



WELCOME MARKET VENDORS!

We're looking forward to another successful year of Saturday mornings on the Town Square. **Please read the participation guidelines to make sure you are eligible to participate in our market.**

The Farmers Market on the Town Square will begin Saturday, July 9th and continue each Saturday through September 24th, 2011. The market begins at 8:00 am. Plan to arrive one hour early. If you are scheduled to be at the market but are running a little late, call John Bickner at 307-413-2190 before 7:15 a.m.

All vendors must be off the Town Square no later than noon. The official end of the market is 11:30 a.m. You may continue to conduct sales as long as you are off the square by noon. We realize this "rolling finish" may create some confusion with your customers but feel that the positives (selling for longer) outweigh the negatives.

If you run out of product before the end of the market, please place a "sold out" sign on your table and stay until closing. If you're serving samples, you must have a container of running water (not a bucket) to wash your hands. Extra trash bags and a broom for clean up are advised. **There is no fee to participate in the JH Farmers Market on the Town Square**; however, all vendors must contribute 10% of their gross sales to the non-profit of the week. A market representative will collect your market report and contribution at the end of each market. Donations will be made to the non-profits at the end of the season.

A Health Department Application must be filled out and approved if you are selling baked or other prepared foods.

Please have your weekly sales forms and the 10% contribution ready no later than 12:00 noon. Please bring your form to our booth at the antler arch on the corner of Broadway and Center Street.

When you arrive at the market to set up, please check in with a board member for a booth. See you at the Market!!

Farmers Market on the Square Board of Directors

Vendor Outreach and Application Submission:

Farmer's Market on the Square
P.O. Box 3167; Jackson, WY 83001
(307) 413 6323 or sadekd@gmail.com

www.jacksonholefarmersmarket.org

MISSION STATEMENT:

The JH Farmers Market on the Town Square is a community event bringing locals, visitors, farmers and other producers together on the Town Square for the purposes of interacting in an informal setting, providing a vibrant, competitive market beneficial to buyers and sellers, supporting local growers, vendors, non-profits and artists.

MARKET PRINCIPLES & DEFINITIONS:

Home Area: The “home” area of the J.H. Farmers Market are Jackson Hole, Teton and Star Valleys.

Neighboring Area: Neighboring areas are towns and communities within a 150 mile radius of Jackson Hole.

Out-of-Area: Any area farther than 150 miles from Jackson Hole. (Exception: All of Wyoming is considered “Neighboring Area”.

Full Market: As the J.H. Farmers Market on the Town Square continues to grow, available space may become a limit on the number of vendors. As full capacity is approached, priority will be given first to home area vendors, then neighboring vendors, and out-of-area vendors as space allows.

Local Produce: A primary purpose of the J.H. Farmers Market on the Town Square is to “facilitate and promote the sale of locally and regionally grown produce”.

Competition and Consumer Choice: The Market is committed to providing a wide variety of choices and a competitive environment for consumers.

Sourcing: Farmers and vendors who sell produce at the Market must: a. Have produced the items being sold themselves; or, b. Be able to provide upon request a direct farmer source for all items being sold including name, farm location, and a contact number.

MARKET RULES:

1. Plan to arrive 60 minutes prior to the market. Be set up and ready to sell by market time, 8:00am. Tear down may commence at the end of market, no earlier than 11:30am. If you are scheduled to be at the market but are running a little late, call John Bickner at 307-413-2190 before 7:15 a.m.
2. Applicants are responsible for their own tables, chairs and backdrops and are subject to Committee Approval. Space must be kept clean and manned during event hours. Noise and unsightly work will not be tolerated.
3. You must remove trash. Bring a broom to clean your area during and/or after market. Area MUST be left clean at the close of the event, or you will be assessed a \$50.00 cleanup fee.
4. You may only sell what has been approved prior to market. A new item must be submitted in writing to the Market Manager and approved prior to selling it. The Board may request farmer sourcing information including farm source, farmer name, farm location, and a contact number if, at the Board's discretion, it has reason to believe that farm items are not directly sourced from a farmer.
5. Be prepared with change. The Farmers Market Booth will not be able to break down large bills for you.
6. Market displays are to be on a small scale with no use of vehicles (parked off site) unless specifically approved the Board. Awnings or umbrellas are highly recommended due to sun/heat or rain. Be prepared for variable weather. An anchor system (water bags, etc...) is recommended to hold down your tent in case of high winds.

7. Vendors may only display claims that their products are organically or biodynamically raised if they have been certified through a reputable third party certifier (eg. USDA, Demeter).
8. In the spirit of friendly commerce, prices for products must be displayed, either on a board or on the products themselves.
9. Any scales used in the market must have a current valid inspection seal from Weights and Measures
10. **Fees:** All vendors are required to pay 10% of their gross receipts to the Farmers Market Committee by 12:00 Noon the day of the sale. (All proceeds from the event will be given to the non-profit market sponsors). Checks should be made out to the Farmers Market on the Square.
11. **The Farmers Market on the Square Committee reserves the right to:**
 - Refuse applicant participation in the event of non-compliance
 - Terminate participation without cause.
12. The Farmers Market on the Square Committee shall not discriminate based on race, creed, color, religion, or national origin.
13. These rules are to help ensure we have a smooth market with as few problems as possible. Your compliance and cooperation will help to ensure a successful market.

APPLICATION GUIDELINES:

All products and vendors must submit an application which will be reviewed and approved at the board's sole discretion. Following are a series of guidelines for prospective vendors at the farmers market.

Home area vendors: All produce, bakers, perishables, and other small, scale prepared food vendors. Subject to more review: Long life, locally manufactured food products. Non-edible natural or farm products.

Neighboring areas: As above but review may take into account whether home area vendors are satisfying market niche.

Out-of-Area: As above but approval on a case-by-case basis. Products that directly compete with home area and neighboring area vendors may be restricted at the Board's discretion.



2011 VENDOR APPLICATION

VENDOR INFORMATION:

Business Name _____ Contact Person _____
Social Security # _____ Fed ID# _____
Wyoming Sales Tax # _____
Address _____ City _____
State _____ Zip _____ Office Phone _____ Home Phone _____
Fax _____ Cell _____ Email _____

MARKET INFORMATION:

Detailed Description of the items you will sell. (Include varieties) i.e. Granny Smith apples - Attach current certification if selling certified organic product. Feel free to elaborate on back of application if necessary.

PLEASE SELECT MARKET DATES YOU WILL ATTEND:

JULY : 9th 16th 23th 30th

AUGUST : 6st 13th 20th 27nd

SEPTEMBER : 3th 10th 17th 24th

BOOTH DISPLAY SIZE:

Applicants are responsible for their own tables, chairs, signage and backdrops.

8 feet 10 feet 15 feet 20 feet other:

HOLD HARMLESS AGREEMENT:

In consideration of acceptance of this application, the undersigned (if the undersigned is a group, each and every member of the undersigned participating in Farmers Market on the Town Square Event.)

Hereby release(s) and forever discharge(s) and hereby grant to indemnify and hold harmless the Farmers Market on the Square and its sponsors or cosponsors, committees, etc. and each and every one of their officers, directors, members, managers, agents, and employees of and from:

- Any and all loss, claim of loss, liability of damage arising out of any personal injury or property damage occurring to the applicant (or any individual of which the applicant is comprised)
- Personal injury or property damage occurring to any third person or entity arising out of, directly or indirectly, the participation of the applicant.

Assumes all risks incurred and agrees to pay for any and all attorney fees including those of the Farmers Market on the Square and its sponsors or co-sponsors, committees, etc.

Agrees to be in compliance with all the rules and regulations and abide by all current laws, ordinances and statutes of the Town of Jackson and the state of Wyoming as currently exist or as may be amended in the future.

Please Note: Prior written approval by the Farmers Market Committee is required before you can operate as a Vendor in the Farmers Market on the Town Square. The under signed represents the person(s) of which the Applicant I comprised:

Company Name: _____

Printed Name: _____

Signature: _____ Date: _____

**PLEASE PRINT ENTIRE APPLICATION, INITIAL EACH PAGE,
SIGN SIGNATURE PAGE AND RETURN TO:**

Farmers Market on the Square
PO Box 3167
Jackson, Wyoming 83001