

BHC Farmers Market Guidelines and Terms 2020/2021

IMPORTANT PLEASE READ

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

GENERAL INFORMATION:

We have a yearly application and profile update 6-8 weeks before our first market opening in October. Check the website for information.

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 a returning vendor and not licensed at the time of submitting your application, your application will be considered non-active/incomplete until this requirement is met. Please update your license number and expiration date under “licenses” in your profile.

PICTURES of items or booth set-up must be submitted and uploaded into your application at the time you apply. If you need tech help, please contact 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 can be done at anytime once the application is available on the website. Check the website for updates and details; <https://bullheadcityfarmersmarket.com/>

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:

Mohave County Environmental Health Bullhead City
t: [\(928\) 758-0704](tel:9287580704)

Nancy Applebee
t.(928)-453-0712
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 begin at \$30 per 10’x10’ space for farm produce, baked goods, arts, crafts, home, pet and jewelry items. Businesses and Direct Sales Companies begin @ \$55 per 10’x10’ space. Concession and food trucks begin at \$35 and are based on individual requirements. Non-profit organizations with proof of 501c3 status will be determined beginning @ \$25 per space.

The Holiday Extravaganza fees begin at \$55 for foods, arts and crafts, jewelry etc . Businesses and Direct Sales companies start at \$105 with location to be determined. Food truck fees are determined with knowledge of space requirements. Non-Profit organizations with valid non-profit status (501c3) also to be decided depending on vender needs. Only licensed vendors are able to attend the Holiday Extravaganza.

****CHECK YOUR EMAIL!**

INVOICES ARE TO BE PAID WITHIN 10 DAYS OF THE DATE LISTED AT THE TOP OF THE INVOICE. AFTER 10 DAYS, YOU WILL BE CONSIDERED LATE AND NOT GRANTED A GRACE PERIOD. WE WILL CHOOSE ANOTHER VENDOR FROM OUR WAITLIST TO TAKE YOUR PLACE.

****NO RAIN CHECKS, CREDITS OR REFUNDS UNDER ANY CIRCUMSTANCES.**

WAITLISTED VENDOR PAYMENTS ARE DUE WITHIN 48 HRS OF RECEIPT.

****PAYMENTS CANNOT BE MADE WITHOUT AN INVOICE. Please check your profile to see if your invoice is there under “accounts”. If you did not receive it, send an email to: bhcfarmersmarket@gmail.com) and let us know. We will resend it.**

***OUR PREFERRED method of payment is by credit card following the *PayPal* link on your invoice to OUR account. DO NOT use your personal *PayPal* account for this payment if you have one. Use the link located near the bottom of your invoice to complete your payment or follow the link in your profile under the “account” section to the *PayPal* link.**

Other forms of payment may be made by mail or in person at the BHC Business Office, 2355 Trane Rd., BHC 86442. Credit Cards may be taken over the phone at 928-763-0110. Checks must be received by the date at the top of your invoice.

****VENDOR GUIDELINES:**

Layout and vendor placement is up to the Director and Coordinator. Your space location is not guaranteed to be the same at each market.

Applying to the market does not guarantee your acceptance. If you are turned down for any reason, you will be will informed by email.

Ramada spaces are reserved for perishable items, full-time vendors and our sponsors. 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.

****Please bear with us during the pandemic. We are limiting the number of spaces available.**

As organizers we try our best to accommodate you but, we may have to change spaces as the market dictates. 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 Friday, prior to the Saturday market. Canopies may be required to shield you and your products from the sun. You will be informed of your space number/location when arriving on Saturday. We will assist you if necessary.

****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. Post pictures of your new items to your online profile for verification and approval. No products waiting for approval may be sold on market day.**

To avoid the appearance of a flea market, please separate unrelated items with another table or presentation area. You may 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 from your booth. PLEASE stay within your selling area.**

****SELLING IS PROHIBITED BEFORE 8:30AM**

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

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

**** NO SMOKING (E-Cigs) IS ALLOWED AT YOUR SPACE. Please step into the parking lots or behind the bathrooms if you feel the need.**

**** If you have a pet and want to bring him or her, they must be leashed and kept at the back of the booth and out of sight.**

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

****THIS IS A PRIVATE EVENT.** Vendors and their booth occupants, **MUST** 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 handicap 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. **THE VENDOR CHECK-IN ENTRANCE IS ONLY ONE WAY AND WILL BE BLOCKED OFF AT 8:15 AM. IF YOU ARRIVE AFTER THAT TIME, YOU WILL HAVE TO WALK YOUR PRODUCTS IN.**

AT 1: 15 PM THE VENDOR MORNING ENTRY BECOMES A ONE WAY EXIT POINT FOR VENDORS CLOSEST TO IT.

****THE MORNING EXIT TO VENDOR PARKING is located on the North side of the park and is one-way. Look for the orange cones and drive between them to get to the Vendor Parking Area avoiding any sprinkler heads and valves.**

****NO ONE is allowed to bring a vehicle into the park after 8:15 AM or before 1:15 PM. 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 55 big Ramada. We will assist you.**

****Our DROP and GO policy is strictly enforced. PLEASE DROP YOUR LOAD AND GO PARK, SETTING UP WHEN YOU RETURN TO YOUR ASSIGNED SPOT**

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****VENDOR RE-ADMITTANCE THROUGH NORTH ENTRANCES:**

****Our North VENDOR lot has two entry/exits. DO NOT park for the day in the south parking lot (morning entrance) between the park and Chamber of Commerce. You will not be permitted to re-enter with your vehicle through that gate at closing.**

****Please breakdown your tables and pack up before getting your vehicle. This will allow adequate time for our patrons to leave the area and minimize bottlenecks from too many vehicles in the park at once.**

****THERE ARE THREE EXIT POINTS USED WHEN LEAVING FOR THE DAY. PLEASE CHOOSE THE CLOSEST AND LEAST CONGESTED ROUTE TO MAKE YOUR FINAL EXIT. If you do not know where they are located, please ask.**

ADDITIONAL INFORMATION:

IF AN EMERGENCY ARISES and you cannot attend, please call the hotline at 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 or fellow vendors for any reason during market hours.**

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.

****SPECIAL COVID-19 UPDATE:**

*****During the pandemic we request that you follow CDC, Arizona State and City guidelines by wearing a mask, using hand sanitizer and keeping your space clean and sanitized. We strongly suggest YOU handle the items for your customers to eliminate any damage hand sanitizer may cause your items. We also request that YOU and your customers practice social distancing.**

****The Market may be cancelled on short notice until we are cleared of the pandemic.**

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

Bonnie and Vanette

Hotline voicemail: 928-219-2333

website: <http://bullheadcityfarmersmarket.com>

email: bhcfarmersmarket@gmail.com

09/01/2020

