

Sheridan Farmers Market 2013 Policies and Procedures & Vendor Agreement

Market Managers Contact Information
Downtown Sheridan Association 672-8881
Bonnie Gregory 752-5712

Schedule

Dates:

- Thursdays
- July 18th-September 5th 2013. A season finale market be on September 14th in conjunction with Powder River Basin Resource Council's Harvest Fest at the Fairgrounds (duration of 9 weeks)

Hours:

- 5:00 p.m.-7:00 p.m. Finale times TBA.
- All booths must be staffed during all hours of operation for the Sheridan Farmers Market.

Location

- The Sheridan Farmers Market is located at Whitney Commons. www.whitneycommons.org
- Please note that the plaza in Whitney Commons where the market is held is not open to motor vehicles. Vendors who are unable or choose not to vend in the immediate Whitney Commons area will have the option of setting up in a designated area immediately adjacent to Whitney Commons and the other vendors. This space is tentatively set to be located on Alger St., between the Commons & Fulmer Public Library.

Fees

- The cost is \$10/stall (10' x 10' space) per market event. You may prepay for the entire market season and receive a special discount rate of \$80. Refunds will only be given under extreme circumstances and are at the discretion of the Sheridan Farmers Market, if you prepaid but miss a market. We do not make refunds due to uncooperative weather.
- Please sign and return the **VENDOR AGREEMENT** (page 5) along with your market fees. Make checks payable to Downtown Sheridan Association. **Please retain the 2013 Policies and Procedures for your reference.**

Market Attendance

- In order to be assigned a permanent space at the market, you must prepay (see last page).
- You are most welcome to participate on a week to week basis if you cannot prepay for the season. Spaces will be available on a first come, first serve basis.

Set-Up Procedures

Hours: *******3:00 p.m.-4:55 p.m. on the day of the event.*******

- Vendors are allowed to set up their booth space starting at **3:00 p.m.!!!** All booths should be set up and ready for the public by 4:55 p.m.
- **NO SALES WILL BE ALLOWED UNTIL THE MARKET BELL RINGS AT 5:00 P.M.!** Although some market customers assume that you may sell at any time, Market Management would appreciate it if you could politely explain that sales are only allowed to begin at 5:00 p.m. once every vendor is ready to go.
- Vendors will forfeit any reserved booth space if they do not arrive by 4:30 p.m. Please contact a Market Manager if you cannot attend as scheduled.
- Vendors are strongly encouraged to sell product from a booth/table set-up, although selling out of a vehicle on the perimeter of Whitney Commons is allowed in certain situations. Please contact Market Management to discuss this option.
- Vendors should have their own bags or boxes for customers who purchase items.
- All tents/canopies must be secured to the ground with sand bags, etc. to weigh down the structure. **No stakes are allowed.** PLEASE USE CAUTION WHEN CONSIDERING TENT/CANOPY ANCHORS TO ENSURE THEY ARE NOT A SAFETY HAZARD FOR MARKET PATRONS!

Tear-Down Procedures

Hours: 7 p.m.- 8 p.m.

- Early tear down is not generally permitted (please contact a Market Manager if you sell out early).
- Vendors who do not staff their booth space during all hours of the Farmers Market jeopardize participation in the future.
- Vendors are responsible for cleanup of their booth space. Any fees incurred by the Sheridan Farmers Market as a result of your vending (grease, food stains, etc.) will be the responsibility of the vendor.

Vendor Parking

- To make parking more accessible for guests of the Sheridan Farmers Market, Market Management would appreciate it if vendors would park out from the market somewhat after unloading.
- Again, those vendors selling out of vehicles in the actual parking lot will have designated spaces reserved.

Permits/Licensing

- Vendors are responsible for all licensing and permits required by law to sell or promote their product.
 1. **FOOD:** Food Vendors are required to have a Food License or Temporary Food Service Permit if food is being prepared and served. Vendors of raw agricultural products that are not processed do not need a Food License or Temporary Food Service Permit (unless they are not the original grower).
 - a. Meats sold at the market must be processed under state or federal inspection.
 - b. Food Safety Requirements for Farmer's Markets and Local Producers/Processors in Wyoming can be found at: <http://wyagric.state.wy.us/images/stories/pdf/chs/farmersmktandlocal.pdf>
 - c. Good sanitation practices must also be followed.
 - d. Food licenses or permits are available through the Wyoming Department of Agriculture Consumer Health Services personnel
 - Contact personnel: Susan Mickelson @ (307) 674-6332
 2. **SCALES:** Only certified and licensed scales are allowed for selling product on a weight basis (for example, a home bathroom scale is not acceptable)
 - a. Scales are certified and licensed by the Technical Services Division of the Wyoming Department of Agriculture
 - b. Contact personnel: Albie Mickelson @ (307) 674-6332
 3. **PLANTS:** Seed or Nursery Stock vendors are required to have a Seed Dealer or Nursery Stock license.
 - a. Licenses are available from the Technical Services Division of the Wyoming Department of Agriculture.
 - b. Contact personnel: Albie Mickelson @ (307) 674-6332
- **SALES TAX** collection inquiries should be directed to Mike Romanjenko @ (307) 674-8559.
- Depending upon your product, a copy of these permits may need to be submitted with the **VENDOR AGREEMENT** (see page 5).
- Please see the attached guidelines from the State of Wyoming Department of Agriculture for more details.

Offering Samples

Offering samples is permitted and encouraged during the Farmers Market as long as they are offered in a sanitary manner (**please discuss this in detail with your local food licensing representative**).

Please use the following precautions if you plan to offer food samples:

- Keep samples in clean, covered containers.
- Vendors should wear hairnets/hats and use clean, disposable gloves for distributing food samples.
- Use toothpicks or disposable utensils to distribute the samples.
- Dispose of pits, peels, food waste and rubbish in a leak-proof garbage can.
- Wash and clean produce. Have a handwashing station available for employees.
- Utensils and cutting surfaces must be cleaned and sanitized.
- Vendors will be responsible for cleaning up after themselves.

Etiquette Policy

- Alcohol distribution and consumption by vendors is prohibited. Vendors that show signs of intoxication will be asked to leave the grounds.
- Vendors will not be allowed to dress immodestly or to wear any clothing with explicit logos or wording.
- Please be kind and considerate! It takes cooperation to make a successful Market!

Electrical Services

- Sheridan Farmers Market will not provide electrical service to your booth.
- If you provide your own power, please note that noisy or potentially hazardous units will not be allowed.

Product Quality

- Items to be sold must be approved by the Sheridan Farmers Market Management. If at any time during the Market we find products unacceptable, you will be asked to remove these items from public sale.

Displays/Signage

- All displays must be approved by the Sheridan Farmers Market Management.
- Professionally made or computer generated signs are encouraged; however, handwritten signage is permitted if done neatly and if it does not detract from the overall appearance of the market.

Selling of Products

All prices, terms of sale, etc. are between buyer and seller only. Vendors may not sell any items not approved or shown in their market application. Market staff has the right to ask vendor to remove any unapproved items from their booth. Any required sales tax collections and remittances are the sole responsibility of the seller. Seller assumes full liability for the products they market or sell and hereby agree to hold the Sheridan Farmers Market harmless against any claim of injury, or damage by any buyer, seller, or other persons resulting from the use, consumption, disposition, display, or marketing of seller's products.

Non-Discrimination

Sheridan and the Sheridan Farmers Market welcome all regardless of race, creed, color, sex, religion, sexual orientation, age, nationality or marital status.

Special Events & Entertainment

To enhance the market and to provide added value for our customers, we will seek to schedule various forms of entertainment and activities throughout the market. These have proven to add to the overall atmosphere of the market. We welcome your suggestions or ideas for special events or entertainment.

On-site Security and Indemnification

Despite arrangements made by Sheridan to provide excellent security protection for vendor properties, the parties of the City of Sheridan, Senior Center, Downtown Sheridan Association, Sheridan College, Whitney Benefits, and Sheridan Farmers Market are not financially liable for losses or damages of any kind. The aforementioned parties are not responsible for any injury, theft, or damage to either the buyer or seller, or their property arising out of or pertaining to preparation for or participation in the Sheridan Farmers Market; whether such injury, theft or damage occurred prior, during, or after the market. Seller further agrees to indemnify and hold the aforementioned parties harmless of any claims for such injury, theft, or damage.

Sheridan Farmers Market Admissions

The Farmers Market is a combination of Grower/Producer Vendors, Food Vendors, and Handmade Arts and Crafts Vendors. Because the Sheridan Farmers Market is built around the number of Grower/Producer vendors, our primary emphasis will be on these vendors.

Craft vendors are admitted to the market after a review by Market Managers. All Crafts must be hand made by the vendor wishing to sell their craft, to be considered. Craft vendors will then be admitted with a limit on the number of similar products.

Food vendors will be admitted based on the type of product needed at the Farmers Market. We will look at the different types of food being offered and determine what types will enhance the market and be the most attractive to our customers.

*** When admitting vendors, preference is given to vendors that have supported the market in the past. These vendors have supported the market in past years and have proven that they are willing to attend the market, pay their fees, and be supportive of the policies and procedures. These vendors are admitted first during the application process. Once these vendors have been admitted, the remaining spaces are assigned to new vendors. **We reserve the right to refuse admittance to any vendor that we feel does not meet the eligibility requirements.**

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**SHERIDAN FARMERS MARKET
VENDOR AGREEMENT
2013 Season**

NAME _____.

BUSINESS NAME _____.

ADDRESS _____.

CITY _____ STATE _____ ZIP _____.

DATE _____ PHONE _____.

EMAIL ADDRESS _____.

PRODUCT DESCRIPTION _____.

Please indicate your choice(s) by checking the appropriate lines below...

- ___ I would like prefer to vend from one of the parking lot spaces instead of the Plaza area.
NOTE: these spaces are limited to produce/meat vendors only.
- ___ I commit to attend 9 weeks of the Sheridan Farmers Market and include a prepayment of \$80.00. I understand this entitles me to a permanent space at the market and a \$10.00 discount.
- ___ I commit to _____ weeks and enclosed in my check for \$_____. I understand this does not entitle me to a permanent space at the market or any stall discounts.
- ___ I will participate on a week to week basis and will pay the \$10.00 fee each week.

PLEASE MAKE ALL CHECKS OUT TO THE DOWNTOWN SHERIDAN ASSOCIATION

Please **submit copies** of the following, if appropriate, with this application to verify your ability to sell at the Farmers market:

- For processed food vendors, copy of current food license
 - For seed dealers, copy of current seed dealer's license
- For nursery stock vendors, copy of current nursery stock license

I have read and agree to abide by the Sheridan Farmers Market Policies and Procedures. I understand that I risk suspension from all future markets if I, as a vendor/participant, refuse to comply with these rules and that market fees I have paid will not be refunded.

SIGNATURE _____ DATE _____

Please return this application, fees, and any requested documentation to...

**Downtown Sheridan Association
PO Box 13
121 S. Main Street
Sheridan, WY 82801**