

BHC Farmers Market - 2018/2019

IMPORTANT PLEASE READ

GENERAL INFORMATION:

We have a yearly application and profile update every August.

Please go to www.managemymarket.com and use your email and password from your original application to update your information or apply to become a vendor. You may also go to our webpage: www.bullheadcityfarmersmarket.com click “vendor log in” or “vendor application”.

To avoid excess overlap, if adding something new/different to your store, please add items to your profile. You won't be able to sell something we don't know about in the future without a listing of it.

ALL vendors are required to have a valid email address and phone number to participate in FM. Please check your email often. This is how we communicate with you.

ALL returning food, craft, jewelry and local business vendors are required to have a valid BHC Business License. Direct Sales companies are exempt from this requirement. It is your responsibility to obtain and maintain a business license. First time vendors are also exempt from this requirement, however, to be a repeat vendor, you will need to obtain a license.

Licenses are obtainable at City Hall, 2255 Trane Rd. Temporary permits will be available for \$20 for single use for special events only.

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:

Nicole Nelson, RS

Environmental Health Specialist I
Mohave County Environmental Health
t: [\(928\) 758-0704](tel:9287580704)
e: nicole.nelson@mohavecounty.us

VENDOR FEES and BILLING INFORMATION

VENDOR FEES begin at \$25 per space for farm items, baked goods, arts, crafts, jewelry and \$50 for local businesses and direct sales companies. Concession fees begin at \$30 The Holiday Extravaganza fees will begin at \$50 for food, arts and crafts, jewelry and \$100 for businesses and direct sales companies. You will receive a \$25 yearly discount if pre-paying for all 6 markets including the Holiday.

IF YOU CHOOSE TO BE INVOICED SEPARATELY EACH MONTH, YOU ARE REQUIRED TO PAY INVOICES WITHIN 10 DAYS. AFTER 10 DAYS, A \$10 LATE FEE WILL AUTOMATICALLY BE APPLIED TO YOUR INVOICE. IF YOUR ACCOUNT GOES UNPAID 14 DAYS, WE WILL REFER TO OUR WAITLIST AND YOU WILL FORFEIT YOUR SPOT TO ANOTHER VENDOR.

SEASONAL AND YEARLY PLANS ARE DUE AT THE TIME OF INVOICING AND DUE WITHIN 10 DAYS OF RECEIPT. WE DO NOT GIVE REFUNDS UNDER ANY CIRCUMSTANCES.

WAITLISTED VENDOR PAYMENTS ARE DUE AT THE TIME OF INVOICING.

PAYMENTS CANNOT BE MADE WITHOUT AN INVOICE. IF YOU DO NOT HAVE AN INVOICE, EMAIL US AND WE WILL SEND YOU ONE.

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 if you have one. Use our link which is located and highlighted in blue/green near the bottom of your invoice. 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.

VENDOR spaces are not guaranteed. Vendors who pay all at once for the entire year, those having seniority and who are grandfathered in, or are a market sponsor, are considered first.

We do our best to accommodate requests and occasionally we may have to re-assign spots if conditions of the park are not ideal. Part-time, returning, vendors requesting a specific space must be pre-paid for all months of interest to be considered. Ramada spaces are decided on a vendor to vendor basis. Final decisions and vendor placement is always at the discretion of the Director.

SET-UP and RULES

We try to honor requests for certain spaces. However, as organizers we try our best to accommodate you but we may have to change them as the market dictates. Understand, NO spot is a bad spot or owned by you.

Spaces will be assigned on Thursday, prior to the Saturday market. Sometimes we need to change things up depending on the condition of the park on Friday. If your pre-assigned spot has changed, you will be notified at check-in. Some market days may not have an online map and you will be notified of your placement when you arrive at check-in.

Most spaces on the grass and a few under the ramada need an EZ-up. Please limit the size to 10' x 10' per space

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. If you need special access or accommodations, please arrange this ahead of time with the organizers.

Check-in is between 6:15 am - 7:30 am and located on the South side of Community Park. Separate instructions will be given for our Indoor Holiday Extravaganza.

Morning VENDOR ENTRANCE and EXIT is one-way. THE EXIT and VENDOR PARKING is at the NORTH end of the Park. Follow and drive between the orange cones to exit which is located and the North side of the big Ramada. (Refer to the map located on our website (when available).

DRIVE SLOWLY and avoid driving over the sprinkler heads.

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.

ALL tents are to be no larger than 10' x10' and properly weighted down with at least 50# on all 4 corners. If your canopy is larger, you will need to pay for an extra space. Vendors 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 negligence.**

Our DROP and GO policy is strictly enforced. NO setting up as you go...please. A 15-20 minute maximum unload time is all that is allowed to make room for other vendor vehicles. 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 vendor parking areas. Please leave the closest parking spots available for our shoppers and make use of our complimentary golf carts if you need a lift.

Breaking down early is not allowed. The Market closes at 1PM with the exception of the Holiday Extravaganza (check the schedule on our website www.bullheadcityfarmersmarket.com

Closing time is 1PM. There is to be no lining up of vehicles in the South parking area to re-enter the park before closing. This will be strictly enforced. IT creates a traffic jam. Please wait until we are closed to retrieve your vehicle to allow our patrons to get to their cars safely. Habitual offenders lining up will be removed from any further markets without refunds!

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

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. We are much too busy on market day to take a look at your new items.

BRING your own tables, chairs, table coverings and signage. A fee will apply if you need to borrow equipment on market day, if available.

Please limit the number of people manning your booth to two if possible.

Product pricing must be displayed, spaces kept clean and professional looking.

SELLING begins no earlier than 8:30am.

There is to be **NO** selling out of boxes or crates. 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 allowed behind the bathrooms or in the parking area. If you have a dog and want to bring him or her, they must be leashed and kept at the back of the booth.

Vendors are not allowed to solicit other vendors or patrons outside of their immediate space or by walking around the park. Selling must be confined to your immediate area.

THIS IS A PRIVATE EVENT, WE RESERVE THE RIGHT TO NOT ALLOW SIGNATURE GATHERING FOR ANY REASON. Also we do not allow solicitations to our vendors and patrons from the public for any reason during market hours.

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 give refunds under any circumstances. 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.

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

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: www.bullheadcityfarmersmarket.com

email: bhcfarmersmarket@gmail.com

