



Dear Prospective Market Vendor:

Thank you for your interest in the Main Street Market!

If you are a returning vendor, we'd like to welcome you back and also express our appreciation for all that you do to help make our market a profitable and fun place to be. If you're joining us for the first time, we'd like to welcome you to our family of hard-working, friendly vendors.

You can count on us to do everything we can to help you get established so that you can successfully market your products to our ever-growing base of loyal customers. In addition to addressing the needs of our vendors and customers, the market directors will advertise and promote the market, keep you abreast of changes and announcements, and will coordinate our vendors' participation in the Market

Please note the following:

The summer market season will run every Thursday from July 11 to September 5, 2024. The market hours are 4 to 7 p.m.

The fee for the market is seasonal. Electricity may be available at no extra charge; please request at time of application. Note that electricity connections are quite a ways from the booth space so at least a 100' cord is required.

Spaces will be assigned for the full season this year. In deciding on placement, we'll take into consideration vendor's history at the market. We'll also give those vendors who plan to attend all markets the first priority. We will do our best to accommodate any placement requests, but **ultimate placement at the market will be at the discretion of the market manager.** Vendors are generally allowed to remain in the same spot designated for the season but the market management reserves the right to rearrange the booths as needed. This may occur when other downtown events coincide with the market. Vendors may not reassign their booth to another vendor without the permission of the market manager. **Returning vendors: Your space is not held without an application. If we don't have an application, there is not guarantee that you'll have the same space as previous years.**

Again, we will be on Facebook, the City website, our website and on the city's TV channel. In addition, we advertise in local print media and radio. It is in your best interest to give us information about your business.

Please read the market regulations, fill out the application and sign the vendor regulations agreement. Return them to the contacts below with any required licenses.

MARKET ARRIVAL AND DEPARTURE

1. Arrival: Vendors must arrive no later than 30 minutes prior to the opening of the Market. **Set-up CANNOT begin before 2:00 p.m., no exceptions.**
2. Parking: Vehicles must be moved 15 minutes before the start of the Market. Parking will be monitored and any violations will be cause for vendor to be banned from market for the remainder of the season.
3. **NO VENDOR PARKING ON SOUTH MAIN.** Please use the parking lots on the east and west ends of South Main for vendor parking.
4. Departure: Vendors must depart the Market no later than one hour after the closing of the Market. Vendors may leave the Market prior to the closing of the market only upon the approval of the Market Manager, who shall assess the risks to public safety.
5. Debris Removal: Vendors are responsible for making sure the selling space and surrounding area is free of any produce or other debris before they leave. **Vendors are responsible for removing and properly disposing of their own trash.**
6. The Market retains the right to regulate the time, place and manner of activities relating to displays, signs, posters, placards and other expressions of the interests represented.

OTHER RULES & REGULATIONS

1. All necessary paperwork, including your application, business license and any other required licensing or paperwork required by the County/State, must be turned in or the Market Manger or we you will be unable to set up.
2. Tables and Displays: Tables and other display fixtures must be sturdy, stable and not overloaded. All shades and shelters must be tied down and complete secure in windy conditions or be subject to immediate removal. The Main Street Market organizers do not provide tables, chairs, etc.
3. Bags and Litter: Vendors using plastic bags for the convenience of their customers shall insure that such bags do not litter the Market.
4. Sampling: Sampling of products is allowed, so long as the sampling procedures are in compliance with state and local regulations concerning the safe distribution of food products.
5. Noise Disturbance: No radios are allowed to be played during the Market. No loud hawking, barking, or shouting to promote products is allowed.
6. Conduct: Any statement or action by a vendor within the Market that is deemed to be offensive, abusive, or otherwise inappropriate will considered a violation of these Rules & Regulations.
 - All vendors must sell/market their products in manner satisfactory to the Market Manger and in an honest, conscientious and business-like manner.
 - Vendors must wear shirts and shoes at all times within the Market.

VIOLATIONS

Vendors who violate any of the rules and regulations contained herein are subject to disciplinary action by the Market Manager. Disciplinary action can range from a verbal warning to a complete ban from participating in Market for the remainder of the Market season. When considering the appropriate action to be taken, the Market Manger shall consider:

- The seriousness of the violation;
- Whether any person/property was injured by the violation;
- The cooperation of the offending vendor; and
- All other relevant circumstances.

Helpful contact Information for Market Vendors

- **Resources Food Licenses:**
 - Temporary and Permanent, Sarah Geffere, Sweetwater County Board of Health, 550 Uinta Drive Green River, WY 82935 307-872-6320 geffres@sweet.wy.us
- **State of Wyoming Regulations:**
 - State Department of Agriculture Consumer Health Services Food Safety and Labeling, Shawn Moore 307-789-3645, smoore1@state.wy.us
 - Scale Licensing and Inspections, Justin Caudill 307-382-6059
 - Tax Requirements, Jackie Lavake State of Wyoming, Revenue Department Sales Use Tax Field Office Rock Springs 307- 382-4531
- **Business Licenses:**
 - City of Rock Springs Melissa Kimball 212 D Street, Rock Spring, WY 82901 307-352-1510
- **Main Street Market Contacts:**
 - Chad Banks URA/Main Street Manager - Rock Springs 307-352-1434 chad_banks@rswy.net
 - Terri Nations URA/ Main Street Administrative Assistant 307-352-1434 terrinations@rswy.net
 - Kenneth McCormack URA/ Main Street Administrative Assistant 307-352-1434 kenneth_mccormack@rswy.net

