



Montgomery Farmers Market Vendor Agreement

~ Policies ~

Please read MFM's policies carefully and sign below to indicate that you have read, understood, and agree to abide by the standards outlined within this document. By signing this document you understand that you are now considered an active vendor at MFM.

~ Tents and Weights ~

- As a vendor at MFM I understand that I am required to use the canopies provided to me by MFM and am not permitted to use any other tents while vending at the market.
- As a vendor at MFM I understand that I am required to use all of the canopy weights provided to me by MFM for the duration of the time that the canopy is set up according to the instructions given to me.

- As a vendor at MFM I understand that it is my responsibility to make every reasonable effort to ensure the protection of the equipment lend to me by MFM.
- As a vendor at MFM I understand that I am required to inform a Market Manager immediately should I notice anything damaged, abnormal, or dysfunctional about the equipment lend to me by MFM.
- As a vendor at MFM I understand that I am required to completely assemble my tent and secure it with weights by 8:30 AM on market day according to the instructions given to me (if help is required to accomplish this, the Market Manager(s) or their substitutes will be available to assist).
- As a vendor at MFM I understand that I am required to completely disassemble and return the equipment lend to me by MFM by 2:30 PM on market day according to the instructions given to me (if help is required to accomplish this, the Market Manager(s) or their substitutes will be available to assist).
- As a vendor at MFM I understand that I am not permitted to tear down the equipment lend to me until all the customers have left the premises and I have been given permission by the Market Manager(s) or their substitutes.
- As a vendor at MFM I understand that I am not permitted to allow customers to physically interact with any of the equipment lend to me by MFM (this includes accepting help from customers offering to help tear the equipment down).

- As a vendor at MFM I understand that I am not permitted to move my tent or weights from the area designated as my booth by the Market Manager(s) or their substitutes at any time during the hours that MFM is open to the public.

~ Pricing ~

- As a vendor at MFM I understand that I am required to pay a vendor fee for the space to sell my goods and the equipment rented to me.
- As a vendor at MFM I understand that there are three payment options available to me (unless otherwise declared by the Market Manager[s]). These payment options are listed as follows:
 - Commitment of 1 week: \$40 dollars per 13x13 booth per market day.
 - Commitment of 4 weeks: \$35 dollars per 13x13 booth per market day.
 - Commitment of 16 weeks: \$30 dollars per 13x13 booth per market day.
- As a vendor at MFM I understand that this pricing is subject to change at any time as the MFM team deems necessary.
- As a vendor at MFM I understand that should a change in pricing occur while I am currently committed to paying a different price for a period of time, my fee will remain the same for the duration of that period of time. After that period of time is completed, if I wish to continue vending with MFM I will be required to pay the new rate.
- As a vendor at MFM I understand that I will be billed for every market day I attend on the Friday before that market day.

- As a vendor at MFM I understand that I am required to pay this fee by 11:59 PM on the Friday before each market day that I intend to attend.

~ No-Shows, Cancelations and Emergencies ~

- As a vendor at MFM I understand that no refunds will be provided in the event that I pay a booth fee and choose not to show up.
- As a vendor at MFM I understand that if I decide that I cannot attend a market day I can cancel at any time before payment is made. After payment is made, the Market Manager(s) or their substitute(s) have full authority to authorize or deny a refund depending on what they deem to be right.
- As a vendor at MFM I understand that I should contact the Market Manager immediately should I have an emergency that cannot be avoided and that conflicts with a market day that I have already paid for. I understand that the Market Manager(s) or their substitute(s) have full authority to choose whether or not to refund me according to what they deem to be right.

~ Signs, Tables, Products, and Displays ~

- As a vendor at MFM I understand that I am required to keep all my signs, products, displays, tables, chairs, tools, utensils, and anything else that I have brought on the premises inside my allotted 13x13 space unless permission has been given by the Market Manager(s) or their substitute(s) to do otherwise.

- As a vendor at MFM I understand that I am required to ensure that my display (including my table(s), sign(s), pricing, product(s), and anything visible to the customers within my allotted 13x13 space) looks organized and clean.
- As a vendor at MFM I understand that I am required to cover my table(s) with a form-fitting (stretchy) black table cloth that is appropriately sized to the dimensions of my table(s). It may either cover only the tabletop, or the whole height of the table down to the legs.
- As a vendor at MFM I understand that I am required to have appropriate pricing displayed for every product that I sell and place in view of customers.
- As a vendor at MFM I understand that I am required to display a banner (or other type of sign which has been approved by the Market Manager[s] or their substitute[s]) in my booth to identify my business.
- As a vendor at MFM I understand that I am required to inform MFM if I ever wish to add more or different products than the ones that I currently are approved to sell at market.

~ On-Site Expectations ~

- As a vendor at MFM I understand that I am required to act kindly to all customers, fellow vendors, Market Managers or their substitutes, musicians, or anyone else on the premises.
- As a vendor at MFM I understand that I am required to stay for the entire length of the time that MFM is open to the public from 9:00 AM - 1:00 PM

regardless of my product inventory, unless the Market Manager(s) or their substitutes give permission otherwise or a personal emergency occurs.

- As a vendor at MFM I understand that I am not permitted to smoke or vape on the market premises.
- As a vendor at MFM I understand that I am not permitted to be on the premises intoxicated or under the influence of mind-altering drugs.
- As a vendor at MFM I understand that I am required to wear clothes that are modest and cover midriff, chest, backside, and private areas while at market day.
- As a vendor at MFM I understand that I am required to make sure my booth(s) are manned by someone at all times (even when using the restroom).
- As a vendor at MFM I understand that I am not permitted to lie or misrepresent my product(s) to customers at any time.
- As a vendor at MFM I understand that I am not allowed to discriminate while vending based off of race, nationality, sex, or physical appearance.
- As a vendor at MFM I understand that I am not permitted to take part in any disrupting activity on the market grounds such as yelling, fighting, arguing, and saying provocative, inappropriate or overtly rude things.
- As a vendor at MFM I understand that I am not permitted to bring any animals with me on site whether domestic or wild unless approved by the Market Manger.
- As a vendor at MFM I understand that I am required to provide my own electricity if needed.

- As a vendor at MFM I understand that I am required to pick up all trash in my booth(s).

~ Off-Site Expectations ~

- As a vendor at MFM I understand if I should make any changes to my growing practices, animal feeds, animal breeds, processing facilities, product ingredients, or business location, I am required to inform MFM before attempting to sell products that are affected by this change at market.
- As a vendor at MFM I understand that I may be asked to submit to periodical farm visits.

~ Reservation of Rights ~

- As a vendor at MFM I understand that MFM reserves the right to interpret and enforce the policies listed in this document however they see fit.
- As a vendor at MFM I understand that MFM reserves the right to terminate this agreement at any time regardless of previous agreements or expectations either written or verbal.
- As a vendor at MFM I understand that MFM reserves the right to make changes to this document at any time or declare it null and void.
- As a vendor at MFM I understand that all current vendors will be immediately informed should there be any changes to this document or should there be a new document instituted in its stead.

PRINTED NAME: _____

SIGNATURE: _____

DATE: __/__/__