



Farmers Market Ogden  
Saturdays, 9 am - 2 pm  
June 24th – September 16th, 2017

## Vendor Guidelines and Procedures

There are two levels of vendors.

- Seasonal - Signs up for the entire season. Pays in full at the time of acceptance. Designated spot for the duration of the market.
- Weekly - Weekly vendors can register on site. However, weekly vendors will be accepted on a first come, first serve basis and will be limited to 15 per week. Vendors who know which week they want to participate are encouraged to use the online registration and select the week(s) they would like to vend. Spots are assigned based on availability.

Please note: Electricity is in short supply and will be used on a first-come, first-serve basis. Farmers Market Ogden will operate regardless of weather.

Applications are accepted online beginning March 1st, 2017. The application deadline is April 25th. Each of the applications will be reviewed by market management and jury team. Selected vendors will be notified of their acceptance on May 1st, via the email provided on the application. Prior participation in the market does not guarantee acceptance into the market nor does it provide specific placement in the market.

Booth fees are due upon selection notice. Deadline for payment is June 1st, vendors who have not made payment will not be admitted as seasonal vendors and will need to apply the day of as a weekly vendor (space for which is limited).

Once accepted, vendors can display and sell those items described in their original application. Changes to saleable items and any activities are to be approved by the market management team. Failure to receive such approval may result in removal from market, without refund.

### **The Jury Process**

Vendor applications go through a jurying process to ensure quality of vendors and overall event success. We believe a strong market is made of high level vendors who support one another and showcase local talents.

Criteria for jurying and selection is as follows:

Preference is given to local (regional) vendors.

Resale, imported items and multi level marketing groups will not be accepted.



Applicants may be asked to submit photos of the items they are selling to help with the jury process. Some vendors may meet all requirements but conflict with other vendors, or on-street businesses. In the interest of viable market vendors, multiples may not be accepted. These applications will be filtered on a first come first serve basis.

Vendors assume full responsibility for the products they market and sell, Farmers Market Ogden will be held harmless against any claim of injury or damage by any buyer, seller, or other persons resulting from the use, consumption, display, or marketing of vendors' products.

Vendors are responsible to provide their own booth, table, shade/canopy. Selected vendors will receive a 10x10' space within which to display their goods, with an 18" display area in front of this area (for items like a-frame signage, if desired). All displays/booths must stay within the designated space. Failure to comply with placement may result in additional fees and/or expulsion from market, at the sole discretion of market staff.

Farmers Market Ogden is not a forum for political, commercial, or religious organizations to recruit, market and/or advertise. No political, commercial or religious vendors will be accepted into the Farmers Market.

A Special Event Temporary Business License from Ogden City is required for all vendors. **The business license fee is collected as part of the registration fee and will be paid to the city on your behalf.** There are two options for this required license:

One day license - \$5.00 for weekly vendors. A new license is required for each week that you participate.

Full season license - \$25.00 for full season vendors. Nonprofits are the same rate, regardless of selling or not selling items.

### **On-Site Procedures**

Selected Seasonal Vendors will receive a detailed information packet including sales tax information, health department requirements, additional information for setup and teardown procedures, and designated parking areas. Advance register weekly vendors selected for participation will still need to check in at the Red Caboose for placement and information packet. Information included below is a general overview.

Seasonal vendors selected from the application process will receive an email with their full-season placement as well as all the general information including check in procedures with parking information, set up and teardown timelines. Prepaid seasonal vendors are required to notify either by email or phone 48 hours in advance if they will not be attending the Market that week. Non-compliance or repeated absences without proper notice may result in forfeiture of spot.

Weekly vendors will need to check in at the Red Caboose located at the corner of Historic 25th Street and Grant Avenue. Vendors wishing to participate as weeklies will still need to meet the general requirements of the market: see Vendor Guidelines above. Approved vendors will pay the weekly registration fee and will receive a placard indicating temporary location for that market week only. Vendors participating as weekly vendors more than one weekend will still



need to check in the morning of the event and receive a location. Weekly vendors should be aware that their location and placement is likely to change.

Vendors can drive down the street to drop off their items in preparation of booth set up, but then need to move to designated parking areas. All vehicles need to be off the street prior to 8:15 am. Vendors are expected to have their booth set-up and be ready to vend by 8:45 am, with the market opening at 9:00 am.

Vendors are required to stay the duration of the market, teardown to begin at 2:00 pm, with all vendors to be completely removed and off street no later than 2:30 pm.

All vendors (weekly and seasonal) will be given a Market Vendor Information Packet with market guidelines and information for setup and teardown. It is the responsibility of the vendor to ensure that all employees are aware of, and abide by, these procedures.

Vehicles must be unloaded quickly to give space for others to unload. Designated vendor parking locations will be included in the pamphlet provided.

Vendors are responsible for their own garbage. Vendors must clean up their selling spaces at the end of each day. Vendors are responsible for keeping their area clear of debris and garbage throughout the Market day. There is a green team working to keep the street clean and to empty garbage and recycling, but your space is your store front for the day and you are responsible for the maintenance and appearance of it.

### **Why it's important**

We want everyone, including our vendors, to have the most enjoyable and successful event as possible. We truly believe that vendors are the most important part of the event and these guidelines help ensure that we are being fair to all of our vendors in maintaining a high quality event, reducing overlapping vendors and providing a strong market program.

We look forward to a successful season with you!