

## Trial Vendor Application – 2017 Season

Please complete and return to Black Hills Farmers Market via mail:

PO Box 6375  
Rapid City, SD 57709

or email:

manager@blackhillsfarmersmarket.org

### OVERVIEW AND INSTRUCTIONS

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*We are excited to have you try out our market!* Trial vendors may reserve a booth for two to three market days to see if BHFM is a viable venue for your business. Please note that if you decide to continue selling at BHFM, we cannot necessarily guarantee you an immediate permanent booth if we are at maximum vendor capacity. Management will inform you of any waitlists prior to your trial market days.

Trial vendors are responsible for providing all booth equipment, adhering to BHFM rules and regulations, and providing all documents as outlined in the application checklist below.

### APPLICATION CHECKLIST

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- Trial Vendor Application
- BHFM Rules and Regulations signature page
- EBT/debit/credit agreement form (attached)
- South Dakota “Special Event Return” tax form **OR** South Dakota sales tax license

**The following additional documents only pertain to select trial vendors:**

- Food service certificate (if applicable)
- Candler/egg license (if applicable)
- Apiary registration (if applicable)
- Letters of verification – canned goods (if applicable)

Trial Vendor Booth Rental Fees (includes sales tax)		
Standard Booth (approx. 12’x12’)	Tuesdays	Saturdays
	\$21.00	\$25.00

# Black Hills Farmers Market

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## APPLICANT INFORMATION

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

Applicant/Vendor Name: \_\_\_\_\_

Sales Tax Number (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Distance in miles from market: \_\_\_\_\_

Description/list of products: \_\_\_\_\_

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## AGREEMENT

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The undersigned acknowledges that they have read and agree to comply with the information in this document, as well as the current year's rules and regulations of the Black Hills Farmers Market. The undersigned additionally agrees to abide by the Black Hills Farmers Market's code of conduct and hold harmless BHFMM from and against any and all loss, liability, claims, suits, costs, expenses, personal injury, death, or damages whatsoever.

Non-compliance will result in revocation of permission to participate in the market.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## EBT/Credit/Debit Service Agreement

*All vendors, both food and artisan, must read and sign this form.*

### OVERVIEW

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The Black Hills Farmers Market (BHFM) participates in USDA SNAP (Supplemental Nutrition Assistance Program) by way of accepting EBT payments at the market. Participation in this program provides low-income community members with access to fresh, local, high-quality foods. For consistency in the program and clarity for the market customers, BHFM requires that all qualifying vendors participate in the program.

The BHFM also provides credit/debit transaction services for vendors, as needed. Vendors are not required to use BHFM's credit/debit services. Vendors are encouraged to use their own card-reader device.

### FEES

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- **SNAP/EBT:** There is no fee for EBT transactions.
- **Credit/Debit:** BHFM will charge vendors an additional 3.5% of each transaction as a fee for using the service. Further details are outlined in the *Transaction Process and Reimbursements* section of this document.

### TRANSACTION PROCESS AND REIMBURSEMENTS

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1. Use a two-copy receipt book to write each customer's order. Receipts must include vendor name, date, and total transaction amount, written legibly.
  - a. Vendors are responsible for supplying their own receipt books. Receipt books are available for sale at-cost at the management/info booth.
2. Instruct the customer to take her receipt to the management/info booth, where management will process the transaction on BHFM card-reader equipment.
3. Hold the customer's items for her until she returns with a proof of payment receipt from management. Official proof of payment receipts will have management's initials and be marked as paid.
4. Release the customer's items upon receipt of proof of payment.
5. Management will tally transactions throughout the week and will issue reimbursement checks to vendors at the following Saturday market.

Reimbursement checks will reflect the 3.5% fee per credit/debit transaction.

- a. **For example:** If you sold \$45 of product through BHFM's credit/debit service on Saturday, the 1<sup>st</sup>, you would receive your reimbursement check of \$43.42 on Saturday, the 8<sup>th</sup>.

## USDA SNAP RULES

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SNAP benefits (EBT cards) CAN be used to buy:

- Fruits and vegetables
- Eggs
- Meats (fish, poultry, beef, etc.)
- Dairy products
- Baked and canned goods
- Seeds and plants intended for growing food

SNAP benefits can NOT be used to buy:

- Non-food items
- Ready-to-eat, deli, and/or hot foods intended to be eaten on-site

Vendors may NOT set a minimum purchase requirement, and no sales tax is collected on EBT transactions. No cash-back can be given as change for EBT transactions.

## AGREEMENT

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The undersigned agree to abide by the rules described herein as they relate to the processing of EBT, credit, and debit transactions. I/we agree to follow all USDA Supplemental Nutrition Assistance Program rules. I/we understand that the market management and board of directors reserve the right to remove vendors from the market who do not comply with these rules.

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Signature

Date

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DBA or Business Name