

Booth Guidelines

STALL SPACE

Each vendor will be assigned one or two 10' x 10' stall spaces. The Market Manager will make all stall assignments. Vendor locations are made at the Market Manager's discretion taking into consideration product mix, customer flow, special promotions, and vendor seniority. Stall assignments are not transferable, and may change from season to season, or even week to week. Vendors will provide their own tables, canopies, signs, and other desired display materials.

SIGNAGE

Each vendor **must** display a tastefully crafted sign clearly showing their producer/business name or the name of the farm/business, the business's location and telephone number. The sign should be at least 11" by 17" and no larger than 4'x10' in size with at least 1" lettering. Pictures of a vendor's farm or operation are encouraged to be displayed within their booth. Displays and signs must allow clear visibility to adjoining booths. Display and selling technique must not impair other vendors' ability to sell, nor create a hazardous situation for customers.

SET UP AND TAKE DOWN

All vendors are required to register set up at least 30 minutes prior to market opening on market day. If the vendor is not present at the Market at least 1 hour before the start of market, the stall will no longer be held for assigned vendor. Violations of this policy may result in loss of assigned stall space on the day of the violation. Vendors are required to keep their stand or selling area neat and clear of obstacles, litter and other debris. Vendors are responsible for bringing garbage containers for disposal of waste and debris for the convenience of their customers. At the end of the day, you are required to take home everything that you do not sell including boxes, bags, etc. A dumpster is available for trash. Garbage and recycling service will be included in the rental of your booth space. We would like to minimize the amount of non-recyclable, non-compostible materials waste as possible and steer towards a zero waste event in the future. We strongly encourage you to sell only from your stalls, not from truck beds.

UMBRELLA AND CANOPY RULES

All vendors who wish to erect canopies or umbrellas on the farmers market site during a normal period of market operations, including the set up and breakdown period, are required to have their canopies or umbrellas sufficiently and safely anchored/weighted to the ground from the time their canopy or umbrella is put up to the time it is taken down. Any vendor who fails to properly secure his or her canopy or umbrella will not be allowed to sell at the farmers market on that market day, unless that vendor chooses to take down and store their canopy or umbrella and sell without it.

GUIDELINES FOR SELLING

- A. Vendors are responsible for providing their own bags for purchases, as well as making change.
- B. Vendors are encouraged to wear nametags and have business cards available for customers.
- C. Vendors are expected to treat customers, other vendors and the Market Manager in a courteous manner. No discrimination is permitted at the market.
- D. Produce should be washed and prepped for sale before coming to market. No washing at booth site.
- E. No hawking or calling attention to products or services or amplified music by vendors is permitted during market hours of operation.
- F. The representative of the vendor must be directly involved with or knowledgeable about the production of the produce or products being sold at the market.
- G. Liability insurance is encouraged for all vendors
- H. Vendors are required to display applicable licenses (ex. state sales tax) in a visible location within their booth area.
- I. Prices must be clearly marked on all items for sale. Failing to clearly mark prices will result in first, a verbal warning from the Market Manager; second, a written letter to vendor indicating that a third infraction will result in forfeiture of Market space; and third, automatic forfeiture of the Vendor's Market space. In this case, OTEFAM shall not be required to refund any portion of the fee paid by the vendor.
- J. A no-smoking policy is in effect for member vendors while staffing their booths. No alcoholic beverages are permitted at the booths.