



Year Round Farmer's Market  
at IFA, 905 South Main,  
Cedar City, UT

Held every Saturday 9 am to noon  
We are a rain or shine market  
May to October outside  
(in case of inclement weather we will be inside IFA)  
November to April inside IFA

## VENDOR APPLICATION

We welcome vendors and want you to be part of our market! We will do our best to accommodate your needs, if you have any special needs or requests please let us know.

Name (First & Last): \_\_\_\_\_

Farm or Business Name: \_\_\_\_\_  
(if you have one)

Mailing Address: \_\_\_\_\_

Telephone Number (area code) & Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Address of production location (if different from above): \_\_\_\_\_  
\_\_\_\_\_

Please mark which season you are applying for:

\_\_\_\_\_ Saturday Indoor Season (November-April, 9am-12pm): \$20 for entire season

\_\_\_\_\_ Saturday Outdoor Season (May-October, 9am-12pm): \$20 for entire season

\_\_\_\_\_ Pay per market: \$3 or 10 % of the gross of what you made that day (whichever is less)

### What can you sell at a Farmer's Market?

As of 2008 the State of Utah regulates Farmer's Markets (see <http://ag.utah.gov/divisions/regulatory/documents/OutdoorMarketRequirements.pdf>). For us to assemble and hold this market we are required to have a "Market Manager" who is responsible for ensuring that vendors are not violating the state rules. The Market Manager and Market Committee strive to interpret these rules to the best of their ability. The Market Manger has the right to determine if a vendor is not in compliance. It is ultimately the vendors responsibility to know these rules as well and to know if they are in violation. There is an Agriculture inspector over every farmer's market, and he can show up as often as he likes or not at all.

The Market has the right to determine what "type " of market they will be. We strive for natural, organic produce, eggs and products, meat that is grass fed and finished, and raw honey.

We choose to be a REAL farmer's market **allowing** only locally grown (produced, raised, and sold by the farmer) fruit, vegetables, grain, meat, cheese, jam, bread, eggs, honey, flowers, bedding plants and potted plants grown from seed, bulbs, or bare root, and farm products to be sold.

- No resale of purchased products or produce is allowed.
- Raw agriculture requires no license, permit, or tax of any kind. Raw agriculture is defined as nothing processed or prepared, nothing topped/cut (carrots, onions, etc.), nothing washed or sold as ready to eat, and nothing in "sealed bags."
- Eggs need no license or permit as long as they are from your own chickens and kept at 45 degrees.
- Harvest and bring your bounty to the market. You decide the prices of your items.

- If you are preparing food in your home there is a “Cottage Industry” law the kitchen must be registered and certified by the Utah Department of Agriculture and Food and must display a food label. You must have proof of your license.
- Not limited to but including prepared food, meat, honey, cheese, salsa, potentially hazardous foods requires permits and license. You are required to have all appropriate and required permits and license and tax forms for that particular item/category you are selling.

**Vendors may not sell any item not listed or approved of by the Market Committee on their Market application.**

PLEASE LIST ALL products you would like to sell at the Market. Food vendors may attach a sample menu. If selling produce just write produce. No need to list individual produce items.

I have read the rules and regulations. I understand and agree to comply to all rules and regulations therein and understand that by not doing so I, and my business, may be asked to leave the market without refund or compensation. I also understand that there are no refunds for market space if I decide not to participate in the whole market. All fees will go to the promotion of the market.

I have read the Rules and Regulations and agree to them

I have copies of all licenses or certificates required by the county or the state to display at my space and for the Market Manger

Fee Paid to the Market Manger: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

If you have questions , need or want more information, please contact one of the Market Managers.

Contact Sara (435-865-6792) or Heather (435-559-2791) or email [info@yearroundfarmersmarket.org](mailto:info@yearroundfarmersmarket.org).

PLEASE do not contact IFA or anyone at IFA .They are graciously hosting us in their parking lot and store, but will not have additional information on the Year Round Farmer’s Market.



**NATURE HILLS  
FARM**

**JACKRABBIT  
RANCH**

**GET READY  
GREENHOUSES**

**RED ACRE  
FARM CSA**

# Rules and Regulations

The Year Round Farmer's Market will here after be referred to as YFM

In issuing rules, it is not our intent to burden participants, it is to ensure the smooth operation of the YFM. The Market Committee welcomes suggestions for ways to improve the YFM! Please review the following carefully and contact current Market Managers : Sara (435-865-6792), Heather (435-559-2791), or info@Yearroundfarmersmarket.org with any questions that you may have regarding this information. Payment and signature on your application indicate that you have read and agree to the following. Please print a copy for your records.

## **General Market Information:**

- The market will be held every Saturday at IFA on 905 South Main Street 9 to noon . We will have an indoor season (November-April) and an outdoor season (May-October). No market will be held Dec.28 2013 or Jan 4 2014
- We are a rain or shine market. Vendors show up regardless of the weather!
- The YFM reserves the right to refuse participation to vendors who do not comply with YFM Rules and Regulations or do not meet YFM standards which include, but are not limited to, following all local, city, state, and federal laws and regulations. Any vendor who the Market Committee determines is not complying with the YFM Rules and Regulations may be asked to leave with no refunds of any fees paid.
- This is a No Trace Left Behind event. Vendors are responsible for removing their own trash from the event and leaving their space spotless.
- Vendors pets and children are not to be left unattended.(Children left to wander inside IFA will be given a complimentary kiiten)
- use of plastic grocery bags is discouraged at the YFM. We encourage vendors and customers to use reusable bags or other alternatives.

## **YFM Organization:**

- The YFM is comprised of a Market Committee :volunteers made up of community members.
- The Market Committee meets regularly to discuss YFM issues and delegate YFM needs.
- The Market Manager is the first and final authority on Market day. His/her job is to implement the Rules and Regulations of the YFM, and is the initial contact for all public concerns and vendor complaints. The Market Manager has complete authority to interpret and implement policy on the YFM site. All other complaints or concerns will be directed to the Market Committee.
- If you would like to be a voice on the Market Committee, please contact the Market Manager.

## **PRODUCTS SOLD**

Not limited to but including prepared food, meat, honey, cheese, salsa, potentially hazardous foods requires permits and license. You are required to have all appropriate and required permits and license and tax forms for that particular item/category you are selling.

- The acceptance of each application requires approval of the applicant's merchandise by the Market Committee.
- Vendors may not sell any item not listed or approved of on their Market application
- The Market has the right to determine what "type " of market they will be. We strive for natural, organic produce, eggs and products, meat that is grass fed and finished, and raw honey.
- We choose to be a REAL farmer's market **allowing** only locally grown (produced, raised, and sold by the farmer) fruit, vegetables, grain, meat, cheese, jam, bread, eggs, honey, flowers, bedding plants and potted plants grown from seed, bulbs, or bare root, and farm products are allowed to be sold. The vendor must make all value-added products predominantly from material grown or gathered by the vendor.
- A minimum of 50% of YFM vendors will be from Iron County. Exceptions might be made for items from the surrounding counties and regions on a case-by-case basis for agricultural products that are not available locally.
- NO RESALE of purchased products is allowed. If selling produce from another grower or farm, you must know that farmer, and what you grow must be the larger percentage of what is for sale that day at your space.

## **Raw Agriculture**

- Raw agriculture requires no license, permit, or tax of any kind. Raw agriculture is defined as nothing processed or prepared, nothing topped/cut (carrots, onions, etc.), nothing washed or sold as ready to eat, and nothing in "sealed bags."
- Eggs need no license or permit as long as they are from your own chickens and kept at 45 degrees.

## **Home-Canned or Baked Goods**

- If you are preparing food in your home there is a "Cottage Industry" law the kitchen must be registered and certified by the Utah Department of Agriculture and Food and must display a food label. You must have proof of your license.

**Prepared Food Vendors:**

- All food vendors are required to be in compliance with Iron County Health Department and the Utah Department of Agriculture regulations.
- Food Vendors preparing food with the use of propane or electricity must be pre-approved in the application process.
  - Copies of vendor permits or licenses must accompany vendor applications and must also be displayed at your booth for consumers to see.
  - All permits (temporary sales tax license, food handlers' permits, business license, etc.) are the sole responsibility of the vendor.

**Agriculture Crafts:**

- The Market ratio of vendors will always be a greater number of raw agriculture than any other type of vendor
- If an agriculture craft vendor is allowed it must be with the approval of the Market Committee
- In general it must be hand made by the vendor or vendors family member or employee
- Materials must be predominantly grown by the vendor, locally grown or locally gathered
- The agriculture craft must be related to farming, food or food production

**Market Spaces:**

- There are vendors who already have an assigned space. It is their space until they stop selling at the Market. Each season market spaces will be assigned on a first come first serve basis. Vendors that come regularly will have a space that remains the same throughout the season. If a vendor is going to be absent for an extended period of time (the majority of the season) that space may be filled with a more permanent vendor, otherwise the space will remain empty for the given week (outside season only). If you require more than one space please indicate on your application or that space may not be available.
  - Unloading and setup for vendors may begin at 8 am. Vendors must be in place by 8:45 am and ready to sell by 9 am.
- IFA is graciously hosting us in their parking lot and store. They have nothing to do with individual space assignments. We must comply with the "area" they have given us to hold the market in. Market Manager knows what that area is and all vendors must comply or be ask to leave.
- Market Manager has final say day of market as to if we will be inside or outside. Whatever the decision is ALL vendors must comply or be ask to leave.

**There are 2 SEASONS:**

OUTDOORS, weather permitting May-October

- There two space sizes availab
- (10 x 10 ft space). YFM encourages you to bring a table, canopy, and banner for your space. The cost of this space is \$20 for the entire season.
  - Small Garden or occasional participants (5 x 5 ft space). These booths are designed for small-scale, home gardeners with backyard produce to sell. These will be for those not committed to the full season but still want to sell on occasion. The cost of this space will be \$3 per time or 10 % of the gross of what you made that day (whichever is less)
- If you choose to have a canopy you are require to secure each canopy leg with a 50lbs weight (200lbs total). Weight requirements double if you have sides on your canopy. This is a safety precaution to combat the sudden bursts of extreme winds and weather we have here in Cedar City..

**INDOORS, November-April**

- There is no exact space size
- There is limited space inside. After assigned spaces and season regulars are set up the Market Manager will fit vendors in where possible and in agreement with IFA. Remember we are in THEIR store as a guest. Please be considerate.

**Utah Tax Law:**

All vendors, with the exception of farmers that sell ONLY fresh grown produce or plants grown by them, are required to collect sales tax from their customers and remit the sales tax to the Utah State Tax Commission.

- This is accomplished through a Special Event Sales Tax Form; you cannot remit these taxes on your usual form.
- Any required sales tax collections and remittances are the sole responsibility of the seller.

If you are a vendor subject to sales tax collection, the form and instructions on how, where, and when can be retrieved from the Utah Special Events State Sales Tax Office. Please call them directly with any questions you may have (801-297-6303).

**Insurance**

- This is a privately sponsored event and insurance does not cover the products that individual vendors are selling. It is not required, but we encourage individual vendors and home gardeners to acquire Liability Insurance. If you're a home gardener this can usually be added on under a homeowner policy.

The Year Round Farmer's Market (YFM) or IFA are not liable for any injury, theft, or damage to either the buyers or the sellers or their property arising out of or pertaining to preparation for or participation in the YFM; whether such injury, theft, or damage occurred prior to, during, or after the hours of operation of the YFM. A seller further agrees to indemnify and hold harmless the YFM from and against any and all claims for such injury, theft, and/or damages. Sellers assume full liability for their vehicles, structures, fixtures, and the product(s) they market or sell and by participation in the YFM hereby agree to hold the YFM or their representatives harmless against any and all claims such as but not limited to injury, theft, or damage by any buyer, seller, or other persons resulting from or pertaining to the use, consumption, marketing tactics, display, negligence, or disposition of seller's products, vehicles, fixtures, or structures.

**Helpful Information:**

Iron County Health Department 435-867-7654

UDAF, Utah Department of Agriculture & Food, contact Jay Schvaneveldt, (801) 538-7149

Division of Plant Industry, contact Clair Allen, (801) 538-7180

Labeling Help, contact Rebecca Nielsen, Labeling Specialist, (801) 860-7075 or (801) 538-7147

Utah State Department of Agriculture and Food "Farmers' Market Guidelines" 2012  
Outdoor Market Requirements: Utah Department of Agriculture and Food

<http://ag.utah.gov/divisions/regulatory/documents/OutdoorMarketRequirements.pdf>

UDFA's list of frequently asked farmer's market questions

<http://ag.utah.gov/divisions/regulatory/documents/FarmersMarketQA.pdf>