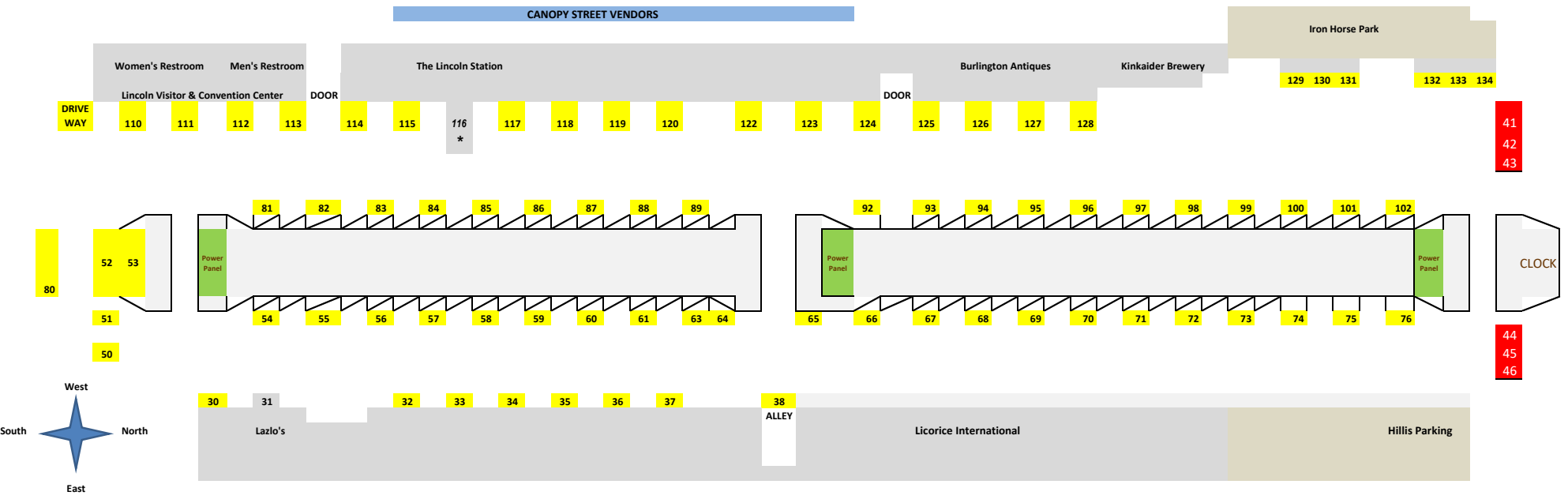
Date: _____

Printed Name: _____

Business Name: _____

Emergency Contact Phone(s): _____

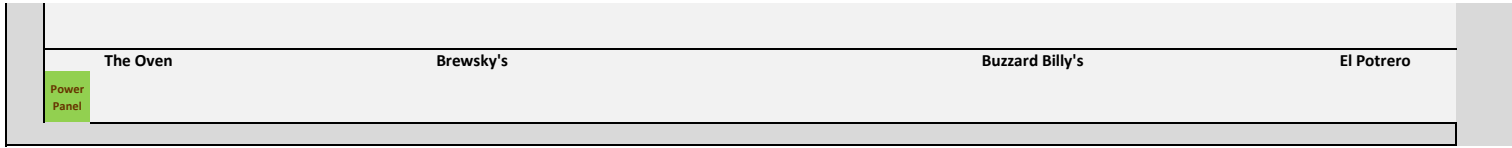
Emergent Contact Phone(s): _____



41
42
43

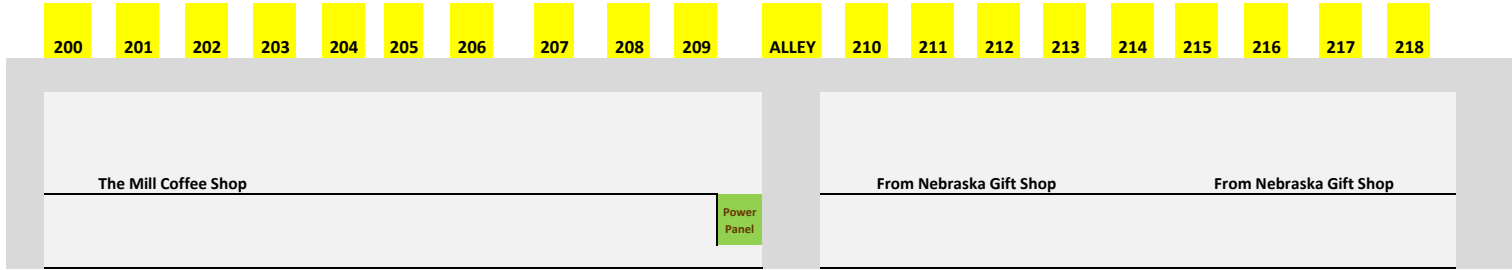
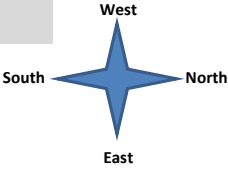
44
45
46



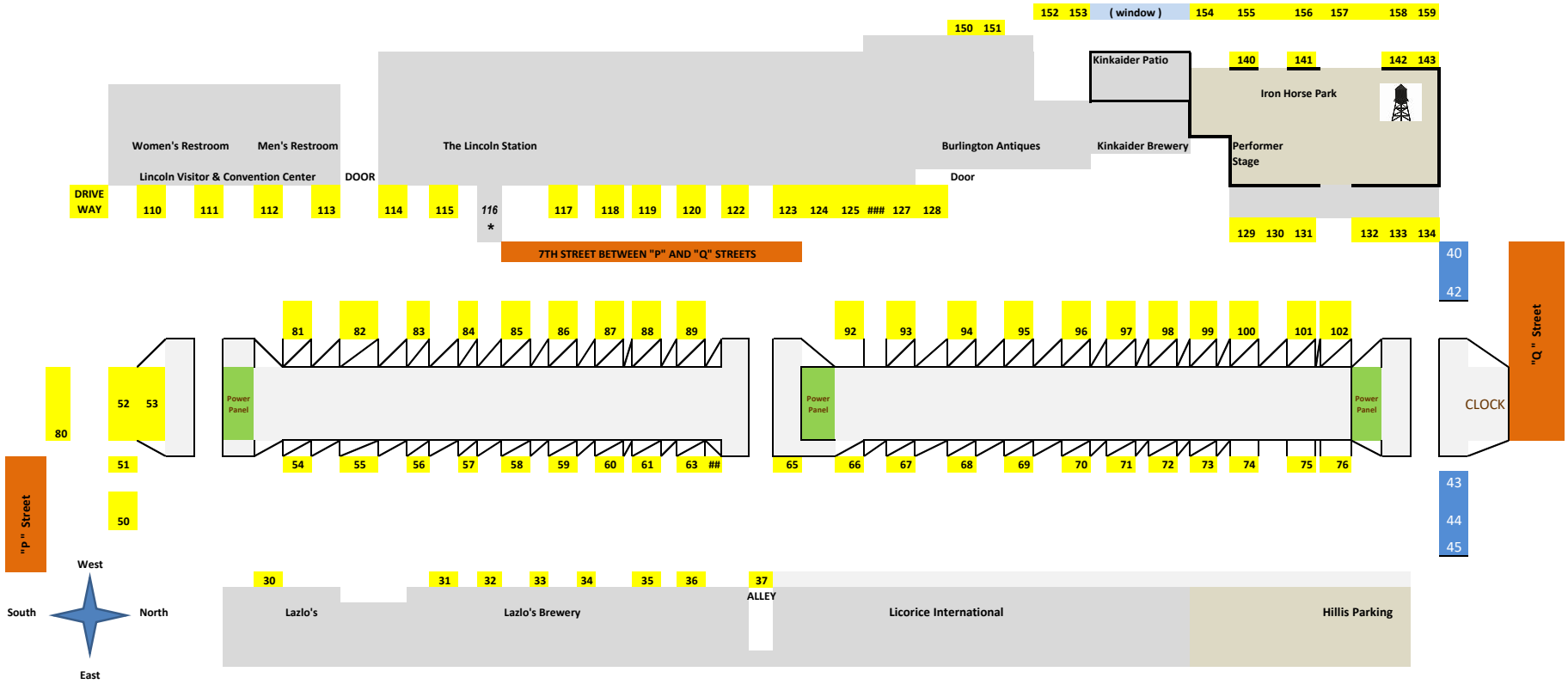


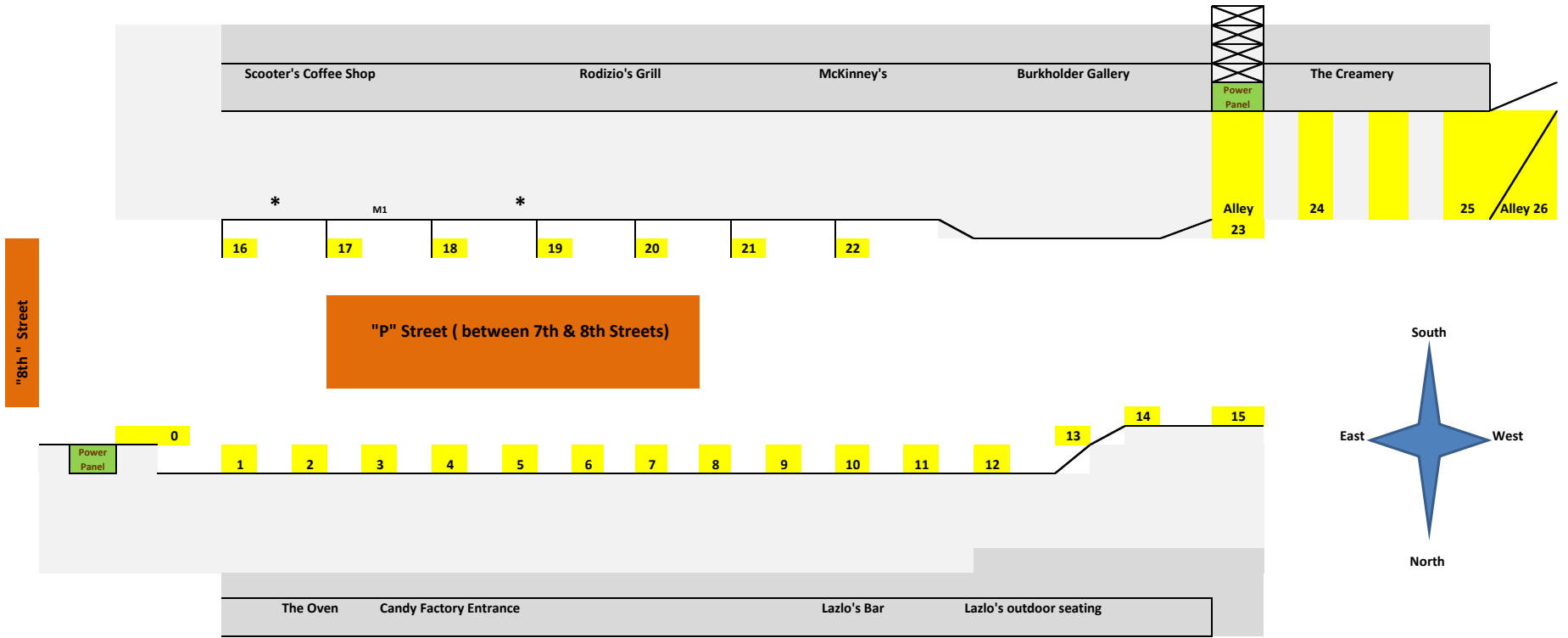
"P" Street

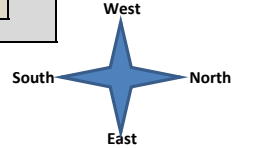
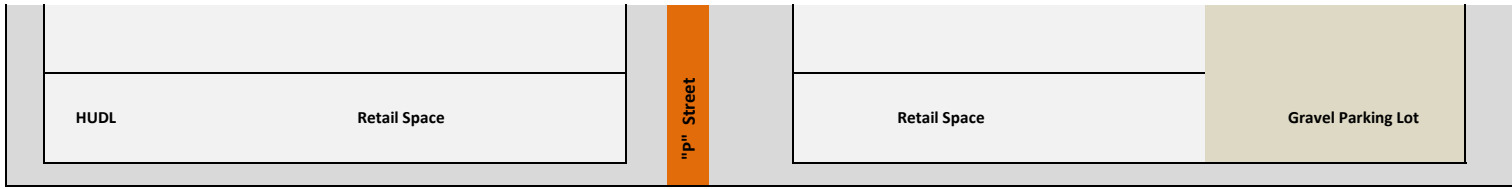
North 8th Street (between P and Q)



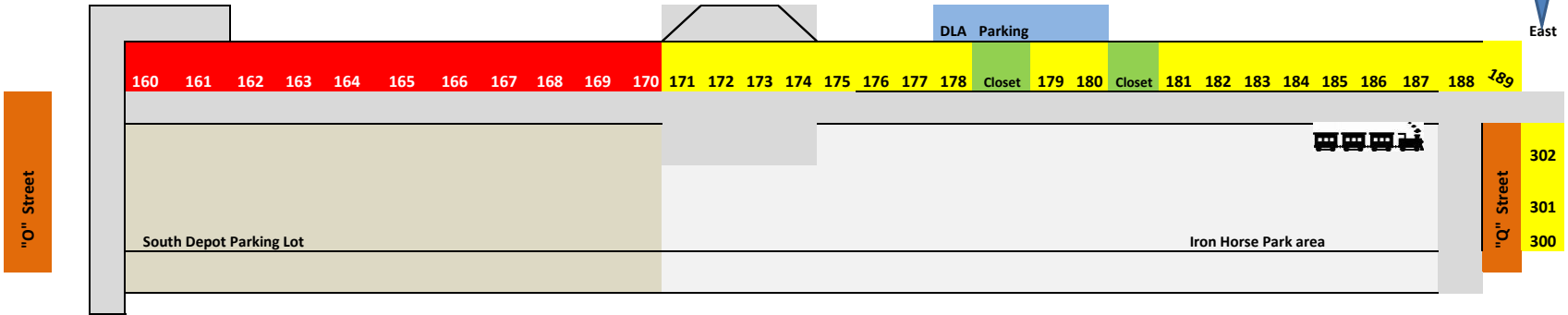
"Q" Street







Canopy Street between "O" -- "Q" Streets



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) Honey (own hive and properly labeled) Maple syrup (own trees and properly labeled) Eggs (code #, candle date, 45F, properly labeled)	X					
Packaged food from a licensed processor : <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 properly labeled and if a canned product, like hot sauce, you must display proof of safe processing certificate from a food processing authority. 	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 a S/C Food Handler Permit. • Food can not be potentially hazardous. • No on site 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 - S/C 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 a S/C Food Handler Permit. • Drink prepared before arrival. • Ice and water are from an approved source. • Must have handwash set up. • No "sun" tea. 		X - S/C 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).

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).

Time/temperature Control for Safety (TCS) - previously referred to as "potentially hazardous" 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. TCS foods cannot be sold by a farmers' market home processor.

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.

Wash hands with soap for 20 seconds and dry with a paper towel before handling and serving food, especially after using the toilet or handling pets or chemicals. A hand wash station is required for those preparing samples. This includes a container of warm water with a "hands free valve", liquid soap, dispensed paper towels, and vessel to collect wastewater. Do not dispose of wastewater in street or storm drain, only in a sanitary sewer.

Keep kitchen area clean and work surfaces sanitized. A Chlorine sanitizer can be made by using bleach (**NO** scented or splashless bleach) and water. One teaspoon of bleach per gallon of room temperature water. Prepared fresh daily. No **pets** are allowed in the kitchen during preparation or at market booth.

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.

Do not eat or smoke while preparing food, or at your booth. If you have a drink due to hot or cold weather, use a cup with a lid, a straw, and a handle to minimize hand to mouth contact.

Do not prepare or sell food **when you are sick** with a fever, coughing or sneezing, vomiting, or diarrhea.

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.

Package and label all food for sale before it is transported to the market site. Label must truthfully identify the food along with the Vendor's name and the complete street address of the vendor or market. Weights and Measures 402-471-4292.

Prepared food must be safe at room temperature (non-TCS) and must be made by the person selling the product.

FOOD PRODUCTS

Produce: Fresh produce may be sold without a permit or placard. * There are special requirements for sprouts.

Eggs: Fresh eggs must be from your own flock, candled, graded, properly labeled and kept refrigerated at 45° F. If reusing egg cartons, all names, dates, US inspection label must be removed. You must have an egg# from NDA.

Baked goods: Fruit pies can be sold. Cheesecakes, cream pies (those containing egg or dairy products, including pumpkin, pecan, custard etc..., meringue topping/ filling, and lemon bars) may **not** be sold. Low sugar or no sugar pies are **not** permitted.

Home Canned Products: Home canned products cannot be sold or used in the preparation of food for sale unless your product is 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. **No** low sugar/sugar free products or low acid fruit butters/ spreads are allowed.

Noodles: Can be sold if they are fully dried. Egg noodles should have a consumer advisory posted.

Honey: Can be sold but must be from 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.

Herb Vinegars, Oils, Mustards, Salsa, or Dressing: Cannot be sold unless approved by the food processing authority (UNL) and permitted by NDA as a processor.

Meat: Cannot be sold unless slaughtered in a USDA inspected facility. This includes homemade jerky, meat that has been smoked or otherwise cured and processed.

Raw Milk: Cannot be sold at farmer's markets in Nebraska.

Advertising: "Facebook" or other web based advertising is not permitted unless you are a licensed food establishment.

Drinks: Drinks must be non TCS, made with water from an approved source and prepared ahead of market by person selling product. You must have a state temporary permit and Lincoln placard to prepare and sell drinks. No "sun teas" allowed.

Contact the LLCHD Food Safety Program Office: 3140 "N" Street, (402) 441-6280, if you have any questions.