
Bountiful Farmers Market



Rules and Regulations

Thank you for your interest in the 2024 Bountiful Farmers Market (BFM)!

Location: Bountiful Town Square

Address: 75 East 200 South Bountiful, Utah

Dates: Every Thursday June 20 - October 17

(excluding July 4 for Independence Day)

Hours: 4pm - 8 pm

1. Product Policies and Guidelines

a. Farm Products

- i. Farmers must be certified through UDAF and the USDA to mark produce as organic.
- ii. Farmers are referred to [producesafety.utah.gov](https://www.producesafety.utah.gov) for information and support on safe food handling for Farmers Markets, as well as a helpful resource.

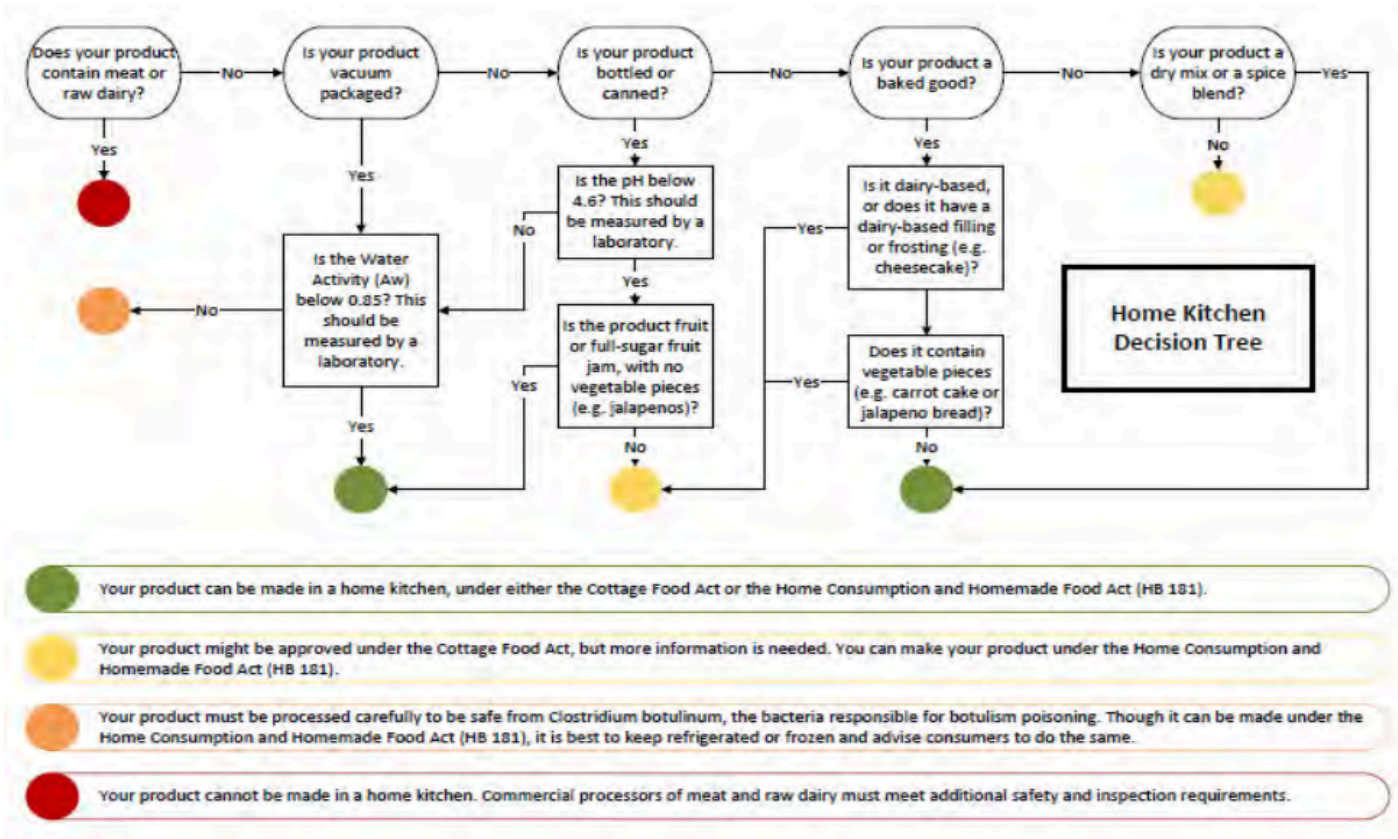
b. Processed Goods

- i. The Market accepts certain value-added items which are grown and/or made by the vendor such as baked goods, preserves, salsa, juice concentrates etc. All processed foods must be labeled with the product

name, ingredients, net weight, price, vendor's name, and address. Vendors must meet State and Davis County Health requirements for food handling and processing.

- ii. If you have specific questions about which you fall under to comply with, you may contact the Utah Department of Food & Agriculture with questions.

Home Food Business decision tree



c. Prepared Foods

- i. Prior to selling at the Market, all prepared food vendors must show appropriate Department of Health certification to the Market Manager. Permits must be displayed in public view during Market hours. All prepared food processor trucks & trailers must comply with applicable Health Department Regulations.

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- ii. If you have any questions about obtaining a Food Handlers Permit for a Farmers Market, please call the Davis County Health Department 801-525-5120.

d. Hand Crafted Items

All craft products should be handcrafted in Utah State by the vendor and approved by the Market Manager Team. Product selection will be based on quality, originality, and compatibility with the existing market mix.

e. Non-Profits

Non-profits must provide proof of non-profit status. Non-profits are allowed on-site one market day, on a space available basis, and as determined by the Market Manager. Nonprofit booths are limited to one stall space. Non-profits are not allowed to give away or sell items that may conflict with other vendor sales. Any products a non-profit wishes to give away must be pre-approved by the Market Manger Team.

2. Vendor Selection

- a. Vendors are selected annually by the Market Managers. Agricultural products will be given priority over other product categories or crafts. Selection will be based on quality, originality, and compatibility with the existing market mix, as well as with vendor performance. No vendor has a guaranteed return right from season to season. The Market generally does not offer exclusive rights to vendors to sell any one product. However, if the Bountiful Farmers Market believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry. All selected vendors must complete a vendor application each season prior to selling at the Market. Appropriate applications, Health Department permits and pre-paid fees must be resolved prior to the Vendor's booth opening.
- b. You must be 18 years or older to apply. However, a limited number of youth vendors are accepted, but must be supervised by an adult.
- c. The Bountiful Farmers Market does not allow the following vendors to sell at the Market, unless said vendor falls within an 'Exception' as determined by the Market Managers. In all cases, these items are restricted because the products are either not produced, processed, or created in Utah State by the vendor; or funding, marketing, or other assistance given to vendors comes from a source separate from the vendor. However, vendors who are not allowed to sell may be allowed to sponsor market events/activities, as long as they are not selling or taking orders to sell.
 - i. No commercial or imported items at the Market; (limited exceptions)
 - ii. No franchises: Those who have entered into an agreement or received a license to sell a company's products and/or use a company's packaging,

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- logo, ingredients, and/or marketing tools under that license or any franchise agreement;
 - iii. No non-owner operated businesses: Only those businesses that are operated and controlled by their Utah-based owners are permitted
 - iv. No out-of-state processing: All processed products sold at Bountiful FarmersMarkets must be processed within Utah, or, as authorized by market managers.
 - v. No promotional vendors (unless part of a Market sponsorship). Please contact the managers at bntffarmersmarket@gmail.com if you are interested in becoming a sponsor.
 - vi. No massage chairs

3. Fees & Payment

a. Fee Schedule

- i. All fees must be paid upfront in full prior to the vendor's first market Thursday.
- ii. Space is not confirmed until payment is complete.
- iii. **There are no refunds.**
- iv. If you need to change dates, you must give written notice a minimum of 72 hours before market Thursday (Monday 1pm) to extend your paid space to a future date and use your vendor profile to manage date changes. Written notice via email or vendor online platform "change date". Managers will assign you a new date to attend, as space allows.

b. Fees

i. Weekly Fees:

1. \$15 per week - Fresh Fruits & Vegetables Farmer
2. \$20 per week - Merchandise / Crafts / Other
3. \$25 per week - Food Items
4. \$25 per week - Food Truck
5. \$17 per week - Table Space only (no canopy, limited amount available)
6. \$15 per week for non-profits (on a space available basis and manager approved).

c. Cancellations

- i. Vendors who cannot attend on a Market day must submit written notice (via online vendor platform or via email) to the Market Manager 72 hours before Market day / 1pm Monday prior to Market Thursday).
- ii. If written notice is given, vendor may apply the balance of their pre-paid stall fees toward a future Market date. If written notice is not given by 1pm

on the Monday before the Market day, stall fees will not be applied to future Market dates. (Limited exceptions)

- iii. **Two (2) no-shows will result in loss of assigned space privileges or be fined \$50, as determined by Market Managers.**

d. Force Majeure

If Market Thursday is prevented, delayed or otherwise hindered by any act not within the control of the City such as fire, earthquake, flood, actions of the elements, explosion, riots, strikes, pandemic, and emergency orders of the state or federal government, the stall fees shall be credited toward a future Market date or refunded, as determined by Market Managers.

4. License, Permits and Taxes

a. Business License

- i. If you are a Bountiful resident with a business outside of just the Farmers Market events, you should have a Business License. Depending on your business, it is most likely that getting a business license will have no fee and be a smooth process. Find that information and application on the Bountiful website homepage, under Business > Applications. Contact the Bountiful City Planning Department if you have any questions.
- ii. If you already have a State or City business license, be prepared to share the number with Market Managers.

b. Permits and Taxes

- i. Vendors are responsible for obtaining all necessary permits, inspections (food, agricultural & plants), and paying their own taxes.
- ii. You will be required to keep track of your sales and pay sales tax to the Utah Tax Commission by the end of the season. The temporary “Special Event Sales Tax License” will be given to every vendor except farmers (who are exempt from the State Sales Tax) by Market Managers.

c. Liability

- i. The Bountiful Farmers Market is not responsible for any loss or damage incurred or caused by Vendor.

5. Set-Up and Takedown

a. Schedule

- i. Prior to setting up, all vendors must check in with a Market Manager. Vendors may begin setting up at 2 pm. Vendors should unload promptly and then move vehicles off-site before setting up their stall (except farmers who are assigned on the street & remain with their truck at their space). Vendors may be asked to move their car prior to finishing unloading if the farmer arrives where the vendor parked the car to unload.

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- ii. Vendors are required to remain at their stall spaces until the market closes at 8 PM, unless other arrangements are made with the Market Manager.
 - iii. If a vendor sells out early, post a “sold out” sign and notify the Market Manager.
 - iv. Vendors must be packed-up with all items removed from Bountiful Town Square by 9PM.

b. Punctuality

All vendors must be set up and prepared for sales by 4pm. Market Managers will take note of tardiness and inform vendor. Excessive tardiness could be subject to “no-show” repercussions, such as a fine up to \$50.

c. Supplies

- i. Vendors provide their own canopies, tables, chairs, etc.
- ii. If you plan to have a canopy (highly recommended), **you are required to weight and secure your canopy.** Stakes have not been effective and will not be permitted. Weights (25 - 40 lbs each) for each leg of the canopy have shown to be the most reliable option. If your canopy is not weighted and secured, market managers will have you take it down.
- iii. There is no access to wifi on location.

d. Booth Space / Location

- i. Each vendor assigned a 10’ by 10’ space (excluding table-only spaces), to fit a standard canopy. **Please make sure your canopy meets this size standard.**
- ii. The vendor sales area must not extend beyond the allotted boundaries of the stall space. Displays and selling techniques must not impair other vendors’ ability to sell, nor create a hazardous situation for customers.
- iii. We cannot guarantee or promise any specific booth locations. Fresh produce farmers will be given specific reserved spots in a specific location at Bountiful Town Square. All others will be assigned either for the season, on a week by week basis, or rotating. Please review your assigned location each week.

e. Electricity

- i. Generators will not be allowed. There is access to power outlets throughout Bountiful Town Square, but vendors must indicate their need for access to power in their application/profile to ensure they are assigned to a location near an outlet. Any cables that cross over a walk-way for power access must be taped down to sidewalk with duct tape to avoid injuries.

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- ii. There is no wifi on location.
 - iii. Vendors are required to maintain their individual selling space in a clean, safe and sanitary manner. Each vendor is responsible for keeping their booth space clean during the Market and for complete clean-up of their space at the close of the Market. This includes taking any trash or garbage that is generated in or around a vendor's booth. Trash bags will not be available from Market Managers.

6. Booth Merchandising, Requirements and Certifications

A well-presented stall will convey a message of confidence to market buyers. Easily visible signs, well organized product, display and easy access may result in increased sales. Market Managers may visit your stall from time to time throughout the season and may make suggestions with the aim to enhance the appearance and help provide a successful future at the Bountiful Farmers Market. We thank you in advance for your readiness and cooperation in making any changes. Bountiful Farmers Market does not guarantee additional profits.

a. Signage

- i. Each booth space must prominently display a sign clearly identifying the farm or business by name and location.
- ii. Products labeled "organic" or verbally referred to as "organic" must be certified as required by USDA & UDAF. Consumer queries regarding farming practices must be answered factually. Failure to comply with this requirement will result in the offending vendor being denied the opportunity to sell said products at the Bountiful Farmers Market.

b. Pricing

Pricing of goods is the sole responsibility of the vendor. The Market Manager does not have the authority to set prices. However, below-cost pricing is discouraged. This does not include sampling.

c. Health Practices and Permits

All vendors must adhere to sanitary procedures as outlined by the Davis County Health Department. All vendors must dress appropriately. Shoes and shirts are required. **Dogs and other pets are not allowed at the Bountiful Town Square.**

d. Music / Radios

Vendors are not permitted to play radios during market hours unless otherwise discussed and approved by the Market Manager

7. Social Media

a. Logo Use

Participating vendors are encouraged to include the Bountiful Farmers Market logo on their website and social media to promote participation in the Market.

b. Instagram & Facebook

- i. Vendors are encouraged to promote the Farmers Market Thursdays on their own platforms.
- ii. Bountiful Farmers Market will use Instagram and Facebook on a weekly basis to promote Thursday markets.
- iii. Bountiful Farmers Market is not responsible for customer numbers.

8. Children

Vendors need to keep a watchful eye on their children at all times. The Market can take no responsibility for the safety or whereabouts of the vendor's children. Children under the age of ten years cannot be allowed to wander the BFM and surrounding areas unsupervised.

9. EBT and SNAP Market

BFM does not yet have SNAP and Utah's Double Up for the 2024 Season managed by the Market. However, eligible vendors may provide this as a payment option if managed on their own accord for the programs for their own products only.

10. Code of Conduct

The purpose of this Code of Conduct is to promote a pleasant atmosphere of cooperation and support at the Bountiful Farmers Market and to assure a safe and friendly environment.

All persons shall conduct themselves in a manner which will maintain a safe, pleasant, considerate, and friendly atmosphere.

Violations of code of conduct :

The following are examples of violations of the Code of Conduct:

1. Discrimination on the basis of race, color, sex, religion, gender, national origin, age, marital status, sexual orientations, veteran's status, creed, political ideology, ancestry, presence of any sensory mental or physical handicap, or presence of a disability, or presence of any other protected status or characteristic.

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2. Use of lewd or profane language.
 3. Abusive behavior including verbal harassment, menacing actions, physical violence, sexual harassment.
 4. Destruction, damage, or theft of property at the Market site.
 5. Interference with the operation of vendors, presentations, demonstrations, entertainment, or services.
 6. Interference with the activities of other persons and/or the work of staff.
 7. Dressed inappropriately for the public. (Must wear full clothing, including shoes)
 8. Poor personal hygiene which interferes with participation of others in the Market.
 9. Violating Bountiful City Policy by bringing a pet to Bountiful Town Square.

Procedures for resolving violations of the code of conduct

1. Staff shall advise the person that the behavior is a violation of the Code of Conduct.
2. Farmers Market participants/volunteers should report any violations of the Code of Conduct to the Farmers Market Managers
3. The person violating the code of conduct may be asked to leave the Market site if the conduct does not stop.
4. Public safety officials may be called if the above procedures fail to halt the disruptive behavior.
5. Temporary or permanent exclusion from the Farmers Market is permitted for the Code of Conduct violations. Length of exclusion will be determined by severity of offense and if offense is repeated or habitual.