

HCD Farmer's Market Vendor Rules & Regulations

The HCD Farmers Market was created to provide a place where farmers and entrepreneurs can sell directly to the consumer.

1. Hours & Setup

- The Market will run on Tuesdays starting May 5 – September 29, 2026 from 5:00-8:00 pm.
- If bad weather is expected, the market may be cancelled or closed early.
- The HCD Farmers Market will be located on the grounds of the Hutchinson Conservation District on the south lawn.
- Vendors may arrive at 4:00 p.m. and must be fully set up and ready to sell by 5:00 p.m.
- No sales are permitted before the official market start time to ensure fairness for all customers and vendors.
- Do not drive on grassy areas. Vendors may unload and transport supplies from the gravel driveway using carts or by walking items in—plan setup time accordingly.
- Once setup is complete, all vehicles must be moved out of the market area to allow for customer parking.

2. Vendor Fees & Space Allocation

- Fees: \$10 for each 10' x 10' vendor space per market day or \$200 for the full season. Community non-profit organizations and HS school age or younger \$5.00 per market day for a 10' x 10' space.
- Space Use: All products and signage must remain within your designated area. If you occupy more space than allocated, an additional booth fee will apply.
- Space Assignment: Spaces are on a first-come, first-served basis—no reserving in advance.
- Payment Methods: Cash, check, or Venmo. Make checks payable to Hutchinson Conservation District.
- If paying by cash or check, payment must be dropped off at the Hutchinson Conservation office before setting up on market day.
- Refund Policy: All vendor fees are non-refundable.
- Absences: If unable to attend on a given market day, vendors must notify the market coordinator prior to the market start time.

3. Vendor Responsibilities & Amenities

- Supplies & Equipment: Vendors must provide their own tables, equipment, supplies, and materials.
- Internet Access: Public Wi-Fi is not available at this time.
- Electricity: Available for a limited number of stalls and must be prearranged prior to the start of Market each week. There is an additional \$5.00 fee for spaces requiring electricity.
- Signage: Vendors must display a sign with their business name, prices, and products offered.
- Cleanliness: Vendors are responsible for keeping their space clean during and after the market. Failure to maintain a clean area will result in a \$20 fine.

4. Product & Sales Regulations

- All items sold must be raised, prepared, produced, or created by the vendor.
- No live animals may be sold.
- All products must comply with state regulations and be visibly labeled with prices.
- Food Sampling: Must follow South Dakota Department of Health safe food handling requirements and include a handwashing station.

- Vendors must have all required City, County, State, and Federal licenses to conduct business. Periodic compliance checks may occur.
- Vendors are responsible for collecting, reporting, and paying all applicable taxes in accordance with SD Department of Revenue rules. Special Event Tax Forms will be provided.
- Vendors must comply with all local, state, and federal regulations and maintain their own compliance documentation.
- Vendors are responsible for carrying their own liability insurance; HCD Market does not provide vendor insurance or assume product liability.
- Vendors are responsible for securing products and tents in case of storms or high winds.

5. Special Rules for Specific Products

- Produce Sold by Weight: Must use a certified scale with a valid state permit sticker, positioned to face customers.
- Egg Sales: Requires a Class A - Egg-Dealer Candling/Grader license from the SD Department of Agriculture.
- Baked Goods: Must be labeled with the product name, ingredients, producer's name and phone number, date prepared, and required disclaimer.
- Home-Canned Foods: Must comply with the Home Processed Foods Law.
- Vendors must have all licenses and documentation with them at the market.

6. Vendor Conduct & Prohibited Items

- Vendors must conduct themselves courteously toward customers, other vendors, and the market coordinator.
- No smoking, vaping, or alcohol consumption at vendor booths.
- Dangerous materials—such as explosives, firearms, or weapons—are prohibited on HCD property.
- Children accompanying vendors must be supervised at all times.
- Vendor pets/animals are discouraged for hygiene and safety reasons and may only be brought if they are a registered service animal.
- Complaints or concerns should be directed to the market coordinator discreetly, without disrupting market operations.
- Rule Enforcement: Vendors violating rules will receive one warning. Continued violations will result in removal from the market for the remainder of the season, without refund.

7. Application & Contact Information

- All vendors must complete and submit the Vendor Agreement.
- All applications are subject to review and approval.
- The HCD Farmers Market will post participating vendors on our Facebook page; vendors are encouraged to share and promote the market on their own pages.
- Questions? Contact: Paula Munkvold – HCD Secretary & Market Coordinator | Office: 605-387-5539
| Cell: 605-660-3397 | Email: hutchcd@gwtc.net