

Rexburg Farmers Market: Market Rules

By submitting an application, you agree to abide by these rules and regulations.

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| | <p>I understand that Membership fees must be paid, previous balances paid, vendor agreement signed, and all applicable licenses must be on file before the first day of sale. Members are expected to serve on at least one of the market committees and give at least 15 minutes of market day assistance each week.</p> |
| | <p>Dates and Times: The Market will open May 10th and close October 4th. Friday hours will be 4:00 pm – 8:00 pm (ending at 7:00 pm after Labor Day) with setup beginning at 2:30pm and concluding at 3:45pm. No market will be held on August 17 due to the Madison County Fair. FOR THE SAFETY OF OUR CUSTOMERS, NO SALES ARE ALLOWED BEFORE THE MARKET IS OFFICIALLY OPEN.</p> |
| | <p>Fees and Dues: Fees may be paid by cash or check made payable to Rexburg Farmers Market. NO REFUNDS will be given after payments are made. For Participating Members: 1) \$100.00 membership dues (this will buy you 1 booth space) plus \$50.00 for each additional 10' x 10' space. Additional spaces must be approved by the Market Manager. a) Food Trucks 20' or less in length will be charged \$150.00; 20'-30' length will be charged \$175.00. 2) Weekly Market fees will be \$7.00 for each booth space payable at the end of each market day or in advance. One-time Fairground fee will be paid at the beginning of the market for a total of \$75. 3) One-time application fee of \$25 will be due if a vendor application is approved. 4) 15 minutes of service will be donated to the market per week of participation. Sign Up here: http://www.rexburgfarmersmarket.org/vendorcenter/ For Temporary Members: 1) \$57.00 per 10' x 10' space per market day for up to four weeks, will be paid before setting up your booth. 2) If more than four markets are attended, additional fees will be paid to gain market membership. At the close of the fourth market day Temporary Members become Participating Members.</p> |
| | <p>Booth and Appearance: 1) Canopies are required and may not exceed 10' x 10'. For the safety of our customers and vendors, canopies are required to be weighted/tied down with sandbags, cinderblocks, etc. at all times and may not be staked into the grass. Fines will be imposed for not adhering to this rule. 2) On windy days, you will be notified by the Market Manager if canopies are not required. 3) A professional sign must be displayed in each vendor's booth 4) No smoking in any market booth. 5) Vendor pets will NOT be allowed in vendor booths. 6) All market booths need to be neat, attractive, and inviting. No vendor barking (calling to customers) is tolerated. 7) Food Trucks will not exceed 30 feet in length and will abide by the listed rules for appearance. 8) Some vendors require electricity. 110V electricity will be available on a limited basis. 220V electricity will not be allowed at this time. Vendors using electricity in their booths do so at their own risk. The Rexburg Farmers Market is not responsible for any damage to equipment, products, etc. as a result of electricity use. Every effort will be made to allow consistent vendors to retain a specific space. However, you, the vendor, agree to be flexible in your weekly placement.</p> |
| | <p>Attendance: 1) In the event you are unable to attend a scheduled market date, you must notify the manager at least one week prior to the date to be missed. 2) You are not responsible for finding a replacement vendor, nor are you allowed to invite a new vendor to replace you. However, you may have someone else sell your inventory for you if you need. 3) Notification given less than a week before your scheduled date will result in a \$25 fine. 4) Vendors who do not show up to the market on their scheduled day will be charged a no-show fee of</p> |

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| | <p>\$25 which must be paid before the next scheduled market date. (For reference, your chosen dates are listed on managemymarket.com, and on the market map on rexburgfarmersmarket.org)</p> <p>5) The market will not be cancelled for weather. Vendors are expected to attend all scheduled market dates. If products will not hold up under adverse weather conditions, please give prior notice.</p> <p>6) You have been accepted to sell only the items you listed on your original application. Additional items must be approved before being sold.</p> |
| | <p>Market Day:</p> <ol style="list-style-type: none"> 1) Set-up begins at 2:30 and must be finished by 3:45 pm. 2) You may slowly and carefully drive into the market, park your vehicle behind your booth and proceed to set up. 3) Absolutely no cars are allowed in the market after 3:45, if you arrive after 3:45 you will have to walk everything into the market. 4) For the safety of our customers and in consideration of fellow vendors, no sales except those between vendors is allowed before the market is officially open. 5) Clean-up before 8:00 is not allowed. If you sell out, you'll need to stay set up until closing time at 8:00. 6) Fees are due by the end of the market. You may pay your fees any time during the market or take your market fees to the market booth as soon as possible BEFORE tearing down/cleaning up your booth space. You will also report a best estimate for gross sales made during your market time. |
| | <p>Food Safety:</p> <ol style="list-style-type: none"> 1) Vendors selling any type of food must obtain either a Low Risk Establishment Exemption or a Temporary License from the Southeast Idaho District Health Department. Forms can be downloaded from https://eiph.id.gov/environmental-health/food-program/forms-links/ (There is a link to this site on our website: www.rexburgfarmersmarket.org) 2) A copy of the exemption or license must be in your booth at all times, and a copy must also be given to the Market Manager or uploaded under the licensing section of ManageMyMarket.com software. 3) The Health Departments application deadline for an exemption or license is 2 weeks before the first day of an event, or a vendor's first day at the market. They will not make exceptions to this rule. 4) For any questions regarding food licensing, rules for sampling, and any other food related questions contact Eastern Idaho Public Health. 5) No live animals may be sold. 6) No vendor pets allowed at the market. |
| | <p>Weights, Measures, & Licenses:</p> <ol style="list-style-type: none"> 1) Scales, tables, bags and price signs are to be provided by each vendor. All scales must be certified by the Idaho Bureau of Weights and Measures. If you sell produce in bagged quantities, you should also contact this Bureau for specific requirements and necessary labeling. 2) An Idaho State Seller's Permit must be obtained and made available during the market. A copy should be kept in your vendor booth at all times and uploaded to ManageMyMarket software for easy reference. You may apply for a Temporary Event sales permit, if needed. 3) Vendors are responsible for collecting and submitting their own sales tax. 4) Those vendors using a Temporary Seller's Permit are required by the state to submit sales tax to the state no later than 2 weeks after the end of the market season to avoid late penalties. 5) An Idaho State Nursery License or exemption is required for selling plant stocks. |
| | <p>Produce, Ag Products & Craft Items:</p> <ol style="list-style-type: none"> 1) The number of crafters will be limited each year. 2) No resale of commercial items will be considered. 3) The Market Manager and/or Product Review Committee will review/approve applications as they are received. 4) Food items may NOT be sold in an Artisan/Crafter booth. 5) All produce and agricultural products sold must be grown or produced by the vendor, except in the case of produce which is unable to be grown in our area (i.e. cherries, blueberries, peaches, pears, apricots, melons, etc.) or with prior permission from the Market Manager and/or Board of Directors. 6) Produce that is not grown by vendors must be sourced directly from local growers throughout the Pacific Northwest and not through grocery or produce wholesalers. 7) Reselling of any other produce or agricultural product that does not fit the guidelines above must be |

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| | <p>approved by the Market Manager and/or Board of Directors. 8) Healthy competition will be monitored and allowed throughout the market, including, but not limited to selling products simultaneously that are directly sourced rather than grower-owned. The Market Manager or Board of Directors may approve limited products, as per their discretion.</p> |
| | <p>Insurance: Our market has a general liability policy. Please note that does not cover individual vendors. You may wish to consult an insurance agent for your own specific insurance coverage needs.</p> |
| | <p>Member Participation: Members shall be willing to serve on various committees as needed and take an active role in assisting the market to grow and thrive. All vendors, including food truck vendors, are responsible for 15 minutes of volunteer time each market day. If you are not sure how to help, ask the market manager. There is a sign up link at http://www.rexburgfarmersmarket.org/vendorcenter/ You need to sign up for every week you plan to be at the market.</p> |
| | <p>Code of Conduct: As a market vendor, I agree to conduct myself in a professional, respectful manner at all times. I will demonstrate respect and professionalism at all times when working with the Market Manager, fellow vendors, customers, and Board of Directors. I understand the Market Manager has the right at any time to ask any vendor to leave based on inappropriate conduct or behavior. Any vendor asked to leave will do so with their space and inventory left in place until after the market closes. A member of the Board of Directors will secure the space until the vendor is allowed back in the market to clean up. Any vendor asked to leave will not be allowed to set up at any future market without the review and approval of the Board of Directors during their next regularly scheduled Board Meeting.</p> |

I agree that I have read and will abide by the Market Rules of the Rexburg Farmers Market as posted on ManageMyMarket software online.

Business Name: _____

Printed Name: _____ Date: _____

Signature: _____

Thank you for your participation!