



Queen Creek Farmers' Market 2011

Dates: February 12 • March 12 • April 9 • May 14 • June 11

Location: Queen Creek Library - West Parking Lot, 21802 S. Ellsworth Road

Time: February: 8 a.m. – 1 p.m., March- June: 8 a.m.- noon

Set Up: Open air; vendors furnish their own tents, tables and chairs

The Queen Creek Farmers' Market welcomes the following types of items:

- **Agricultural Products:** Produce, herbs, flowers and nursery crops raised, cultivated and harvested to sell at market. Also includes items processed from raw products into "value-added" products by vendors such as beekeepers, egg, dairy and meat producers, and fishermen and farmers. Examples include milk, cheese, oils, vinegars, honey, soap and herbal preparations.
- **Crafts:** Handmade items produced by crafters who craft the products offered for sale with their own hands. Preference will be given to crafters who create items containing materials native to Arizona or the Southwest as major ingredients.
- **Prepared/Processed Food:** Fresh food products processed by the vendor. The products can be ready-to-eat or pre-packaged. Vendors who sell prepared products are encouraged to use locally-grown ingredients. The percentage of locally grown ingredients in the product may be a factor in the vendor's acceptance to participate in the market. To be eligible to participate, prepared-food vendors shall possess and maintain all required state, county and local permits.
- **Artwork:** Artwork created by artists, including painted pieces, jewelry, pottery, glass, etc.

Vendor Selection: A Vendor Selection Jury may review applications to ensure products meet the criteria listed above. If selected, applicants will be asked to provide any outstanding permit information needed.

Fees: There is a \$20 fee for a 10' x 10' space. Saturday, February 12th is FREE for those that sign up for all 5 markets. Space is limited. Extra space can be purchased for an additional \$10 per 10' x 10' space. Please specify the number of spaces requested on the application. No refunds will be given after notification of acceptance.

Electricity: Limited electricity will be available. It will be allotted on a first-come, first-served basis determined by date of application. Please specify electricity uses on the application.

Communication: Unless otherwise arranged, all acceptance and final notices will be communicated via e-mail.

Return application by fax or mail to:

Town of Queen Creek
Attention: Shannon Johnson
22350 S. Ellsworth Road
Queen Creek, AZ 85242
Fax: 480-358-3701

For more information, contact Shannon Johnson at 480-358-3704 or Shannon.johnson@queen creek.org

QUEEN CREEK FARMERS' MARKET

General Policies and Regulations

The Queen Creek Farmers' Market is operated by the Queen Creek Parks and Recreation and Recreation Department (QCPR) and the Parks and Recreation Advisory Committee (PRAC), for the purpose of providing a market giving access to healthy foods, the opportunity for local vendors to sell their wares and to foster a sense of community.

I. MARKET GUIDELINES

- a. PRAC will determine market location, dates and hours in conjunction with local agencies, businesses and Town staff.
- b. Vendor fees will be set by PRAC.
- c. PRAC reserves the right to invite limited-time "Guests of the Market" for purposes of participating in special events or demonstrations. PRAC may admit these guests, whether or not they meet the 100 percent Arizona-produced agriculture or 50 percent native-materials crafts rule, if the department determines the limited-time program they offer fits within the mix and mood of the market.
- d. The Market reserves the right to sell a limited array of fruits and vegetables and foods not available locally due to seasonal or geographic production constraints. The list of these foods will be agreed upon by PRAC, and will be ascertained to not conflict or compete with any local Agricultural or Craft Vendor participating in the Market.

II. VENDOR GUIDELINES

- a. Complete and submit the following AT LEAST ONE week prior to the market date you are attending:
 - i. Completed and signed application
 - ii. Copy of liability insurance or signed indemnity agreement
 - iii. Crop or product plan. For crafters, please submit pictures if possible.
 - iv. Payment of \$20 for first 10 x 10 space and an additional \$10 for each additional space.
- b. Read and agree to abide by the General Policies and Regulations.
- c. Receive verbal or written approval by QCPR before you begin selling at the market.
- d. Vendors must allow a representative of the Market to inspect the production facility if deemed necessary. Two most recent months of invoices for ingredients used in preparing value-added foods must be available if inspection occurs.

III. VENDOR SELECTION

- a. Vendor applications may be juried.
- b. The jury will be selected by PRAC.
- c. The jury will schedule meeting times to review applications and will notify vendor of jury decisions in writing or email.
- d. Appeals to vendor selection decisions should be addressed to PRAC in writing.
- e. All applicants must include fees with their application. Checks or cash will not be deposited if application is rejected. The jury has the right to accept or reject any applicant, but the criteria for acceptance will be based on the following guidelines, with top priority given to Queen Creek residents:

1. AGRICULTURAL

- a. Farmers who raise, cultivate and harvest their produce, herbs, flowers, nursery crops for sale at the market. Included in this category are also beekeepers, egg, dairy, meat producers and fishermen and farmers who process their own product into "value-added" items.
- b. "Agricultural Vendor" shall be defined as the producer of goods sold and shall include the spouse, siblings, children, parents and employees of the applicant who assist in the cultivation of the same property listed in the application under the "name of the farm/production facility".
- c. Agricultural producers throughout Arizona are welcome and will be given priority.
- d. No reselling is permitted by vendors.
- e. Jury will select vendors with an appropriate number of agricultural vendors versus crafters/artists. Jury will work towards keeping a proper mix of products in the market.

2. CRAFTS

- a. Crafters are persons who craft with their own hands the products they offer for sale at the market.
- b. Crafts containing materials native to Arizona or the Southwest as a major ingredient in the product for sale (min. 50%) will be given preference.
- c. All craft vendors, to qualify for acceptance in the market must be successfully juried. The jury may reserve the right to admit craft vendors who do not meet the 50% native materials rule on a year to year basis, if the jury determines the product fits within the mix and mood of the market. This does not entitle admittance of any vendors.

3. PREPARED/PROCESSED FOOD:

- a. Prepared/processed food vendors offer fresh food products they have processed themselves into products for sale. These are ready to eat or pre-packaged items.
- b. The direction QCPR would like to see the processed/prepared food vendors go towards is using Arizona grown products, if available. Eventually, QCPR would expect to institute an 80% locally grown rule for all processed food, if available.
- c. Priority will be given to vendors using and documenting local grown ingredients and also selling to local businesses.
- d. All food vendors will be juried based on how well the products offered meet the above stated goals and mix of the market.
- e. All food vendors must meet any applicable local, state and federal regulations.

4. COMMUNITY

- a. Community organizations offering services and information will be admitted based on space availability and compatibility with the mission of the market.
- b. Community vendors are not permitted to sell any products, unless it is for fundraising purposes and it is approved by the jury. These organizations must show proof of their 501C3 tax status and offer receipts to customers as requested. This type of activity may be limited.

IV. STALL GUIDELINES

- a. Products being sold are grown or produced by vendor or his/her employees or representatives. Annual crop/product plan must be submitted to the market. Only products listed on the crop/product plan will be allowed for sale.
- b. *Necessary information, i.e. health permits, proof of insurance, tax license, etc., will be available at all times and copies will be on-site and on file with the Town.*
- c. All scales must bear a current seal from the Dept. of Weights and Measures.
- d. Vendors will sell at designated stall space and maintain their stall space in clean, sanitary and safe condition.
- e. Signs will be accurate and truthful.
- f. Vendors who market their products as "organic" must have proof of certification on display or must show that they meet the National Organic Program requirements for exempt producers.
- g. Music may NOT be played unless discussed with jury **PRIOR** to event.
- h. Selling will not start before posted market opening times and breakdown must begin promptly at posted market closing times with complete clean-up of stall area including being off the lot finished with one (1) hour.
- i. Vendors are expected to maintain high standards of honesty and respect towards one another and customers and conduct themselves in a courteous and helpful manner. Rudeness and dishonesty are grounds for removal from the market.
- j. Space assignment will be determined by submission of applications and variety of vendors attending.
- k. Each vendor is responsible for collecting his/her own sales taxes, where it is applicable.

V. PARKING – Loading & Unloading

- a. An email will be sent to each vendor one week prior to event with parking loading and unloading regulations as well as any other important information pertinent to the market.

VI. MODIFICATIONS

- a. QCPR and PRAC reserves the right to revise the General Policies and Regulations at any time as they deem appropriate.

VII. CIVIL RIGHTS

In accordance with Federal law and U.S. Department of Agriculture Policy, discrimination on the basis of race, color, national origin, sex, age or disability is prohibited.