



OFM at *Finley Farms* ARTISANS MARKET

VENDOR APPLICATION 2023

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

Vendor Name	
Business Name	
Mailing Address	
Email	
Cell Phone Contact(s)	

I have reviewed the 2023 OFM ARTISANS MARKET Rules & Regulations and agree to abide by all setup 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?*
- 5. How many Artisans Markets will you plan/anticipate/commit to attending this season?*

RULES & REGULATIONS

for 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 if paid by June 1st.
3. Early-bird vending is permitted no earlier than 2:45 pm.
4. Location of Artisans Market is inside the Market Shed.
5. Market Day Manager has authority over all market day operations including set-up, vendor location assignments, and customer services.
6. Market Day Manager will instruct vendors where to park trailers and vehicles: across N. 9th Street at the Senior Center.
7. 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:

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

III. Vendor Matters:

8. Arrival times for Artisans must be adhered to due to extreme vehicle congestion during setup hours for all market vendors.
 - Artisans must arrive and unload their setup between 12:15 and 1:00, and your vehicle removed to vendor parking no later than 1:00 to accommodate the arrival of farmers market vendors. 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.
 - If your vehicle or trailer is required for your vending operation, you must make prior arrangements with the Market.
9. Vendors must communicate their plans to attend each Market no later than NOON Wednesday. Email at OFMvendors@gmail.com, call or text 417.848.5618.
 - Vendors must be set up and ready to sell by 2:45 pm.
 - Sales to early-bird customers should be NO EARLIER than 2:45 pm.
10. Electricity if available inside Market Shed.
 - Indicate on your application your need for access.
 - You'll need a 3-prong cord with a minimum length of 25 feet.

11. Generators are not permitted in Market Shed.
12. Display tables must have full length table coverings adequate to hide items stored beneath and to make displays neat, lively, and colorful.
13. At end of day the market site must be clean and cleared of trash using the bins provided.
14. OFM TOKENS are made of wood and clearly marked OZARK FARMERS MARKET. We have two types of Tokens acceptable for Artisans:
 1. \$5 CASH tokens which work just like cash, with change returned to customers;
 2. \$1 SNAP for *food items only*, please do not provide change back to customers.
Double-Up Food Bucks (blue) are NOT eligible for Artisan sales.
 - a. Turn in tokens and sign Token Reimbursement Request at green HUB tent no later than 7:15 pm. Envelopes are provided to each vendor.
 - b. Tokens turned in for reimbursement must be noted on recording slip in envelope provided—\$5 Cash Tokens and/or \$1 SNAP Tokens.
 - c. Reimbursement will be made by check mailed to vendor.
 - d. DO NOT accept tokens from other farmers markets, such as metal tokens from Farmers Market of the Ozarks (FMO) or Greater Springfield FM, we cannot reimburse you for those tokens.
 - e. DO NOT accept vouchers from “Senior Farmers Market Nutrition.” You will not be reimbursed by OFM for these vouchers.
15. Booths should be kept tidy and clean. Vendors are responsible for their own trash during and after market in provided garbage receptacles.
16. Smoking is not permitted in or around any vendors’ booths.