



2011 Farmers Market Application

3003 N. THANKSGIVING WAY
LEHI, UTAH 84043
PHONE: (801) 407-8151
FAX: (801) 766-5050
vhuebsch@thanksgivingpoint.com

New Applicant Returning Vendor

Company Name: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Cell #: _____ Fax Number: _____

E-mail Address: _____ Company Website: _____

Please circle planned attendance: August 5th August 12th August 19th August 26th
 September 2nd September 9th September 16th September 23rd September 30th

CLASS OF VENDOR

Grower/Producer Vendor

Booth Rental: \$140 if received before July 1, 2011; \$160 if received after July 1, 2011

1 Day Rental: \$20 (non-reserved space, based on availability)

Produce, vegetables, fruit, honey, grains, herbs, meat, eggs, cheese, milk, bedding plants, house plants, and cut flowers.

Produce offered _____

Food Vendor

Booth Rental: 20% of sales made each week. *This money should be turned in at the conclusion of each Farmers Market at the Thanksgiving Point Information Table.* Market Staff will not come to your booth to collect funds. Failure to turn in funds for each week will jeopardize participation in the Farmers Market. This category is for vendors who plan to sell any pre-made food, processed food, bread, jams, beverages, soups, or ready-to-eat items.

Food items to sell _____

Handmade Arts and Crafts Vendor

Booth Rental: \$240 if received before July 1, 2011; \$270 if received after July 1, 2011

1 Day Rental: \$30 (non-reserved space, based on availability)

Handmade crafts, soaps, candles, handmade originals, paper products, art, sculptures, and paintings.

*A photograph of your work will need to be submitted along with your application. Photos will not be returned.

Products offered _____

BOOTH RENTAL

With each 10' x 10' booth rental, Thanksgiving Point will provide the following:

Marketing of the Farmers Market

Display Benches and Tables are available for an extra \$10 each per week, with 48 hours advance notice.

Table: Yes No Display bench: Yes No

Please specify your electrical needs (if any): _____

PRODUCE & FOOD REGULATIONS AND REQUIREMENTS

- Each vendor who sells food in any form must be registered by UDAF or the local health department as stated in the Food Establishment Registration Rule R70-540. Local health departments permit vendors whose food is intended for immediate consumption and is not in pre-package form.
- Vendors are required to have a thermometer to verify that equipment is operating at correct temperatures or if using ice, food is maintained at 41 degrees or less.
- Each vendor **must display a copy of their permit** at their booth that is conspicuous to consumers.
- Vendors who grow their own unprocessed fruits and vegetables will be exempt from registration by UDAF.
 - They shall not cut, process, prepare, package produce or offer other prepackaged food products for sale.
- **Sampling:** Sampling on site of any food is an activity that may be regulated by local health departments.
- **Potentially Hazardous Food:** This means a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation.
 - Foods requiring refrigeration shall be maintained at 41 degrees or less.
 - Eggs shall be maintained at 45 degrees or less.
 - Some examples of PHF are meat, fish, cheese, salsas, hummus, juice, yogurt, prepackaged processed produce, cut melons and any prepackaged food that indicates on the label to “keep refrigerated”. This is not an all-inclusive list but only a few examples that may be observed at our market.
- **Refrigerated Food:** Temperature control is best achieved by mechanical refrigeration, however if ice is used as a refrigerant the following requirements shall be met:
 - Storage of open food products in contact with ice is prohibited
 - Packaged foods that are subject to the entry of water because of nature of packaging, wrapping, or container, cannot be stored in contact with water.
 - Some examples of PHF are meat, fish, cheese, salsas, hummus, juice, yogurt, prepackaged processed produce, cut melons and any prepackaged food that indicates on the label to “keep refrigerated”. This is not an all-inclusive list but only a few examples that may be observed at our market.
 - If ice is the principle means of refrigeration, it must be done in such a way so that ice is constantly draining (into a proper area or container, not onto the ground).
 - Vendors are required to have a thermometer to verify that equipment is operating at correct temperatures or if using ice, food is maintained at 41 degrees or less.
- **Enforcement:**
 - Unregistered vendor:
The vendor will be required to voluntarily destroy the affected food or remove the food from the market for suspicion of adulteration and or misbranding.
 - Food found out of temperature:
The vendor will be required to voluntarily the affected food or remove the food from the market.

** It is the policy of the Utah Department of Agriculture and Food to seek voluntary compliance. However, if voluntary compliance is not obtained, additional regulatory action may be deemed necessary. Violations of agriculture laws and rules are punishable, either criminally as a class B misdemeanor, by citation of up to \$500.00, or civil penalties of up to \$5,000.00 per occurrence.

ACCEPTANCE

There will be a **\$25 extra charge** each time you have signed up for a date and do not show up. Call and inform the Farmers Market Manager 24 hours in advance if you are unable to participate to avoid an extra charge. For this purpose you are required to provide your card information.

Name on Card _____

Credit Card Type _____

Credit Card # _____

Exp. Date _____

- I understand that I will be responsible to obtain necessary permits from the **Utah County Health Department or Utah Department of Agriculture and Food** and turn a copy of the permit with application as well as display at booth.

I have read and understand the information enclosed within this application as well as the Policies and Procedures. My signature below indicates that I agree to abide by the policies and procedures of the Thanksgiving Point Farmers Market. By failing to comply with the policies and procedures, I understand that I may jeopardize my participation with the Farmers Market in the future.

Signature: _____ Date _____



Thanksgiving Point Farmers Market 2011 Policies and Procedures

Hours of Operation

- Dates: August 5th – September 30th, Every Friday
- Location: Water Tower Plaza
- Hours: 3 PM - 7 PM
 - All booths must be staffed during hours of operation for the Farmer's Market. Early exits need to be arranged with Event Manager.

Market Attendance

- Your application must be received by the **Tuesday** before the day of the event to be eligible to participate.
- In order to be assigned a permanent space at the Market, *you must commit to attend at least 6 weeks out of the 8 weeks of the market.* Priority is given to those that commit to attend a 6 week minimum.
- If you cannot commit to the 6 week minimum, you are welcome to participate on a week to week basis. There will be a limited amount of spaces that will be available on a first come, first served basis.

Set-Up Procedures

Set-up Hours: 1:30 PM - 2:30 PM on the day of the event.

- Vendors will forfeit booth space if they do not arrive before 2:30 PM. Please contact Market Manager by the Tuesday before the day of the event if you cannot attend.
- Vendors can choose to use the loading zone next to the curb and quickly unload their product. **No vehicles will be allowed on the Water Tower Plaza.**
- Vendors are responsible to bring their own loading /unloading equipment.
- All tents/canopies must be secured to the ground with water barrels or something to weigh down the structure. No stakes are allowed.
- Vendors should have their own bags or boxes for customers who have purchased items.
- **All booths should be set up and ready for the public by 2:45 PM.**

Take-Down Procedures

Take-Down Hours: 7 PM- 8 PM

- Early tear down is not permitted. (Please make arrangements with Event Manager if your product is exhausted.)
- Vendors who do not staff their booth during all hours of the Farmers Market jeopardize participation in the future.
- Vendors are responsible for cleanup of their booth space. Any additional charges that are incurred by the Farmers Market as a result of your vending (grease, food stains, etc.) will be the responsibility of the vendor.

Vendor Parking

- To make parking more accessible for guests of the Farmers Market and Thanksgiving Point, vendors are required to park in the south parking lot located south of the Deli & Restaurant building.

Permits/Licensing

- Vendors are responsible for all licensing and permits required by law to sell or promote their product. Food Vendors are required to have a Food Handlers Permit to participate in the Farmers Market. A copy of this permit must be submitted with the application.

Etiquette Policy

- Alcohol distribution and consumption by vendors is prohibited. Vendors that show signs of intoxication will be asked to leave the grounds.
- Babies requiring care and attention are prohibited at vendor booths.

Electrical Services

- If you require electricity for your booth, please submit this request with your application.
- All other electrical needs must be requested at least 48 hours prior to the date requested. All vendors should bring their own electrical cords. Thanksgiving Point will not provide electrical cords.

On-Site Security

- Despite arrangements made by Thanksgiving Point to provide security protection for vendor properties, Thanksgiving Point is not financially liable for losses or damages of any kind.

Offering Samples

Offering samples is permitted and encouraged during the Farmers Market.

Please use the following precautions as you offer these samples:

- Keep samples in clean, covered containers.
- Vendors should wear hairnets or hats while distributing food samples.
- Use toothpicks or disposable utensils to distribute the samples.
- Dispose of pits, peels, food waste and rubbish in leak proof garbage canisters.
- Use clean, disposable plastic gloves when cutting produce for samples.
- Wash and clean produce.
- Utensils and cutting surfaces must be cleaned and sanitized.
- Vendors will be responsible for cleaning up after themselves.

Product Quality

- Items to be sold must be approved by the Thanksgiving Point Farmers Market Committee. If at any time during the market we find products unacceptable, you will be asked to remove these items from your booth.

Displays/Signage

- All displays must be approved by the Farmer's Market Committee.
- If you grow produce organically, please sign your booth accordingly.
- All signs should be typed or professionally made. No handwritten signs permitted.

Selling of Products

All prices, terms of sale, etc. are between buyer and seller only. Vendors may not sell any items not approved or shown in their market application. Market staff has the right to ask vendor to remove any unapproved items from their booth. Any required sales tax collections and remittances are the sole responsibility of the seller. Seller assumes full liability for the products they market or sell and hereby agree to hold Thanksgiving Point harmless against any claim of injury, or damage by any buyer, seller, or other persons resulting from the use, consumption, disposition, display, or marketing of seller's products. Coca-Cola is the sole provider of beverages on property; therefore all beverages sold at the Farmers Market must be in the Coca-Cola beverage family.

Non-Discrimination

Thanksgiving Point and its Farmers Market committee welcome all regardless of race, creed, color, sex, religion, sexual orientation, age, nationality or marital status.

Special Events & Entertainment

To enhance the market and to provide added value for our customers, Thanksgiving Point will seek to schedule various forms of entertainment, activities, and outreach organizations throughout the market.

Indemnification

Thanksgiving Point is not responsible for any injury, theft, or damage to either the buyer or seller, or their property arising out of or pertaining to preparation for or participation in the Farmers Market; whether such injury, theft or damage occurred prior, during, or after the Farmers Market. Seller further agrees to indemnify and hold Thanksgiving Point harmless of any claims for such injury, theft, or damage.

Thanksgiving Point Farmers Market Admissions

Growers/producers are welcome to join the market at any time during the market, while food vendors and arts and craft vendors are limited to availability based on number of attendees in their respective vendor category, and acceptance by the committee.

Craft vendors/earth sustaining products are admitted to the market after review. All crafts must be hand made by the vendor. Craft vendors will then be admitted with a limit on the number of similar products.

Food vendors will be admitted based on the type of product needed at the Farmers Market. We will look at the different types of food being offered and determine what types will enhance the market and be the most attractive to our customers.

*When admitting vendors, preference is given to vendors that have supported the market in the past. These vendors have supported the market in past years and have proven that they are willing to attend the market, pay their fees, and be supportive of the policies and procedures. These vendors are admitted first during the application process. Once these vendors have been admitted, the remaining spaces are assigned to new vendors. We reserve the right to refuse admittance to any vendor that we feel does not meet the eligibility requirements.