



# OFM at *Finley Farms* ARTISANS MARKET

## ARTISAN APPLICATION 2024

*First Thursdays, June- September, 3:00-7:00 pm at 844 Finley Farms Lane, Ozark, Missouri*

<b>Vendor Name</b>	
<b>Business Name</b>	
<b>Mailing Address</b>	
<b>Email</b>	
<b>Cell Phone Contact(s)</b>	

*I have reviewed the 2024 OFM ARTISANS MARKET Rules & Regulations and agree to abide by all requirements.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please provide information about your artwork:**

- 1. How long have you produced art products?*
- 2. Do you currently sell your products via markets, retail, or online?*
- 3. Have you previously participated in farmers markets, and if yes, which markets?*
- 4. Do you currently market your business through social media, advertising, or other forms of outreach (Please Provide)?*
- 5. How many Artisans Markets will you plan/anticipate/commit to attending this season?*



# **RULES & REGULATIONS OFM ARTISANS MARKET**

## **I. GENERAL MANAGEMENT:**

- 1. Hours of Operation are from Thursdays, 3:00-7:00 pm, first Thursdays June - September.**
- 2. Fees for single/day-only \$35 or \$125 for all four markets (discount applies if paid by June 6<sup>th</sup>).**
  - Payments must be made prior to start of market.**
  - Market Day Manager will not be available to accept your payment before 2:45.**
  - Make checks to OFM.**
  - Use of credit/debt cards require \$1 added processing fee.**
- 3. Early-bird vending is NOT permitted earlier than 2:45 pm.**
- 4. Market Day Manager and/or Artisans Market Coordinator have authority over all market day operations including set-up, vendor location assignments, and customer services.**
- 5. Market Day Manager will instruct vendors where to park trailers and vehicles: across N. 9<sup>th</sup> Street at the Senior Center. No vendor parking in customer parking areas.**
- 6. Board of Directors is tasked with and authorized to address disputes or any adverse situations concerning market management, customer complaints, or vendor interactions; the Board claims authority to make determinations in conflict resolutions.**

## **II. ARTISANS:**

- 1. Vendor must be the maker of artwork.**
- 2. Approval will be based on quality and originality, as well as available space.**
- 3. Clothing items should include fabric content and care instructions.**
- 4. Jewelry should list all metals and other objects used in creation of items.**
- 5. Vendor may be asked to demonstrate technique in construction of products.**

### III. VENDOR MATTERS:

1. Vendors must communicate their plans to attend each Artisans Market no later than NOON each Wednesday. Email at [OFMvendors@gmail.com](mailto:OFMvendors@gmail.com), call or text (417) 818-0345.
2. Set-up:
  - a. Arrival times for Artisans must be adhered to due to extreme vehicle congestion during setup hours for all market vendors.
  - b. Artisans must arrive and unload their setup between 12:15 and 1:00. Vehicles must be removed from vendor area no later than 1:00 to accommodate the arrival of farmers market vendors.
  - c. Artisans will have until 2:45 to setup their booths. If you need more time for unloading you may arrive at noon, but you must inform market management prior to market day so we can better accommodate your setup needs.
  - d. If your vehicle or trailer is required for your vending operation, you must make prior arrangements with the Artisans Market Coordinator.
  - e. Vendors must be set up and ready to sell by 2:45 pm but sales to early-bird customers may be made NO EARLIER than 2:45 pm.
  - f. Vendors must provide their own tables and tents (any color is acceptable) for Artisans Market. If you are a regular Farmers Market vendor your tent must be white.
  - g. Display tables must have full length table coverings adequate to hide items stored beneath and to make displays neat, lively, and colorful.
  - h. At end of day the market site must be clean and cleared of trash using the bins provided.
3. OFM TOKENS are made of wood and clearly marked **OZARK FARMERS MARKET**. We have two types of Tokens acceptable for Artisans to honor. You cannot be reimbursed for any other tokens than described below. *Double-Up Food Bucks (blue plastic) are NOT eligible for Artisan sales.*
  - a. \$5 CASH tokens which work just like cash, with change returned to customers;
  - b. \$1 SNAP are square wood tokens for that can only be used for *food items*.
    - Turn in tokens and *sign Token Reimbursement Request* at green HUB tent no later than 7:15 pm. Envelopes are provided to each vendor.
    - Reimbursement will be made by check mailed to vendor.