



Institute of Agriculture and Natural Resources

East Campus Discovery Days and Farmers Market Rules and Regulations - 2024

Vendors must complete the application process before being allowed at the Market.

Definition of “Vendor” – Vendor shall be defined as the producer of goods sold and shall include spouse, siblings, children, parents, and employees of the applicant who assist in the cultivation of the same property or assist in the production of items available for sale.

Definition of “Market” – Market shall be defined as the East Campus Discovery Days and Farmers Market happening at the University of Nebraska – Lincoln on June 8, July 13, and August 10, 2024 beginning at 10:00 a.m. and ending at 2:00 p.m.
The Market is held rain or shine.

The Market Manager arrives at 8:00 a.m. each market day. Vendors are allowed to drive onsite starting at 8:00 a.m. If needed, vendors may drive to their booth location to drop off materials. After dropping off materials, vehicles must be moved to a parking lot, and then the vendor may begin setting up materials.

All vendors MUST be onsite by 9:30 a.m. No vehicles are allowed to enter or exit the site between 9:30 a.m. and 2:00 p.m. If there is an emergency, please notify the Market Manager.

Vendors are not allowed to leave before 2:00 p.m.

Vendors entering/exiting the Market with a vehicle must drive cautiously.

All products must be the original work or product of the vendor. No items offered for sale may be commercially made. This prohibition includes selling commercially made promotional items.

Electricity is not available. If you require electricity, please contact the Market Manager in advance to determine feasibility. If vendors are approved to use UNL-provided electricity, it is their responsibility to provide all necessary heavy-duty extension cords and heavy-duty mats to cover the cord.

The University of Nebraska – Lincoln is a tobacco-free and smoke-free campus. UNL prohibits smoking and use of smoking, tobacco, and vaping products in and on all University Property.

No radios, music, or singing loud enough to be heard by neighboring vendors is allowed in vendor stalls.

Insurance Requirements

Each vendor is required to submit a certificate of insurance naming the University of Nebraska and the Board of Regents as additional insured via the application web form. The certificate needs to be submitted no later than May 17, 2024. The general liability policy must have a minimum coverage of \$1,000,000 per occurrence with a \$3,000,000 aggregate. If you are a farmer and have a farm insurance policy, contact your insurance agent about adding a rider to your policy to cover the Markets. Insurance can also be purchased for 3 days only. Please contact the Market manager with any questions about insurance.

Dates & Location

Saturdays 10:00 a.m. –2:00 p.m., June 8, July 13, and August 10

No public sales before 10:00 a.m. or after 2:00 p.m.

Load in 8:00 am, clear out by 3:00 pm

Location on the East Campus Mall, 3550 East Campus Mall, Lincoln, NE

Vendor Booth Details

Use of a vendor booth on the East Campus Mall at the University of Nebraska – Lincoln’s East Campus is made through an arrangement with the University of Nebraska – Lincoln via the Market Manager. Both street and grass booth locations are available. Contact the Market Manager to discuss vendor spot options.

Booths are approximately 10 feet wide by 10 feet deep. Additional space can be requested, subject to availability.

Vendor booths will NOT have dedicated vehicle stalls next to them. Vendors need to utilize the nearby parking lot. There may be a limited number of spots available if you need your vehicle close to your booth. This must be requested and approved by the Market Manager in advance.

Free parking is available for all vendors and attendees. The price of parking will be covered, and you will not be ticketed on Market Days. If you intend to bring any form of trailer or oversized vehicle, arrangements need to be made in advance through the Market Manager.

Vendors are provided with an empty street or grass space. The Market will also provide tables. You are responsible for bringing any additional items for set-up including, but not limited to, chairs, tents and necessary weights, signage, cash boxes, etc. The Market does NOT provide storage.

Tents MUST be properly weighted for the safety of all Market attendees (especially in inclement weather).

Vendors are responsible for cleaning their area before leaving. Trash, including produce debris and food items, **must** be disposed of after each Market.

Vendors are *highly encouraged* to prominently display a sign with their name and location (city or town). Growers/producers should list all prices at their booth.

By joining the East Campus Farmers Market, our expectation is that you participate in all three dates. **PLEASE** let us know if you are going to be absent - - this policy keeps our customers and guests informed of which vendors will be at the Market.

General Policies

It is the vendors’ responsibility to be familiar with the local, state, and federal regulations, permits, and licensing governing the products they sell. The notes and guidelines included in this document are included as a courtesy, but in the event of a conflict with state and federal rules and regulations, the state and federal regulations shall govern.

Vendors must grow/make their products within a 600-mile radius of the Market to be eligible to apply.

Products may include:

- Farm & Nursery Products and Processed Farm Products
- Value Added Food
- Craft Items

Food Displays & Packaging

All food items must be free from harmful pesticide residues and free from insects and spoilage. All produce must be washed.

All food items, including produce, must be stored and displayed at least 6 inches above the ground.

Pre-packaged produce must be in NEW food-grade plastic bags or plastic food wrap. Produce sold by piece or per quantity may be either sold to the customer in no bag or be sold in NEW paper or plastic bags.

Only legal scales with state permit stickers are allowed at the Market. Vendors without legal scales must sell by the piece or per quantity. If you do not have a legal scale and wish to sell produce by weight, consider weighing and packaging items at home and selling 'by the bag' or 'by the package.'

Lancaster County Health Department

Only products in compliance with the regulations of the Lancaster County Health Department may be sold at the Market. **Vendors are responsible for securing all necessary permits and approvals.**

Fresh produce, meat, poultry, eggs, game animals, and commercial bakery items must have a Lancaster County retail permit. Nebraska Department of Agriculture permits are not an acceptable alternative unless expressly stated by Lancaster County.

Vendors selling meat products must display proof of USDA inspection and a current manufacturer's license/permit, on-site, each week during the Market.

Perishable produce and other food items must be maintained at appropriate temperatures with heating and cooling devices. Eggs must be kept in a cooler at 41 degrees Fahrenheit.

Vendors selling items produced in a regulated kitchen must display their license at every Market. **All** food items (except produce and **eligible** baked goods) must be prepared in a licensed kitchen. This includes, but is not limited to salsa, jellies, sandwiches, tamales, etc.

Sampling must meet Lancaster County Health Department code. Please contact the Health Department for details.

The guidelines and application for a retail farmer's market permit can be found at:
<https://discoverydays.unl.edu>.

Information Booth & Other Amenities

The information booth is located on the East Campus Mall. The Market Manager and volunteers are available to help vendors and customers with Market-related questions.

Public restrooms are available in any of our open academic and public buildings. Signage will be available.

Contact Information

Jordan Slagle, Events Manager, 402-472-2089 or via email at jslagle10@unl.edu

Jessie Brophy, Director of External Engagement, 402-472-7080 or via email at jbrophy3@unl.edu

Website: <https://discoverydays.unl.edu>

Facebook: <https://www.facebook.com/ECDiscoveryDaysFarmersMarket>