



Sheridan Farmers Market 2022 Vendor Agreement

NAME/BUSINESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DATE _____ PHONE _____

EMAIL ADDRESS _____ WEBSITE _____

PRODUCT DESCRIPTION _____

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

- I am signing up for _____ weeks and enclosed in my check for \$ _____. The weekly Market fee is \$15.00 per market. I understand this does not entitle me to a permanent space at the market.
- Late registration (day of market) - enclosed is my check for \$25. I understand this does not entitle me to a permanent space at the market or any stall discounts

Please circle the market dates you plan to attend.

Regular Market Dates:

Jul 07	Jul 14	Jul 21	Jul 28	Aug 04
Aug 11	Aug 18	Aug 25	Sep 01	Sep 08
Sep 15				

Please submit copies of the following (if appropriate) with this application to verify your eligibility to sell:

- *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

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

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

Email: sheridanfarmersmarket@downtownsheridan.org

I WILL NOTIFY THE MARKET MANAGER AT LEAST 24 HOURS IN ADVANCE
IF I WILL NOT BE ATTENDING!

I have read and agree to abide by the Sheridan Farmers Market Policies and Procedures.

I have been advised to purchase my own liability insurance policy.

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 _____

Sheridan Farmers Market 2022

Policies and Procedures & Vendor Agreement

MarketManager -- Janet Hoxie -- (307)752-2837

Email: sheridanfarmersmarket@downtownsheridan.org

Website: <http://downtownsheridan.org/events/farmers-market/>

Schedule

Dates:	Thursdays, July 7 th – September 15 th - (11 markets)
Hours:	5:00 p.m.-7:00 p.m. Booths must be staffed for the duration of the Sheridan Farmers Market
Location:	The Sheridan Farmers Market is located on Grinnell Plaza. On Third Thursday Street Festivals (July 21 st , August 18 th , and September 15 th), the Market moves one block east, down Grinnell Street.
Fees:	The booth fee is \$15/booth (10' x 10' space) per market. Refunds will only be given under extreme circumstances and are at the discretion of the Sheridan Farmers Market if you miss a market. We do not make refunds due to uncooperative weather. Fees WILL NOT be rolled over into a different week. Please sign and return the VENDOR AGREEMENT along with your market fees. Make checks payable to the Downtown Sheridan Association. Please retain the 2022 Policies and Procedures for your reference.

Market Attendance – Set-up and Take-Down

Spaces are available on a first come, first served basis, based on when applications are received.

Set-Up Procedures:

- **Vendors are allowed to set up their booth space beginning at 3:00 p.m.**
- All vehicles must be out of the market and parked in public parking areas by **4:30 p.m.**
- All booths should be set up and ready for the public by **4:55 p.m.**
- Vendors are not guaranteed a space if they arrive after **4:30 p.m.**
- Please contact Market Manager if you cannot attend as scheduled, 24 hours before the market.
- Please enter the market from the north, on Gould Street whenever possible.

NO SALES ARE 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 Manager asks you to politely explain that sales are only allowed to begin at 5:00 p.m. once every vendor is set up and ready to sell. This is for the benefit of the vendors and the customers.

You may **ONLY** sell early to other **VENDORS** or **STAFF** – and should be done discretely

IF A VENDOR SELLS EARLY, THE FOLLOWING PROCEDURES WILL BE IMPLIMENTED BY THE MARKET MANAGER:

1st Offence – Verbal warning will be given to the vendor.

2nd Offence – Vendor risks being denied the opportunity to sell at the Sheridan Farmers Market,

and may be asked NOT TO RETURN. Decisions are at the discretion of the Market Manager.

- Vendor booths/displays must be confined to the vendor's designated space and may not impede walking traffic.
- All booths must maintain an even front edge, aligned with neighboring booths
- Vendors are strongly encouraged to sell product from a booth/table set-up, although selling out of a vehicle is allowed in certain situations (**space is limited and given on a FIRST COME FIRST SERVED BASIS**). 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 or other methods to secure 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.
- Booth space for non-profit organizations is available only as space allows. They will be allocated on a first come first served basis.

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

- Early tear down is not generally permitted, unless weather concerns create unsafe conditions
- Please contact the Market Manager if you sell out early.
- Booths must be staffed for the duration of the market's open hours
- 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. **DO NOT** park in the lots next to Atlas Chiropractic or Verdello.

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.
- **FOOD:** Food Vendors are required to have a **Food License or Temporary Food Service Permit** if food is being prepared and served. Please provide a copy of all necessary licenses with your application.
- 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).
- Meats sold at the market must be processed under applicable state or federal inspection.
- Food Safety Requirements for Farmers Markets and Local Producers/Processors in Wyoming can be found at: <http://wyagric.state.wy.us/images/stories/pdf/chs/wffa41715-2.pdf>.
- Good sanitation practices must also be followed.
- Food licenses or permits are available through the Wyoming Department of Agriculture Consumer Health Services personnel. (307) 777-6592
- **SCALES:** Only certified and licensed scales are allowed for selling product on a weight basis (for example, a home bathroom scale is not acceptable).
- Scales are certified and licensed by the Technical Services Division of the Wyoming Department of Agriculture.
- **PLANTS:** Seed or Nursery Stock vendors must have a Seed Dealer or Nursery Stock license, which are available from the Technical Services Division of the Wyoming Department of Agriculture.
- **SALES TAX** collection inquiries should be directed to Department of Revenue. (307) 777-5287

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 Market.
- For the sake of mapping, please let the Market Manager know as soon as possible if you will miss a market.
- Vendors may not smoke while inside the market boundaries.
- Please be kind and considerate. It takes cooperation to make a successful Market
- Please bring any concerns or problems to the attention of the Market Manager.
- The Farmers Market Manager and Sheridan Farmers Market Committee reserve 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, except by arrangement with the Manager.
- 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 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

The Downtown Sheridan Association 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 Manager. Crafts must be made by the vendor wishing to sell their craft.

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 of the most interest 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.**

By signing the Vendor Application Form, you agree to abide by all of the provisions of this document.