

Bella Vista Farmers' Market Vendor Guidelines

Market Operation

- The Bella Vista Farmers' Market will be held from **10 a.m. to 3 p.m. Sundays, starting April 17 and running through October 30.**
- The market will be held on Mercy's private property in Bella Vista, which means all vendors must comply with Mercy rules and regulations. For questions regarding these rules, please contact the market coordinator.
- The Farmers' Market coordinator oversees all aspects of the market, from vendor applications and acceptance to layout of booths on market days. Any issues or complaints shall be directed to the coordinator for resolution.
- All vendors must be able to keep in contact with the market coordinator via email and/or phone.

Vendor Application Process

- Vendors' applications will be accepted on a rolling basis for the first year of the farmers' market.
- Vendors must fill out the application online, and if accepted must provide all applicable required material to the market coordinator, including Arkansas tax ID and insurance information, and sign their application and submit fee to City Hall.
- Vendor acceptance is at the discretion of the farmers' market coordinator, according to space limitations and the necessity for diversity of product sold at the market. The coordinator may revoke these privileges due to non-use of a reserved space, violations of market guidelines or violations of the law. Vendors have the right for these revocations to be reviewed by the Mayor for compliance with market rules, if requested within one business day of the revocation action.
- All vendors and their products sold at the market must adhere to all state regulations.
- Products sold will be placed into one of three categories: farm grown products, prepared foods or arts and crafts. If vendors choose to bring products outside their pre-determined category throughout the season, they must first obtain approval from the coordinator.
- Vendors should notify the coordinator of anyone else authorized to work the booth in their place.

Fees

- All vendors must notify the market coordinator 48 hours in advance if they plan to attend that week, even if they hold a season pass.
 - **Season Pass** — \$125 (Does not require a commitment to attend the market each week.)
 - **One-day pass** — \$25
- Fees must be paid in full and accompany a signed application prior to the start of each market at 10 a.m. on Sundays.

Product and Operation Guidelines

1. All booths and displays are subject to the market coordinator's approval.
2. All vendors must adhere to Mercy Health guidelines for operating the market on Mercy's private property. Consult the market coordinator with questions regarding this.
3. Children under 14 must be supervised by an adult.
4. Vendors are responsible for adhering to all state farmers' market rules and regulations, as listed in the state's Farmers' Market Vendor Guide: <http://www.healthy.arkansas.gov/programsServices/environmentalHealth/foodProtection/Documents/FarmersMarketGuidelines.pdf>.
5. The market coordinator reserves the right to inspect all products and places of origin of products, including farms, kitchens and studios.
6. The market coordinator reserves the right to reject products to be sold at the market, if they are not deemed to be the highest freshness and quality.
7. Items must be grown by the farmer or made by the vendor, and may not be purchased for market resale.
8. Crafts sold at the market will be original to the artist, and must not be derived from any sort of kit.
9. If the seller is not the person who produced the goods for sale, written notice must be given to the coordinator beforehand, with the permission of the vendor for the seller to man the booth.
10. Vendors are responsible for adhering to all state sales and income tax requirements, and must provide a state tax ID number prior to selling their goods. More info can be found here: <https://atap.arkansas.gov/>, or from the Arkansas Department of Finance and Administration, 501-683-2827.
11. Vendors are responsible for providing their own liability insurance.
12. While pets are welcome at the market, vendors are not permitted to sell animals.
13. At this time, food trucks will not be allowed to operate at the market.

Booth Assignments

1. All booth assignments will be set at the discretion of the market coordinator, in cooperative effort with consistent vendors.
2. Vendors who hold a season pass will be allowed to keep a regular space, assigned by the market coordinator. Daily pass holders will be assigned spaces by the coordinator as space allows.
3. All vendors must notify the market coordinator as soon as possible if they will be absent on a predetermined market day. Vendors will forfeit their market fee upon an absence, unless prior arrangements have been made with the coordinator. The coordinator reserves the right to fill a vendor's space if that vendor is absent without notice.
4. Vendors may begin setup at 8:30 a.m. the day of the market. If vendors are not in their assigned places by start of the market (10 a.m.), they forfeit their space for that day, along with their market fee.

5. No electricity will be provided to any booth.
6. Vendors must sell their products the entire length of the market, until 3 p.m.
7. Vendors must post their business name clearly for shoppers to see.
8. Vendors must post the prices of their products clearly for shoppers to see.
9. Booth spaces will be 10'X10', unless other arrangements are made directly with the market coordinator. All vendors are responsible for set up and take down of their booth, and leaving the area clean at the end of the market day. Canopies or tents are required, and must be safely secured and weighed down.
10. It is the responsibility of the vendor to provide all applicable licenses, permits and other paperwork to the market coordinator.
11. For vendors providing samples to customers, proper waste receptacles must be present at the booth.

Inclement Weather Policy

The market will operate rain or shine. If severe weather is likely, a determination to cancel the market will be made by the coordinator **by 8 a.m.** the day of the market and all vendors will be contacted by the coordinator. Market fees will not be refunded, but vendors can use the already paid fee toward the following week's market day, or another day in the future.

Updated 03.08.2016