



2014 MARKET INFORMATION

Thank you for considering participating in the Jackson Hole Farmers Market on the Town Square! We are looking forward to another busy and successful season this year welcoming 40 new and many returning vendors in 2014. There are a few additions to this season's requirements for the vendor participation, so please carefully review the following to be current with all vendor policies.

The Jackson Hole Farmers Market on Town Square will begin Saturday, July 5th and continue each Saturday through September 20th, 2014 closing with the Community Fall Festival. The market opens at 8:00AM and closes at 12:00PM. The Town of Jackson has granted the Farmers Market an additional 30 minutes after close to properly clean up. Given this additional clean-up time frame, market volunteers will remind those who continue to sell after the closing time of 12:00PM to cease selling and begin clean up. This will help facilitate timely vendor exiting and proper cleanup of the Town Square.

For the 2014 market season, we are requiring that all vendors provide their own (1) 15 gallon trash receptacle and heavy duty trash bags and dispose of all waste. Extra effort from all participants will greatly aid in preserving the town square as in as immaculate condition for all to enjoy after the Saturday Market.

All vendors must contribute 10% of their gross sales to the non-profit of the week. A market representative will distribute your assigned envelope at the beginning of each market and upon close at Noon, will walk around to collect the provided market report along with your monetary contribution. The total seasons' contributions will be presented to each non-profit at the last Saturday Market on September 20th, 2014, called the Community Fall Festival.

A Teton County Health Department application must be filled out and approved by Teton County if you are selling baked or other prepared foods.

Vendor Application Deadline: 5:00pm May 31st, 2014

Vendor Outreach and Application Submission Jackson Hole Farmers Market
on Town Square
P.O. Box 3167, Jackson, WY 83001
Sadek Darwiche, JHFM Board of Directors President Telephone: (307) 413-6323
E-mail: jhfmts@gmail.com
Website: www.jacksonholefarmersmarket.com

SPECIAL EVENT DATES

Please note the following dates that may affect particular vendor positions near the town square:

September 6th, 2014 10:00AM

Old Bill's Fun Run

Deloney & Center St. around the town square will be closed for Old Bill's Non-Profits.

September 13th 9:00AM

Fall Arts Festival Quick Draw Auction

Deloney St. will be closed. Vendor booths will extend down N. Center Street.

September 20th 8:00AM-2:00PM

Community Fall Festival, the final Saturday Market

The total collected vendor contributions will be presented equally to all participating non-profits; No contributions will be collected from vendors this day. Market extends 2 hours and hot food vendors will prepare a special lunch option.



MISSION STATEMENT

The Jackson Hole Farmers Market on Town Square is a weekly communal event bringing locals, visitors, farmers and other fresh food vendors together on the Jackson Town Square that supports our local culture and economy.

MARKET PRINCIPLES & DEFINITIONS

Home Area: The “home” area of the Jackson Hole Farmers Market on Town Square includes Jackson Hole, Wyoming and Teton Valley and Star Valley in Idaho.

Neighboring Area: Neighboring areas are towns and communities within a 150 mile radius of Jackson Hole.

Out-of-Area: Any area farther than 150 miles from Jackson Hole. (Exception: All of Wyoming is considered “Neighboring Area”.)

Full Market: The Jackson Hole Farmers Market on Town Square continues to grow and space is limited. Priority will be given first to home area vendors, then neighboring vendors and out-of-area vendors as space allows. Vendors who commit to all 12 markets receive preferential consideration.

Local Produce: A primary purpose of The Jackson Hole Farmers Market on Town Square is to facilitate and promote the sale of locally and regionally grown produce that benefits that local environment and economy.

Competition and Consumer Choice: The Jackson Hole Farmers Market on Town Square is committed to providing a wide variety of choices and vendor product diversity for patrons.

VENDOR REQUIREMENTS

1. FEES:

- > All vendors are required to pay 10% of their weekly market gross receipts to the Farmers Market Committee by 12:00 PM Noon the day of the market. All proceeds from the event will be given to the weekly non-profits in a special presentation at the final market at the Community Fall Festival on September 20th, 2014.
- > All vendors selected for the 2014 market season must submit a \$25.00 processing and handling fee in the form of cash or check to The Jackson Hole Farmers Market on Town Square (JHFM). This fee is to provide JHFM volunteers with the funds needed to administer and process all vendor applications, related inquiries and business costs borne by the JHFM. This fee is due by the first market on July 5th, 2014.

2. All 2014 participating vendors are required to provide their own (1) 15 gallon trash receptacle and **heavy duty** trash bags.
3. Plan to arrive 60 minutes prior to the market start to allow ample time to set up and be ready to sell at 8:00AM. If you happen to be running a little late, please call Market President Sadek Darwiche at: (307) 413-6323 before 7:15 a.m. This will enable us to accommodate you entering the square and direct unloading.
4. Tear down may begin at the end of market, no earlier than 12:00 PM. If you run out of product before the end of the market, please place a “sold out” sign on your table and kindly wait until close at 12:00PM. Your cooperation will help the ease of exiting for all vendors and equipment.
5. If you are serving samples, you must have a container of running water (not a bucket) to wash your hands. This is in accordance of the Teton County Health Department regulations.



6. Applicants are responsible for their own tables, chairs and backdrops and are subject to JHFM approval. Space must be kept clean and staffed during market hours.
7. Vendors may only sell food products included in their 2014 vendor application. Any new items, if not included in the originally submitted application, please notify a market representative before sales are to be conducted. The JHFM Board may request farmer sourcing information including farm source, farmer name, farm location, and a contact number if, at the JHFM Board's discretion, it has reason to believe that farm items are not directly sourced from a farmer.

As a reminder, The JHFM on the Town Square is reserved to food items only.

No arts & crafts or other non-food merchandise may be sold at the Jackson Hole Farmers Market.

8. Vendors must be prepared to make change for their customers. The JHFM booth will not be able to break down large bills or provide change.
9. Booth displays are to be small in scale relative to total booth or tent size. Awnings or umbrellas are highly recommended due to sun/heat or rain. Be prepared for variable weather. An anchor system (water bags, etc.) is recommended to hold down booth tents in common case of high winds.
10. No use of vehicles or trailers-unless specifically approved by the JHFM Board so as to ease congestion on the town square.
11. Vendors may only display claims that their products are organically or biodynamically raised if they have been certified through a standard third party certifier (e.g. USDA, Demeter).
12. Prices for products must be displayed either on a board or on the products themselves.
13. Any scales used in the market must have a current valid inspection seal from Weights and Measures.
14. All vendors must commit to the dates selected on their submitted application or may become at risk of losing their opportunity to participate in future markets. If you are unable to attend on a particular date, we ask that you contact a market representative as soon as possible so we may accommodate another vendor to fill your space at that time.
15. The Jackson Hole Farmers Market on Town Square Board reserves the right to:
 - > Deny vendor participation in the event of vendor non-compliance with market requirements.
 - > Terminate vendor participation if vendor becomes non-compliant with market rules and requirements

*Thank you in advance for your consideration working with the Jackson Hole Farmers Market on Town Square.
Your compliance and cooperation help make JHFM a successful event for all to enjoy!*

You may find more information on the Jackson Hole Farmers Market at our website:

www.jacksonholefarmersmarket.com

The Best



Of Jackson Hole

2014 VENDOR APPLICATION

VENDOR INFORMATION

Business Name: _____

Contact Person: _____

Social Security #: _____

Federal Tax ID# _____

Wyoming Sales Tax #: _____

Address: _____

City: _____

State: _____

Zip: _____

Mobile Phone: _____

Office Phone: _____

Home Phone: _____

Fax: _____

Email: _____

Website: _____

PRODUCT INFORMATION

Please provide a detailed description of the items you will sell. Please also include varieties of each item, i.e. Granny Smith apples:

Attach current certification if selling certified organic product. Feel free to elaborate if necessary:

MARKET ATTENDANCE

Please select market dates you will attend:

- July 5
- July 12
- July 19
- July 26
- August 2
- August 9
- August 16
- August 23
- *September 6 - **Old Bill's Fun Run- town square closed (Market vendors move to Center St. north of town square)*
- *September 13 - **Quick Draw- Deloney St. closed (Deloney St. vendors will extend north on Center St.)*
- *September 20 - **Community Fall Festival (vendors asked to extend sales to 2pm)*

BOOTH DISPLAY SIZE

Please selected desired booth size, including space for vendor's 15 gallon trash can, tables, and chairs. Other desired size for committee approval, as space is limited:

8 feet 10 feet 15 feet 20 feet other: _____

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HOLD HARMLESS AGREEMENT

In consideration of acceptance of this application, the undersigned (if the undersigned is a group, each and every member of the undersigned participating in Farmers Market on the Town Square Event.)

Hereby release(s) and forever discharge(s) and hereby grant to indemnify and hold harmless the Farmers Market on the Square and its sponsors or cosponsors, committees, etc. and each and every one of their officers, directors, members, managers, agents, and employees of and from:

- Any and all loss, claim of loss, liability of damage arising out of any personal injury or property damage occurring to the applicant (or any individual of which the applicant is comprised)
- Personal injury or property damage occurring to any third person or entity arising out of, directly or indirectly, the participation of the applicant.
- Assumes all risks incurred and agrees to pay for any and all attorney fees including those of the Farmers Market on the Square and its sponsors or co-sponsors, committees, etc.
- Agrees to be in compliance with all the rules and regulations and abide by all current laws, ordinances and statutes of the Town of Jackson and the state of Wyoming as currently exist or as may be amended in the future.
- Please Note: Prior written approval by the Farmers Market Committee is required before you can operate as a Vendor in the Jackson Hole Farmer’s Market on the Town Square. The under signed represents the person(s) of which the Applicant I comprised:

Company Name: _____

Printed Name: _____

Signature: Date: _____

You’re almost done!

After completing the application in legible text (typed is preferred):

1. PRINT ALL PAGES of APPLICATION
2. INITIAL EACH PAGE
3. SIGN SIGNATURE PAGE
4. SUBMIT TO either one of the (2) inboxes:

a. printed copy via USPS:

Jackson Hole Farmers Market on Town Square
P.O. Box 3167
Jackson, Wyoming 83001

b. scanned copy via email: jhfmts@gmail.com

Thank you for your consideration to participate in the Jackson Hole Farmers Market on Town Square this season!

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