

Rules of the Gilbert Farmers Market
No: 2.5 Revised August 2018

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.

- Farmers/Growers 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 e-mail.

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 20 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. Vendors must drive slowly in the market area, if a vendor is driving unsafe they will receive a warning.

Booth Set Up:

All Vendors must have a 10x10 Tent. All Vendors must have a minimum of 25lbs on every leg of the tent (actual tent weights, not cement blocks or dumbbells). 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 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 or at Market Coordinators discretion. Breaking down early will result in a warning. Vendors must drive slowly in the market area, if a vendor is driving unsafe they will receive a warning.

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Annual Vendor Approval Form and Fee:

Vendors are required to re-submit a Vendor Approval once a year to verify their information and products being sold at market. With this Annual Approval is a Annual Fee which is non-refundable.

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 e-mail 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.

Vendor/Customer Complaints:

If the Market Coordinator receives complaints from Vendors and/or Customers regarding misconduct, inappropriate behavior or rudeness. It is up to the Market Coordinator to either warn, suspend, or remove the Vendor in question. The GFM is Family Friendly Event, adults need to be adults.

Music at Market:

Unless you have a Public Performance License (PPL), music is not allowed to be played at the Gilbert Farmers Market.

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 Coordinator 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.