

Roy Community Farmers Market

Managed by Collective Markets Org
4059 S 1900 W Roy, Utah 84067

2026 Market Vendor Handbook

Hello Vendor!

We are so excited to get this next season underway. Our mission is to bring real local food to our community and support local businesses. You will notice changes throughout the season as we enhance each week, and we hope to receive your feedback as we go. We hope that this Community Market will provide the best experience for everyone, especially our market vendors. If there is anything we can do to improve your experience, please reach out to us anytime. Please read through this handbook to thoroughly understand our process. Vendors are the heart of our market. All of your hard work will make our market a gathering place for the community, providing essential goods and services. If you have any questions about the market or the handbook, please do not hesitate to reach out.

All the best,
Roy Community Farmers Market Team

Contact:

Shawn Ostler, Manager
Roy Community Farmers Market
collectivemarketsorg@gmail.com

2026 Schedule

- 18 total market days
 - Opening Day of the Market June 3rd, 2026
 - The Market will be open on Wednesdays from 5:00 pm to 8:00 pm.
 - Vendors may begin setting up at 3:00 pm
 - Last Day of the Market Sept 30th 2026
- Market Location
4059 S 1900 W Roy, Utah 84067
[Furthest east parking lot to the south of the America First Corporate Offices]



Market Booth Fees

Fees:

Fresh Uncut Produce:

- \$0 No Charge

Concessions & Food Trucks:

- \$20/week paid weekly
- \$280/season paid in advance

Art and Crafts:

- \$20/week paid weekly
- \$280/season paid in advance

Processed Packaged Foods:

- \$17/week paid weekly
- \$238/season paid in advance

Full Season Discount:

To qualify for the full-season discount, vendors must commit to a minimum of 14 weeks. Fees must be paid in full on or before May 27th, 2026.

Vendor Category Definitions:

Fresh Uncut Produce:

Fruits and vegetables pulled straight off the plant and brought to market. This produce has not been processed or packaged. No reselling of produce.

Processed Foods:

Meat, baked goods cooked by the vendor themselves. Canned goods, Candies, and honey.

Art and Crafts:

Items handmade by the vendor. No reselling, MLM, or direct sales allowed.

Concessions and Food Trucks:

Mobile food vendors, and all other food vendors who do not operate under Hb181.

If you have questions about which category you fall into, please reach out to us at

communitymarketsorg@gmail.com.

Market Rules & Code of Conduct

1. To participate in the Roy Community Farmers Market, vendors must comply with the Market rules and code of conduct. Vendors who fail to comply with market rules will lose their right to participate in the market. No refund will be provided.
2. There is no smoking allowed within 50ft of the market.
3. Vendors shall comply with all applicable laws, as well as legally required permits.
4. Vendors shall not offer for sale any commercially produced items or items assembled from commercially available plans, kits, or cast from commercial molds.
5. Vendors shall not offer for sale any products distributed by multi-level marketing firms.
6. Vendors shall only offer for sale items that the vendor has directly made or grown.
7. Vendors shall only offer for sale items that have been disclosed in their market application. Vendors may seek approval for new products from the director or other market staff.
8. The market will be operated rain or shine. Vendors shall attend the Market dates for which they have reserved. Should the vendor be unable to attend reserved market dates, the vendor should notify the manager at least 48 hours in advance.
9. If the vendor fails to provide 48 hours' advance notice, they will be subject to a "No Call, No Show" fee.
10. A vendor-supplied booth canopy must be secured by 40lbs of weight on each leg. Canopies with side covers shall be secured with 100lbs of weight on each leg.
11. Vendors shall have their booths completely set up no later than 4:45 pm on market days.
12. Vendors shall park their vehicles in vendor-designated parking only.
13. Vendors shall not drive into the market until after 8 pm on market days.
14. Vendors shall keep booths completely set up until 8 pm on market days, including canopies.
15. If a vendor has sold out, they shall put up a sold-out sign and begin packing up displays. However, canopies MUST stay standing until 8 pm.
16. Vendors shall observe the Stop, Drop, and Roll policy and park their vehicle after it is unloaded, before setting up displays. As well as packing up displays and collapsing canopies before driving their vehicle into the market.
17. Vendors shall assume all responsibility for collecting and remitting applicable sales tax from the sale of goods. Vendor shall also assume all responsibility for obtaining the proper permits needed to offer goods for sale.
18. Vendors may not prepare foods with the use of electricity or propane unless approved to do so in their contract.
19. Vendors, with the exception of those selling ONLY fresh, raw, whole, unprocessed, and unprepared food items, must register with the Weber County Health Department as required by the Department's Food Sanitation Regulation.
20. Vendor shall conspicuously display all lawfully required permits at their booth.
21. Dogs are allowed at the market as long as they are on a leash and have access to water. Dogs must be leashed. You MUST clean up after your dog.
22. Eggs: Eggs shall be sold only by the owner of the flock laying the eggs. Eggs shall be stored before and during the market at 45 degrees Fahrenheit or less and must be clean and free of

cracks. Egg Cartons may not be reused, and all eggs must be sold with safe handling instructions.

23. Cheese: Cheeses must be maintained at 41 degrees Fahrenheit or less

24. Samples: Vendors are allowed to offer customer samples, but they must be kept in an ice bath and follow the Weber County Health Code.

25. Generators: Vendors with a generator must make reasonable efforts to dampen the sound of the generator and direct exhaust away from the market. This could include using a long extension cord to move the generator farther away from the market or using a sound barrier or shield to dampen the sound. Please contact the market manager directly with any questions or if you need assistance getting a sound shield.

Note: Regarding Wind

The area in Roy where the market is held is known to experience microbursts of wind. Because of this, we require at least 40lbs per leg, but recommend at least 60 lbs per leg.

Tips to prevent your canopy from flipping. We recommend you employ all if possible.

- 1- Use heavy weights like sandbags, water barrels, or concrete blocks on each leg.
- 2- For ballast, secure the frame with bungee cords/straps to nearby sturdy objects.
3. Create a windbreak with your vehicle.
4. Lower the canopy height and angle into the wind to reduce its sail effect.

Licenses and Permits

Vendors are encouraged to consult with the tax and legal professionals regarding legal and tax obligations. Any information provided in this handbook should not be relied on as tax or legal advice.

- Vendors that are required to have a permit or license must also attach copies of all necessary information to their application.
- Vendors are required to post in clear view at their booth any license or permit they are required to obtain at each market.
- All vendors, with the exception of farmers that sell ONLY fresh-grown raw unprocessed produce, honey, or plants the vendor has grown themselves, are required to collect sales tax from customers and remit the collected sales tax to the Utah State Tax Commission.
- Vendors shall contact their local licensing departments, health departments, and the Utah Department of Agriculture and Food in order to verify they have all the licenses and permits necessary to vend at the market.

Application Process

- Roy Community Farmers Market accepts applications year-round.

- After you have filled out the online or paper application, you will be notified within 5 business days of your acceptance, waitlist, or rejection.
- If you are added to the waitlist, you will be contacted on the Monday prior to the Wednesday Market day if you have been selected for that market day
- Our goal is for our market to comprise 70% food and 30% art and crafts. Therefore, priority is given to local farmers and food makers.
- Priority is given to residents of Roy city first, followed by Weber county residents, and supported by Utah residents. No vendor who creates their product more than 250 miles from Roy city will be considered, unless those items cannot be farmed or created within that 250-mile radius.

Mid-Season Disqualification:

Roy Community Farmers Market operates on a three-strikes policy. If a vendor violates any of the rules and regulations of the market as stated above. They will be informed via email and will receive a strike. If a vendor received two strikes, they will be ineligible to attend future market seasons. If a vendor receives a third strike, they're relationship with the market will be immediately severed. If a vendor is participating in illegal activity, they will be immediately removed from the market and reported to the authorities.