VENDOR GUIDELINES

Statement of Purpose
Farmer’s markets epitomize sustainability by bringing community members together to purchase locally grown, healthier food, crafts and other products. The purpose of the Market is obtain these benefits for USU students in a way that is also beneficial to the community. USU’s agricultural atmosphere provides the perfect setting for an on-campus market.

The USU Farmer’s Market was initiated by the Blue Goes Green grant program. The market will feature live local musicians in addition to local businesses and student organizations. One of the primary benefits to USU’s 28,000+ students will be the ‘double your dollars’ program, allowing students to double their money in dollar increments up to $5, receiving two $1 tokens for each dollar exchanged. Tokens will be purchased at the entrance booth. The tokens may only be used in the market towards produce purchases.

Market Day, Time and Location
The Market will be held every Wednesday from 11am to 3 pm, on the TSC Patio @ USU. Vendors will need to arrive 1- hour to 30 mins early for set up, and plan on staying about an hour after for take down. (10am - 4pm). Please arrive at or before 10:30am to ensure market is set up before we open. The Market will start Wednesday, August 28, 2019.

**We will contact you by 4 pm the night before market due to any weather related cancellation**

Acceptance to the Market
Vendors will be accepted on an “as needed” basis. Also considered, will be the markets present need for particular items, not currently being offered.

All vendors, who apply and are not accepted at this time, will be kept on our waiting list.
Guidelines

Who can sell at the market?
- All agricultural products, arts and crafts, processed foods, and hot food must be made, grown and/or raised by the vendor within the Cache Valley area.

Prohibited Items:
- Garage Sale and Flea Market type items
- Private label, franchises and multi-level marketing products.

Types of Vendors:
The Market will be a combination of the following Categories:
- Farmer/Grower – Category for raw, unprocessed produce, Meat, Dairy, plants and flora raised within the Bear River Drainage Area. No reselling is allowed.
- Mixed-product – category accommodates vendors who sell produce AND processed foods or crafts. Also includes meat, honey, dairy, jams, and other products if the base ingredients of the product(s) came from items raised on the applicant’s farm.
- Prepared Food – Packaged food products must be prepared and packaged in an inspected commercial kitchen.
- Prepared food vendors cook and serve on site for immediate consumption.
- Baked goods – must be prepared and packaged in a commercial kitchen by the vendor selling the products.
- Arts and Crafts – due to limited space, applicants must be residents of Cache Valley and products must be handmade locally by the applicant. We will consider admission of Summer residents participating in the USU Summer Citizen program.

Vendor Fees

There is no fee for signing up to be a vendor in our market, but we do ask that vendors pay for their own parking.

Vendors will be charged a $20 cancellation fee if they cancel within 5 days of the market date they have registered for.

Tents and Selling Space

All Vendors can be given Table and Chairs if needed, but will need to provide their own Tents. If your tent is larger than the average 10 x 10 tent let the Farmers Market Coordinator know.
**Waste**

We hope to establish the USU Farmer's Market as a zero waste event if possible. We would like to encourage this by asking vendors to sell and serve food only on items that are compostable, recyclable, or reusable including plates, eating utensils, bags and other materials. Students will be encouraged to bring their own reusable bags, and the option of purchasing a bag will be available at the market entrance.

**Licenses, Insurance, Permits:**

Vendors are required to obtain and provide all applicable insurance, licenses and permits. Applicable licenses and permits must be clearly displayed during the Market.

**Indemnification:**

Vendors assume full liability for the products they sell and agree to hold Utah State University harmless from and against any claim of injury, or damage by any buyer, vendor, or other persons, resulting from the use, consumption, disposition, display, or marketing of vendors’ products. Utah State University is not liable for any injury, theft, or damage to either the buyer or vendor (or their property), arising out of or pertaining to preparation for or participation in the Market. Vendors further agree to indemnify and hold Utah State University harmless from and against any claims for such injury, theft or damage.

**Double Your Bucks**

Double your bucks allows USU students to purchase two-for-one tokens, which can be used on produce or other pre-packaged food items, such as honey, jam and bread. Participants in Double Your Bucks can double up to $5 per market. For example, if a participant purchases the maximum amount of $5, they will receive $10 in tokens to spend on eligible market items.

If participating in the Double Your Bucks program, a check will be sent to you weekly or monthly for the value of the tokens you received at the market. Off-campus vendors participating in this program must submit a W-9 form to Utah State University.

**Parking**

Information for Loading and Parking is attached. Parking can be found in both the TSC “Big Blue” Parking structure or the Aggie Terrace. Pricing is the same for both and vendors are responsible for paying the parking fee. Loading permit costs, however, are covered by the Student Sustainability Office. We ask that you arrive to meet our campus market representatives before 10:45 am to accommodate pedestrian traffic between classes.

If you have any questions or concerns, please feel free to contact the Farmers Market Coordinator or the Director of the Student Sustainability Office

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