

## **IMPORTANT PLEASE READ**

### **BHC Farmers Market Rules and Set-up Information**

**We have a yearly application and profile update every August 1.**

**If you've been with us before, return to [www.managemymarket.com](http://www.managemymarket.com) and use your email and password from your original application to update your information. You may also go to our webpage: [www.bullheadcityfarmersmarket.com](http://www.bullheadcityfarmersmarket.com) click “vendor log in”.**

**To avoid too much overlap, if you wish to add something new/different to your store, please email us and include pictures if necessary to get permission before adding them to your profile.**

**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 vendors are required to have a valid BHC Business License. It is your responsibility to obtain and maintain one. First time vendors are exempt from this requirement, however, to be a repeat vendor, you need to get one. Licenses are obtainable at City Hall, 2255 Trane Rd. Temporary permits will be available for \$20 for a single use at special events only.**

**ALL vendors are to check-in upon entering the park. Check-in is between 6:30 am - 7:30 am and located on the south side of Community Park. The EXIT is different and located on the West side of the ramada between the orange cones. Refer to the map located on our website. DRIVE SLOWLY PLEASE! (Separate instructions will be given for Indoor Holiday Extravaganza.)**

**ALL tents must be weighted down with at least 50# on all 4 corners. Vendors are responsible for securing pop-ups and products. We are not responsible for any injuries or loss of product to you or our patrons due to an improper set-up.**

**DROP and GO policy strictly enforced by the park ranger, no setting up as you go. A 15 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 you have permission from the director to park on site.**

**Promptly move your vehicles to the designated vendor parking areas. Please leave the closest parking spots available for our shoppers and let us use the golf cart give you a ride.**

**NO early breakdowns, please. The Market closes at either 1pm or 3 pm (check the schedule on our website [www.bullheadcityfarmersmarket.com](http://www.bullheadcityfarmersmarket.com)) The lining up of vehicles in the parking area to re-enter before closing is discouraged. Please wait until we are closed to retrieve your vehicle.**

**DO NOT bring new products to the market to display that day. Contact us through email at least a week before to get approval. We are much too busy on market day to take a look at them.**

**BRING your own tables, chairs, table coverings and signage. Product pricing must be displayed and spaces should be kept clean and tidy looking professional.**

**SELLING begins no earlier than 8:30am.**

**NO selling out of boxes or crates. No dumping on site...HAUL IN, HAUL OUT**

**VENDOR FEES begin at \$25 for foods, arts and crafts and \$50 for businesses except for the Holiday Extravaganza. Booth spaces for this indoor event begin at \$50 for food, arts and crafts and \$100 for businesses.**

**We give a discount of \$25 if pre-paying for all 6 markets, Holiday included.**

**MONTHLY, BILLED VENDORS ARE REQUIRED TO PAY INVOICES WITHIN 10 DAYS. AFTER 10 DAYS, A \$10 LATE FEE WILL BE APPLIED. AFTER 14 DAYS WE WILL REFER TO OUR WAITLIST AND YOU COULD POSSIBLY FORFEIT YOUR SPOT TO ANOTHER VENDOR.**

**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. **DO NOT** go through your own *PayPal* account if you have one. Use our link which is located and highlighted near the bottom of your invoice. All other forms of payment are to be made at the BHC Business Office, 2355 Trane Rd., BHC 86442 or by phone at 928-763-0110.

**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.**

**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.**

**VENDOR SPACES** are not permanent. We try to honor requests but you don't "own" your space. As organizers we may have to change your spot as the market dictates. Understand, NO spot is a bad spot. Yearly, pre-paid, grandfathered, full-time vendors and sponsors will be considered first, followed by part-time and occasional vendors, then waitlisted vendors.

Spaces will be assigned mid-week prior to the market. You may check your spot by clicking "map" on our website on Thursday afternoon before the Saturday market day. If your pre-assigned spot has changed, you will be notified at check-in. Some market events do not have an online map and you will be notified of your placement at check-in.

**VENDORS need an EZ-UP, tent or canopy unless otherwise indicated**

**DISPUTES WITH MANAGEMENT** will be handled privately and not on market day. If you have a dispute, please contact us in writing and email to [bhcfarmersmarket@gmail.com](mailto:bhcfarmersmarket@gmail.com) or get a comment card from the information desk located under the ramada. A volunteer will contact you. **VENDOR DISPUTES** are to be handled discreetly and by you. 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](http://www.bullheadcityfarmersmarket.com)**

**email: [bhcfarmersmarket@gmail.com](mailto:bhcfarmersmarket@gmail.com)**

