

# **2018 Richmond Harvest Market Application**

Please review the following information before completing the application for The Harvest Market at Rockhill. Contact Pete Schropp at 258-1278 with any questions that you may have regarding this information (or send email to [pschropp@rockhillcheese.com](mailto:pschropp@rockhillcheese.com)). The Market is held at Rockhill Creamery, a farmstead cheese producer in Richmond (located at 563 South State), on Saturdays beginning June 2<sup>nd</sup> through September 29<sup>th</sup> (shorter or longer if the weather cooperates) from 10 am to 1 pm.

## **Grower/Producer**

To be a Grower at the Market, you must comply with the following Guidelines:

- All produce must be grown in the Intermountain West and includes the following types of product:
  - 1. Raw Agricultural Products**

Fruits, vegetables, grains, flowers, bedding plants, potted plants, and bulbs. Bedding plants and potted plants must be grown from seed, plug cutting, bulbs, or bare root.
  - 2. Value-Added Agricultural Products**

These products are admitted only by Market management approval and include cheese, oils, vinegars, eggs, honey, jams, jellies, and Cottage Kitchen products. The vendor must make all value-added products predominantly of material grown or gathered by the vendor. The products must all be inspected and tested or permitted by the Utah Department of Agriculture.
  - 3. Meats**

The vendor must raise the animals to be considered a grower. We prefer an emphasis on natural, grass fed or organic meats. Products must be inspected by the USDA and approved by the Market Management.
- A representative of the farm where the produce is grown must be present.
- No wholesaling or reselling of any product is permitted.
- You must provide the name and number of your county Extension agent.

## **Craft Vendor (limited number accepted – this is primarily a farmers market)**

To be a Craft Vendor at the Market, you must comply with the following craft guidelines:

- Craft item must be handmade and of original, unique work or design by the seller or family member.
- Only craft items listed on your application may be sold at the market. If you wish to sell something different during the course of the summer, the Market Committee must first approve the new items.

## **Acceptable Craft Products**

All items must be original quilts and other handmade textiles, photography, paintings, sketches, handmade bath products, herbal products, garden art, furniture, pottery, candles, botanical and floral products, abused metal work, wrought iron garden art, and crafts made from agricultural materials.

## ***Prepared Food Vendor***

Food that is prepared on site is regulated by the Bear River Health Department. Vendors must be compliant and licensed to participate in the Market. Call 435-787-4930 for info. Food that is prepared and packaged off site is regulated by the Department of Agriculture. Call 385-538-7159 for info.

Food vendors that remain in good standing at the Market are invited to return the following year. We try to limit the number of food vendors so that we can offer a variety of products to the customers and profits to the food vendor. For these reasons, it can be difficult to get a spot in the Market. We place an emphasis on unique and healthy offerings.

## ***Cottage Kitchen Vendor***

The Utah Department of Agriculture and Food (UDAF) regulates Cottage Kitchen permits. Cottage Kitchen vendors are allowed to sell their products directly to the consumer but they must be packaged and labeled according to state law and not for immediate consumption. Please provide a copy of your permit with this application. Please note that jams, jellies, honey, bread, etc. are required to have a Cottage Kitchen Permit; if you do not live in Utah, you will not be able to sell these through the market.

## **General Market Policies**

The Harvest Market provides vendors an avenue for sales and visitors a chance to buy some great local fare. Your participation is critical to all of our events, and the efforts you take in preparing for each one of our events is greatly appreciated. If you have any special needs, please let us know and we will try to accommodate your needs and requests to the best of our ability. The following lists our general policies, which are subject to change at any time. We will try to regularly update via email provided in the application.

## **Registration**

- a. Reserved space vendors must submit an application by the deadline to secure their spaces. The deadline is May 31st.
- b. Upon acceptance, you will be billed for your reserved booth fees. Payment is expected the first day of the market. In case of financial hardship, please contact the Market manager to set up a payment plan for your dues.
- c. Vendors can register for a full season, half season, or day stall. If you register and pay for a full or half season, you are assigned a specific spot for the year. Vendors under 12 years old will be charged \$1 per day; all others will be charged according to the fees below. Day stalls will be assigned a spot on a first-come basis until spaces are filled. Completed application is required.
- d. Market Fees:

	<b>Under 12 yrs old</b>	<b>Grower/Craft</b>	<b>Cottage Kitchen</b>
<b>Full Season (20 wk)</b>	NA	\$50 (\$2.50/day)	\$50 (\$2.50/day)
<b>Half Season (10 wk)</b>	NA	\$30 (\$3/day)	\$30 (\$3/day)
<b>Day of</b>	\$1	\$5	\$5

Prepared food or Cottage Food vendors, please contact Pete (435-258-1278) first.

Fees are used for advertising/promotion and to help with insurance.

## Booth/Table Spaces

The Market assigns spaces for the season based on seniority, attendance at the Market, the amount and type of products, and the special needs of the vendor. We try to keep vendors in the same spot from year to year, but this isn't always possible.

Please contact the Market Manager ([pschropp@rockhillcheese.com](mailto:pschropp@rockhillcheese.com)) before the Market opens if you would like to request a new spot. You can also do this in writing with your application.

Booth space is 10'X10' and can be reserved for the whole season. If you wish to reserve a space for a specific number of days, you will be guaranteed a spot but not necessarily the same spot for the days you have paid for. Day-of stalls are limited and will be assigned by management on a first-come basis. The small day table spaces are also very limited in number and will be assigned on a first-come basis.

Vendors are responsible for providing their own equipment (table & chairs). If using a canopy for shade, do not stake it. Instead, use a weight system to secure the canopy.

It is our experience that booth presentation is key to sales. Prices should be clearly posted, produce should be displayed in an organized and visually appealing fashion, and a sign showing your business name and location should be visible.

Market hours are 10 am to 1 pm. Unloading and setup for vendors begins at 9:00 am. **Vendors must be in place and have vehicles removed from the Market area by 9:45 am.** The Market Manager or Market Staff has the right and will assign a 'reserved' member's space to another vendor if the 'reserved' member has not arrived by 9:30 am. Vendors are expected to stay for the duration of the Market day.

When you fill out this application, you are indicating a start date for your attendance at the Market. If this date changes, please notify the Market Manager to update the status (435) 258-1278 or [pschropp@rockhillcheese.com](mailto:pschropp@rockhillcheese.com).

Vendors, please notify the Market Manager by noon on Friday if you will not be attending the Saturday Market. This can be done by phone or email. Repeated absences may result in forfeiture of booth space.

Each booth space is allowed 1 vehicle in the park strip along the east side of State Street. Please respect this rule and park vehicles (facing east) as far north or south as possible (signs will indicate northernmost parking) to leave more space for our customers. Please use great caution when moving vehicles – no trailers allowed up drive without permission. After 9:30 am, items are to be brought in only by cart, wheelbarrow or wagon.

Market members should respect one another's space and right to sell their products without intrusion. As the harvest season arrives and the Market swells, we are all often cramped for space.

Vendors are responsible for their own and their customer's garbage.

Only limited restroom facilities are available, so please plan accordingly.

Market staff has the authority to move and reassign vendor spots to enhance or facilitate market operations.

## Summary

Vendors may not sell any items not approved or shown in their Market application. Market Staff reserves the right to ask vendors to remove products.

Vendors are responsible for complying with all applicable state and local laws, regulations, and requirements. Please review the UDAF guidelines for outdoor markets at <http://ag.utah.gov/documents/OutdoorMarketRequirements.pdf> for more information. If you give people taste tests, you **must** have a food event permit from Bear River Health Department.

Prices must be posted for all items sold at your booth. The individual vendors will determine the prices for all products sold, but we request that vendors maintain fair retail market pricing. Neither Richmond City nor Rockhill Creamery and its owners, nor any other party, will make any warranty on sold or purchased goods. All prices should be clearly marked.

Selling produce by the pound is not allowed. Prices must be by the bunch or count. The Utah Department Agriculture and Food requires a licensed and inspected scale to sell anything by the pound.

We encourage vendors and customers to use reusable bags or other alternatives.

Any vendor that the Market staff feels is not complying with the Market rules may be asked to leave. The vendor may petition The Harvest Market Steering Committee for re-admittance.

Market Management will provide temporary sales tax permits to vendors who need one (crafts, cottage kitchen producers, prepared food vendors). No sales tax is collected for fresh produce.

Thank you for your participation in the Richmond Harvest Market at Rockhill!

Market Committee: Cheryl Peck  
Pete Schropp  
Larry McCormick