



Fall - Farmers Market Ogden Vendor Guidelines

Fall Market is only 5 weeks long and therefore, it is mandatory for all vendors to attend all 5 weeks. No weekly vendors are allowed. Vendors must participate in online registration and are subject to the adjudication process outlined below.

The fee for all 5 weeks is \$100 for Produce vendors – \$125 for Artisan or any other vendors (includes \$25 full season Ogden City Special Event Temporary Business License).

Please note: Electricity is in short supply and will not be guaranteed to any vendor. Requests for electricity must be made on during the online registration application but are in no way guaranteed.

Farmers Market Ogden will operate regardless of weather.

Applications are accepted online beginning *August 1st, 2019*. The application deadline is *September 1st, 2019*. Each of the applications will be reviewed by market management. Selected vendors will be notified of their acceptance on *September 5th, 2019* via the email provided on the application. Prior participation in the Ogden Downtown Alliance events does not guarantee acceptance nor does it provide specific placement within the Farmers Market.

There is a \$15 Vendor Application Fee that is required at the time of application. This fee is nonrefundable and will not be refunded at any time. The Vendor Application Fee is not incorporated into the booth fee for the market.

Booth fees are due in full upon selection notice. The deadline for payment is *September 21st, 2019* vendors who have not made payment will not be admitted to vend during the market. Each accepted vendor is responsible for the booth fee of their business, and cannot split, share, or pro-rate their fee to any additional vendors.

Accepted vendors must acquire written permission from Farmers Market Ogden management prior to allowing additional businesses or vendors vend from their booth.

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 in advance. Failure to receive such approval may result in removal from the market, without a refund.



Jury Process

All vendor applications will be reviewed and adjudicated through a jury process administered by Farmers Market Ogden management. This jury may include affiliates of the Ogden Downtown Alliance.

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 business products. In the interest of viable market vendors, multiples may not be accepted at the discretion of the jury and all decisions will be final.

Farmers Market Ogden management reserve the right to refuse any vendor application or merchandise.

Vendor Responsibilities and Disclaimers

All accepted food and prepared food vendors are required by the market to be permitted by the Ogden-Weber Health Department and/or the Utah Department of Agriculture and Food prior to participation in the market.

Vendors assume full responsibility for the products they market and sell. Ogden Downtown Alliance, its employees, sponsors, and affiliates 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, chairs, and 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 the market, at the sole discretion of the 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 Ogden at any time.

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.**



On-Site Procedures

Information included below is a general overview.

Selected vendors will receive a detailed information packet including booth number, map, market guidelines, market procedures, and a temporary tax ID number.

Vendors are required to notify either by email or phone **48 hours in advance** if they will not be attending the market. Non-compliance or repeated absences without proper notice may result in forfeiture of spot.

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 out of the Amphitheater no later than 2:45 pm. Vendors will not be allowed to leave prior to the teardown time for any reason and are expected to have made arrangements to accommodate this in advance.

All vendors will be given a Farmers Market Ogden 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.

Vendors are responsible for their own garbage. Vendors must clean up their selling spaces at the end of each day - this includes all paper, liquid, waste, etc. 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 market season as possible. We truly believe that vendors are the most important part of the market and these guidelines help ensure that we are being fair to all of our vendors in maintaining a high-quality market, reducing overlapping vendors, and providing a strong market.

We look forward to a successful 2019 season!