

# Sheridan Farmers Market 2018 Policies and Procedures & Vendor Agreement

## Market Managers Contact Information

Downtown Sheridan Association 672-8881

Zoila Perry 751-6898

Email: [sheridanfarmersmarket@downtownsheridan.org](mailto:sheridanfarmersmarket@downtownsheridan.org)

Website: [www.sheridanfarmersmarket.org](http://www.sheridanfarmersmarket.org)

## Schedule

Dates:

- Thursdays
- June 21st-September 20<sup>th</sup> (Duration of 14 markets)
- Fall Festival

Hours:

- Regular Markets from 5:00 p.m.-7:00 p.m.
- All booths must be staffed during all hours of operation for the Sheridan FarmersMarket.

Location

- The Sheridan Farmers Market is located on Grinnell Plaza/Street. During those times that the Farmers Market coincides with 3<sup>rd</sup> Thursday Street Festivals (June 21st, July 19th, August 16<sup>th</sup>, and September 20th), the market will move East, down Grinnell Street one block.

Fees

- The cost is \$20/booth (10' x 10' space) per market event. You may prepay for the entire 14 market season and receive a special discount rate of \$210.00. Cost for attending all market dates and not paying upfront equates to \$280. Vendors who do not prepay will be charged \$20/booth. 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 2018 Policies and Procedures for your reference.**
- **WEBSITE INFORMATION-** We now have a website! [www.sheridanfarmersmarket.org](http://www.sheridanfarmersmarket.org)
  - Business Directory Listing Includes: Photo, Business Name, Products, Web Address & Phone #
    - ◆ Free to Vendors who pay and register for the full 14 weeks/\$25 for all other Vendors
- Photos must be submitted electronically with your application

## 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.-4:50 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.
- Vendor booths/displays must be confined to the vendor's designated space and may not impede walking traffic.
- 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 is allowed in certain situations. Please contact Market Management to discuss this option.

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- 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 away from the market 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. The Downtown Sheridan Association will need a copy of each food license from each vendor. 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.
    - 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: Chad Franklin 307-675-5618
  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: Matthew Manore @ (307) 675-5642
  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: Matthew Manore @ (307) 675-5642
- **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).

### 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.

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### 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.
- For the sake of mapping, please let the Market know as soon as possible if you will miss a market.
- Please be kind and considerate! It takes cooperation to make a successful Market!
- The Farmers Market Manager and Steering Committee reserves the right to revoke participation privileges to any vendor who disrupts the market or acts in a manner inconsistent with the SFM mission.

### 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, Insurance, On-site Security and Indemnification

- 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. **All vendors are encouraged to obtain and carry their own insurance, listing Downtown Sheridan Association/Sheridan Farmers Market as an additional insured.** If you choose not to purchase your own insurance, please be FULLY aware that Sheridan Farmers Market WILL NOT be liable for any claims arising out of Vendor negligence.
- Despite arrangements made by Sheridan to provide excellent security protection for vendor properties, the parties of the City of Sheridan, Downtown Sheridan Association 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.

### 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.

### **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. 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.**