



Vendor Guidelines and Rules Season 2017 MAY 13TH – October 28th 2017

MARKET DAY, TIME & LOCATION

The **Downtown Farmers Market at Ancestor Square** is a non-profit community project to promote the downtown area as well as promoting organic gardening and homemade crafts and goods. The Farmers Market will run every Saturday from 8am – 12 Noon starting May 13 through October 28th 2016 at Ancestor Square, **rain or shine**. Ancestor Square is located at St. George Blvd. and Main Street in downtown St. George, Utah. The cost to the vendor will be subject to what the vendor is selling and is quoted on each application. Set up may begin at 7am and should be complete by the time we open at 8am. **Merchants are required to remain open for the entire market, or until their products sell out so as not to interrupt the market.** Initial here that have read and agree that you will stay through the end of the Market and not begin to break down your space until 12 Noon _____

BOOTH SPACES & LOCATIONS

The vendor booths will be located around the perimeter of the courtyard at Ancestor Square allowing the lawn and central area to be used by customers to enjoy the morning. The project coordinator will have a site map showing possible booth spaces at the beginning of each market. Due to fire code there must be a clear sidewalk space and exits at all available exits in the courtyard. Recommended **booth sizes are 6' x 6'**. A few larger booth spaces may be allowed but will not be guaranteed a courtyard location. No booth may be larger than 10 x 10 feet due to city requirements. Each vendor will be responsible to supply their own table, chairs, shade tarp, coolers and necessary equipment. No 10 x 10 4post tents will be allowed within the courtyard. Electricity is not supplied at the market. There are a few locations adjacent to outlets and if a vendor chooses they may pay \$5 for the use of this electricity during the market. No extension cords may cross walkways or be visible by attendees. There is limited shade during the summer months and all shade areas will be reserved for farmers. The remaining booth locations are first come first serve unless prior arrangements are made with the market coordinator.

APPLICATIONS

All vendors are required to fill out an application for the market each season. Vendors will not be allowed to set up a booth unless an application is on file and the product has been approved by the board. When your application is received you will receive a confirmation e-mail with further instructions if you are accepted into the market.

PRODUCTS

All products sold at the Market must be grown or made by you. **There is no reselling of produce, crafts or baked goods by the vendor unless specifically granted by market management.** Only the vendor, family members and/or employees will be permitted to sell from your booth. Any vendor caught selling unapproved items are subject to immediate dismissal. The market will only allow two like or similar products to sell at the market each Saturday unless pre-approved. This does not apply to farmers. For example, two candle vendors or two bead jewelers.

ENTERTAINMENT

We will have live music from 9:30am – 12:00pm. This will be a small band or single musician. We do not want the music to overpower the event, but instead add to the ambiance. Please do not bring small boom boxes or other radios.

IMPORTANT - PARKING

Once vendors have unloaded their supplies and equipment, they should park on the perimeter of Ancestor Square parking lot or on the street to leave the prime spaces available to our paying customers. *****No parking allowed in the Pizza Factory drive through area and after 11am no loading will be allowed in this drive through.** Initial that you have read and agree to park in the correct area_____

CLEAN UP & TRASH DISPOSAL

Each vendor is responsible for maintaining his/her area in a clean, neat manner throughout the day and cleaning the area before departing at the end of the day. We are all volunteers working for the market, so please help keep the area clean. The trash receptacles within the courtyard and surrounding area(s) are for customers only. **Please collect your garbage and dispose of off-site or in the large garbage compactor at the west end of the parking lot.**

CANCELLATION

If you cannot attend a market day that you have already reserved, please notify the market coordinator at least 24 hours in advance via phone or e-mail.

LICENSES, SALES TAX & HEALTH DEPARTMENT

Merchants assume all responsibility for any loss of property or money from the market site. All vendors are required to submit proof of Liability Insurance with their application. Booths should never be left unattended. Vendors should clearly mark all prices for goods and are encouraged to display their farm/business name. Any vendor selling prepared food must display their food handler's permit at their booth each Saturday and be in compliance with the Washington County Health Department.

Temporary sales tax numbers will be issued to each applicable vendor upon your first attended market. This license is good for the entire 2016 Market season at this market only. It is then the vendor's responsibility to report this to the state by the required deadline in early-November 2017.

Please initial that you have read the above and agree to provide your information when asked _____

LIABILITY

Ancestor Square and/or The Downtown Farmers Market at Ancestor Square, LLC is not liable for any injury, theft or damage to either the buyer or the seller or their property, arising out of or pertaining to preparation for or participation in The Downtown Farmers Market, whether such injury, theft or damage occurred prior to, during, or after the hours of operation of The Downtown Farmers Market. Seller further agrees to indemnify and hold harmless both Ancestor Square and The Downtown Farmers Market for and against any and all claims for such injury, theft and/or damages. Seller assumes full liability for their vehicles, structures, fixtures and the product(s) they market or sell and by participation in The Downtown Farmers Market

hereby agree to hold Ancestor Square and/or their representatives harmless against any and all claims such as but not limited to injury, theft or damage by any buyer, seller, or other persons resulting from or pertaining to the use, consumption, marketing tactics, display, negligence or disposition of seller's products, vehicles, fixtures or structures.

ENFORCEMENT & NONCOMPLAINE

Enforcement of these guidelines is the responsibility of the market coordinator and volunteers. There will be a minimum of 3 security volunteers at each market. Please report any suspected offenses to one of these people. Any vendor found not in compliance will be given one warning and then be asked to leave. Market Management reserves the right to refuse acceptance or deny continued participation of any vendor or product. Market Management has the authority to ask any vendor(s) to remove themselves or any product not previously approved by management. Market deemed necessary. No smoking within the courtyard. Management reserves the right to move or reassign vendor locations to enhance or facilitate the market as at Ancestor Square.

SATURDAY MORNING SCHEDULE

The Market Coordinator will arrive at 7am to assist with booth assignments. All vendors must check in prior to setting up unless prior arrangements are made. All vendors must arrive by 7:00am in order to be set up and ready by 8am. If you arrive late you may be asked to not set up that week. All vendors must be prepared to pay their booth fee by 8am with **cash only**, no exceptions. Be prepared to sell by having a bank (small bills to make change for your customers) and bags to place your product. Professional, clean, attractive presentation of your booth will increase sales.

WEEKLY E-MAILS & PRESS RELEASES

Market Management will send out weekly e-mails and press releases announcing what vendors will be attending each week's market. To be included in these mailings you must be signed up, approved and confirmed by the Monday prior to that weeks Saturday Market. A vendor may confirm on each Saturday for the following market or via e-mail by Monday evening. **FARMERS – if you update what you are bringing each week, it will be listed on the weekly Newsletter.**

This is a community project and we have the potential to be one of the best farmers markets in the southwest.

I have read and agree to follow these guidelines: _____

Please Print Your Name: _____

Please turn in a signed copy of the guidelines when you submit your application.