



# Farmer's Market & Art Walk

## Rules and Regulations

The Market Manager of the Show Low Main Street Farmers Market and Art Walk with full support of the Board of Directors of Show Low Main Street shall enforce these Rules and Regulations. The Market Team and Board members will interpret these regulations according to the best interest of the Market.

### I. Vendors

- A. Agricultural Producer: All products must be grown within the Four Corners region which is Arizona, New Mexico, Utah or Colorado.
- B. Non-agricultural Producer: Applications will be juried based on product, date received and space availability. The categories and numbers of vendors allowed are: Arts & Crafts, Ready to Eat Food, Processed Food, Herbalists and Other. "Other" includes vendors that do not fall into any other category. All vendors must reside within Arizona or New Mexico and provide name, address and date of birth for a criminal background check.

### II. Merchandise

- A. Agricultural products must be grown within the Four Corners region which includes Arizona, New Mexico, Colorado and Utah.
- B. Resale items are permitted provided they fit within the theme and spirit of the Market; to be determined by the Market Team and Manager.
- C. All vendors are subject to inspection by the Market Manager.
- D. Show Low Main Street Farmers Market & Art Walk reserves the right to allow special promotions and festivals with other agricultural or locally made products on designated occasions.
- E. Only those products listed in the vendor's application will be allowed for sale. Members wishing to sell a new product must notify the Market Manager one week in advance of proposed sale. New products must be approved by the Market Manager.

### III. Space & Fees

- A. Each Booth space is exactly 10-foot by 10-foot.
- B. Season Vendor fees are calculated depending on the date you purchase your space, please review the pricing chart below. Season Vendors prepay for entire season, choose a permanent space and their business will be on the Market map. Spaces will be reserved on a first come, first paid basis and additional spaces are available to Season Vendors for a 50% discounted rate.

**Season Pricing: Pre-Season Discount of \$100 if purchased by 12/31 or \$50 off by 4/30**

<b>Week 1</b>	<b>5/25/19</b>	<b>\$ 400</b>	<b>Week 5</b>	<b>6/22/19</b>	<b>\$ 320</b>	<b>Week 9</b>	<b>7/20/19</b>	<b>\$ 240</b>
<b>Week 2</b>	<b>6/1/19</b>	<b>\$ 380</b>	<b>Week 6</b>	<b>6/29/19</b>	<b>\$ 300</b>	<b>Week 10</b>	<b>7/27/19</b>	<b>\$ 220</b>
<b>Week 3</b>	<b>6/8/19</b>	<b>\$ 360</b>	<b>Week 7</b>	<b>7/6/19</b>	<b>\$ 280</b>	<b>Season Passes not for sale after July 31<sup>st</sup> each season</b>		
<b>Week 4</b>	<b>6/15/19</b>	<b>\$ 340</b>	<b>Week 8</b>	<b>7/13/19</b>	<b>\$ 260</b>			

- C. Weekly vendors need to call the Market Manager each week they would like to participate, choose their space based on availability at that moment and make payment. Spaces are by availability and you can choose to upgrade to a "Season Vendor" at any time. Please note that reservation is not complete until payment is received with pricing on Mon-Wed \$30, Thu-Fri \$35 and Saturday \$40. All payments are final with no refunds.
- D. Spaces are not transferable and are assigned by the Market Manager.
- E. Refunds will not be given for days a vendor is unable to participate in the market. It is strongly recommended that each vendor have a back-up partner to manage their booth as needed. All back-up partners are also subject to criminal background checks prior to vending at the Market. The Market will operate regardless of the weather unless conditions are determined to be hazardous by the Market Manager with no refunds for cancellation.

### IV. Licenses

- A. All vendors are responsible for the necessary licenses and permits required for their product(s). Business licenses are not required by the City of Show Low for Show Low Main Street's special events.
- B. All vendors are responsible for collection and payment of appropriate state, county and city taxes.
- C. All food vendors are responsible to comply with the Navajo County Health department's rules and regulations. **Please contact Randy, 928-524-4750, at the NCHD if you have any questions or need assistance.**

## V. Health Regulations

- A. All vendors must follow Health Code Regulations and it is their responsibility to be in compliance.
- B. All food vendors are responsible for the appropriate inspections by the State Health Department and must have the appropriate certification, permits and licenses.
- C. No smoking by the vendors will be permitted at the Market.

## VI. Vendor Booth & Setup

- A. It is highly recommended that vendors have a canopy or umbrella. Weighting of each vendor tent is required. 40 lb. weights attached to each corner of the tent or canopy are recommended. This is a significant safety consideration, as calm breezes can pick up canopies and carry them aloft, endangering the vendor and market-goers.
- B. Saturday set-up must be completed by 8:45 a.m. No vendor vehicles will be allowed in the pedestrian walkways after 8:30 a.m. Saturday Market opens at 9:00 am and closes at 1:00 pm
- C. Emergency Flashers are to be on at all times while vehicle is in the Market area.
- D. Vehicles are to be parked as close to your booth as possible and are ONLY allowed to remain for loading and unloading purposes. ALL VEHICLES are to be removed before set up begins and may not return until break down is completed after close of Market.

## VII. Location

- A. The Show Low Main Street Farmer's Market & Art Walk shall be located on Cooley Street between 9th and 11th Streets in Downtown Show Low, Arizona.

## VIII. Absences

- A. Vendors must notify the Market Manager at (928) 532-2680 by 12:00 pm the day prior to Market day if they will not be present. Two absences without notice will cause termination with no refunds.
- B. Vendors must notify Market Manager if they are going to be late or absent due to uncontrollable circumstances. **EMERGENCY contact for Diana North, Market Manager (480) 414-8210.**

## XI. Quality Standard and Liability

- A. All products and produce must be of acceptable quality; to be determined by the Market Team or Manager.
- B. Any prepared foods sold at the Market must be prepared in compliance with the Health Department Guidelines and have appropriate licensing and certificates on hand. **Randy (928) 532-6050 x5550 at the Navajo County Health Department to make sure you are in compliance.**
- C. Liability for all such products rest solely with the vendor producing and selling them. Vendors are not required to have general liability insurance; however, they will be required to sign a Release and Indemnity Agreement prior to set-up at the market.

## X. Upkeep

- A. All vendors are responsible for the upkeep of the general market area located near or in their booth area.
- B. All vendors must dispose of their own accumulated trash.
- C. Food vendors are responsible for bringing large trash receptacles to hold all of the possible trash that could be generated from their booth and for disposal of this trash.
- D. Dumpster disposal is not available to vendors on site.

## XI. Vendor Conduct

- A. **FOUL LANGUAGE, SMOKING, E-CIGARETTES, ALCOHOL AND DRUGS ARE PROHIBITED** at the Show Low Main Street Farmers Market & Art Walk.
- B. Any vendor smoking, including e-cigarettes, will be required to discontinue immediately. Repeat offenders will be banned from the Market and forfeit any prepaid vendor fees.
- C. Any vendor appearing to be under the influence of alcohol or drugs will be required to leave the premises immediately. Repeat offenders will be banned from the Market and forfeit any prepaid vendor fees.
- B. Obscene, violent, obnoxious or aggressive behavior is also cause for ban from the Market, forfeiture of prepaid vendor fees and potential prosecution.
- C. No loud music may be played at vendor booths, if it interferes with Market entertainment or disturbs other vendors and Market attendees, "hawking" (loud calling to promote a vendor's products) is prohibited.
- D. Any vendor may be suspended from selling by action of the Market Manager for failure to comply with the Rules and Regulations of the Show Low Main Street Farmers Market and Art Walk.

## Thank you to our 2019 Sponsors



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