

Winter Market by Farmers Market Ogden  
Saturdays, 9 am - 2 pm  
January 20th – February 24th, 2018  
**Vendor Guidelines and Procedures**

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

Applications are accepted online beginning November 16th, 2017. The application deadline is December 19th. Each of the applications will be reviewed by market management and jury team. Selected vendors will be notified of their acceptance on December 23<sup>rd</sup>, 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 at the market.

Booth fees are due upon selection notice. Deadline for payment is January 15th, vendors who have not made payment will not be admitted.

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. 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. 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: The required license is \$25.00. Nonprofits are the same rate, regardless of selling or not selling items.

### **On-Site Procedures**

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. 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.

Vendors are required to park in the far North parking lot of the Union Station.

Vendors are required to be open and prepared to vend no later than 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 out of the building no later than 2:30 pm.

All vendors will be given 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 informational email.

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.

### **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!