



2023 Papillion Farmers Market Vendor Information Packet

Basic Information for 2023 Season

Market Season:

Length: 12 weeks

Market Hours: 5:00pm to 8:00pm

Market Dates:	May 24 th	June 28 th	July 26 th
	May 31 st	July 5 th	August 2 nd
	June 7 th	July 12 th	August 9 th
	June 21 st	July 19 th	August 16 th

Please note, no market on Wednesday June 14th due to Papillion Days.

Special Days at the Market: June 7th – Whimsical Night at the Market
 July 12th – Summer Bash
 August 9th – Back to School Party

Location:

Papillion City Park
 Located at the corner of South Washington Street (aka 84th Street) and Lincoln Road.

Vendor Pricing:

<u>Stall Type</u>	<u>Early Registration*</u>	<u>Regular Registration</u>
Season Vendor 12'x12' Stall	\$125.00 per season	\$150.00 per season
Season Vendor 16'x16' Stall	\$175.00 per season	\$200.00 per season
Weekly Vendor 12'x12' Stall	not applicable	\$25.00 per week

***In order to be eligible for Early Registration, your application must be RECEIVED by March 15th.**

Season Vendor = vendors that pay a one-time fee for an assigned stall throughout the season as designated by the Papillion Recreation Department.

Weekly Vendor = vendors that pay a drop-in rate and are assigned a stall based on that week's availability, product mix, and management discretion.

2023 Rules and Regulations

General:

There will be a Market Manager on-site each Wednesday and can be located by visiting the Papillion Recreation Tent at the entrance to the market. Please see the Market Manager for any questions and/or issues during the market.

Requesting a date on the vendor application form does NOT guarantee a stall space for that day.

The Papillion Farmers Market will be held rain or shine.

No alcohol, tobacco, or tobacco-like products are allowed at the market. Smoking will only be allowed in the parking lot area.

It is the vendor's responsibility to be familiar with the local, state, and federal regulations and permits that govern the products of which they sell. The guidelines included in this document regarding product sales are included as a courtesy, but do not take precedence over governmental policy. The City of Papillion reserves the right to conduct on-site inspections of vendor farms, kitchens, or other workshop spaces.

The City of Papillion reserves the right to approve or deny all vendor applications.

No vendor displays can be placed in the patron walkways or in the way of other vendors.

Day Of the Market:

On your first Wednesday evening, there will be an on-site Market Manager to greet you and show you to your stall. They will be your on-site point-of-contact for any questions you might have concerning your stall or the market in general.

The Market Manager will be on-site beginning at 3:30pm each Wednesday. Vendors are allowed to arrive on-site and begin their setup anytime between 3:30pm and 4:45pm.

All vendors must be on-site by 4:45pm each Wednesday. Vendors that are not on-site by 4:45pm may have their space reallocated to another vendor.

Vendors arriving after 4:45pm will not be allowed to drive up to their stall and will have to hand carry their items to their stall, unless the Market Manager grants permission for other arrangements.

There may be people, including children, using the park before, during and after the market so please drive extra slow to reach your stall at the beginning of the market and to leave at the end of the evening.

No vehicles will be allowed to enter or exit the market between 4:45pm and 8:00pm even if the vendor sells out of product. Please plan accordingly.

If you have special circumstances that do not allow you to be on time or stay for the duration of the market, please contact the Market Administrator or Market Manager.

No public sales before 5:00pm or after 8:00pm.

It is the vendors responsibility to have appropriate assistant to watch their stall should they need to step away.

It is highly recommended that all vendors have shade tents and bring their own appropriate assistance to set them up. All vendors should also bring their own appropriate assistance to setup any displays. Sandbags and/or stakes or other appropriate safety equipment are required to ensure the stability and safety of all tents and displays.

The Papillion Farmers Market does accept buskers. As a vendor, if you encounter any issues regarding a busker, please notify the Market Manager right away.

All stalls must be kept clean and free of litter. Failure to leave the area clean and free of litter at the end of the market each night will result in expulsion from the Papillion Farmers Market for the remainder of the 2023 season without a refund of fees paid.

Vendors:

Vendors must be a minimum of 18 years of age to submit a Vendor Application Form and sell at the market. If children under the age of 18 are at a stall, they must be under adult supervision for the duration of the market.

Vendors will be notified of their acceptance, rejection, or waitlist status via email. If a vendor is accepted there will be additional information given regarding fees due and payment dates.

If a Season Vendor is absent for 2 or more weeks in a row, they will be assigned weekly vendor spots and retroactively charged accordingly. This will also be the case for vendors arriving late without notification or leaving early.

Home-Based and Independent Consultant Businesses

The Papillion Farmers Market will accept a limited amount of home-based and Independent Consultant business applications. Home-based and Independent Consultant business vendors will be required to provide a State of Nebraska Tax ID Number. This may be provided from the corporation itself. Any home-based and Independent Consultant business vendor must be familiar with local, state, and federal regulations and permits that govern the products of which they sell.

Commercial Businesses

The Papillion Farmers Market will accept a limited amount of commercial business applications. Commercial business vendors must be familiar with local, state, and federal regulations and permits that govern the products of which they sell.

Artists

The Papillion Farmers Market would like as many local and regional artists as possible to participate. The Farmers Market Administrator will use the following standards to guide their decision in filling available spaces:

- Any artwork that is original
- Work is produced as an individual piece.
- Work shows originality of design.
- All work displayed is for sale.
- Limited edition prints are accepted in editions of 100 or less, provided each is individually signed and numbered.

Vendor Sales:

Non-produce vendors are responsible for collecting, reporting, and paying sales tax. Papillion's current tax rate is 7.5%. It is the responsibility of each vendor to return payment to the Nebraska Tax Revenue Service per state statute. For more information, please contact State of Nebraska Department of Revenue at 402-595-2065.

It is the responsibility of the vendor to make sure they have all licenses, certifications, and permits needed for their products and/or services offered.

No public sales before 5:00pm or after 8:00pm.

Vendor Stalls:

The Papillion Farmers Market will only accept applications for season vendor stalls up to May 17th. After this date only weekly vendor stalls are available. There are no weekly vendor stalls available for the first Wednesday of the market.

Season vendor stalls are available in two sizes, 12'x12' or 16'x16'. Weekly vendor stalls are available in only one size, 12'x12'.

Vendors will receive their stall assignments three weeks prior to the first Wednesday of the market.

The Papillion Farmers market provides a stall space only. All tables, chairs, displays, etc. are the responsibility of the vendor.

All vendors must set up within the marked stall space away from the sidewalks, allowing for customers to walk up to your stall and leave the sidewalk free for other patrons. Do not set up on or right next to the sidewalk.

Each vendor stall is allowed to have one car parked in proximity of their stall within the market. Any additional cars will need to be parked in general parking.

No vendor stalls will be located in designated parking areas or in participant pathways.

Stalls in covered and/or shady areas will not be guaranteed. Vendors should be prepared for stalls that are completely open and exposed to a variety of weather.

No amplified music is allowed at vendor stalls.

NEW FOR THE 2023 SEASON – The Papillion Farmers Market is proud to introduce the “Market Café”!

Market Café vendor stall assignments will be made based on factors, including but not limited to, vendors that use more than one vehicle pertaining to the preparation or sales of food, using a generator in preparation of food, using a food truck or food trailer to prepare and sell food, and has any product that is not pre-packaged for compact, easily accessible sales.

The City of Papillion reserves the right to assign a vendor to a stall in the Market Café location for any reason listed or unlisted.

We are continuing to offer the option to request a preferred stall location for season vendors. The request of a stall number on the Vendor Application does not guarantee the vendor that stall.

Stall placements are assigned based on a variety of factors, including but not limited to, availability, product mix, and management discretion.



Electricity:

Any vendor needing electricity must state so on their Vendor Application Form. There is no additional cost for electricity, however, outlets are limited and are reserved on a first-come-first-served basis.

The requirement of electricity will require a specific stall placement. If electrical cords are needed and cross the pathway of market shoppers, the vendor must secure those cords and make reasonable attempts to mitigate any tripping hazards.

Outlets provide 20 amps, 110v per Edison style duplex. Vendors must provide their own extension cord(s) from their booth to the assigned outlet location.

It is recommended that vendors accomplish a site survey prior to their first setup to ensure they have the right equipment for their electrical requirements.

Rule Violation Policy:

Violation of any of the 2023 Rules and Regulations, or policies laid out in this document, or future notices will generally* be handled as follows:

1st Violation = results in verbal and/or written warning issued by the Market Manager, Market Administrator, Papillion Recreation Department, or City of Papillion.

2nd Violation = results in a written warning issued by the Papillion Recreation Department and/or City of Papillion.

3rd Violation = results in expulsion from the market for the remainder of the 2023 season without a refund or pro-rated amount of any fees paid.

*The Papillion Recreation Department and City of Papillion reserve the right to expel any vendor from the Market for any violation at any time without a refund or pro-rated amount of any fees paid.

Cancellations:

The Papillion Farmers Market is held at an outdoor venue which is subject to unpredictable weather conditions. The Market Administrator and/or Papillion Recreation Department reserves the right to cancel a market for any reason, including but not limited to, a safety issue or severe weather. No refunds or pro-rated amounts will be issued for cancellations.

Vendors wishing to withdraw from the Papillion Farmers Market must submit a written request to the Papillion Recreation Department (1046 W Lincoln St, Papillion NE 68046). No refunds or pro-rated amounts will be issued once the season begins.

If a vendor chooses not to attend the market, for any reason, you must notify the Market Manager or Market Administrator by 12:00pm two days prior to the market. No refunds or pro-rated amounts will be issued.

How To Apply:

1. Fill out the 2023 Vendor Application (3 pages in total)
2. Submit the 2023 Vendor Application and ALL appropriate documentation needed (applicable licenses and/or Nebraska Tax Certificate).
 - a. **Incomplete forms or forms with missing signatures will be returned and will not count as “received” until the form has been returned with all the required information and signatures.**
 - b. All documents needed can be submitted via:
 - i. Email (address on application)
 - ii. Mailed (address on application)

Papillion Farmers Market Administrator will notify all applicants of their acceptance, rejection, or wait list status.

If a vendor is accepted there will be additional information given regarding fees due and payment dates. Failure to submit stall fees by the designated date will result in forfeiture and the stall space will be filled by an alternate from the waitlist.