The Tontitown Market 2022 Vendor Guidelines

Market Overview

The Tontitown Market will be held on Saturdays from **9am-1pm**. The Tontitown Market season **opening day is April 2, 2022 and will be open every Saturday until closing day on September 24, 2022.** (We will have a scheduled day off on August 6th due to the local Grape Festival festivities.) Vendors may begin setting up at the Harry Sbanotto Park in their designated spots any time after 5am on market day. All booths must be set up by market opening time. If more time is needed, please contact the market director.

The Tontitown market will be held in the **Harry Sbanotto Park at 235 E. Henri de Tonti Blvd** in the heart of Tontitown. All vendors must comply with park rules and regulations. For questions regarding these rules, please contact the market director.

The Tontitown market has a limited power supply available. **If you need electricity for your booth, please indicate this on your application**. The market direct will try to accommodate you request, however, the director does not have any control over what outlets work and what outlet do not. Please direct those complaints to the City Hall during regular business hours.

The Tontitown Market director oversees all other aspects of the market, from vendor applications and acceptance; to layout of booths in the park on market days. Any issues or complaints shall be directed to the Market Director for resolution.

All vendors must be able to keep in contact with the market director via email and/or phone/text.

Fees (non-refundable)

Application fee	$5.00 (due when application is submitted) *
Market dues	$20.00 (due on opening day or before)
One day Pass	$25.00 (due 1 week prior to event)

*Applications will not be reviewed until the application fee has been paid.

Each vendor is permitted five (5) market absences before their booth space will be given to someone else and the absent vendor will have to re-apply and pay additional fees for re-admittance to the market. (In the event of inclement weather i.e.: rain, sleet, snow, excessive heat advisory, vendors may choose not to attend the market and that absence will not be counted as part of the five allowed absences) Vendors must be present for the entire Market time (9am-1pm) in order to be counted present.

Farmers, non-profits with 501c3 status (proof of non-profit status required with application), and child vendors (ages 17 and younger) will not be required to pay fees. However, every child vendor under the age of 14 must have adult supervision.

Vendor application process

- Vendors' applications will be accepted on a rolling basis throughout the market season.
- Vendors can fill out the application online or return it to the Market director at the Tontitown Police Department Monday-Friday 8am-4pm
- All vendors and the products they are selling must adhere to all state regulations.
- Vendors must list all items they intend on selling on their market application.
- Vendors must submit a signed vendor guidelines agreement form with their application.

Product and Operation Guidelines

- All booths and displays are subject to the Market Directors approval. Displays that are suggestive of alcohol, drugs, cigarettes, sex, weapons, illegal activities, etc will not be allowed. All displays must be family friendly.
- Vendors are responsible for adhering to all state farmers' market rules and regulations. A comprehensive review of these rules and regulations can be found at: https://www.healthy.arkansas.gov/images/uploads/pdf/Homemade_Food_Guide_FINAL.pdf and https://www.healthy.arkansas.gov/images/uploads/pdf/FarmersMarketGuidelinesRevised_9-24-21.pdf
- The Market director reserves the right to inspect all edible products to ensure Arkansas Cottage law compliance at any time. Any items not in compliance cannot be sold at the Market.
- Items sold at the market must be grown by the farmer or created by the artist and cannot be resold at the market.
- Pets are welcome at our market; however, vendors are not permitted to sell animals.
- All pets must be on a leash and all pet owners are responsible for their own pets. This includes picking up after their pets, any items destroyed by your pet, etc. The Tontitown Market is not responsible for any pets at the market.
- Each vendor must have signage posted at each booth with the name of the booth, business, etc visible.
- Each vendor must display all accepted forms of payment at their booth.
- All vendors are responsible for the set up and take down of their booths as well as any debris in the area.
- It is the responsibility of the vendor to provide a copy of all applicable licenses, permits, etc. to the market director prior to opening market day.

The Tontitown Market 2022 Special Events Vendor Guidelines agreement form

I have read and agree to abide by the Tontitown Market 2022 Vendor guidelines.

Vendor Booth name/Title

_____

_____

Vendor Printed name

_____ _____

Vendor Signature Date