



Greetings,

We at the City of Papillion Recreation Department are excited for another successful year of the Papillion Farmers Market.

Attached you will find the 2021 Papillion Farmers Market Application package. This document contains the rules and regulations, application, and the 2021 Farmers Market map. Please fill out and return the application by May 19th.

We are continuing to offer the ability to choose and reserve a seasonal spot. We'll be accepting stall reservations for the year on a first come first served basis, so there is no guarantee you will get the spot you request. Please see the stall layout on the map included in the application package.

Due to vendor feedback from the 2020 season, we will be offering an extended season option for those vendors that wish to sell later into fall. The first day of sales will be June 2nd, 2021. For the standard 12 week season, the last day will be August 25th, 2021. The last market for the extended 17 week season will be September 29th, 2021. There will not be a market held on Wednesday, June 16th due to Papillion Days. We will resume the market on June 23rd.

We are very excited for the 2021 season. If you have any questions, please do not hesitate to contact me by phone or email.

Kind Regards,

Alexis Ehrhardt

(402) 401-6266

aehrhardt@papillion.org

Mail or drop-off applications to:

City of Papillion Recreation Department

Attn.: Farmers Market

1046 W. Lincoln St.

Papillion, NE 68046

Important Dates:

May 19th: Deadline for assigned booth request & vendor applications

June 2nd: Opening Day

June 16th: No Market this week due to Papillion Days

August 25th: Closing Day – Standard season

September 29th: Closing Day – Extended season

Location & Times:

The Papillion Farmers Market will be held Wednesday's from 5:00 p.m. – 8:00 p.m., June 2nd-September 29th at Papillion City Park located at Washington/84th Street and Lincoln Road. There will not be a market held on June 16th due to Papillion Days. The market will re-open on June 23rd for the remainder of the season.

Checklist for vendors:

- _____ Completed and signed application
- _____ Copy of Applicable Licenses and Nebraska Tax Certificates
- _____ Tax ID Number
- _____ Check made out to City of Papillion

Papillion Farmer's Market 2021 Rules and Regulations

Vendor Types:

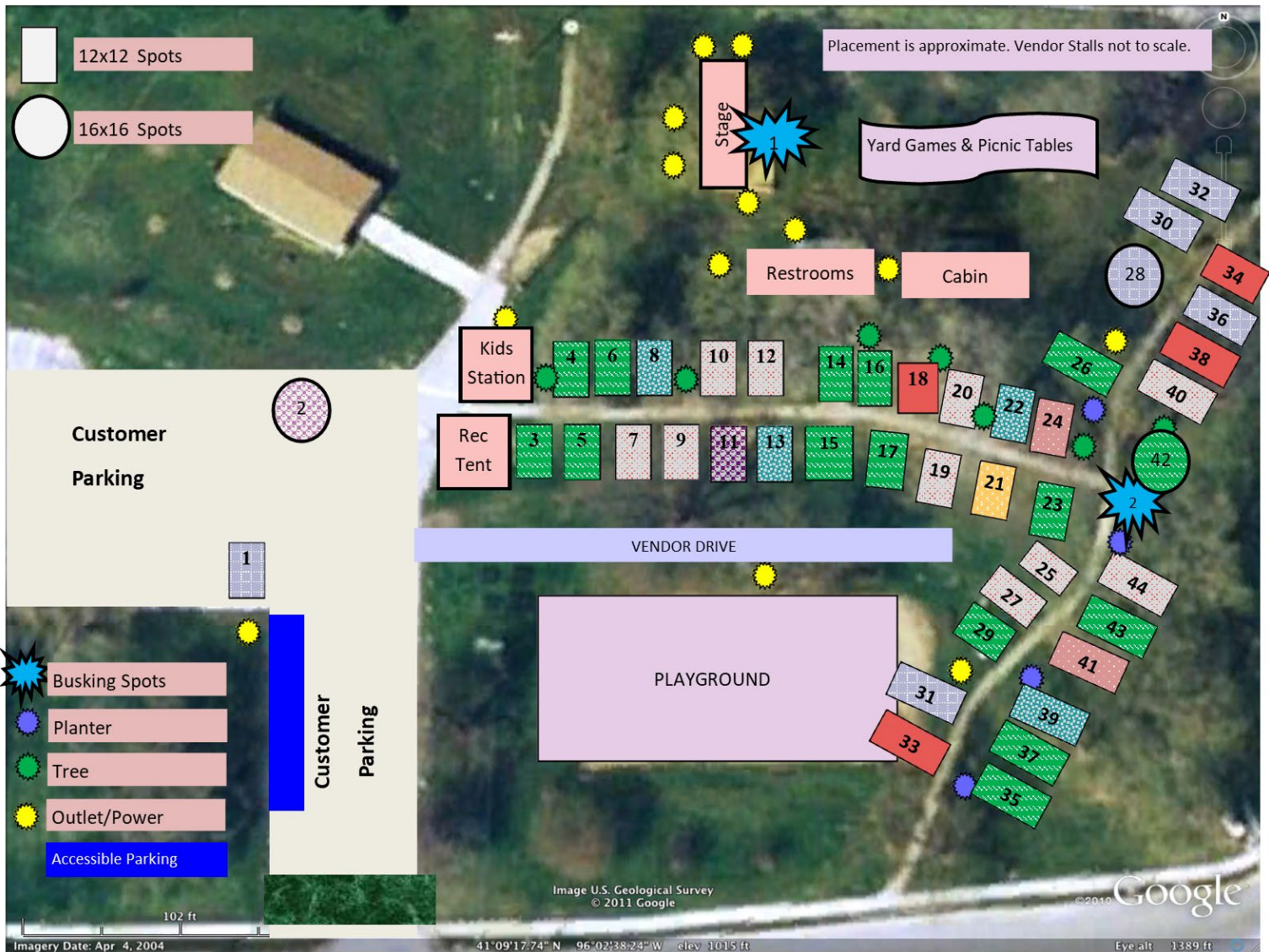
To grow the market and its offerings to the community, new spot allocations will be implemented for the 2021 season. Please reference the following key when deciding your top 3 preferred spots to include on your application. If there are no spots available for your vendor category, you will be kept on a waitlist and considered when filling empty spots. Decisions to fill empty spots will be dependent upon what vendors have already applied to the market.

There are two booth sizes to choose from, standard 12'x12' or 16'x16'. The entrance to the market will be through the entrance closest to the parking lot. Once you pull up to the park there will be someone to greet you and show you to your booth.

We are continuing to offer the ability to choose and reserve your seasonal spot. We'll be accepting stall reservations for the year on a first come first serve basis, so there is no guarantee you will get the spot that you request.

On the map you will see that there are two busking spots available each market. All buskers must submit an application and be approved before being eligible to play at the market. Our vendors' rights take

priority over buskers', as vendors pay for their spot. If you encounter any issues with a busker, please notify the market manager or recreation staff right away.





Seasonal Vendors are vendors that pay a one-time fee for an assigned stall throughout the season as designated by the City of Papillion.

Weekly Vendors are vendors that pay a drop-in rate and are assigned to a stall space depending on space availability, product mix, and management discretion. Weekly vendors are not guaranteed the same space each week they request to participate in the Market. Requesting a date on the vendor application form does NOT guarantee a stall space for that day.

Please note, if seasonal vendors are absent for 2 weeks in a row (or more) 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.

Booths in shady areas will not be guaranteed. We offer the option to reserve your spot for the season for our seasonal vendors on a first come first served basis. Please see the stall layout on the map included in the application package. If you have a preference in your stall location please return the attached map with your desired booth space with your application as soon as possible. Please note stall locations on the map are an approximate location and subject to change.

It is highly recommended that all vendors have shade tents and bring appropriate assistance to set up displays/tents.

Sandbags and/or stakes or other appropriate safety equipment are required to ensure the stability and safety of all displays. Vendors must remit payment to the Papillion Recreation Department.

If you have a product that will blow off of your table with the wind please bring something to weigh them down. EX: If you have a bag, please put a weight in the bottom so it will not blow off of your table.

Electricity:

Electricity must be reserved through the Farmers Market Manager at no additional cost. Outlets are available in many locations throughout the park and each provides 20 amps, 110v per Edison style duplex. Vendors must provide their own extension cord(s) from their booth to the nearest power 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. You may need more than one long extension cord, please be prepared. If you need power you must advise the market manager by the Monday before, at the absolute latest.

Market Specific Regulations

- The PFM will be held rain or shine and refunds are not given unless the PFM is cancelled prior to opening and at the determination of management. In this case, refunds will only be considered for Weekly Vendors. We will only cancel if there is severe weather in the area. If you choose not to attend, due to the weather, you must notify the Market Manger by 12:00pm the day of the Market. This will allow the Manger ample time to rearrange the other vendors.
- All vendors MUST be onsite by 4:45 p.m. Vendors that are not onsite by 4:45 p.m. may have their space reallocated to another vendor. ***If you are going to be late you need to contact the Papillion Farmers Market Manager, at aehrhdt@papillion.org
- No public sales before 5:00 p.m. or after 8:00p.m.
- No smoking or vaping will be allowed in the Farmers Market. Please step out to the parking lot or outer sidewalk if needed. If you need to step away please tell staff and they will watch your booth until you return. We are now a smoke/vape free market.
- All stalls must be kept clean. Failure to leave the area clean at the end of the sales day may result in expulsion from the PFM for the remainder of the 2021 season without refund of fees paid.
- If seasonal vendors are absent for 2 weeks in a row (or more) 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. If you have special circumstances that do not allow you to be on time or if you need to leave early please contact the Farmers Market Manger to discuss this with them.
- Vendors must be a minimum of 18 years of age to sell at the market. If children under the age of 18 are working a booth they must be under adult supervision the entire time.

General Policies:

- It is the vendors' responsibility to be familiar with the local, state and federal regulations and permits that govern the products of which they sell. The notes and guidelines included in this document are included as a courtesy, but do not take precedence over governmental policy.
- The PFM Manager will arrive by 3:30 p.m. each Wednesday. Vendors are allowed to drive onsite between 3:30 p.m. and 4:45 p.m.

- Vendors arriving after 4:45 p.m. will have to handcart items to their stall, unless it is worked out with the Market Manager ahead of time. We will have patrons and children walking in the park so you cannot drive in when patrons are walking around.
- Please drive slowly through the park. There will be children wandering around the park so for the safety of everyone please keep it under 10 mph. We want everyone to be safe and have a fun time at the market.
- No vehicles are allowed to enter or exit the site between 5:00 p.m. and 8:00 p.m. If there is an emergency, please work with the PFM Manager. Vendors are not allowed to leave before 8:00 p.m. even if they sell out of product. Please plan accordingly.
- The City of Papillion reserves the right to conduct on-site inspections of farms, kitchens or other workshops or spaces.
- The City of Papillion reserves the right to approve or deny all vendor applications.
- No amplified music is allowed in the vendor booths.
- No displays can be set in the patron walkway or in the way of other vendors.
- Non-produce vendors are responsible for collecting, reporting and paying sales tax. Papillion's current tax rate is 7.5%.
- All vendors must set up within the marked stall space (away from the sidewalk). Please do not move up onto the sidewalk area. This will allow customers to walk up to vendor booths without blocking the sidewalk for other patrons.
- The City of Papillion reserves the right to invite food or community vendors at no charge.

Rule Violation Policy:

Violation of any of the Rules and Regulations or policies laid out in this or future notices will be handled as follows (unless otherwise stated above):

- First violation results in a verbal or written warning, which may be issued by the Farmers Market Manager.
- Second violation results in a written warning issued by the City of Papillion Recreation Director.
- Third violation results in expulsion without refund for the remainder of the Papillion Farmers Market season.

Sarpy County Food Inspector: Please put this number in your phone if you are a food vendor.

- Nebraska (Sarpy County) Food Inspector - Paul Delsignori - (402) 326-2694

For Artists/Crafters Only:

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

- Any Artwork is original
- Work is produced in quantity or as an individual piece.
- Work is well-conceived, expertly executed without technical faults.
- Work shows originality of design.
- All work displayed must be for sale.

- Limited edition prints are accepted in editions of 500 or less, provided each is individually signed and numbered.

All developing and printing of photographs must be made from the artist's original negative and under the artist's direct supervision.

Acceptance of Offer:

Step (1): Each applicant is asked to submit their completed application to the Papillion Recreation Department, 1046 W. Lincoln ST, Papillion, NE 68046.

Step (2): The Papillion Farmers Market Manager will notify all applicants informing them of their acceptance, rejection, or if they are on the waiting list.

Step (3): If notified of acceptance, the applicant may accept the invitation to exhibit by submitting their booth fees to the Papillion Farmers Market as per the fee schedule above. Failure to respond may result in forfeiture and the space will be filled by an alternate from the waitlist.

Cancellation:

Seasonal 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 will be made for cancellations once the season begins.

Home Based Business:

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

Sales:

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

Release Acknowledgment:

Please read and sign the following:

I am making application to be a vendor in the Papillion Farmers Market and agree that acceptance of my application commits me to participate in the Papillion Farmers Market. I have read all the rules and agree to abide by them, as well as any other rules as may be established and, further understand that failure to do so may result in the loss of my space at the Papillion Farmers Market, forfeiture of my application fee and liability for any actual or consequential damages.

By signing this application, I do agree to follow the stated rules and regulations of the Papillion Farmers Market. Required paperwork must be mailed or submitted in person, fee included, and approved by the Papillion Farmers Market Manager before participating in the Papillion Farmers Market.

I certify that all submitted and displayed works will be original (or reproduced as defined in the rules) and produced solely by myself or by my registered partner or company. I understand that the City of Papillion staff reserves the right to use my submitted images and/or other photos taken at the Papillion Farmers Market for promotional purposes.

I understand that the Papillion Farmers Market, the City of Papillion, all sponsoring organizations, and their directors, officers, elected officials, employees, agents and volunteers are not responsible for any loss or damage to property owned, displayed, or sold by all vendor registrants or any injury resulting to others. I agree to hold each of them harmless from any such claims of damage, loss or injury arising out of my participation in the Papillion Farmers Market.

Applicant Signature

Partner Signature (For vendors participating as a team)

Date

Date

Office use only	
Date Received: _____	Initials: _____
Accepted: _____	Declined: _____