



## Farmers Market Ogden Vendor Guidelines

### **About us**

Farmers Market Ogden is managed and produced by the Ogden Downtown Alliance, a 501(C)3 nonprofit organization. Farmers Market Ogden strives to provide awareness of, and access to, local agriculture while utilizing vendors, musicians, artists, and community partners to create an inclusionary culture of urban arts and community engagement. The Farmers Market Ogden series acts as a community drawing board for urban development and reflects a large economic impact annually.

### **Vendors permitted to participate in Farmers Market Ogden include:**

- **Farmers/Growers** - Products sold must be grown and harvested on the vendor's owned or leased property. Any vendor sampling their product must obtain a permit from the [Weber-Morgan Health Department](#).
- **Ranchers** - Products sold must meet [Utah Department of Agriculture](#) and [USDA](#) regulations. Any vendor sampling their product must obtain a permit from the Weber-Morgan Health Department.
- **Preserves** - All preserves (jam, salsa, syrups, etc.) must be prepared and, if applicable, packaged in a commercial or cottage kitchen that has been inspected and approved by the [Utah Department of Agriculture](#).
- **Packaged Foods** - All packed food must be prepared and packaged in a commercial or cottage kitchen that has been inspected and approved by [Utah Department of Agriculture](#).
- **Prepared Foods** - Food must be prepared and served onsite. Cooking stations must be in compliance with the [Weber-Morgan Health Department](#). Choosing to purchase from other vendors to prepare menu items is appreciated.
- **Artisan** - Handmade items must have been made by the vendor selling the item or their employees.

We do not accept multi-level marketing companies or resale items of any kind. All vendors must sell products made, grown, harvested, or raised by the vendor or their employees.

To maintain the trust of our customers, and to ensure that we are a producer-only market, all vendors will undergo at least one inspection of their farm or production facility conducted by a market representative.

- Vendors will be chosen for inspection by random selection.
- Vendors will be given a minimum of 72 hours' notice of the inspection.
- Inspections will not include financial records or personal property.



- Inspections may include material and ingredient invoices and any property related to the production of products sold at the market.

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

### **Vendor Participation**

All vendors must understand their commitment to vend each week they have signed up for (see Fee Structure and Fines for more information regarding absences).

- **Full Season-** Vendors who choose to participate in the entire 13 week season must participate in online registration and are subject to the adjudication process outlined below. Their vendor fee is due in full at the time of acceptance, and they will receive a designated spot for the duration of the market.
- **Weekly (Summer Market Only)** - Weekly vendors will register online using the same application as full season vendors and are subject to the adjudication process outlined below. Vendors must select the day(s) they would like to vend and pay their vendor fee in full at the time of acceptance. Weekly vendors do not receive a designated spot to vend and will be assigned a different spot per week attending. If there is a request to switch a selected Saturday for a different week a request must be submitted 2 weeks in advance and will be reviewed by market staff.
- **Community** - Any vendor that is looking to provide information to the public while providing a community activity and not looking to sell may occupy a community booth space. Vendors must participate in online registration and are subject to the adjudication process outlined below. These spaces are free of charge and are limited throughout the market season.

*Please note: For every market, 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.*

### **Fee Structure and Fines**

The vendor application fee is **not** incorporated into the vendor booth fee for the market. The vendor application fee is required at the time of application and the vendor booth fee is required when accepted into the market. Both fees are nonrefundable and will not be refunded or pro-rated at any time for any reason.



Vendors who have not made their vendor booth payment will not be admitted to vend during the market and will be charged a late fee (see **Fines**). 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.

### **Summer Market Fees**

- Registration Fee: \$35
- Full Season Vendor Fee: \$230 Produce – \$455 Artisan/Other
- Weekly Vendor Fee: \$35 Produce – \$45 Artisan/Other

### **Fall Market Fees**

- Registration Fee: \$35
- Vendor Fee: \$100 Produce – \$125 Artisan/Other

### **Winter Market Fees**

- Registration Fee: \$35
- Vendor Fee: \$120 Produce – \$150 Artisan/Other

### **Fines**

All fines will be delivered in the form of an invoice and must be paid before vending the next week. Vendors who do not pay their fines will not be permitted to vend.

- Vendor booth payment late fee - \$15/week
- Failure to notify Market Manager of absence 72 hours before that weeks market - \$50
- Driving the wrong way down the street for loading and unloading - \$25
- Unapproved driving on the street during market hours of operation - \$25
- Failure to be set up and ready to operate at market opening time - \$35
- Take down of booth space prior to market closing time - \$35
- Failure to leave booth space clean - \$25
- Use of permanent trash bins - \$25
- Reselling - \$50 first offense, suspension second offense, expulsion from market third offense

### **Application and Jury Process**

Applications are accepted online and are open for one month. All vendor applications will be reviewed and adjudicated through a jury process administered by Farmers Market Ogden management. This jury may include affiliates of Ogden Downtown Alliance. Selected vendors will be notified of their acceptance one week from the registration close date via the email provided on the application.



Prior participation in Farmers Market Ogden or in one of Ogden Downtown Alliance's signature events does not guarantee acceptance, nor does it provide specific placement within the Farmers Market. In order to be fair to all vendors, no vendor will have the same booth space that they had the previous year.

Applicants may be asked to submit photos or give more detail about their product to help with the jury process. Contact will be made through the email that was submitted on the application.

Some vendors may meet all requirements but conflict with other vendors, or on-street businesses 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.

The jury process is closed to the public and discussions that take place will not be shared outside of Farmers Market Ogden's management team at any time. The Farmers Market Ogden management team reserves the right to refuse any vendor application. Reasoning for non-acceptance will not be given.

### **Vendor Responsibilities and Disclaimers**

Vendors may only 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 refund.

All accepted 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. **Obtained certificates must be visibly displayed at the vendors booth.**

Vendors assume full responsibility for the products they market and sell. Ogden Downtown Alliance, their 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 table, chairs, and shade/canopy. Canopies must be secured by a weight system that provides 25lbs per leg. Selected vendors will receive a 10'x10' space within which to display their goods. **All displays/booths must stay within the designated space. No signage is permitted in walkways.** Failure to comply with placement may result in additional fees and/or expulsion from the market, at the sole discretion of the market staff. **Canopies are not permitted at the Winter Market.**



Vendors who sell bread, packaged food, preserves, fruits, vegetables, meats, fish, poultry, seeds, and dairy products are required to participate in the SNAP (Supplemental Nutrition Assistance Program) and DUFEB (Double Up Food Bucks) program. Vendors will be reimbursed for all SNAP and DUFEB tokens received as payment for goods via check the week after they are turned into the Information Booth. Both wood and green tokens are worth \$1. Vendors are not allowed to spend tokens received for other vendors products nor should they accept wooden tokens from other farmers markets.

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:

- Weekly license per day - \$5.00 daily rate. A new license is required for each day that you participate.
- Full season license - \$25.00 for full market vendors. Nonprofits are the same rate, regardless of selling or not selling items.

Vendors are required to understand and follow all local, city, state, and federal laws and regulations. All required sales tax collections and remittances are the sole responsibility of the vendor.

### **On-Site Procedures**

Selected vendors will receive a detailed information packet including booth number (for full season vendors only), map, market guidelines, market procedures, and a temporary tax ID number. Market procedures will be given to vendors that are specific to the market they are participating in before the market starts. **It is the responsibility of the vendor to ensure that all employees are aware of, and abide by, these guidelines and procedures.**

Farmers Market Ogden staff has the authority to move and reassign vendor spots to enhance or facilitate market operations at our sole legal discretion. Farmers Market Ogden also has the authority to remove any vendor for any reason at any time, with or without prior notice and without a refund of their vendor fee.

Vendors are required to notify either by email or phone **72 hours in advance** if they will not be attending the market. **If proper notice is not given a fine will be issued (see *Fines*).** Non-compliance or repeated absences without proper notice may result in forfeiture of the vendors assigned spot and could result in denied participation at future markets.

Vendors are required to stay for the duration of the market. Load in to begin at 7 am and teardown to begin at 2:00 pm, with all vendors to be completely removed from the venue 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.

**Vendors who set up late or begin tearing down early will be fined (see *Fines*).**

**Farmers Market Ogden is a rain or shine event and will operate regardless of weather.**

### **Going Green**

- Vendors should limit packaging where possible and use alternative plant-based, recycled, biodegradable products where appropriate.
- The use of single-use plastic grocery bags and styrofoam are prohibited at all markets. We encourage customers to bring and use reusable bags or other alternatives.
- Vendors who have opted in to have a blue recycle bin placed at their booth take on the full responsibility of educating market-goers on how to properly recycle in Weber County. These bins will be distributed and collected by market staff along with a rinsing station.

Vendors are responsible for their own garbage and for keeping their area clear of debris throughout the market day. Vendors must clean up their selling spaces at the end of each day, this includes all paper, liquid, waste, etc., which must be thrown into the appropriate green garbage or blue recycle bins provided by the market staff. **If a vendor throws their garbage into one of the permanent black garbage bins on the street they are subject to a fine as it requires additional labor hours to remove the overflowing trash from the permanent bins (see *Fines*).**

### **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.

We look forward to a successful season with you!