

Roy Community Farmers Market
Managed by Really Good Events LLC.
4059 S 1900 W Roy Utah 84067
[Furthest east parking lot to the south of the America First Corporate Offices]

2025 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 through the season as we enhance each week, and we hope to receive your feedback as we go. We hope that this Market will provide the best experience for everyone, especially our market vendors. If there is ever anything that we can do to improve your experience we hope that you reach out to us. We hope that you read through this handbook and 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 and provide 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:

Jane Wylie

Manager

Roy Community Farmers Market

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2024 schedule

- 13 total market days
- Opening Day of the Market June 4th 2025
- The Market will be open on Wednesdays from 5:00pm to 8:00pm.
 - Vendors may begin setting up at 3:00pm
- Last Day of the Market August 27th 2025

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

2025

Fresh Uncut Produce:

- No Fee

Processed Foods:

- \$17/week paid weekly
- \$170/season paid in advance

Art and Crafts:

- \$20/week paid weekly
- \$200/season paid in advance

Food Truck:

- \$25/week paid weekly

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.

Full Season Discount: To qualify for the full season discount vendors must commit to a **minimum** of 10 weeks. Fees must be paid in full on or before May 6th 2024

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. Vendor 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 the vendor has directly made or grown. 7. Vendors shall only offer for sale items which 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, vendor should notify director at least 48hrs in advance.
9. If the vendor fails to provide 48hrs 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 4:45pm on market days. 12. Vendors shall park their vehicles in vendor designated parking only.
13. Vendors shall not drive into the market until after 8pm on market days. 14. Vendors shall keep booths completely set up until 8pm 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 8pm.
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 re-used 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.

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.

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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, their 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.