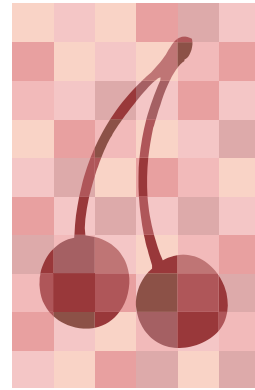
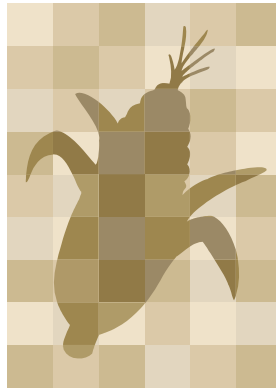
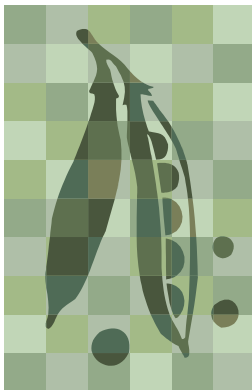


RIVERTON



HOME, HAND & HARVEST MARKET

2018 Vendor Handbook

Table of Contents

Welcome to the Home, Hand & Harvest 1

 The Home, Hand & Harvest Mission Statement 1

 Market Dates and Times 1

General Vendor Information 1

 Vendor Parking..... 1

 Vendor Booth 1

 Vendor Booth Obligations 2

 Market Fees 2

 Other Important Policies..... 3

 Legal Information 3

Market Vendors 4

 Vendor Classification 4

 Farmers 4

 Raw Agricultural Products 4

 Value-Added Agricultural Products 4

 Meat 5

 Honey 5

 Eggs 5

 On-Site Food Vendors 5

 On-site Food Vendor Trucks 5

 Food Artisans 6

 Arts and Crafts Vendors 6

 Works of Art..... 6

 Jewelry 6

 Textiles 6

 Crafts 7

 Community and Non-Profit Organizations 7

 Sponsors 7

Entertainment 8

 Performers..... 8

 Busker 8

 Featured Performance Group 8

Important Contact Information..... 8

2018 Pricing..... 10

Welcome to the Home, Hand & Harvest

The Home, Hand & Harvest Mission Statement

The Home, Hand & Harvest (the Market) provides a venue for the sale of locally created products arts, crafts and locally grown produce and foods. Local growers are encouraged to bring fresh produce and products directly to the public by becoming a vendor at the Market. Growers offer fruits, vegetables, wide variety of flora, herbs, organics, greens, cheese, eggs, locally-made jellies, and other types of agricultural products.

The Market encourages small local entrepreneurs in the areas of homemade crafts, food artisans, artists, and musicians.

The Market is located in the beautifully renovated downtown Riverton City Park for neighbors, civic, and non-profit organizations to meet and mingle and enjoy the many things Riverton has to offer.

Market Dates and Times

The Market begins Friday, July 13 and ends Friday, August 24. The Market is open from 6:00 p.m. until 9:00 p.m. each Friday. We will be having an orientation meeting in advance of the Market. TBA.

2018 Market Hours

Fridays, July 13 – August 24, 6 – 9 p.m.

General Vendor Information

Vendor Parking

1. Please note the parking regulations as posted along the streets are enforced by UPD.
2. Unloading/loading area is in the parking lot off of 12600 S. 1450 W. Each participant will obtain a “vendor” parking pass to display in the vehicle being unloaded/loaded. You may receive this at check-in at the Market Office tent.
3. As soon as you unload your vehicle, you must **immediately** move your car. Thirty (30) minutes prior to the opening of the market, all vendor cars must be moved from aforementioned location to the west parking lot near the large outdoor pavilion.
4. Driving on Riverton City Park grounds apart from drive lanes and parking areas is prohibited.

Vendor Booth

1. Booth size is approximately a 10' x 10' space. The size of each space may vary slightly depending on the location of trees, poles, sidewalks, or any other permanent fixtures. Please keep all items off sidewalks and walkways
2. All booth spaces located on the park-side of the sidewalk must setup 5 feet back from the edge of the sidewalk to maximize room for foot traffic. No signage is allowed on the walkway.
3. The Market staff assigns spaces based on seniority, attendance, electrical requirements, vendor type, and special needs.
4. Before setting up any booth, **ALL** vendors must check in with the Market Office.
5. Seasonal “reserved spots” will be guaranteed until 5:00 p.m. Market staff has the right to reassign a full-time vendor’s space to another vendor if the full-time vendor has not arrived by 5:00 p.m. If you arrive late and notice your space has been reassigned, please do not approach the vendor. The Market staff will assign you a temporary space for the day. These spaces are limited.
6. Vendors are expected to stay for the duration of the Market Day which ends at 9:00 p.m. Due to safety concerns; you may not disassemble your booth until the Market closes. If you sell out of product you may cover your tables and come back at the end of the Market to disassemble and remove your booth. Please leave a sign that indicates to patrons that you have run out of product.
7. The Market staff has the authority to move and reassign vendor spots to enhance or facilitate market operations. Advance notice will be given in a timely manner when possible.

8. Vendors assigned a “reserved spot” who are not able to attend a specific Friday, are asked to contact the Market staff via phone or email no later than the Wednesday prior to Friday’s Market. Two no-shows without contacting the Market staff can result in the loss of the “reserved space”.
9. Vendors may not sublet or transfer their space to another vendor. Only the Market staff can assign spaces.
10. Vendors are responsible for keeping their space clean and attractive at all times. At the close of the market, vendors must clean up their space including sweeping up any debris and removing all trash. Please, leave the park better than you found it.

Vendor Booth Obligations

1. Market hours are from 6:00 – 9:00 p.m. each Friday. Check-in, unloading, and setup for vendors begins at 4 p.m.
2. No booth setup is allowed after the Market is open. Vendors are expected to be ready for business at 6:00 p.m.
3. Vendors are responsible for providing their own equipment. This includes canopies, tables, chairs, and extension cords.
4. The Market encourages all vendors to have some sort of covering to protect them and their product from exposure to the sun and weather. Market staff cannot guarantee that you will be provided a shaded location.
5. All canopies or umbrellas are required to be secured to the ground from the time the canopy is set up to the time it is taken down. The Market will not be responsible for losses/claims due to unsecured tents, umbrellas, or canopies. Since most booth spaces are on the asphalt, bricks, etc. are highly recommended.
6. Table displays, temporary displays in front of stalls, and signs must not block accessibility to adjoining stalls or impair another vendor’s ability to sell his/her products(s). Vendors must keep all of their personal equipment in their assigned booth space.
7. **The Market asks that each booth space prominently display a sign clearly identifying the farm or business name.**
8. Electricity is available but very limited availability due to location. Vendors must inform the Market staff 7 days in advance and at check-in if electricity is needed at the booth. Vendors must provide their own extension cords; the Market does not provide these for you. Extension cords must be rated at 250 gauge. Any extension cords rated at less than 250 gauge will not be guaranteed to work with the Market power sources. For safety reasons, any cords that lie in areas utilized by Market customers or cross sidewalks must be adequately taped down or covered by mats provided by the vendor.
9. Vendors may not use generators at the Market unless specifically ok’d by the Market staff.
10. When entertainment is scheduled and playing, individual booths may not play music or generate loud noise during the Market hours of scheduled entertainment.
11. For the safety and health of patrons, **NO** animals are allowed inside the vendor booths. The Market staff must authorize all service animals. Copies of the proper licenses and permits must be provided to the Market for their records.
12. Vendors should be respectful of one another’s space and their right to sell without distraction. Vendors are not allowed to sell outside of their assigned location. Please do not leave your booth to distribute pamphlets or other information to patrons along the walkways. This is dependent upon approval.
13. Only family members or employees of vendors are allowed to sell at the booths. Anyone in the booth is required to be knowledgeable of and comply with the Market rules found in the Vendor Handbook. The person whose name is on the Market application is responsible for training booth staff to ensure full compliance.
14. All vendors that require State or County permits must prominently display those permits in the booth.

Market Fees

1. Booth fees must be paid **before** vendors can set up. Due dates will be in your acceptance letters/packets.
2. If a seasonal vendor wishes to cancel their commitment to vend for the remainder of the season, fees are not refundable unless approved by the Home, Hand & Harvest staff.
3. The booth fee schedule will be provided on the event application which is found on the Riverton City Website (<http://www.rivertoncity.com/parksrecreation.main.html>). You may also e-mail bdance@rivertoncity.com if needed.

4. Booth fees are determined by event and classification. Once a vendor classification and/or event is determined the vendor will pay the fees based on that class/event.
5. The booth fee will not be refunded if the vendor is asked to leave the Market by a government agency due to non-compliance with government regulations.
6. Returned checks for “Non-Payment” will be subject to a \$20.00 handling fee.

Other Important Policies

1. No alcohol or drugs are permitted on the premises. If the Market staff believes a vendor is intoxicated or under the influence of drugs, the vendor will be asked to leave the park immediately.
2. The Market is a family friendly market. Any vendor selling a product deemed to be non-family friendly will be asked to remove the product from his/her display. If the vendor refuses to remove the product, the vendor will be asked to leave the Market.
3. Vendors with little children are responsible for keeping track of them. Please do not allow your children to interrupt, interfere, or impede other vendors. If your children become a nuisance, you will be asked to take them home.
4. Each vendor is responsible for fair business practices and setting their own prices. All prices must be clearly marked or posted. The Market does not make any warranty on sold or purchased goods.
5. Solicitation or distribution of any marketing or advertising material is prohibited outside of a designated booth space by vendors or non-participating entities. This includes but is not limited to: flyers, handbills, stickers, and promotional items of any kind. Please notify the Market staff if you see any violations.
6. The law prohibits smoking in any public park (Utah Clean Air Act). This includes e-cigarettes (UT Admin Code R392-510).
7. Problems with other vendors should be discussed with the Market staff.
8. The Market is open in spite of rain, wind, or snow within reason. No refunds are given for inclement weather.
9. The Market staff works hard to ensure that the Market is run in a fair and consistent manner. In order to further accomplish this goal, Market staff is prohibited from accepting any gifts, of any kind, from the vendors.

Legal Information

1. The Home, Hand & Harvest reserves the right to refuse participation to any vendor not in compliance with the Home, Hand & Harvest Rules and not meeting standards which include, but are not limited to, all local, city, state and federal laws and regulations. All required sales tax collection and remittances are the sole responsibility of the sellers.
2. The Home, Hand & Harvest welcomes all, regardless of race, creed, color, sex, religion, sexual orientation, age, nationality, or marital status.
3. All sellers assume full liability for the products they market and hereby agree to hold the Home, Hand & Harvest harmless against any claim of injury or damage by any buyer, seller, or other persons resulting from the use, consumption, disposition, display, or marketing of products.
4. The Home, Hand & Harvest is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising from or pertaining to preparation for or participation in the Riverton Farmer Market. Regardless of whether such injury, theft, or damage occurred prior to, during, or after the Home, Hand & Harvest hours of operation. Vendors further agree to indemnify and hold the Home, Hand & Harvest harmless for and against any claims for such injury, theft, or damage.
5. Submitting an application to the Home, Hand & Harvest serves as a binding agreement between the Home, Hand & Harvest and the applicant. The Home, Hand & Harvest will hold anyone working at a vendor's booth responsible to follow Market Guidelines and Policies. Policies are subject to change at any time and updates will be sent to the email indicated on the vendor's application. It is the responsibility of the applicant to keep all profiles current. Any violation will be documented. Two violations warrant removal from the Market for the duration of the year and fees are not refundable. Anyone who fails to comply with Market policies will be asked to leave the Market.

Market Vendors

Vendor Classification

The Market is a combination of the following vendor categories.

- **Farmers**
- **Food Artisans**
- **On-Site Food Vendors**
- **Arts and Crafts Vendors**
- **Community and Non-Profit Organizations**
- **Sponsors**

Farmers

1. Farmers include a person or persons who raise produce, herbs, flowers, or nursery crops from seeds or seedlings and care for, cultivate, and harvest the crops offered for sale at the market. It also includes meat, honey, eggs, and other value added agricultural products.
 - a. Priority is given to those regional farmers and producers who bring product to market that is 100% grown and harvested on farmland that they own and/or operate. Preference will be given to the most local producer when a space becomes available at the market, without compromising quality. Farmers have priority over processed and on premise prepared foods.
2. All non-brokered products must be grown and harvested by the seller or the seller's immediate family or employee.
3. Selling of farm items purchased from or provided by another farmer, producer, wholesaler, or market is called brokering and is permitted as long as the vendor complies with the following:
 - a. Broker vendors are responsible for obtaining copies of all licenses and/or permits required by the Salt Lake Valley Health department and the State of Utah, including proof of warehouse inspection. Copies of all licenses/permits will be required to be submitted during the application process.
 - b. Brokers must buy direct from farmers that grow, produce, or raise the product within the State of Utah. **No third party product will be allowed to be sold at the Market.**
 - c. Brokering vendors must label their product, or use signage that clearly displays the name of the farm or business that produced the products
 - d. The Market reserves the right to limit the number of brokering vendors.
4. The sale and/or display of live animals are not allowed at the Market.
5. All products sold as organic must be grown, produced, and processed in accordance with the USDA National Organic Program. Certified organic growers must provide a copy of their organic certificate to the Market staff. All vendors are required to advertise truthfully and to respond to customer's questions in a like manner. If you are a non-certified organic grower, please do not use the term organic. Terms such as "minimal chemicals", "no pesticide or herbicide" or "free-range" may be used as long as they accurately reflect farming practices.
6. Vendors found in violation of these rules shall be asked to remove the item(s) in question or relinquish their space and forfeit any fees paid to the Market.

The following are descriptions/definitions of the products farmers vending at the market raise or produce and offer for purchase:

Raw Agricultural Products

Fruits, vegetables, grains, nuts, flowers, bedding plants, potted plants, herbs, and bulbs that are raised on the vendor's farm are included in this category. Bedding plants and potted plants must be grown by the vendor from seeds, plug cuttings, bulbs, or bare-root.

Value-Added Agricultural Products

These products include but are not limited to fish, milk, cheese, and herbal products. These vendors must make all value-added products predominantly from materials grown or gathered by the vendor. Vendors must provide a copy of their Department of Agriculture certificate to the Market before selling these products at the Market.

Meat

Meat must come from animals raised by the vendor. The retail sale of meat requires a Department of Agriculture certificate before selling at the market.

Honey

Honey vendors must be involved in beekeeping to be considered for the Market. Bottled honey products require a Department of Agriculture certificate before selling at the Market. Manufactured honey sticks may be sold at the market.

Eggs

Eggs can be sold at the Market without a Department of Agriculture certificate. However, temperatures must be controlled (45 degrees or lower) or the eggs must be removed. Egg cartons must include safe handling procedures. DO NOT re-use egg cartons unless the carton is provided by the customer for you to fill.

On-Site Food Vendors

On-site food vendors are vendors that prepare food at the market for immediate consumption:

1. A limited number of on-site food vendors are allowed at the Market. All on-site food vendors are evaluated before being approved to sell at the Market. Priority is based on seniority, attendance (seasonal), uniqueness, and product that is desired at the Market. On-site food vendors are encouraged to use produce that is sold at the market in the preparation of their food. On-Site Food Vendors may not sell craft items of any sort.
2. Store bought prepackaged food such as cookies, candies, cakes, etc. are prohibited for sale at the Market. Drinks and chips are allowed, but must be pre-approved by Market staff. These types of products must compliment the main food being served from your booth or the Market staff will ask you to no longer sell that product.
3. It is the responsibility of the on-site food vendor to read, understand, and comply with the State of Utah Department of Agriculture, and the Salt Lake Valley Health Department Guidelines. On-site food vendors must acquire all proper permits required by the Health Department and the Department of Agriculture. Permit fees are the responsibility of the seller and must be paid to the Health Department and the Department of Agriculture before you are accepted to vend at the Market. Every person in the on-site food vendor booth who handles food must have a current State of Utah Food Handler's Permit, regardless of age. You can acquire a Food Handler's permit at the Salt Lake Valley Health Department. All permits, both State and County, must be present and prominently displayed in the booth at all times.
4. Vendors found in violation of the State of Utah Department of Agriculture or the Salt Lake Valley Health Department Guidelines, by either the health inspector or the Market staff, shall be asked to remove the item(s) in question or relinquish their space and forfeit any fees paid to the Market.
5. Alcohol may not be sold at the Market.
6. Vendors are responsible for cleaning their vending area and disposing of waste products in accordance with the Salt Lake Valley Health codes. Any charges assessed by the Riverton City Parks and Recreation Department for items such as grease and food stains will be passed on to and become the responsibility of the vendor.

On-site Food Vendor Trucks (Through Food Truck League)

1. Space for food vendor trucks is limited each Friday. Priority will be given to vendors who pay the seasonal fee, seniority, and uniqueness. Any free space is provided on a first come-first serve basis.
2. Food trucks cannot use generators for power and must have the capacity to use Market provided electricity. If the truck continuously trips the Market power fuses, it is the responsibility of the truck owner to remediate the problem. The truck owner must provide his/her own electrical extension cords as described above.
3. The Market can only accommodate food trucks that are less than 30 feet long and 15 feet high.
4. Placement of a food truck at the Market is at the discretion of the Market staff. Food trucks are placed in locations that benefit the Market. Shade cannot be guaranteed when placing food trucks.
5. Each truck must have a Riverton vendor truck pass. It must be prominently displayed for staff and public to see. The pass will be distributed beforehand. (packet, orientation)

Food Artisans

Food Artisans are vendors who prepare food for consumption in a home or commercial kitchen, and then sell at the Market. Examples of these types of products are jams, canned goods, or baked goods.

Any food that is prepared away from the venue is regulated by the Utah State Department of Agriculture and must come from an approved commercial or "cottage" kitchen. Vendors are responsible for obtaining the required approvals and permits from the Department of Agriculture before vending at the Market.

Arts and Crafts Vendors

Arts and craft items are reviewed and accepted by the Market staff based on quality and uniqueness. The Market is looking for a broad range of arts and crafts that enhance the Market experience and exhibit **quality and uniqueness.**

Guidelines for acceptance at the Market include but are not limited to:

1. All art and craft products must be handmade by the vendor or the vendor's immediate family members. Pre-manufactured, mass produced, imported or commercial products booth space is very limited. These items must be approved in advance. Info/pics are encouraged and must match items sold.
2. Craft items must be original and unique in work and/or design.
3. The starting material must be significantly altered and enhanced by the artisan.
4. Once accepted, vendors may display and sell the type of work presented on their application. Any changes must be approved by the Market Manager.

The following are descriptions/definitions of the products arts and crafts vendors at the Market who produce and offer items or services for purchase:

Works of Art

Artists create original pieces of art work through a variety of mediums. The product produced is intended primarily for beauty rather than utility. Artists often specialize in a particular type of art which may be categorized in the following ways:

- Two-dimensional work (drawing, painting, collage, illustration, typography or calligraphy)
- Three-dimensional work (sculpture, wood carving, leatherwork, and paper mache)
- Four-dimensional work (moving images, performance).

Jewelry

The jewelry category is the most applied for category at the Market. The Market has identified three subsets of jewelers: Artisans, Craft, and Mixed.

- Artisan jewelers are jewelers who craft the components of the jewelry they design (silversmith, gem cutting, stone tumbling, etc.).
- Craft jewelers are jewelers who design their jewelry using beads and/or other components they did not create themselves.
- Mixed Jewelers fall into both categories

Textiles

The textile artisans featured at the Market must create their products from scratch and be fully produced by the vendor or an immediate family member. Textile items that are allowed in the Market would include but are not limited to crocheted, knit, or sewn items.

Crafts

A crafter is defined as someone who creates unique handmade art or crafts that do not fall into the above categories. All craft artisans must operate out of their home or non-commercial art space. Vendors in this category are accepted based on uniqueness and creativity. All items sold must fit the vision of the Market and must be handmade.

Community and Non-Profit Organizations

The Market has allotted a limited number of spaces at the Market to help other non-profits or community outreach programs to do public education. Groups interested in doing outreach at the Market must contact the Market at bdance@rivertoncity.com to inquire about eligibility and request a non-profit/community application. Non-profits must have an EIN, a tax number or 501(c)3 designations in order to apply. Copies of the documents must be provided to the Market prior to acceptance. The Market cannot be expected to accommodate non-profits that show up without prior written approval.

1. Groups must comply with the same rules as regular Market vendors
2. Groups are not allowed to sell merchandise without prior permission from the Market. The group may solicit and accept donations.
3. Community/Organization groups are NOT allowed to hold or raffle off an item. The state of Utah considers raffles to be a form of illegal gambling. Participants may display "auction" items" but cannot ask anyone to pay for a "chance to win".

Sponsors

The Market has allotted 10' x 10' booth spaces to support our Sponsors. Sponsors may use their booths to display company literature or provide services. If you would like to become a sponsor of the Market please contact us at bdance@rivertoncity.com for more information.

Entertainment

Performers

Entertainment is a valued part of the Market. We enjoy providing featured performers and buskers that add to the festive atmosphere. Participation is free to performers at the Market. All Market performers are required to first apply and be accepted to the Market. The day of the performance, the performer must check-in at the Market Office to obtain a performer's ID badge.

Before performing at the Market, all entertainers/buskers must fill out the performer application form located at the City website. (<http://www.rivertoncity.com/parksrecreation.main.html>)

1. Performances should always be appropriate for a family based audience.
2. Please dress appropriately to face the public. A neat and clean appearance is most appealing.
3. Performers may put out a hat or bag to collect money but may not verbally ask the public for money. It is the responsibility of the performer to report all income, including tips, to the Utah State Tax Commission.
4. CD's may be sold by the performer.
5. Market staff has the authority to move and reassign performer's locations to facilitate market operations or to resolve concerns.
6. Knives, swords, torches, flames, axes, saws, or other objects that can cause bodily injury to any person are prohibited.
7. Performers under 16 should be accompanied by a responsible adult.
8. At all times, performers must conduct themselves in a manner that is courteous to other entertainers, vendors, and the public. Please remember you're a welcome guest and we appreciate your contribution to the Home, Hand & Harvest; but we must ensure the comfort and safety of our customers and vendors.

Busker

- A busker is defined as one (1) music or street performer. Types of buskers include but are not limited to face painters, cartoonists, caricature artists, balloon sculptors, and musicians.
- Buskers must perform in designated busking areas.
- Buskers are not allowed any type of amplification or percussion to accompany their performances.
- Buskers are to play for 1 hour then rotate to the next busking station. Buskers must move themselves every hour. If all busking stations are full, the busker will be asked to sit out and then rotate back into the busking queue.
- Buskers may not block the sidewalks or walkway and are responsible for cleaning their space before leaving.
- Buskers may not erect a tent, canopy, or structure of any kind.
- Buskers must check in at the Market Tent by 8:30 am.

Featured Performance Group

- Performance Groups are defined as one (1) or more performers.
- As a community event, we are interested in highlighting local bands or local performance groups. We are especially seeking genres that fit the feel of the Market.
- A larger performance space, known as the main stage, will be provided for this performance category.
- Amplification is approved for this category but will not be provided by the Market. Music must not be so loud as to interfere with the general business of the market. If the performance is too loud, the Market staff will ask the performer to reduce the noise level.
- Two one-hour slots are available from 11am to 1pm for performances. These slots will be made available starting February 15 and will be closed when all slots are filled.

Important Contact Information

**Utah Department of Agriculture
Division of Regulatory Services (certificate of registration)**

www.ag.utah.gov

Utah's Own Program

www.utahsown.utah.gov

Seth Winterton
Utah's Own Program Manager
801-538-7141
sethwinterton@utah.gov

Tamra Watson
Utah's Own Marketing Specialist
801-538-4913
tamrawatson@utah.gov

**State of Utah Tax Commission
Special Events Division**
<http://www.tax.utah.gov/sales/specialevents>

210 N. 1950 W.
Salt Lake City, UT 84134
801-297-6303
specialevent@utah.gov

**Salt Lake Valley Health Department
Food Protection (temporary event permits)**
www.slvhealth.org/programs/foodprotection/tempfoodbooths.html

788 E. Woodoak Lane (5380 S)
Murray, UT 84107
385-468-3845

2018 PRICING

Regular event pricing:

Riverton Rodeo (limited amount of spaces)
June 29, 30 2018
\$150

Riverton Town Days
July 3 & 4, 2018
\$150
\$50 (non-profit)
\$25 fee for use of electric

Riverton's Home, Hand & Harvest Market
July 13 – August 24, 2018
Each Friday, 6 – 9 p.m. in conjunction with Food Truck Frenzy and Movies in the Park
\$50 (farmer and hand-made items classification)
\$25 (non-profit)
\$75 (other)

Holly Days (limited amount of spaces)
November 26, 30, December 1, 2018
Cost TBD