



2021 Pinewood Farmers' Market™ Rules and Regulations

2021 Important Reminders to ensure respectful vending:

- **ALL** vendors / artisans **MUST** wear masks when vending during covid19
- **ALL** vendors / artisans **MUST** have hand sanitizer readily available for themselves and the market attendees.
- **ALL** vendors / artisans shall have weights (minimum 20 lbs. per corner) for booth set up according to Fire Department. Northern Arizona experiences gusts of wind so weights are required!
- **Break down entire booth before bringing in vehicle to load at end of market day.**
- Completely unpack your vehicle before setting up display and booth. Or, you may be assigned a set up time.
- **Call Susan at 602-320-6634 or Bill at 602-320-6895 to inquire about Munds Park weather the morning of the market so she can share real live weather information in Munds Park.**
- **No leaving early; no exceptions. See rules below.**

I. **Pinewood Farmers' Market™ Mission**

Provide a community farmers' market that serves local residents and supports local products. Pinewood Farmers' Market™ (PFM) will be held every Saturday beginning from May 29 (Memorial Day Weekend) to Saturday, September 04 (Labor Day Weekend) of each year from 9:00 a.m. to 2:00 p.m. on the land (empty lot) adjacent to Munds Park Church (land address: 17620 S. Munds Ranch Road, Munds Park, Arizona, 86017).

II. **Pinewood Farmers' Market™ Guidelines**

- A. The PFM will determine market location, dates, and hours.
- B. Membership and vending fees are set by PFM. See application.
- C. Pinewood Farmers' Market™ shall assign all booth/table space for all vendors, artisans, mobile food trucks, businesses the morning of each event.
- D. No vehicles shall be parked within market boundaries during market hours i.e. 9:00 a.m. to 2:00 p.m.; vendor/artisan parking shall be designated by PFM.
- E. Pinewood Farmers' Market™ reserves the right to randomly audit vendor sales and PFM and/or its Manager have the right to suspend or revoke a vendor's ability to sell at any point.

III. **Pinewood Farmers' Market™ Vendor Guidelines**

- A. The following **SHALL** be received and approved of prior to vending:
 1. Completed and signed vendor application;
 2. Signed copy of Indemnity Agreement;
 3. Proof (submit) of all relevant licenses and health department certifications; and,
 4. Signed copy of the PFM Rules and Regulations.
- B. **Vendors will not allowed to set up booth if they do not provide all insurance, licensing, tax ID numbers, and signed documents. Casual artisans do not have to possess a tax ID number, but verify with state on your particular business.**

IV. Weather

- A. **Rain, shine, sleet, or hail the PFM opens. Some of the best markets have been in the rain THEN the sun comes out!**
- B. The **ONLY** time the PFM may close is due to severe Northern Arizona winds, which makes it unsafe for both market attendees and vendors.
- C. **Please note**: Just because it is raining in the Valley or in Flagstaff does not necessarily mean it is raining in Munds Park. For example, oftentimes Flagstaff experiences severe rain and thunder storms and Munds Park does not. Northern Arizona weather changes quickly and weather can vary from Munds Park to Camp Verde to Flagstaff.
- D. **Chance of rain prediction: Do not rely on weather prediction unless it's a 60% or more chance of rain. You can call Susan at 602-320-6634 or Bill at 602-320-6895 to inquire about Munds Park weather the morning of the market so she can share real live weather information in Munds Park. Flagstaff weather is NOT Munds Park weather.**

V. Pinewood Farmers' Market™ Vendor Selection

- A. All vendor applications will be reviewed and accepted by PFM.
- B. Appeals to vendor selection decisions should be addressed to the market manager in writing i.e. Maryellen Titus.
- C. Some of the criteria for acceptance are based on the following guidelines:
 - 1. **If you sell prepared foods, you SHALL display a Health Department License and State Sales Tax Number. If you do not have these displayed, you will NOT be permitted to sell.**
 - 2. Local artisans are persons who craft with their own hands the products they offer for sale at the market.
 - 3. Decisions on which non-food products will be allowed into the market are based on history with the market. Artisans are not allowed to vend out of their vehicles. Their placement will be determined by the PFM Market Managers (Maryellen, Susan, Bill, Lisa)
 - 4. Due to conflicts with other events, certain dates will be unavailable for any artisan vending.
 - 5. **If you sell any handmade product, you MUST have a sales tax license and display it at your booth.**
- D. Community organizations offering services and information will be admitted based on space availability and compatibility with the mission of the market.
 - 1. Community vendors are not permitted to sell any products, unless it is for fundraising purposes and approved by the PFM manager.

VI. Pinewood Farmers' Market™ Booth Guidelines

- A. Necessary documents i.e. health permits, proof of insurance, state sales tax license, etc., will be available and displayed at all times and copies will be on file with the PFM Manager i.e. Maryellen Titus. The abovementioned documents must be submitted with the

application and no selling shall be permitted without displaying State SalesTax License and Health Department Certificate UNLESS you fall under “casual artisan” law.

- B. All scales must bear a current seal from the Department of Weights and Measures.
- C. Vendors shall sell only at designated booth space and maintain their booth space in clean, sanitary, and safe condition.
- D. Signs will be accurate and truthful.
- E. Music played must not be disruptive to neighboring booths or overall market.
- F. Pre-market sales, post-market sales, and early breakdown are only allowed with permission of the PFM Manager.
- G. Vendors and PFM management are expected to maintain high standards of honesty and respect towards others; dishonesty is grounds for removal from the market.

VII. Pinewood Farmers’ Market™ Safety

- A. **All vendors must check in with PFM Manager prior to set up.**
- B. **Vendor set-up hours**: 6:00 a.m. to 8:30 a.m. No vehicles will be allowed in market boundaries after 8:30 a.m. due to insurance reasons related to safety of market vendors and market attendees.
- C. **Vendor tear-down hours**: 2:00 p.m. to 4:00 p.m. Vendors shall not begin to tear-down tent and/or product prior to 2:00 p.m. All vendors must operate from 9:00 a.m. to 2:00 p.m. No vendors shall leave early. NO exceptions. If you must leave early, please do not participate in the market that Saturday.
- D. **Vendor tear-down procedure**: First, prior to bringing in your vehicle, please pack up your stations/booth. Secondly, after your product is packed, then bring in your vehicle and pack your car. **DO NOT** bring in your vehicle and then pack your booth because this causes delays and traffic jams. Individual booth product packing begins at 2:00 p.m. Vendor vehicles shall not enter the market until 2:00 p.m. due to insurance policy related to the safety of other vendors and market attendees. NO exceptions.
- E. The PFM Manager may allow vehicles to park at booths only at the time of “unloading” and “setting” up booth(s). Set-up hours: 6:00 a.m. to 8:30 a.m. If you arrive after 8:30 a.m. you will not be allowed to have your vehicle in the market boundaries to unload; therefore, you will be asked to unload by hand (carrying product to your booth) due to insurance requirements and to protect market vendors and attendees from any preventable motor vehicular accidents. Tear-down hours: 2:00 p.m. to 4:00 p.m.
- F. Late arrival participation will be contingent upon PFM Manager only! If permitted in the PFM, vendors will park outside designated market boundaries and carry products to booth designated booth space. Continuous tardiness is grounds for removal from the market.
- G. All vendor vehicles must be removed from the market boundaries prior to 8:30 a.m., which is half-hour to market start at 9:00 a.m.
- H. No animals shall be allowed at vendor booths.
- I. **ALL CANOPYS must be secured with weights.** If a canopy is set up in an unsafe manner, it will be removed. The County and PFM have established minimum canopy weight requirements of 10 pounds per leg, which must be hung from the canopy structure (not placed on ground over leg). Failure to follow these guidelines will result in removal of canopy. Tying off canopy to another vendor’s canopy is not acceptable. **CANOPYS may not have stakes or other anchors** placed in the ground. The County will be conducting canopy inspections.

VIII. **Insurance**

- A. Pinewood Farmers' Market™ provides general liability coverage for the market.
- B. Vendors and non-profit groups must provide product liability insurance with a copy to PFM and list PFM as an additional insured or a signed waiver releasing Pinewood Farmers' Market™ and property owners from any and all liability and legal responsibility.

IX. **Pinewood Farmers' Market™ Violations**

- A. Any vendor violating the above stated rules and regulations of the Pinewood Farmers' Market™ of the regulations of Coconino County Health Department or other local, state, or federal agencies may be suspended and/or expelled from the Pinewood Farmers' Market™.
- B. **NO leaving early from market. No exceptions. 1st time: Warning; 2nd time: Expelled from market.**
- C. **NO sharing booth spaces. Each vendor/artisan shall have only one vendor/artisan per booth space.**
- D. The PFM Managers (Maryellen, Susan, Lisa, & Bill) has discretion to make any on-site decisions regarding violations.
- E. Any serious violation will be reported to the proper authorities.
- F. Vendor has the right to appeal the violation to the PFM Manager. Vendors shall submit any conflicts, suspected conflicts, and/or concerns regarding the overall market or individual vendors in writing to the PFM Managers: Maryellen, Susan, Lisa, and Bill.

Agreed to the _____ day of _____, 2021.

Signature _____

Name _____

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