



2022 BisMarket Rules and Policies

Sweet Avenue + Kiwanis Park
Parking available in the Municipal Ballpark Lot
Saturdays, June 4 - October 8
10:00 am - 1:00 pm

The mission of BisMarket is to provide access to a variety of locally grown, high quality, farm-fresh products direct from local producers. This family-friendly market enhances community building, fosters local business development and encourages healthy food choices in a green outdoor space.

Contact BisMarket by emailing info@bismarket.com.
www.bismarket.com | Follow us: [Facebook](#) and [Instagram](#)

Table of Contents

Application Process & Requirements	3
Third Party Sales	3
Vendor Items for Sale	4
Prepared Food Sales	5
Vendor Fees & Space	5-6
BisMarket Promotion	7
Market Requirements	7-8
General Market Day Instructions	9-10
Responsibilities of Vendors	10
Enforcement Policy	10-11
Grievance Policy	11
Summary	11
Board of Directors	12
Market Contact Information	12
Appendix A: SNAP and SNAP Incentive Program	13-17

BisMarket Rules and Policies

Welcome!

BisMarket is a community-supported farmer's market made up of vendors, volunteers, the Market Manager, volunteer Board of Directors, and local sponsors/partners. All involved have input in the market guidelines and operations. The rules and policies herein exist to create a fair, harmonious, and aesthetically-pleasing market environment for all. The volunteer board of directors has worked diligently and intentionally to create this document. Please let us know if you have any questions regarding the following information.

Application Process & Requirements

Each season's market rules and online application form can be found on www.bismarket.com under the "APPLY" tab. Completed applications should be submitted prior to May 1st, but will also be accepted up to and throughout the season. After submission, the BisMarket Board of Directors will review the applications for approval/denial and will contact the applicant with a decision. **No one will be allowed to sell without a complete application and supporting documents on file, including food safety training certificates or food/beverage permits (if required), and full payment made prior to market.** Memberships are non-transferable. If your application information changes (ex: you want to sell a product that was not previously approved), please contact the market manager or board of directors.

Third Party Sales

A BisMarket vendor may request to sell products at BisMarket for another producer who does not plan on attending BisMarket. The following conditions must be met in order for third party producers to be considered. Applications will be reviewed on a case-by-case basis.

- Third party producers who are selling unique products can apply to have their products sold by a vendor at market. Preference will be given to local vendors.
- Products from the tri-state area may be allowed at the discretion of the board.
- The vendor selling the third parties products at market must be knowledgeable about products being sold including but not limited to: growing practices, ingredients, craftsmanship, etc.
- Third party producers must meet all application requirements and pay the vendor membership and application fee. Third party producers must indicate who will be selling their products at the time of application.
- All products must be labeled properly as defined by BisMarket and Burleigh County Environmental Health Division.

Once approved, if the third party producer and BisMarket vendor fail to meet all of these requirements, third parties' products will be ineligible to be sold at market.

Vendor Items for Sale

Approved Items: The following items, produced on your farm or residence, may be sold at the market. **All items must originate in North Dakota** and be produced by the vendor, unless produced by an approved third party vendor (see above). On market days, all items must be clearly marked regarding the origin and grower who has provided the items.

Agricultural Products: Fresh produce, flowers*, honey, eggs, state-inspected meat, and other farm products. Upon request, the Board may consider additional agricultural items grown in immediately surrounding states on a case-by-case basis. Reputable BisMarket vendors may sell these items with prior approval from the Board. Additional vendor fees may be applicable in these cases. Out-of-state vendors will be considered on a case-by-case basis by the Board of Directors.

Cottage Foods: Home-produced products for direct to consumer sales per ND Century Code 23-09.5. Items must be properly labeled: "This product is made in a home kitchen that is not inspected by the state or local health department."

Ready-to-eat Foods: If not produced in a home kitchen, (i.e. restaurants, catering companies, and/or food trucks) a food permit is required.

Crafts & Arts: Handmade crafts and art may be sold at the market. There may be a limited number of vendors only selling crafts and art; crafters and artists should email pictures of their products prior to approval. Agricultural vendors may include crafts/handmade items at their booths.

*Flowers are a taxable item and can be categorized as agricultural or arts/crafts.

Vendors are able to sell any promotional items to promote their approved business. BisMarket reserves the right to sell various items for fundraising and promotional purposes to support the market overall.

Unapproved Items: The following items will not be approved to be sold at BisMarket:

- third party items without prior approval
- pre-made/pre-manufactured products
- resale and direct marketing products
- flea market items
- antiques
- second-hand clothes
- political or religious propaganda
- charitable/fundraisers
- screen printed apparel that is not directly related to the approved booth/business
- franchise and direct sale business
- commercial/mass produced products (with or without an internet business)
- electronics and related accessories
- live animals (both for sale and for free)

Prepared Food Sales

The market wants to avoid pyramid-type food and health product businesses, while including excellent quality, traditionally made foods, produced by skilled craftsmen, cut and measured to order. The BisMarket Board of Directors reserves the right to refuse applications subject to evaluation of quality of products or goods.

- Preferred applications will include: locally or regionally produced food products that are grown, produced, caught, brewed, pickled, baked, smoked or processed by the license holder, and are of exceptional quality.
- Considered applications will include: other products or goods, which by their nature/novelty/uniqueness/attractiveness/high quality, are considered to have the potential to add to the overall attractiveness and diversity of the market.

Vendor Fees & Space

Location and Parking: BisMarket is located along Sweet Avenue and within Kiwanis Park. Parking is available in the Municipal Ballpark lot.

Assigned spots: Season vendors will have assigned spots. Vendors will be able to review a layout of the market and select their spot *preferences* on their annual application. Every effort will be made to accommodate preferences, but please note spots will be assigned on a first come, first served basis and at the discretion of the Local Foods Coordinator, market manager and BOD if necessary. Vendor fees must be paid within two weeks of application approval to receive priority assignment. Per day vendors will be assigned a spot for each market they attend by submitting their weekly RSVP form. Vendors may *request* to switch spots; switch requests must be approved by the market manager and both vendors will sign an agreement stating the change that will be kept on file by the market manager.

Additional Space: Vendors may request additional space, which means increasing the width of their booth space by 10 feet (northside) or 20 feet(southside). Please specify on your application if you would like to purchase additional space.

Electricity: Electricity may be available to southside vendors, but access is limited and cannot be guaranteed. Priority is given to season vendors who have paid the one-time per season electricity access fee of \$35. Any vendors utilizing electricity must provide their own extension cord that is the appropriate length to reach the booth from the outlet (preferably 50 feet or longer). Cords must be kept tidy to ensure they do not become a tripping hazard. Per day vendors requesting electricity may request access on the weekly RSVP form, and pay a \$5 per day electricity fee if access is available to them.

Scholarship: BisMarket is proud to offer a Young Entrepreneur Scholarship (YES) program. We have one scholarship available for the 2022 season to help offset the vendor fees associated with selling at BisMarket for season vendors who are 18 years or younger. Prior to submitting a regular vendor application, interested youth vendors can apply for YES by filling out the separate YES application by the specified deadline. Scholarships will be

provided at the BisMarket BOD discretion. Please note: All vendors 18 and under can vend at no cost during Kids Market; a separate application form will be available to sign up for Kids Market. In all cases, an adult is required to accompany the minor at market at all times.

Vendor Fees: Please review the following table. Weather permitting, we will have 19 markets from June 4th to October 8th. Only southside vendors may have their vehicle inside the market and it must be parked behind their booth. Northside booths must be off the street on the grass or sidewalk.

2022 BisMarket Vendor Fees

FULL SEASON RATES*+	EARLY BIRD RATE Before 5/1	REGULAR RATE After 5/1	ELECTRICITY	EXTRA SPACE
10'x10' northside	\$200 (~\$11/market)	\$250 (~\$13/market)	-	\$100
20'x20' southside <i>with or without vehicle</i>	\$300 (~\$16/market)	\$350 (~\$18/market)	\$35 per season fee to request power access	\$200
Third Party Vendor	-	\$250 (~\$13/market)	-	-
PER DAY RATE			ELECTRICITY	EXTRA SPACE
10'x10' northside	-	\$20	-	\$15
20'x20' southside	-	\$40	\$5 if requesting power access	\$30
Online directory listing	one time fee of \$5 per season			

***SEASON FEE INCLUDES:** ONLINE DIRECTORY LISTING, ASSIGNED SPOTS (same location week to week, if possible), AT LEAST 1 VENDOR SPOTLIGHT POST ON BISMARKE T SOCIAL MEDIA, PARTICIPATION IN SCAVENGER HUNT AT BLOCK PARTY (brings more customers to your booth), DISCOUNTED BISMARKE T MERCH (1/2 price, up to 2 items), NO FEE IF EXTRA MARKETS ARE HELD DURING THE SEASON, PRIORITY ELECTRICITY USAGE (additional electricity season fee required)

+DISCOUNT ON SEASON FEE: VENDORS PROVIDING \$5 COUPONS FOR BISMARKE T VOLUNTEERS WILL RECEIVE A DISCOUNT (5 COUPONS = \$25 DISCOUNT or 10 COUPONS = \$50 DISCOUNT). COUPONS WILL BE CREATED & PROVIDED BY BISMARKE T. THEY WILL EXPIRE OCTOBER 31ST,2022. MAX OF \$50 DISCOUNT.

BisMarket Promotion

BisMarket may promote the market and its vendors through the following marketing strategies:

- Regular social media updates
- Vendor profiles on BisMarket Facebook page (all vendors)
- Vendor profiles on BisMarket website (season vendors). This information needs to be provided by the vendor on their application.
- Press releases and coverage for news stations
- Possible ads through radio, magazines and newspapers in the Bismarck area
- Season flyers
- Signage along the route to the BisMarket
- Cross promotion with community partnered events

Photography Consent: By completing a vendor application, you give BisMarket permission to photograph/video your booth and likeness and post it in advertisements and social media. Please let the market manager know if you would like to withdraw your permission.

Market Requirements

The vendor/producer is defined as a person or persons with an ownership interest in the business and direct involvement in the daily operations of said business.

Attendance: Having the producers of the items sold at the market present on a weekly basis is important to the character and consistency of BisMarket. Consistent vendor attendance can also have a direct and positive impact on customer attendance at the market. A weekly email with an expected attendance form will be sent out to all vendors for them to RSVP to each market. All vendors are expected to complete this form each week.

Weekly vendor RSVP forms are used to plan our market layout, and to update our customers which vendors will be attending markets on our social media. If a vendor RSVPs for a market and they do NOT attend without informing the market manager, they will be issued a verbal warning. Two verbal warnings will be given; upon a third violation the vendor will receive a written warning and be fined a fee of \$20/market (for each market they do not RSVP) which must be paid prior to vending at upcoming markets. The same applies to vendors who arrive to attend a market but did not complete their RSVP for that day. All verbal warnings and fines will be tracked by the market manager.

Ready to Eat Food/Drink and Cottage Foods Vendor Regulations:

- Food vendors using a burner or heating device must bring a fire extinguisher.
- **Food Permit:** A copy of the vendor's food permit (i.e. restaurants, catering companies, and/or food trucks) must be on file with the market prior to their first day of vending. Please email your permit to BisMarket.

- **Food Safety Training:** In the interest of good self-governance, BisMarket requires all Cottage Foods vendors to attend a food safety training prior to vending. We believe this proactive decision will lend a sense of legitimacy to the producers and the market as it relates to cottage foods. Proof of completion must be submitted before vending or permission to sell Cottage Foods at BisMarket will be revoked. Online and/or in person trainings are available. Some food safety training programs list “valid through” dates on certificates of training; please complete training on or before this date if listed on a food safety training certificate. For more information, visit www.bismarket.com: “APPLY” tab: FAQ’s.

Tax Regulations: Sellers of crafts, art, fresh cut flowers, approved vendor promotional items, and ready to eat food items must follow North Dakota sales tax procedures. This is the responsibility of the vendor; BisMarket does not track or report vendor sales for tax purposes.

Gross Sales & Product Reporting: Vendors will be given an anonymous “Vendor Gross Sales Report Form” at each market. All vendors are required to complete and give this form to the Market Manager at the end of each market day. Providing gross sales figures to the market shows the economic impact and allows the market to measure changes in sales over time, and assists the board of directors in applying for grants. Accurate reporting is important and greatly appreciated. Sales information provided by each vendor will be turned into the Market Manager, kept confidential, and only reported as sales for the total market (never reported by the individual vendors’ sales). The sales report forms are not kept on file, they are disposed of once the information is recorded as a whole for each week. BisMarket is unable to supply vendors with copies of their sales reports once they are turned in.

SNAP and SNAP Incentives: BisMarket strives to be inclusive of all community members, so **all eligible vendors must accept SNAP** as a form of payment for eligible items and abide by the instructions and rules set forth within the SNAP and SNAP Incentive Policy. The market has a credit and debit card terminal to accept SNAP payments for reimbursement to vendors. Each vendor selling eligible items should have their own receipt book for SNAP purchases. Please let the market manager or a board member know if you have any questions. See Appendix A: SNAP and SNAP Incentive Policy for details.

Electronic Payments: electronic payment options are available for use at the market for all products. Vendors using the BisMarket card terminal must pay a **4% fee** to cover associated transaction fees. This amount will be deducted from the monthly vendor reimbursement. The deadline to turn in vendor receipts for reimbursement is Nov. 1 of that market season. Receipts received after the deadline will not be reimbursed.

Site Visits: Vendors must accept and cooperate in visits from the market Board or the Market Manager as necessary for rule enforcement.

Insurance: The Market strongly recommends each vendor to carry their own liability insurance to protect the vendor, vendor products, and within their booth space. Each vendor indemnifies the market by submitting the market application.

General Market Day Instructions

Everyone must be in place during market hours, even if you sell out. There should never be any question in the minds of market customers whether or not the market is open. Breaking down before 1 pm can be disruptive and may make customers feel unwelcome.

Cancellations: BisMarket is held rain or shine. However, a decision to cancel the market due to severe weather (i.e. lightning) will be made by 6:00 am Saturdays. Vendors will be notified by email and/or the preferred method they indicated on their application form. The market requires a **minimum of four** vendors to open. Cancellations will be posted on the BisMarket Facebook page and website calendar to update our customers and community supporters.

Recommended Booth Guidelines: Vendors should bring a canopy with weights (canopies **must** be tied down or have appropriate weights attached), tables with tablecloths, product/price signage. Vendors may want to bring shelves, chairs, signs and labels, scales, broom, tape, pencils and paper, and sufficient change. Vendors are encouraged to set-up their display in a way that draws customers in, utilizing their **entire** booth space. We want to avoid large gaps in the market layout. If a vendor finds they do not need the space they originally requested, they should contact the market manager to discuss reassignment. Please keep customer accessibility in mind.

Set-up Guidelines: Upon arrival each market day, vendors will need to check in with the Market Manager to confirm or receive their space assignment. Season vendors will have assigned spots but these may fluctuate based on the number of vendors at each market. Per-day vendor spaces are assigned first-come, first-serve and at the discretion of the Market Manager. Check in must take place between 8:00 and 9:40 am. Vendors that do not check in with the market manager prior to setting up may be required to move their location. Each vendor must be completely set up (and if applicable, have their vehicle removed from Sweet Avenue) by 9:50am. Please do not leave your booth unattended after setting up. Vendors arriving and/or setting up late will follow the same warning and fee system as the RSVP (see above).

To maintain professionalism and consistency, the physical exchange of goods is not allowed before BisMarket officially opens. If the vendor has pre-orders arranged prior to market and provides their customers early pickup prior to market starting, that is permissible. Pre-order pickup is allowed from 9:00 -10:00 am. Pre-order customers must walk into the market to pick up their order or the vendor must walk it to their vehicle in the parking lot. Customers are not allowed to drive their vehicles on Sweet Ave. during market setup to pick up pre-orders.

As you are required to stay the duration of the market, be prepared to protect yourself and your products from sun, rain, snow, and strong winds. Canopies are not required but are strongly recommended. Vendors **must** adequately secure and anchor adequate weights on tents, canopies, and umbrellas at all times.

Vendors are expected to conduct business in a professional manner. The use of the park

and its parking lot is a privilege we want to retain. Before you leave, please be sure your space is properly cleaned up. Each vendor must be out of the market location by 2 pm.

All vendors are subject to regular evaluation of quality, cleanliness, and display. Failure to maintain standards will result in revocation of selling privileges.

Responsibilities of Vendors

The Market Manager, with the support of the Local Foods Coordinator and board of directors, will enforce the BisMarket Rules and Policies, including the Responsibilities of Vendors.

BisMarket is designated a tobacco-free environment (including electronic cigarettes and chewing tobacco). If vendors need to use tobacco products they must do so out of sight of other vendors/customers. Smoking near your own or other vendors' booths **at any time** is prohibited.

Please be courteous to other vendors and customers. Do not gossip, talk negatively about others or the market. **If concerns arise, please follow the Grievance Policy.**

Vendors are encouraged to work together to promote each other's products and services to offer customers the best possible selection and service. No price fixing, loss leaders, or undercutting.

Vendors are strongly encouraged to attend annual vendor meetings:

- Spring Vendor Meeting
 - March 31st, 2022, 6:00 - 8:00 pm in person at the Bismarck Veterans Memorial Library. Information to join virtually will be provided via email and will be posted to social media.
- Logistics Meeting
 - Tuesday, May 31st at Kiwanis Park shelter 1
- Fall Vendor Meeting
 - TBD

Enforcement Policy

The submission of the "Membership and Vendor Application" serves as the vendor's agreement to abide by the rules of the market, as established by the BisMarket Board of Directors and enforced by the Market Manager. These rules and policies exist to create a fair, harmonious, and aesthetically-pleasing market environment for all. Violations of the rules of the market may be grounds for warnings, dismissal from the market, or both.

- The first violation of the rules will result in a verbal warning by the Market Manager. Documentation of the warning will be kept on file by the Market Manager.
- A second verbal warning will be given as above.
- The third violation of the rules will result in a written warning as well as a fee of

\$20/market which must be paid prior to vending at upcoming markets. The fee applies starting from the third violation until the matter is resolved or the board of directors votes to dismiss the vendor and revoke their membership.

Grievance Policy

All complaints must be addressed in writing to the Market Manager; fillable forms are available from the market manager or via email. All complaints will be reviewed by the Market Manager in an attempt to resolve the issue. If the Market Manager is unable to resolve the complaint, then a written follow-up may be made to the market Board. The Board will address the complaint at the next regularly scheduled meeting. If the complaint is of an immediate nature, the Market Manager may ask for a special convening of the market Board to address the complaint. The decisions of the Board are final.

Summary

Any exceptions to the above rules may be made at the discretion of the market Board or Market Manager and will be reconsidered each year. Sellers having difficulty meeting these requirements can appeal to the Market Manager or the Board. When actions of a vendor are not in the best interest of the market, the market has the right to exclude the vendor. The Market rules and policies are subject to change upon board approval throughout the season.

Please continue reading for our list of board members, market contact information, and Appendix A: SNAP and SNAP Incentive Program.

Board of Directors

The volunteer Board of Directors operate according to the BisMarket Bylaws. You may reach any of the BODs by emailing info@bismarket.com.

POSITION	NAME
Co-President	Nicole Gagner
Co-President	Robert Massie
Secretary	Courtney Hamilton
Treasurer	Derek Lowstuter
Member-at-Large	Amy Conklin
Member-at-Large	Corey McKinzie
Member-at-Large	John Ward
Past President	Jan Stankiewicz
Member-at-Large	Jonathon Moser

Market Contact Information

- [Email](#)
- [Facebook](#)
- [Instagram](#)
- [Website](#)
- Market Manager: TBD
- PO Box 3112, Bismarck, ND 58502

Last Updated: 3/10/2022



Appendix A: SNAP and SNAP Incentive Program

Beet Buck: SNAP Incentive Program

PURPOSE:

- To increase access to healthy, local foods for all community members
- To increase SNAP utilization at BisMarket
- To increase fruit and vegetable consumption for SNAP participants
- To increase vendor sales

POLICY:

- Beet Bucks (the SNAP incentive) will be given to SNAP participants who make a purchase for every \$1.00 spent on SNAP-eligible items in \$1.00 increments
- A maximum \$15.00 in Beet Bucks can be issued per household per market
- Incentives can only be used to purchase fruits or vegetables (no added sugar, fat, salt)
- Customers who make an electronic benefits transfer (EBT) purchase with SNAP benefits can receive Beet Bucks
- A SNAP purchase must be made to redeem Beet Bucks; cannot receive Beet Bucks with purchase from Beet Bucks
- Beet Bucks have no cash value
- No change for purchases made with Beet Bucks can be given from vendor
 - o Can use same day or in future
 - o Example: Beet Bucks issued for the period of June 3, 2017 through March 31, 2018 will have an expiration date of March 31, 2018
 - o Incentives are not rounded up, but rounded down to the nearest dollar, for example:
 - Purchase \$4.70 worth of SNAP items = \$4.00 incentive (do not round up)
 - Purchase \$16.00 worth of SNAP items = \$15.00 incentive (\$15.00 max)
 - Purchase \$0.99 worth of SNAP items = \$0.00 incentive (do not round up, must be in \$1 increments)

SNAP-Eligible Items:

- Breads
- Cereals
- Fruits
- Vegetables
- Meat, fish, poultry
- Dairy products
- Eggs
- Honey
- Seeds/plants which produce food
- Jam/jelly
- Canned food

Non-eligible Items:

- Beer, wine, liquor
- Pet food/pet items
- Soap/lotion
- Paper products
- Household supplies
- Vitamins/medicines
- Food that will be eaten on site and/or served with utensil
- Hot/cold foods
- Cut or potted flowers

Incentive-Eligible Items:

- Fruit or vegetables that have not been altered nutritionally (no added sugar, salt, fat)
 - o No jams/jellies, no pickled vegetables
 - o Preserved fruits or vegetables can be used, if no preservatives added
- Food-producing plants (tomatoes, herbs, seedlings, etc.)

PROCEDURES:

Market Manager:

1. SNAP EBT Transaction
 - a. Collect SNAP vendor receipts from customer
 - b. Swipe card for purchase
 - i. Write down last 4 digits of EBT card number to track \$15.00 maximum
2. Issue Beet Bucks at BisMarket
 - a. Stamp each Beet Buck with BisMarket rubber stamp
 - b. Write expiration date: 3/31/____ (following year)
 - c. Round down for SNAP purchase
 - d. \$1.00 increments only
 - i. Max of \$15.00 in Beet Bucks per market per household
 - ii. \$10 SNAP purchase = \$10.00 Beet Bucks
 - iii. \$6.50 SNAP purchase = \$6.00 Beet Bucks
 - iv. \$25 SNAP purchase = \$15.00 Beet Bucks
 - v. \$.99 SNAP purchase = \$0.00 Beet Bucks
 - e. Record number of Beet Bucks issued per market
 - f. The only way to get Beet Bucks is to make a SNAP-eligible transaction. Customers cannot receive Beet Bucks if making a purchase with Beet Bucks.
 - g. Beet Bucks will not be used for other incentive programs.
3. Redeeming Beet Bucks
 - a. Customer gives Beet Buck to vendor as payment
 - b. Vendor turns in Beet Bucks to market manager in labelled envelope at conclusion of each market
 - c. If purchase is greater than amount of Beet Bucks redeemed, accept cash or issue vendor receipt to be paid at market booth
 - d. Customer can use more than \$15 of Beet Bucks in one transaction and/or market
 - i. Customers can accumulate Beet Bucks to make larger purchases
4. End of Market
 - a. Collect vendor envelopes
 - b. Track how many Beet Bucks redeemed per market
 - c. Coordinate vendor reimbursement with BisMarket Treasurer
 - d. Assess the number of Beet Bucks, if running low, inform BOD President to reprint

Vendor:

1. Customer makes SNAP purchase per usual
 - a. Customer takes receipt to Market Booth for EBT transaction
2. Customer receives Beet Bucks from Market Manager
 - a. Dollar for dollar up to \$15.00 per household per market
3. Customer redeems Beet Bucks with vendor
 - a. Customer makes payment with Beet Bucks
 - i. No maximum per market or per booth

1. Customer can use as many Beet Bucks they have (not a \$15.00 maximum)
 - ii. No cash exchange for Beet Bucks
 1. \$7.50 purchase results in vendor getting \$8.00 worth of Beet Bucks and no change given
 - iii. Beet Bucks are given in \$1.00 increments only
 - iv. Issue paper receipt for Beet Buck redemption
- b. Beet Buck Eligible Items: fresh/frozen/canned fruit and vegetables (cannot have added sugars, salt, or fat), food-producing seeds or plants
 - i. *Not allowable*: jams/jellies, honey, meat, eggs, pickles, salsa, pickled fruit, pickled vegetables, etc.
- c. Turn in Beet Bucks at conclusion of market to Market Manager
 - i. Vendors are responsible for turning in Beet Bucks in the labelled envelope to the Market Manager
 - ii. Vendors will be reimbursed by the BisMarket BOD Treasurer

FAQs Vendor/Staff:

Can a customer buy more fruits and vegetables than the amount of Beet Bucks they have?

Yes. It will be a separate transaction. They can use their SNAP card or they can make a regular purchase with other forms of accepted payment.

Can a customer buy meat and eggs with Beet Bucks?

No. Beet Bucks can only be used for fruits and vegetables (fresh, frozen, canned with no added sugar, salt, or fat), and food-producing seeds and plants.

A customer has \$25.00 worth of Beet Bucks, can they use all of that in one day?

Yes, there is no maximum for Beet Bucks redemption. Customers are allowed to collect and save their Beet Bucks for redemption before the expiration date.

I had a customer buy \$12.25 worth of fruits and vegetables. How many Beet Bucks does that cost?

\$13.00, since we don't exchange any cash and the incentives round up.

A Beet Buck was turned in, but it doesn't look like the original ones. What do I do?

Do not accept the suspicious Beet Buck as payment and refer them to the Market Manager.

When do we round up and when do we round down for Beet Bucks?

During the initial SNAP transaction, the purchase is rounded down to issue Beet Bucks. For example, a purchase of \$6.75 will result in the market manager issuing \$6.00 of Beet Bucks. When the customer is paying with Beet Bucks, there is no cash exchange, so the purchase with Beet Bucks is rounded up. For example, a purchase of \$11.50 of fresh fruits and vegetables will cost \$12.00 in Beet Bucks. No change is given to the customer.

Do Beet Bucks expire?

Yes, they expire at the end of the BisMarket and Winter Market season on March 31.

Will accepting SNAP or Beet Bucks negatively impact my sales?

No, we do not anticipate a negative effect on sales. According to national trends and SNAP incentive programs across the country, it actually increases sales for vendors! Even for vendors who don't sell SNAP-eligible items. SNAP customers who might not normally come to the market will hopefully participate

in the program, which means more people coming to BisMarket! This is a positive for vendors, the market, and people purchasing fruits and vegetables with the support of Basin Electric.

FAQs Customer/Public:

How do I get Beet Bucks?

Simply by making a SNAP purchase at BisMarket! Each SNAP customer will receive dollar-for-dollar Beet Bucks, up to \$15.00 per household per market. That means that if you buy \$15.00 of SNAP eligible items at BisMarket, you will receive \$15.00 of Beet Bucks to purchase fruits, vegetables, or food-producing plants or seeds. Beet Bucks are in \$1.00 increments only, so if you buy \$7.25 of bread and honey you will receive \$7.00 worth of Beet Bucks. You receive the Beet Bucks at the market booth when you make your SNAP purchase.

Are Beet Bucks good anywhere else?

Yes. Beet Bucks are accepted at BisMarket and at the Winter Market.

How do I enroll in the Beet Bucks program at BisMarket?

There is no enrollment process! You just use your SNAP card to make a purchase on SNAP eligible items and you receive your Beet Bucks at the market booth.

What can I buy with my Beet Bucks?

Fruits and vegetables (fresh/frozen/canned with no added sugar, salt, or fat) or food-producing seeds and plants.

Why can I only buy fruits and vegetables with my Beet Bucks?

Many Americans do not eat enough fruits and vegetables on a daily basis, this is one way BisMarket can encourage healthy food choices. Customers can still use SNAP benefits to purchase meat, eggs, honey, bread and other eligible items.

What if I don't want to use my Beet Bucks today?

Keep them and come back next week! Beet Bucks are not refundable, because they are free. You can save your Beet Bucks for your favorite fruit or vegetable later in the season. Be sure to use them before they expire, though.

How is this free? Where does the money come from?

BisMarket was the recipient of a grant from Basin Electric to fund the SNAP incentive program.

How do I sign up for SNAP?

A person needs to qualify for SNAP and meet certain requirements determined by the state of North Dakota. To learn more, please contact:

Great Plains Foodbank SNAP Outreach
855-405-0000
<http://www.greatplainsfoodbank.org/programs/snap.html>

North Dakota Department of Human Services
701-328-2328
<https://www.nd.gov/dhs/services/financialhelp/foodstamps.html>

TIPS:

Buy meat, honey, eggs, bread, etc. using SNAP benefits; use Beet Bucks to purchase fruits and vegetables. Get as close to the dollar as you can, as Beet Buck redemption is not rounded up.

Front of Beet Buck:



Back of Beet Buck:

Eligible Items:
fresh fruits
fresh vegetables
seeds and plants

\$1.00 increment only
no change given
no cash value

Most Bang for your Beet Buck Tip:
Buy other SNAP-eligible items first,
use Beet Bucks for fruits and veggies.
Feel free to stock up for your favorite items!



BisMarket
Your community farmers market