

Bella Vista Farmers' Market 2019 Vendor Guidelines

Market Overview

The Bella Vista Farmers' Market will be held from **9 a.m. to 2 p.m. Sundays, starting April 14 and running through October 13**. Vendors may begin to setup at the location starting at **8 a.m. and** will be required to be ready for business **15 minutes** prior to and after opening and closing times. If more setup time is needed, contact the market coordinator.

The market will be held in the **parking lot of Sugar Creek Center**, and all vendors must comply with the property owner's rules and regulations. For questions regarding these rules, 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.

Fees

Vendor fees for the 2019 market are as follows:

Full 27 weeks — \$150 (discounted rate of \$125 if paid by March 31)
Season pass (see season dates below) — \$50
One-day Pass — \$15

Food truck fees for the 2019 market are as follows:

Full 27 weeks — \$130 (discounted rate of \$115 if paid by March 31)
Season pass (see season dates below) — \$50
One-day Pass — \$15

Spring season: April 14 – June 9

Summer season: June 16 – August 11

Fall season: August 18 – October 13

A collection of 10% commission for all sales over \$100 will be due to the market coordinator. Single day commissions will be capped for each vendor at \$300 in total sales, the equivalent of \$30 commission.

- Fees are due in full to the market coordinator **upon application approval**.
- Sales records and commissions will be due to the coordinator **within one hour after closing** of the market each week.

No fees or commissions are required for non-profit organizations. Proof of non-profit status is required upon application.

Tables and tents will be available in limited supply on a first come, first served basis for a rental fee of \$5 each/per week. See manager in advance if needed.

Vendor Application Process

- Vendors' applications will be accepted on a rolling basis throughout the market season.
- Vendors can fill out the application online or return it to the market coordinator in person. Once accepted, vendors must provide all required documentation to the market coordinator. Paperwork is required before participation or sales will be permitted.
- 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. Priority will be given to previous year vendors and Bella Vista residents. 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 Bella Vista Advertising and Promotion Commission 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.

Product and Operation Guidelines

1. All booths and displays are subject to the market coordinator's approval.
2. All vendors must adhere to guidelines for operating the market on private property. See 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, unless otherwise approved by the market coordinator.
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 proof of a sales tax account with the Arkansas Department of Finance and Administration prior to selling their goods. More info can be found here: <https://atap.arkansas.gov/>, or by calling 501-683-2827.
11. While pets are welcome at the market (except in meal prep areas), vendors are not permitted to sell animals.
12. Signage of vendor food origin must be posted at each booth (i.e. name of farm or business and address).
13. Food trucks are welcome with approval and must provide a copy of the most recent inspection by the Arkansas Health Department.

Booth Assignments

1. All booth assignments will be set at the discretion of the market coordinator, in cooperative effort with consistent vendors.
2. Vendors holding 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 by call or text at least 24 hours prior to the opening of the market 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 are permitted to miss only three markets per year or season, depending on type of fees paid. After the third absence, the vendor forfeits all dues paid.
5. Vendors may begin setup at 8 a.m. the day of the market. If vendors are not in their assigned places by 8:45 a.m. and until 2 p.m., they forfeit their space for that day, along with their market fee. No vendor shall begin the clean-up process early unless there is an emergency or the manager has been alerted and approved leaving early. After the third violation of this policy, the vendor will be asked not to sell during the remainder of the season and all dues will be forfeited.
6. Generators must be approved by the market coordinator before use.
7. Vendors must sell their products the entire length of the market.
8. Vendors must post their business name and prices 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. Vendors are responsible for tables, tents and displays for their booths.
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 packaging, labels and 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 7 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. If the market is closed for weather, this does not count against any vendor as an absence.