

Urban Harvest

2010 Vendor Guidelines

1. Items sold are limited to regionally produced foods, crafts, and services created by the local vendor. Items sold must be handmade by local vendors, and vendor booths must consist of a majority of saleable items. The majority of services provided must be done on site. All vendors must go through an application and review process to be approved for membership. The Urban Harvest Board reserves the right to refuse membership to anyone who does not meet quality standards or is not found to be a local vendor selling locally made goods.
2. Vendors shall comply with all applicable federal, state, and local rules and regulations relating to the products they sell, and will submit a signed statement that they have been so informed. Vendors are required to collect sales tax as required by law, and report to the appropriate state in which they do business. This reporting is the sole responsibility of the vendor.
3. Urban Harvest is not responsible for lost, stolen, or damaged items.
4. The market will be held at the downtown Farmer's Market location, on the corner of 4th and Broadway in Bismarck. The market will run every Thursday from July 8th through August 12th for a total of six weeks. Market hours are from 10:00 am to 8:00 pm. Set up is from 8 to 10 am, and tear down begins at 8:00 pm.
5. For public safety and the safety of market participants, no vendor vehicles will be allowed inside the designated market area between the hours of 10:00am and 8:00pm.
6. The 2010 season will allow vendors to purchase either a one-time vendor membership or a season membership.
 - One time vendor membership fee is \$25.00 – this allows you to set up your booth one time during the six week 2010 market season.
 - Season vendor membership fee is \$84.00 (plus deposit – see #8) – this allows you to set up your booth for all six markets during the 2010 season.
7. Applications can be obtained the day of the market at the Urban Harvest booth. The membership is non-transferable. Board meetings to elect the Board of Directors will be held annually, and members are entitled to one vote per paid membership.
8. Urban Harvest season vendors must pay a \$30 deposit along with their membership fee. This deposit is designed to encourage market participation. At the end of the 2010 season, season vendors will be reimbursed \$5 for each market they attended. It is the vendor's responsibility to check in at the Urban Harvest booth each market day.
9. Vendors are required to be set up during market hours (10 am-8 pm). If an unforeseen emergency arises and you must tear down your booth and leave the market before the end of market hours, please visit the Urban Harvest booth to

- speak with a Director. We encourage you to set up your booth before 10 am as the street is closed at 10 am and vehicles will not be allowed to enter the market area to unpack supplies. Upon arrival, the vendor must check in at the Urban Harvest booth where they will be assigned a space. The Urban Harvest booth will coordinate booth space, and will also maintain general market information, first aid, lost and found, etc.
10. Booth space is 10' x 10'. Vendors are responsible for providing their own canopies, tables, chairs, signs, money for change, and any other supplies they require. Access to electricity is available but not guaranteed.
 11. Urban Harvest is a neutral public event, and no religious or political proselytizing is allowed in any form. All displays and signs should be appropriate and in keeping with the spirit of the market. Each vendor must maintain a clean and orderly area on all sides of their display.
 12. Urban Harvest reserves the right, in the event that vendor space becomes limited, to enact any system to manage space. This could include pre-assigned vendor locations or a confirmation system in which vendors must call and confirm their attendance before each market. In the event that we reach maximum capacity, we will select vendors based on seniority and attendance. If such a system is necessary, all vendors will be supplied complete information in writing far enough in advance that they can make necessary adjustments.
 13. Urban Harvest will have liability insurance for the market. This insurance covers the event only, and individual vendors are required to provide proof of individual insurance before participating in the market.
 14. The market is run by member volunteers and the Urban Harvest Associate Directors. Members are expected and encouraged to help out in the overall functioning of the market. The Directors and/or the volunteers on duty have the authority to implement policy on all operations on the day of the market as the need arises. Questions or concerns about the functioning of the market can be addressed in writing to the Board of Directors (contact information is available at www.bismarckurbanharvest.org).

Urban Harvest Parking Policy

It is critical that Urban Harvest vendors do not take street parking away from downtown shoppers – after all, these are your potential customers! There are two public parking ramps located downtown, one on 3rd Street and one on 6th Street, that should be used by vendors. If it is brought to the attention of market volunteers that a registered Urban Harvest vendor is parked on the street in a 90-minute zone (between Washington and 7th, Rosser to Main), they will be asked to move their vehicle immediately and be given a “warning.” A second episode will result in the vendor being asked to leave the market for the remainder of the day. Repeated problems could result in the revocation of a vendor’s season membership.

Thank you for participating in Urban Harvest!