

BHC Farmers Market Guidelines and Terms 2019/2020

IMPORTANT PLEASE READ

With your electronic signature on the application, you are admitting that you have read and understand the Bullhead City Farmers Market Guidelines, Rules and Procedures and that you agree to the terms and will abide by them.

GENERAL INFORMATION:

We have a yearly application profile update and new applicant registration starting mid-August for anyone interested in becoming or returning as a vendor.

****NEW this year, we have two separate applications; Markets in the Park and the Holiday Extravaganza. You will apply to them each separately.**

ALL returning food, craft, jewelry and local business vendors are required to have a valid BHC Business License at time of application submission to the Farmers Market. Direct Sales companies are exempt from this requirement as are NEW first time vendors.

It is your responsibility to obtain and maintain a business license. If you are not licensed at the time of submitting your application, your application will be considered non-active/incomplete until this requirement is met. Please add your license number under “licenses” to your yearly profile.

PICTURES of items you plan to sell or booth set-up must be submitted and uploaded into your application at the time you apply. If you need help, please contact tech support at info@managemymarket.com. Failure to send in a completed application will create a “hold” and your application will be incomplete until requirements are met.

Applying to our Market in the Park can be done at anytime after mid-August and the Holiday Market will begin accepting applications mid-October. Check the website for updates and details; <https://bullheadcityfarmersmarket.com/>

The Holiday Extravaganza, will be held inside and outside at our NEW location at the Anderson Auto Group Fieldhouse, 3663 Bullhead Parkway from 9AM- 3PM. If this is the only venue you want to apply to and you are not a licensed vendor, a temporary vendor license will be issued for \$25 and must be paid in full with your vendor fee before your

acceptance and space is assigned. You are not fully approved until pictures and licenses are posted and payment is made.

If you are selling food items, you must be registered and follow Cottage Law rules from the State of Arizona through The Mohave County Environmental Health Dept. If you have any questions please contact:

Charlene Jenkins
Mohave County Environmental Health Bullhead City
t: [\(928\) 758-0704](tel:9287580704)
e: charlene.jenkins@mohavecounty.us

Nancy Applebee REHS/R.S. Lake Havasu Office
t. [\(928\)-453-0712](tel:9284530712)
e: nancy.applebee@mohave.county.us

<http://www.azdhs.gov/preparedness/epidemiology-disease-control/food-safety-environmental-services/home-baked-confectionery-goods/index.php>

VENDOR FEES and BILLING INFORMATION:

VENDOR FEES for markets in the park begin at \$30 per space for farm items, baked goods, arts, crafts, jewelry and \$55 for local businesses and direct sales companies. Concession and food truck fees 35+ and based on vendor requirements.

The Holiday Extravaganza fees will begin at \$55 for foods, arts and crafts, jewelry and \$105 for businesses and direct sales companies. Food trucks will be determined depending on space requirements and Non-Profits with valid non-profit status (501c3,6,or 7) \$30.

****CHECK YOUR EMAIL! ALL INVOICES ARE TO BE PAID WITHIN 10 DAYS OF THE DATE LISTED AT THE TOP OF THE INVOICE. AFTER 10 DAYS, WITHOUT PAYMENT, YOU WILL BE CONSIDERED LATE AND NOT GRANTED A GRACE PERIOD. WE WILL THEN CHOOSE A VENDOR FROM OUR WAITLIST TO TAKE YOUR PLACE.**

THERE ARE NO RAIN CHECKS AND WE DO NOT GIVE REFUNDS UNDER ANY CIRCUMSTANCES.

WAITLISTED VENDOR PAYMENTS ARE DUE WITHIN 48 HRS OF RECEIPT.

PAYMENTS CANNOT BE MADE WITHOUT AN INVOICE. IF YOU DO NOT HAVE AN INVOICE, EMAIL US (bhcfarmersmarket@gmail.com) AND WE WILL SEND YOU ONE. YOU MUST HAVE A WORKING EMAIL.

OUR PREFERRED method of payment is by credit card following the *PayPal* link on your invoice to our account. **DO NOT** use your own *PayPal* account for this payment if you have one. Use the link located near the bottom of your invoice to complete your payment.

All other forms of payment can be made by mail, at the BHC Business Office, 2355 Trane Rd., BHC 86442 or by phone at 928-763-0110 or in person. Checks must be received by the date at the top of your invoice.

VENDOR GUIDELINES:

Community Park and Anderson Group Fieldhouse space layout is up to the Director and Coordinator. Your space location is not guaranteed.

Applying to the market does not guarantee your acceptance. If you are turned down for any reason, we will inform you through email.

Vendors who are full-time, who pay all at once for the entire year (not including The Holiday Extravaganza) or are a market sponsor, are considered first in assigning spaces.

Yearly payments do not guarantee you won't be moved. Sometimes this is necessary.

Ramada spaces are reserved for perishable items, full-time vendors and sponsors and are decided upon by the Director on a vendor to vendor basis.

We do our best to accommodate your space requests but the ultimate decision and vendor placement/acceptance is always at the discretion of the Director.

As organizers we try our best to accommodate you but, we may have to change spaces as the market dictates from time to time. Understand, NO spot is a bad spot or owned by you. **IF we need to move you, please honor our request without incident.** We know what we are doing.

Spaces will be assigned on Thursday, prior to the Saturday market. Most changes we make take place on Friday before the Saturday market. If your pre-assigned space has changed, you will be notified at check-in. Please **DO NOT CONTACT US** asking where your spot is located during market week. Refer to the map on Friday evening or wait until you arrive on Saturday.

Most of the spaces on the grass require (and a few under the ramada) an EZ-up. We will let you know if one is needed.

You are responsible for all booth setups. Please bring your own tables, chairs, table coverings and signage. We cannot supply you with setup items.

Limit the size of your canopy to 10' x 10' per space and properly weighted with at least 50# on each corner. If your canopy is larger, you will need to pay for an extra space.

You are responsible for securing tents and products. We are not responsible for any injuries or loss of product to you or our patrons, due to an improper set-up or through negligence on your part. Special attention is needed in windy weather.

DO NOT bring new products to the market to display on market day. Contact us through email at least 2 weeks in advance of market day for approval of said items. Post pictures of your new items to your online profile. You will be unable to sell anything that is NOT in your profile accompanied by pictures on market day.

To avoid the appearance of a flea market, please separate unrelated items with another table or presentation area. You may be required to purchase an additional space.

Product pricing must be displayed, spaces kept clean and professional looking. NO selling from boxes. Boxes are to be hidden underneath your table or kept neatly behind your booth.

****SOLICITATIONS BY YOU are not allowed outside your space. You may not walk around the park with fliers, tickets, game pieces, business cards etc. to hand out to customers or other vendors during sales hours. You may however, hand these to people at your booth. PLEASE stay in your selling area.**

****SELLING BEGINS NO EARLIER THAN 8:30AM EXCEPT TO FELLOW VENDORS OR DIRECTOR APPROVED.**

Breaking down early is not allowed. The Market closes at 1PM with the exception of the Holiday Extravaganza which closes at 3pm.

No dumping on site...HAUL IN, HAUL OUT

THERE IS TO BE NO SMOKING (E-Cigs) OR ANIMALS UP FRONT IN THE VENDOR BOOTHS. Smoking is ONLY allowed behind the bathrooms or in the parking areas. If you have a dog and want to bring him or her, they must be leashed and kept at the back of the booth.

NO vehicles are allowed to enter or leave the park between 8:15 AM and 1:00 PM

THIS IS A PRIVATE EVENT. ALL VENDORS and their booth occupants are required to check-in upon entering the park at the South entrance, unless previously discussed with the organizers. Limit your helpers to 2 or 3 people within the confines of your space. If you need special access or accommodations, arrange this with us in advance.

****No raffles, water or soft drink sales are allowed unless given permission by the Director.**

PARK CHECK-IN & MORNING VENDOR PARKING:

Check-in is between 6:15 am - 7:30 am and located on the South side of Community Park, 1251 Hwy 95. Vendor Parking is in the North Parking Lot by the dog park. Please follow the exit and entrance instructions. (Separate instructions and map will be available for the Holiday Market at Anderson Auto Group Fieldhouse.)

AT 6:15 AM, The Morning SOUTH VENDOR ENTRANCE IS ONLY ONE WAY. (At closing it becomes an EXIT.)

THE MORNING EXIT TO VENDOR PARKING is also one-way and located at the NORTH end of the BIG Ramada. Follow and drive between the orange cones to the EXIT unless otherwise instructed. (Refer to the map located on our website (when available).)

DRIVE SLOWLY and avoid driving over the sprinkler heads and valves.

NO ONE is allowed to bring a vehicle into the park after 8:15AM or before 1PM. If you need to leave early in case of an emergency, you will need to ask for assistance at the INFORMATION table, located under the the big Ramada. We will assist you.

Our DROP and GO policy is strictly enforced. NO setting up as you go...please. **DROP & GO**, park your vehicle in vendor parking area, then come back to your space to set-up. All vehicles must be out of the park at 8:15 AM unless prior permission has been obtained from the Director.

Promptly move your vehicles to the designated NORTH vendor parking lot. Please leave the closest parking spots available for our shoppers and make use of our complimentary golf carts if you need a lift. Handicapped Parking is available in both the North and South lots.

VENDOR RE-ADMITTANCE THROUGH NORTH ENTRANCES:

Our North VENDOR lot actually has two entry/exits which may be used to and from the vendor parking area. DO NOT park in the parking area between the park and Chamber of Commerce. You will not be permitted to re-enter at closing from there.

Please breakdown and pack up before getting your vehicle. This will allow adequate time for our patrons to leave the area.

ALL 3 ENTRY & EXIT POINTS MAY BE USED TO EXIT WHEN LEAVING. PLEASE CHOOSE THE CLOSEST AND LEAST CONGESTED TO MAKE YOUR EXIT FROM THE PARK AS YOU HEAD FOR HOME.

ADDITIONAL INFORMATION:

IF AN EMERGENCY ARISES and you cannot attend, please call the hotline 928-219-2333 and leave a voicemail message. A complete NO-SHOW is cause for loss of space for future markets.

****We do not issue refunds under any circumstances. The market is rain or shine.**

If you cannot attend and have a replacement person fill in for you, please give them a copy of this document so they are familiar with the information and general rules.

****We do not allow solicitations to our vendors and patrons from the public for any reason during market hours.**

ANY DISPUTES WITH MANAGEMENT will not be handled on market day. If you have a dispute, please contact us Monday after the market through our email: bhcfarmersmarket@gmail.com or get a comment card from the information table located under the big ramada and someone will contact you.

VENDOR DISPUTES are to be handled discreetly by the vendors involved. If you have difficulty in coming to an amicable resolution, only then will we get involved. Vendors who cause problems with other vendors will be asked to leave and will be escorted from the premises immediately.

PARK RANGERS, CITY EMPLOYEES and VOLUNTEERS are there to help you and maintain safety within the the park. Please show them courtesy. If you are asked by them to do something, please honor them without argument and give them the respect they deserve.

Together with you, we are looking forward to a fantastic season!!

Bonnie and Vanette

voicemail: 928-219-2333

website: <http://bullheadcityfarmersmarket.com>

email: bhcfarmersmarket@gmail.com

August 2019/20