



# HEARTWOOD PRESERVE

## Community Farmers Market 2026 Vendor Rules & Regulations

Fridays, May 15 – September 25, 2026 | 5:00 PM – 8:30 PM  
Heartwood Preserve | Omaha, Nebraska  
*Questions: [contact email] | [contact phone]*

### Dates & Location

- Fridays, 5:00 PM – 8:30 PM, May 15 – September 25, 2026 (19 weeks, NO market on 9/11)
- Absolutely no public sales before 5:00 PM or after 8:30 PM.
- The market takes place at Heartwood Preserve, Omaha, Nebraska.
- The market is held rain or shine. If the market is canceled by management, all vendor fees for that date will be refunded promptly.

### Vendor Types

#### Season Vendors

Season vendors pay a stall fee for the full 19-week season and are assigned a designated stall each Friday. Season vendors are generally granted first right of refusal to retain their stall year to year. New season spaces are available on a limited basis.

#### Weekly Vendors

Weekly vendors are scheduled based on space availability and product mix at management's discretion. Requesting a date does not guarantee a space — you will be contacted in advance if a space is available. Do not show up without confirmation; doing so will result in a violation.

## Space / Stall Details

- Most stalls are 10×10. Tent, tables, chairs, and all setup equipment must be provided by the vendor.
- Tents must be properly weighted at all times. Vendors are responsible for securing displays in inclement weather.
- Stay within your assigned stall dimensions. Do not encroach on aisles or neighboring vendors' spaces.
- Subletting or sharing stall spaces is not permitted. If a season vendor is absent, management may fill the space.
- Vendors are not permitted to sell any product that is not their own.
- Vendors must notify market management of any absence by Wednesday at 12:00 PM before the missed market.
- Electricity is available at select stalls with advance notice (included in fee). Vendors must provide a heavy-duty outdoor extension cord and rubber mats to cover cords.
- Vendors must vacate the market lot no later than 9:30 PM each Friday.
- No smoking in or near vendor stalls or inside the market area.
- No vendor pets are permitted. Service animals are welcome.
- All trash, produce debris, and food items must be swept up and disposed of before leaving. Brooms are available at the information booth. Failure to clean your space may result in a \$20 clean-up fee.
- Vendors are highly encouraged to display a sign with their business name and location (city/town), and to list all prices prominently each week.

## Payments, Billing & Fees

Vendor Type	Weekly Fee	Full Season (19 wks)
Farm, Nursery & Processed Farm Products	\$10 / Friday	\$175
Value-Added Food	\$10 / Friday	\$175
Craft Items	\$10 / Friday	\$175
Electricity	Included	Included

- Season vendors are billed in installments (generally February, May, and July). Season fees must be paid in full regardless of absences — no discounts or exceptions.

- Season payments not received by scheduled invoice dates may result in loss of stall space without reimbursement for markets missed.
- Weekly vendors must submit full payment with their application at least three weeks prior to the requested date. No refunds or rollovers unless the market is canceled by management.
- Season vendors wishing to vacate mid-season must provide 14 days written notice. A refund for remaining unused Fridays minus an administrative fee will be issued after management review.
- Returned checks: First occurrence — \$25 fee plus original amount in cash. Second occurrence — \$35 fee plus original amount in cash; all future payments must be made in cash.

### **General Policies**

- Vendors must grow, bake, or make everything they sell. No commercially manufactured or resold items are permitted.
- Vendors must produce their products within a 150-mile radius of the market. On a limited basis, vendors with niche specialty products outside this radius may be considered.
- Vendors must apply in one of three categories — only one category per stall: (1) Farm & Nursery Products and Processed Farm Products, (2) Value-Added Food, or (3) Craft Items.
- The market is primarily a "green market" and priority will be given to Farm & Nursery and Value-Added Food categories.
- Market management reserves the right to conduct on-site inspections of farms, kitchens, or workshops at any time.
- No rude or aggressive behavior toward market staff, other vendors, or customers. Physical threats may result in immediate permanent expulsion without refund.
- Non-produce vendors are responsible for collecting, reporting, and paying Nebraska sales tax. Omaha's current rate is 7%. All vendors must have a valid Nebraska Sales Tax number displayed in their booth.
- Vendors selling woody plant material or perennials must hold a current 2026 Nebraska Department of Agriculture Grower's License, displayed at their stall each week.

### **Insurance Requirements**

- All vendors must submit a certificate of insurance naming the Heartwood Preserve Community Farmers Market as an additional insured, prior to their first market date.

- Minimum coverage: \$1,000,000 per occurrence / \$2,000,000 aggregate. Policy must cover personal injury, property damage, and contractual liability.
- Policy must be from a carrier authorized to do business in Nebraska, rated at least A-(xv) by A.M. Best, and include a standard severability of interest clause.
- Vendors without a valid certificate on file will not be permitted to participate and fees will not be refunded.
- Farmers with existing farm policies should contact their agent about adding a market vendor rider. Vendors earning under \$25,000/year may qualify for specialty policies starting around \$275/year — contact management for a referral.

## **Food, Health Department & Permits**

It is the vendor's responsibility to comply with all local, state, and federal regulations governing the products they sell, and to obtain and post all required permits at their stall each market. The notes below are provided as a courtesy and do not supersede governmental policy.

### **Permits & Licensing**

- All food vendors must hold all required permits from the applicable health authority and display them visibly each week.
- Vendors selling value-added food, home-baked goods, or hot/cold drinks must hold a current Food Handler's Permit and submit proof with their application.
- All food items (except produce and eligible baked goods) must be prepared in a licensed kitchen. This includes salsas, jellies, sandwiches, and similar items.
- Vendors preparing food in a non-inspected kitchen must post a clearly visible sign stating: "Food items were prepared in a kitchen that is not subject to regulation or inspection."
- Health department inspectors will conduct on-site visits throughout the season. Permits must be current and posted at every market.
- A complete list of guidelines and application for a retail farmer's market permit can be found at [www.douglascountyhealth.com](http://www.douglascountyhealth.com).

### **Home Bakers**

- All home-baked items must be personally prepared by the vendor using ingredients from approved sources.
- Do not prepare or sell products when ill. Baked goods should not be offered for sale longer than four hours.
- Products must be free of chemical preservatives. Do not sell previously frozen/thawed baked goods.

- Only licensed commercial food operators may sell meat-, dairy-, or other perishable-ingredient-based items.

### **Meat, Poultry, Fish, Eggs & Temperature**

- Meat must be processed and packaged in a USDA- or state-inspected plant. Red meat must bear a USDA establishment number. Seller must hold an Itinerant Food Vendor Permit.
- Poultry must be from your own flock, processed in a USDA or state-inspected facility. Seller must hold a Processor/Itinerant Food Vendor Permit.
- Game animals must be from your own farm. Same processing and permit requirements apply.
- Meat, poultry, and fish must be maintained refrigerated at 41°F or frozen at 0°F. Safe handling instructions must be distributed with each item sold.
- Eggs must be fresh, clean, candled, and from your own flock. You must hold a state flock registration. Eggs must be kept in a cooler at 41°F and must not sit in standing water.

### **Sampling, Hand Washing & Drinks**

- Sampling is permitted only if the vendor holds a current Food Handler's Permit, food is held at proper temperature, and an approved hand-washing station is present at the stall.
- Hand-washing stations must include: thermos with free-flowing spigot, clean water, soap, paper towels, and a catch bucket. Dispose of wastewater in a public restroom — not the storm sewer.
- Vendors selling hot or cold drinks must obtain a State Food Establishment Permit. Ice used to cool containers must be kept separate from ice served to customers. Use a scoop — never hands — to dispense ice.

### **Display, Signage & Packaging**

- Vendors must display a prominent sign with their business name and location. All state and local permits must be posted conspicuously at every market.
- Produce and food vendors must list all prices. Produce price signs must show: (1) product name, (2) method of sale, (3) price.
- All food items including produce must be stored and displayed at least 6 inches above the ground. Keep raw items separated from prepared/ready-to-eat foods.
- All food must be packaged before transport to the market. Labels must include: product name, vendor name and address, net weight or count, and price. Ingredient listing is strongly recommended, especially for allergen awareness.

- Use only new food-grade plastic bags or baskets for produce. Do not reuse bread bags, grocery bags, used paper bags, or trash bags.
- Only legal scales with current state permit stickers may be used to sell by weight. Vendors without a legal scale must sell by piece or quantity.
- Vendors selling craft items using University of Nebraska registered trademarks must obtain an Athletic Licensing Agreement from the University of Nebraska Athletics Department.

### **Arrival, Setup & Departure**

- Setup begins at 4:00 PM. All vendors must be ready by 5:00 PM.
- Vendors not arrived or in communication with management by 4:30 PM may have their stall reassigned.
- Vendors must remain at their stall until 8:30 PM, even if sold out. Early departure requires advance management approval and may result in a violation.
- Move vehicles out of the market area before 5:00 PM. Park at least 2 blocks away to leave prime spots for customers. Vendors are responsible for their own parking fees.
- Drive no faster than 5–10 mph within the market area at all times.

### **Absences & Substitutes**

- Notify market management of any absence by Wednesday at 12:00 PM before the missed market. Last-minute cancellations: call or text the market manager and include your name.
- Missing two markets without notification may result in loss of stall space.
- Substitutes: Bakery and value-added food items must be sold by the vendor only. Produce and non-food products may be sold by a family member or employee, provided a Vendor Release Form is submitted to management before setup. Limit of two substitute absences per season.

### **Rule Violation Policy**

#### **Violations of these rules will be handled as follows:**

1. First violation: Written warning.
2. Second violation: Expulsion from the market for the remainder of the season with no refund. The vendor's application will be reviewed in subsequent seasons.

Management reserves the right to evaluate each violation individually and respond with appropriate action, including immediate removal for serious violations such as jobbing, physical threats, or public safety hazards.

## Resources

Contact	Info
Heartwood Preserve Farmers Market	[contact email]   [contact phone]
Douglas County Health Dept.	402-444-3347   douglascountyhealth.com
NE Dept. of Agriculture – Food Safety	402-471-6814
NE Dept. of Agriculture – Plant Industry	402-471-2351
Nebraska Dept. of Revenue (Sales Tax)	402-595-2065
Weights & Measures Division	402-471-4292
Senior Farmers' Market Nutrition (SFMNP)	402-471-4876
UNL Extension Food Specialist	402-472-8884