

## 2016 Daily Farm Market Vendor Rules

**Daily vendors may call the parks department between 8:00 a.m. and 11:00 a.m. the Friday before a market day to request a space. Spaces will be assigned on a first come first serve basis.** If a space is available, the vendor will be told their space number that they can set up in on Saturday morning. If they are not familiar with the market, we will be happy to email them a map of the market area.

Daily spaces will not be assigned prior to 8:00 a.m. the Friday before the market:

- **Spaces will NOT be available to purchase on Saturday morning.**
- Daily vendors cannot request a space the week before
- Messages left prior to 8:00 a.m. will not be granted a space – and the call will not be returned
- If a message is left on the department's voice mail between 8:00 and 11:00 a.m. because staff is busy helping other customers, the message will be returned and a space will be assigned IF one is available.

Once all of the available spaces are assigned, no more daily spaces will be available for that market day

- Spaces will no longer be available in front of the port a potties
- Spaces will no longer be available in front of the driveways

If a daily vendor calls in and is assigned a space and does NOT show up Saturday morning, it will be documented. If it happens two times during one market season, they will not be allowed to enter the market again during that year and possibly the following years.

All daily vendors who sell processed food, must supply the department with a copy of their food processors license (via email, fax or mail) before they will be assigned a space. If you are a daily vendor who sells food and would like to provide us a copy of your license in advance, we will keep it on file for your convenience.

### **Additional Information:**

All daily spaces will be \$20 regardless of size or location.

Seasonal vendors are NOT allowed to sub lease their space. All daily vendors MUST be assigned by the department.

All vendors, seasonal and daily will be able to go directly into their assigned space the morning of the market. No vendor may arrive before 5:00 a.m. and all vendors must be pulled into their space by 8:00 a.m. and set up by 8:30 a.m.

The farm market employee will arrive at 7:30 a.m. to collect the daily vendor fees for the week from each daily vendor at their location.

As always, everything must be handmade or homegrown by you, and may be sold by yourself, a member of your family or an employee. For safety reasons, vendors may not set up prior to 5:00 a.m. All vendors must be pulled into their space by 8:00 a.m. and cannot leave until noon.

If you have any questions, please feel free to contact our department Monday through Friday between 7:00 a.m. and 3:30 p.m. at 920-746-2914.