

# URBAN HARVEST

## 2016 Market Vendor Guidelines

- 1) Items sold are limited to regionally produced foods, arts and crafts, and services created by the local vendor. Items sold must be handmade by the local vendor and vendor booths must consist of a majority of saleable items. The majority of services provided must be done onsite. All vendors must go through an application and review process to be approved for membership. The Urban Harvest Board reserves the right to refuse membership to anyone who does not meet quality standards or is not a local vendor selling local goods.
- 2) Vendors shall comply with all applicable federal, state and local rules and regulations relating to the products they sell and will submit a signed statement that they have been so informed. Vendors are required to collect and report sales tax as required by law.
- 3) Urban Harvest is not responsible for lost, stolen, or damaged items.
- 4) The market will be held at the downtown Farmers' Market location on the corner of 4<sup>th</sup> and Broadway, every Thursday from July 7 through August 11 for a total of six weeks. **Market hours are from 10:00 am to 8:00 pm. Setup is from 8-10 am and teardown begins at 8 pm. No early teardowns, no exceptions.**
- 5) For public safety and the safety of market participants, no vehicles will be allowed inside the designated market area between the hours of 10:00 am and 8:00 pm. For safety and security reasons, vendors who move the street barricades to enter the market for setup must drive through and *immediately return the barricades back into position.* **No driving through street barricades is allowed during market hours, except for emergency vehicles.** Violators will be given a single warning, and a second offense will result revocation of membership.
- 6) Vendors will be allowed to purchase either a one-time vendor membership or a season membership. Vendor applications must be postmarked by June 15, 2016 or a late fee of \$30 will apply.

One-time vendor membership fee is \$35.00 which entitles you to set up your booth one time during the six week 2016 market season. You may purchase up to five of these.

You may purchase vendor membership for any 3 market days for \$100.00.

Season vendor membership fee is \$180.00. Choosing this option constitutes a contractual obligation to attend all six markets.

**All cancellations must be made a minimum of 24 hours before the opening of the market day. There will be no refunds.** Contact phone number is 701-202-5159.

- 7) Applications for vendor space will be available the day of the market at the Urban Harvest booth. Check in after 9:30 to see if there is available space that day. If the market is full, we will hold your application in reserve for the next available spot. The memberships are non-transferable.
- 8) All vendors must check in at the Urban Harvest booth prior to setting up at the beginning of each market day for their booth assignment. While every effort will be made to locate your booth in the same place from week to week, there may be occasional adjustments that need to be made to booth placement. The Urban Harvest booth will coordinate booth space; maintain general market information, first aid, and lost and found. **We will hold vendor spaces until 9:30. After that, we reserve the right to consider them available for reassignment if another vendor registers for a space on that day.**

- 9) Booth space is 10' x 10'. Vendors must stay within their permitted space and will not be allowed to block walkways or set up in any portion of another vendor's space. Trading booth spaces is not permitted. Vendors are responsible for providing their own canopies, tables, chairs, signs, money for change and any other supplies they need. Access to electricity is available but not guaranteed.
- 10) Canopies and large displays must be weighted sufficiently to keep them from blowing over in the wind. This is a safety issue and will be enforced. A minimum of 30 lb. of weight on each canopy leg is recommended.
- 11) Urban Harvest is a neutral public event. No religious or political proselytizing is allowed in any form. All displays and signs should be appropriate and in keeping with the spirit of the market. Each vendor must maintain a clean and orderly area on all sides of their display. **Smoking is not allowed in the market area during market hours.**
- 12) Urban Harvest reserves the right, in the event that vendor space becomes limited, to enact any system to manage space. Should we reach maximum capacity, we will select vendors based on seniority and attendance. If such a system becomes necessary, all vendors will be supplied complete information in writing far enough in advance to plan accordingly.
- 13) Booths must be staffed between the hours of 10:00 am and 8:00 pm. Unattended booths are not permitted.
- 14) Urban Harvest will have liability insurance for the market. This insurance covers the event only, and individual vendors are required to provide a certificate of individual liability insurance with Urban Harvest listed as additional insured before participating in the market. If a vendor does not have liability insurance, a reasonably priced policy can be obtained from [www.actinsurance.com](http://www.actinsurance.com). A single day policy is \$39, or a continuous 90 day policy is \$89. This will cover the entire Urban Harvest season as well as any other vendor events within the policy time frame.
- 15) The market is run by member volunteers and the Urban Harvest Associate Directors. Members are encouraged and expected to help out in the overall functioning of the market. The Directors and/or the volunteers on duty have the authority to implement policy on all operations on the day of the market as the need arises. Questions and concerns about the functioning of the market can be addressed in writing to the Board of Directors (contact information is available at [www.bismarckurbanharvest.org](http://www.bismarckurbanharvest.org)). Board meetings to elect the Board of Directors will be held annually, and members are entitled to one vote per paid membership.
- 16) URBAN HARVEST PARKING POLICY: It is critical that Urban Harvest vendors do not take street parking away from downtown shoppers – after all, these are your potential customers! There are two public parking ramps located downtown, one on 3<sup>rd</sup> Street and one on 6<sup>th</sup> Street, that should be used by vendors. If it is brought to the attention of market volunteers that a registered Urban Harvest vendor is parked on the street in a 90-minute zone (between Washington and 7<sup>th</sup> Street, Rosser to Main Avenue), they will be asked to move their vehicle immediately and be given a warning. Repeated violations could result in the revocation of the vendor's season membership. Parking passes will be available for purchase at the Urban Harvest booth. They cover half the price of parking in the ramp for the day.

**Thank you for participating in Urban Harvest!**