

River City Farmers Market Vendor Contract 2023: Updated January 2023

1. Members of the River City Farmers Market (RCFM) are to park/ set up only in the specified area as designated by the President/Board of Directors.
2. The annual (January – December) renewable membership is \$150.00 payable by April 1, 2023. A \$25 fee will be added to payments made after April 1, 2023. No fees will be prorated. Membership fee includes a 12' wide x 10' deep outside space or spacing assigned at the discretion of the President/Board of Directors. Electricity is not available.
 - a. A limited, temporary setup is available for \$20 per week. This is available as space is available to agricultural members only. This fee cannot be used toward the annual membership fee and temporary vendors do not have voting privileges. Temporary vendors are subject to all regular market rules.
 - b. Promotional spaces available at a rate of \$75 per year, or \$10 per week, for 4H and FFA students. Student Market members must be present at the Market each week to sell their product.
 - c. Vendors requiring trailers must fill out the trailer application to be considered for acceptance by the Board of Directors.
3. Additional spaces may be purchased for \$150.00 each if available and approved by the Board of Directors, not to exceed 2 spaces.
4. Vendor spaces will be assigned first come, first serve.
 - a. Vehicle parking begins at 3rd Street and fills to 2nd Street or at the discretion of the President/Board of Directors. The street must be full before we begin filling the overflow parking lot.
 - b. For safety, vendors may not begin parking until the “road-closed” signs are up.
 - c. Once parked vehicles must remain parked the entire duration of the market. No vehicles in motion during market hours; no exceptions.
5. 2023 Market Dates: All Saturdays Nov. – Feb., 9 am–12pm (noon) & Mar.–Oct., 8:00 am–12pm (noon)
6. **All items to be sold must be HANDMADE, HOMEMADE, or HOMEGROWN by a member.**
 - a. All new products/vendors shall be subject to a jury. The jury shall be appointed by the President and shall be made up of at least 3 RCFM members.
 - b. Out of season, regional produce may be sold until RCFM vendors have their homegrown produce available at the market. This produce must be labeled as such.
 - c. All agricultural vendors current and future may be subject to an inspection.
7. Product prices must be clearly labeled.
8. The President/Board of Directors will determine quality; suggest price, and appropriate display. Radical price cutting of the top quality produce is prohibited. Poor quality or over ripe produce must be labeled as such and can be sold for a discounted price.
9. RCFM members must remove unsold produce and clean up their allotted space before leaving the market. Members must respect all market sites, leaving them clean and neat after the market. No graffiti or other markings of the market areas shall be allowed.
10. RCFM members must comply with the laws, ordinances, regulations and labeling requirements of all government agencies. Copies of all licensing must be submitted with vendor contract.
 - a. Each vendor is responsible for his/ her own product/ food safety.
11. All vendors MUST show respect to all other vendors and customers. If there is a problem with a vendor, customer or product it shall be reported to the President/Board of Directors.
12. No dogs allowed by vendors, with exception of service animals.
13. The President/Board of Directors shall enforce RCFM rules. Penalties of the RCFM rules are as follows: **1st violation – written warning, 2nd violation – suspension of RCFM membership**
Decisions of the President/Board of Directors are final. No refunds, nor exceptions. An expelled member can reinstate twelve (12) months from the date of infraction by receiving a 2/3 vote at a special meeting duly called and convened by the Board of Directors
 - a. If the Board of Directors feels a member/vendor is acting violently or inappropriately, said member may be asked to leave immediately without refund nor exception.
14. The RCFM Rules are subject to change or be amended at the January RCFM meeting or at a special meeting duly called and convened by the Board of Directors.

I have read, understand and agree to abide by all the above RCFM Rules.

Applicant's signature

_____/_____/2023

Please see back

River City Farmer's Market
2023 Contact Information Form

Enrollment: \$ _____ Membership Fee (1/1/2023 – 12/31/2023)

Payment Cash _____

Check # _____ (*Payable to River City Farmer's Market*)

\$150 received on or before 3/31/23 \$175 received on or after 4/1/23

Weekly Member; Ag Only, \$20 weekly

Student Member; Full Time, \$75 annually

Student Member; Weekly, \$10 weekly

Please print the following information:

Contact Person: _____

Farm/Business Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ E-mail (Print Clearly): _____

Trailer Application Requested

Business Facebook: _____

Business Instagram: _____

Other: _____

List all items you plan to sell. (Remember: All items must be **Handmade, Homemade** or **Homegrown** by a member):

Check here if you want to be listed in the River City Farmer's Market directory and digitally on www.therivercityfarmersmarket.com. This will include business name, contact person, primary phone number and type of items for sale. This information may be given to customers and other vendors wishing to contact you.

Please attach copies of licensing for sale of meats, eggs and/or non-cottage industry baked goods and foods. For questions or concerns contact Amber Peck at (740) 434-8058.

River City Farmer's Market
2023 Trailer Application Form

A limited number of trailer spaces are available at the River City Farmers Market. These spaces will be assigned based on need, trailer window/door orientation, and availability. Previously assigned trailer space renewals as well as vendor membership seniority will be taken into consideration when assigning spaces.

1. A \$50 trailer fee will be required in addition to the River City Farmers Market annual membership fee for all approved trailer applications. All fees are due before set up.
 - a. Trailers smaller than 16ft. may park on the street or in a parking lot space, but must be unhooked from vehicle and properly set up to avoid movement. There will be no additional fee in this instance.
 - b. Unhooked trailers larger than 16ft. will be required to pay for two regular vendor spaces at a cost of \$300 (\$150 each).

Submitting this application DOES NOT GUARENTEE YOU WILL BE APPROVED/ASSIGNED A TRAILER SPACE. You will be contacted via email with a final decision on your application, as well as space assignment should your application be approved.

Please print the following information:

Contact Person: _____

Farm/Business Name: _____

Size of Trailer: _____ft. Window/Door Orientation (circle one): Driver Side / Passenger Side / Back / Any

Preference of type of trailer space you would like to apply for (does not guarantee this is what you will be offered/assigned if approved):

- Drive Way Trailer Space
- Parking Lot Trailer Space
- On-street/parking lot, unhooked from vehicle, less than 16ft.
- On-street, unhooked from vehicle, greater than 16ft.

Phone: _____ E-mail (Print Clearly): _____

Please list what you will be selling from the trailer and why you require a trailer for your goods:
