

Rules of the Gilbert Farmers Market

No: 2.4 Revised August 2015

Proper & Up to Date Licenses/Permits: All Vendors must have their appropriate licenses at the market. All Vendors must have up to date Licenses/Permits & Insurance at all times.

Product Approval: Any product which was not approved during the Vendors Application Process must be pre-approved by the Market Coordinators *via email* before it can be sold at the GFM. Any product found being sold at the market which was not approved will be required to be removed from the Vendors booth. If an issue continues with a Vendor, a warning will be issued.

- Growers/Farmers can only sell items which have been grown/produced on their own property/farm. All other produce/product has to be pre-approved by the Market Coordinators *via email*.

Schedule: The GFM schedule runs quarterly. All Vendors must submit the online *GFM Schedule Form* to secure a booth space for the quarter.

- A *2 week notice is required* to make any changes to a Vendors schedule. If a Vendor does not provide a 2 week notice they will lose the pre-paid booth fee.

- If a Vendor does a "No Show" when they are scheduled they will lose the pre-paid booth fee and receive a warning.

Arrival Time: Arrival Time must be no later than 15 minutes before market opens. All Vendors must be FULLY SET UP by Market Opening Time. Vendor vehicles must be out of the "Market Area" 15 minutes before market opens. Arriving late to the market will result in a warning.

Booth Set Up: All Vendors must have a 10x10 Tent. All Vendors must have a minimum of 10 lbs on every leg of the tent (*Approved Weights Only*). All Tables must have a Table cloth. No Vendor is allowed to have animals at their booth. Tent must be a true 10x10 with straight legs.

Smoking at Market: The GFM is a "Smoke Free Zone". Any Vendor that smokes will need to leave the Market Area to a safe distance has to not disturb other Vendors or Customers.

Breakdown: Vendors shall not breakdown their booth before market closes. Vendors shall not breakdown even if they sell out. Vendors shall not move their vehicle into the "Market Area" until 15 minutes after the market as closed. Breaking down early will result in a warning.

Payment: The GFM is a "Flat Fee" market and fees vary depending on booth location. All Vendors must be pre-paid, for the weekends they are scheduled to attend, no later than the last Saturday of the month (for example: February's booth fees are due on the last Saturday of January). Failure to do so will result in losing your booth space for at least one market and up until booth fee is pre-paid.

Refund Policy: Any Vendor who is pre-paid and no longer wishes to participate at the GFM must email the Market Coordinators 2 weeks before their last participating market. Any fees remaining will be refunded via check to the address on file, on the 1st of the following month.

Market Violations & Warnings: If any of the above rules are broken a Vendor will receive a warning. Vendors who have received 3 warnings will no longer be allowed to sell at the GFM.

Market Guidelines: The GFM Coordinators will determine and have the right to change the following at any time: market location, hours of operation, fees to be paid, right to relocate a Vendors booth, and the right to suspend or remove a Vendor from the market.