

# 2024 BisMarket Rules and Policies

Kiwanis Park, Sweet Avenue  
Parking in the Bismarck Municipal Ballpark Lot  
Saturdays, June 1 - October 12  
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](mailto:info@bismarket.com).  
[www.bismarket.com](http://www.bismarket.com) | Follow us: [Facebook](#) and [Instagram](#)

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# BisMarket Rules and Policies

## Welcome!

BisMarket is a community-supported farmer's market made up of vendors, volunteers, the Market Manager(s), 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 inclusive market environment for all. The volunteer board of directors has worked diligently and intentionally to create this document. Please reach out to the Market Manager to let them know if you have any questions regarding the following information.

## Application Process & Requirements

Applications for the 2024 season will become available on Tuesday, February 6th. Early bird applications should be submitted by April 30th. Applications may also be accepted up to and throughout the season. The BisMarket Market Manager 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, approved 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. The Market Manager, with the support of the BisMarket Board of Directors reserves the right to refuse applications subject to evaluation of quality of products or goods.

## 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 and 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.

## Vendor Items for Sale

**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/multi-level marketing products
- flea market items
- copyrighted 3D printed items/designs
- 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)

**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). All items must be clearly marked regarding the origin and/or grower.

- **Agricultural Products:** Fresh produce, flowers\*, honey, eggs, state-inspected meat, and other farm products. Out-of-state agricultural vendors and products may be considered on a case-by-case basis by the Board of Directors. Additional vendor fees may be applicable in these cases.
  - **Raw Milk:** Only raw whole unprocessed fluid milk is eligible for sale per the North Dakota Department of Agriculture. Products made from raw milk are prohibited from sale, including cream, yogurt, cheese, and any other raw dairy products.
- **Cottage Foods:** Home-produced products for direct to consumer sales per ND Century Code 23-09.5. Your booth must have proper signage stating: "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.
- **Artisan Crafts:** Handmade arts or crafts. A limited number of artisan vendors will be approved; artists/crafters must submit 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.

## Prepared Food Sales

The Market Manager, with the support of the BisMarket Board of Directors reserves the right to refuse applications subject to evaluation of quality of products or goods.

Preferred applications include locally or regionally produced food products that are grown, produced, or processed by the licensee, and are of exceptional quality.

### Ready to Eat Food/Drink and Cottage Foods 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:** BisMarket requires all Cottage Foods vendors to attend food safety training. Proof of completion must be submitted before vending or permission to sell Cottage Foods at BisMarket may be revoked. Online and/or in person training is available. For more information, visit [www.bismarket.com](http://www.bismarket.com).

## Vendor Space & Fees

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

**Assigned Spots:** To ensure safety, ease of use, and a cohesive market experience, all vendors will have assigned spots. Every effort will be made to accommodate individual needs but all spots are assigned at the discretion of the Market manager. Vendors can review a lineup before the market, but assigned spots are always subject to change.

**Additional Space:** Vendors may request additional space when submitting their application. Additional space must be fully utilized by the vendor.

**Food Trucks:** Food Trucks are traditionally placed along the south side of Sweet Ave, please provide all necessary measurements when completing your application such as total truck/trailer length, location of your service window, generator use and type, and any other important details. Vendors **must** purchase additional space if they cannot fit within the original assigned area.

**Electricity:** Electricity may be available but access is limited and cannot be guaranteed. Priority is given on a first come first served basis weekly and must be requested on the attendance form. Any vendors utilizing electricity must provide their own extension cord preferably 50 feet or longer. Cords must be kept tidy and in good repair to ensure they do not become a tripping or safety hazard. Per day vendors pay a \$5 electricity fee if access is available to them, season vendors may pay a one-time electricity access fee of \$40.

**Specialty Crop:** Specialized produce vendors may choose six consecutive markets during their harvest season, rather than a daily or full season membership. This option is only available for agricultural vendors.

**Fees:** Please review the following table. Weather permitting, there are 20 markets from June 1st to October 12th, 2024. All seasonal and specialty crop memberships include online directory listing and features/promotions on BisMarket’s website and social media platforms (see below). E

### BisMarket Vendor Fees

2024 RATES	Full Season (Early)*	Full Season (Regular)	Specialty Crop	Per Day
10’x10’	\$220	\$275	\$80	\$25
20’x20’	\$330	\$385	\$115	\$45
Electricity	\$35*	\$40	\$20	\$5
EXTRA SPACE	Full Season (Early)*	Full Season (Regular)	Specialty Crop	Per Day
10’x10’	\$110	\$140	\$40	\$15
20’x20’	\$165	\$195	\$60	\$25
Third Party	\$275	-	-	-

\*The deadline to receive the early bird rate is April 30th, 2024.

### 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/specialty crop vendors).
- 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

**Attendance:** A weekly email with an attendance form will be sent for each market. All vendors must complete this form. No calls/no shows, failing to complete the attendance form, or vendors arriving after the start of market may be issued a warning or fine. Please refer to the Enforcement Policy

**Tax Regulations:** Nonagricultural vendors 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:** A confidential and anonymous “Gross Sales Report Form” will be distributed at each market. All vendors are required to complete and return this form to the Market Manager at the end of each market day. Providing gross sales figures of the market shows the economic impact of your local farmers market, allows us to measure changes in sales over time, and is vital in applying for grants and funding for BisMarket. Sales information is only reported as total market sales (never reported by the individual vendors’ sales). The sales report forms are destroyed once the pertinent information has been filed.

**SNAP & SNAP Incentives:** 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 booth has a terminal to accept SNAP payments. *See Appendix A: SNAP and SNAP Incentive Policy for details.*

**Electronic Payments:** Vendors are **strongly encouraged** to use their own card processing machine. Electronic payment options are available for use at the market Vendors using the BisMarket card terminal must pay a fee to cover associated transaction fees. This amount is 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.***

**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.

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

## General Market Day Instructions

**Cancellations:** BisMarket is held rain or shine. However, a decision to cancel the market due to severe weather 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 website calendar and social media platforms.

**Booth Guidelines:** Be prepared to protect yourself and your products from all the elements: sun, rain, snow, and strong winds. Canopies are not required but strongly recommended. Any tents, canopies, or umbrellas **must** be adequately secured with appropriate weights at all times. Vendors may want to bring shelves, chairs, signs and labels, scales, broom, tape, pencils and paper, paper weights, promotional materials, and sufficient change. Vendors are encouraged to arrange their booth with customer accessibility in mind (i.e. users with mobility equipment) while utilizing their entire booth space.

**Set-up:** Vendors must check in with the Market Manager (or check in volunteer) to confirm spot assignment. Check in must take place between 8:00 am and 9:40 am. Vendors that fail to check in prior to setting up may be required to move. Each vendor must complete their set up by 9:50am. Do not leave your booth unattended, if you must step away please let the market manager know.

**Presale/Preorders:** To maintain professionalism and consistency, the physical exchange of goods is **not allowed** before BisMarket opens at 10:00 am. Pre-order pick up is allowed from 9:00 am to 10:00 am. Customers are not allowed to drive their vehicles on Sweet avenue during market setup to pick up pre-orders. We recognize and encourage your desire to support your fellow and snag your favorite items before they sell out, but we ask that you either utilize the pre-order option or request to have your items set aside to abide by this policy.

**Conduct:** Vendors are expected to conduct business in a professional manner. The use of Kiwanis park and the Bismarck Municipal Ballpark parking lot is a privilege we are grateful to have and wish to keep.. Be sure your space is properly cleaned up before you leave. All vendors must be broken down, cleaned up, and out of the market location by 2:00 pm.

**Booth Evaluation:** All vendors are subject to regular evaluation of quality, cleanliness, and display. Failure to maintain standards will result in revocation of vendor membership.



## Responsibilities of Vendors

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

BisMarket is designated a tobacco-free environment (including electronic cigarettes and chewing tobacco). Smoking near your own or other vendors' booths **at any time** is prohibited. Tobacco use must be at least 25 feet away from any market areas and shelters.

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. Please be courteous to other vendors and customers. **If concerns arise, please follow the Grievance Policy.**

**Vendors are strongly encouraged to attend annual vendor meetings:**

- Spring Vendor Meeting
  - Wednesday, March 27th, 2023, 6:00 pm - 8:00 pm
  - Sertoma Community Center, 300 Riverside Park Rd
- Logistics Meeting
  - Tuesday, May 28th, 5:30 pm - 6:30 pm
  - Kiwanis Park Shelter 1, 318 S Washington St
- Fall Vendor Meeting
  - Wednesday, September 24th, 6:00 pm - 8:00 pm
  - Sertoma Community Center, 300 Riverside Park Rd

## Enforcement Policy

The submission of the "Membership and Vendor Application" serves as the vendor's agreement to abide by the rules and policies 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 inclusive 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 written warning by the Market Manager. Repeated or excessive violations will result in a fee of \$20/market which must be paid prior to vending at upcoming markets.

## 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 are 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. All 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. Vendors 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 2024 volunteer Board of Directors operate according to the BisMarket Bylaws. You may reach any of the BODs by emailing [info@bismarket.com](mailto:info@bismarket.com).

**President** Robert Massie

**Vice President** Courtney Hamilton

**Treasurer** Grant Nieters

**Secretary** Jazmin Brown

**Member-at-Large** John Ward

**Member-at-Large** Claire Freidrichson

## Market Contact Information

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

*Last Updated: 01/16/2024*

## SNAP Eligible, Incentive, & Non-Eligible Items

SNAP-Eligible Items	Non-Eligible Items	Incentive-Eligible Items
Breads	Beer, wine, liquor	Fruit (not nutritionally altered)
Cereals	Pet food/pet items	Vegetables (not nutritionally altered)
Fruits	Soap/lotion	Food producing plants e.g (tomatoes, herbs, seedlings)
Vegetables	Paper products	
Meat, fish, poultry	Household supplies	
Dairy products	Vitamins/medicines	
Eggs	Cut or potted flowers	
Honey	Hot/cold foods	
Jam/jelly	Food that will be eaten on site and/or served with utensil	
Canned food		
Seeds/plants which produce food		

### SNAP-Eligible Items:

- Breads, cereals, fruit, vegetables, meat, fish, poultry, dairy products, eggs, honey, jam/jelly, canned food, and seeds/plants which produce food

### Non-Eligible Items:

- Beer, wine, liquor, pet food/pet items, soap/lotion, paper products, household supplies, vitamins/medicine, cut or potted flowers, hot/cold food, foods that will be eaten on site and/or served with utensils (ready to eat food)

### Incentive-Eligible Items:

- Fruits or vegetables that have not been altered nutritionally (e.g. no added sugar, salt or fat)
- Food-producing plants (tomatoes, herbs, seedlings, etc.)

## 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
  - Can use same day or in future
    - e.g. Beet Bucks issued for the period of June 1, 2024 through March 31, 2024 will have an expiration date of March 31, 2024
  - Incentives are rounded down to the nearest dollar
    - e.g. \$4.70 worth of SNAP items = \$4.00 incentive
    - e.g. \$16.00 worth of SNAP items = \$15.00 incentive (\$15.00 max)
    - e.g. \$0.99 worth of SNAP items = \$0.00 incentive (do not round up, must be in \$1 increments)

## PROCEDURES:

### Market Manager:

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

**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
    - 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. 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
  - c. **Not allowable:** jams/jellies, honey, meat, eggs, pickles, salsa, pickled fruit, pickled vegetables, etc.
4. Turn in Beet Bucks at conclusion of market to Market Manager
  - a. Vendors are responsible for turning in Beet Bucks in the labeled envelope to the Market Manager
  - b. 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 should 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 everyone.

## **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.

**What are some tips for making the most out of the double up program?** We suggest buying 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.

### **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 Food Bank 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>

## Beet Buck: Front & Back

