



Carlsbad Downtown Farmers & Makers Market 2025

Rules and Regulations

Mission Statement

The Carlsbad Downtown Farmers & Makers Market supports local growers and artisans by providing a place to sell fresh produce and handmade goods crafted from agricultural, earth-based, and recycled materials. The market also serves as a community hub for social interaction and information sharing, fostering a strong sense of connection. Operated by Carlsbad MainStreet, the market contributes to downtown revitalization, supports locally owned businesses, and promotes both community health and economic growth.

1. General Vendor Rules

- **Absences:** Seasonal vendors who are unable to attend the Market must notify the Market Manager by phone at **575-628-3768** or email at **cristina@carlsbadmainstreet.com** no later than the day before the scheduled Market. No refunds if payment has been made prior to the market.
- **Sales Reporting: MANDATORY** All vendors are required to report their earnings to the Market Manager. A QR code will be provided to each vendor and can also be located at the Carlsbad Mainstreet table at each market to load to your smart phone and download to report each vendor sales for each market. This process is convenient and should be done before the next market. We will continue to maintain strict confidentiality of individual vendor reports. Aggregate sales figures are compiled at the end of each season/year for promotional use and to support grant and sponsorship applications. Individual vendor totals will never be shared. If a vendor is asked more than 3 times to report their sales and the sales are not reported you will be suspended from the Market session designated by the Market Manager.
- **Handcrafted Items:** All handcrafted items must be approved by Farmers Market staff prior to sale. Previously used, second-hand, or mass-produced commercial/retail items are prohibited. Preference will be given to high-quality handmade products, particularly those made with agricultural components.
- **Community Engagement:** To foster a sense of community and highlight the health benefits of the Farmers Market, family entertainment and educational displays may be included with prior approval from the Market Committee or designated subcommittees.
- **Animal Sales:** Vendors selling small farm animals must ensure humane handling, including proper hydration and safe transportation boxes for customers who purchase them. Also must have prior approval from the Market Manager.
- **Applications & Permits:** Vendors must complete and submit an application form to the Market Manager or Carlsbad MainStreet Executive Director. CMS reserves the right to approve or deny



applications. All applicable licenses, registrations, and/or permits must be provided and kept on file, including temporary permits, food handler's cards, and NMED operating permits.

- **Nonprofit Participation:** A limited number of nonprofit organizations may be granted booth space for public information purposes. Nonprofits will not be charged a booth rental fee if they are only distributing information. However, if any fundraising activity is conducted, the standard booth rental fee will apply. **Proselytizing is strictly prohibited.**
- **Conduct:** Vendors are expected to treat fellow vendors, customers, and Market staff with courtesy and respect. If a conflict arises, the on-site Market Manager will mediate the situation.

2. Set up and Clean Up

- **Booth Equipment:** Vendors are responsible for providing their own canopy, tables, chairs, and any other necessary setup materials. Carlsbad MainStreet can provide a canopy with prior notice for an additional rental fee of \$25. Same-day requests for canopy rentals cannot be guaranteed and should be avoided whenever possible.
- **Check in Process:** Please use the QR code to check in when you come and set up for each market, this process will help the Market Manager check off who attended and reconcile with payments and attendance.
- **Setup Time:** Setup may begin as early as 7:00 a.m., for Saturday markets. Vendors who require less time may arrive anytime after 7:00 a.m., but all booths must be fully prepared before the Market opens. Adhering to the setup timeframe is critical to ensure both safety and efficient use of space.

Setup may begin as early as 3:00 p.m., for Thursday markets. Vendors who require less time may arrive anytime after 3:00 p.m., but all booths must be fully prepared before the Market opens. Adhering to the setup timeframe is critical to ensure both safety and efficient use of space.

- **Booth Spaces:** Booth spaces are assigned on a first-come, first-served basis. During larger Market events, specific areas may be assigned for certain activities. Vendors must set up where instructed by Market staff and comply promptly if asked to move.
- **Parking:** After unloading, vendors must move their vehicles across the street to keep parking spaces available for customers. Please be courteous to customers coming to the market.
- **Attendance:** Vendors must be present at their booth at least 15 minutes before the Market begins to be ready for customers. Please do not leave your booth unattended for a long period of time.
- **No Smoking Policy:** Smoking of any kind (including tobacco, vaping, e-cigarettes, or marijuana) is prohibited within the Market area. Vendors who wish to smoke must move at least 25 feet away from Market grounds. If vendors do not comply the Market Manager will ask you to pack and leave the premises.



- **Food Samples:** Vendors offering samples must wear gloves and use appropriate tools to maintain proper hygiene and food safety standards.

- **Trash Removal:** Vendors are responsible for cleaning up their booth space, including consumer litter, and removing all trash at the end of the Market day. Keep in mind we now have record of what spot each vendor is located at each market.

- **Booth Setup Compliance:** Booths must be arranged according to the instructions of the Farmers Market Manager. Exceptions may be made for certain prepared food vendors, nonprofits with live animals, or other special circumstances, at the discretion of Market staff.

3. Days and Hours of Operation

- Opening and closing times and dates of the market are determined by the Carlsbad Mainstreet Farmers Market staff. Every Saturday, 9:00 a.m. to 12:00 p.m. and every Thursday, 5:00 p.m. to 7:00 p.m.

4. Cost

- Farmers Market vendor fees will be set prior to the beginning of each annual season. Pre-payment is highly recommended for each Market. Please have payment made on the Wednesday before Saturday markets and on the Monday before Thursday markets.

- The booth fee is \$10 per market day. This fee applies to all vendors except for produce vendors.

- If a vendor sells both craft items and produce, produce must account for more than 50% of the products offered in order to qualify for the fee waiver.

5. Restrooms

- Customers and vendors will be directed to available restroom facilities within a ½-mile radius of the Market. Public restrooms are now available behind Milton's and Aquinos and should be used during Market hours.

- Please direct all Market customers to these public facilities.

6. Compliance with Farmers' Market Rules and Regulations

- All vendors will be provided with a copy of the Farmers Market Rules and Regulations.

- Vendors are required to comply with all rules. Farmers Market staff reserves the right to restrict participation, and any vendor who fails to comply may be asked to leave. Future participation may also be denied.



- Vendors must agree, in writing, not to hold the Farmers Market organization, Carlsbad MainStreet, the City of Carlsbad, or Eddy County liable for any damages arising from the sale of their products or their presence at the Market site.

7. Adherence to State and Local Laws

- Vendors must comply with all applicable federal, state, county, and municipal laws.
- Farmers Market staff and all vendors must follow applicable county and city regulations for use of public grounds.
- Produce sold by weight must be weighed on a calibrated scale. If not, a sign must be posted at the booth stating that weights are approximate.
- Vendors selling produce grown by someone else must display the Grower Proxy Form (provided by CDFM), including the grower's contact information. The grower must be local; mass retailers such as Albertson's, Walmart, and similar stores are not considered local growers.
- All vendors (except those selling only produce) are required to obtain and submit a copy of their annual or temporary City of Carlsbad business registration before setup. CDFM staff must keep a copy on file. Vendors are individually responsible for reporting their own taxable income.
- Vendors offering sliced food samples must provide a wash station in compliance with New Mexico Environmental Department (NMED) guidelines.
- Vendors selling cooked or prepared foods or beverages must follow all NMED food safety regulations.

8. Liability Insurance

- The Farmers Market organization will maintain adequate liability insurance for accidents occurring during Market operations.
- Vendors are encouraged, but not required, to carry their own liability insurance to cover any accidents or incidents that occur within their booth and are not included under the Market's general liability policy.