

2025 Vendor Agreement, Rules, Hold Harmless

PERMITS/CERTIFICATES/LICENSES: Merchants are required to have all necessary permits and licensing in place. Merchants must obtain a City of Kingman Special Event Vendor Permit for \$11 per event. (there is no cost if you have a current City of Kingman business license). **DO NOT GO TO THE CITY CLERKS OFFICE.** Market Owner has the permit forms at the market for you to complete. Your City of Kingman Vendor Permit must be conspicuously posted at your booth space. Residential bakers are required to obtain BOTH a food handler's certificate and a Cottage License to be able to sell at Mohave Markets. Market Owner will review products at the market events to ensure Merchant is in compliance of the Arizona Cottage Law. Food Merchants selling other products such as dairy, meat, prepared foods are subject to State of Arizona and Mohave County Health codes requirements. These types of food Merchants will need a permit issued by Mohave County Health Department. If you do not have one, you can apply for a Temporary Food Service Application. For more information call the Kingman office at 928.757.0901. Please understand that you as a Merchant and/or Mohave Markets can be shut down for violations if inspectors of the County Health Department visit and find violations.

SET UP: Some Saturdays will be available for early set up between the hours of 2pm and 4:30pm. This will be announced in advance. Set up on the day of the event may begin as early as 7am. Merchant entry is through the double gates, to the right and around the back of the buildings. Each merchant space will be pre-assigned by the Market Owner. If your request is approved, a map of the building with your space assigned will be posted in the Mohave Markets Vendor Group on facebook and emailed to you. Merchants will not be permitted to exceed their designated space. The Market Owner or Assistant Manager will direct you to your space upon arrival.

CANOPIES/WEIGHTS (Outdoors only): Only straight leg canopy tents may be set up. Slant leg canopy tents are not allowed as tents are near each other. **WEIGHTS ARE REQUIRED when using canopy tents and must be no less than 50 lbs per leg.** If Merchant does not bring weights/forgot weights you will not be able to use your canopy tent. Canopy stakes into the ground are **NOT** permitted, and weights are still required.

Merchant may bring and use a battery or solar powered generator provided that is quiet. Gas powered generators emit fumes that are offensive to fellow merchants and visitors and must be set up at a distance. Electricity is available in specific areas outdoors. At this time, there is no Wi-Fi at the Fairgrounds. Merchant's space must appear inviting and professional. Any signs or banners must be professionally constructed, no handwritten material will be allowed. Cute tabletop signage/chalkboards with attractive handwriting is allowed. Merchant is required to bring their own canopies, weights, tables, chairs, table coverings, banners, printed materials. Tables 6' rectangular and chairs are available to rent. This is available in the portal to add. Overflow materials, bins, boxes should be stowed out of sight of the customer. If we have volunteers available, you may request their help and we ask that you give them a few dollars tip for their assistance to you.

BREAKDOWN/CLEANUP: The Market ends at 4pm. Merchants may begin breaking down at 3:45pm. Do not break down earlier unless announced by the Market Owner. Each merchant space must be completely clear of trash, zip ties, tape, beverage cans/bottles, etc. and must leave the park no later than 5:30pm. If you have empty boxes to discard, they must be broken down first before being disposed of, otherwise you will need to take them with you.

HOURS OF OPERATION: Merchants must remain on site from 9am to 4pm on the day of the event unless otherwise announced by Market Owner. Set up may begin no earlier than 7am on the day of the event unless announced prior. Merchants who are consistently late arriving and leaving early will not be invited to the market in the future.

BOOTH SHARING: Booth sharing is not allowed unless approved by Market Owner. All Merchants must purchase their own booth spaces and obtain their own business license or special event vendor permit.

PARKING: Free parking for vendors is available behind the buildings only. Vehicles may not be moved during market hours.

FIRST AID: A first aid kit is available at the Mohave Markets information booth to offer bandages for small injuries such as cuts and scrapes. Medication is not dispensed. Any illness or injury beyond this scope will require the Merchant be transported to a medical facility by the Merchant's associate or family member or via 911 ambulance. Market Owner is required to call 911 in the event of any medical condition that appears to be beyond that of a minor incident and especially if the condition is significant.

SECURITY: Security is not in place during market hours. All Merchants must occupy their space from 9am to 4pm on the day of the event. Leaving merchandise unattended is not recommended. Mohave Markets is not responsible for loss or damage to Merchant personnel or Merchant's personal property.

HOLD HARMLESS: By submitting this vendor request form, vendor agrees, understands and assumes all responsibility and liability for losses, damages, and claims resulting from any injury to persons, including, but not limited to, injuries to customers or agents of vendor, or damages to vendor's display, equipment, or other property brought onto the premises. Vendor shall indemnify, defend and hold harmless the City of Kingman, Mohave County, Mohave County Fairgrounds and/or RAMAK LLC dba Mohave Markets and or Ramak LLC dba Mohave Custom Creations, its respective agents, servants and employees from any and all such losses, damages, cause of actions, suits or claims arising out of the Merchant's negligence.

WEATHER: Market will be held rain or shine, including wind as the event is indoors.

CANCELLATIONS/REFUNDS: Merchant fees must be paid in full to hold space. Spaces are first come, first served. Credit Cards (VISA, MasterCard, American Express) may be used for payment in the Online portal. If an event is canceled by the Market Owner, your funds will either be reimbursed in full or may be applied to a future event. Vendor

cancellations must be submitted by email or in writing within 72 hours of the event date. Ex. If an event is on Sunday with set up starting at 7am and a merchant cancels before Thursday at 7am, booth fee will be refunded or applied to another market date. After 7am on Thursday, booth fee will not be refunded.

OTHER: Merchants may not distribute promotional flyers, etc. outside of Merchant's assigned space or play loud music. No beverage sales are allowed outside of food vendors.

Mohave Markets does not promise exclusivity. Mohave Markets reserves the right to refuse service to anyone.

The Market Owner reserves the right to have removed from the event, any person, persons or business dispensing food or merchandise that is not of high quality or has not been previously approved. Anyone who is violating any law or event regulation, or who is conducting himself/themselves in a manner which would be detrimental to the spirit of the event, will be asked to leave without a refund and will not be invited to future Mohave Markets events.

Contact: Mark or Jessica Bechtel– Market Owners vendors@mohavemarkets.com, 928.418.0625

Mark & Jessica Bechtel
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