

# High Desert Farmers Market

## Retail Vendor Requirements

**INITIALS ARE REQUIRED NEXT TO EACH NUMBERED LINE TO ACKNOWLEDGE EACH RULE IN AGREEMENT**

1. Interested parties must obtain PRIOR Approval from management: begin by emailing pictures of products, booth set (include canopy weights) to [contact@highdesertfarmersmarket.com](mailto:contact@highdesertfarmersmarket.com) then access website at [www.highdesertfarmersmarket.com](http://www.highdesertfarmersmarket.com) select 'Menu'; click 'For Vendors' tab; download the several documents pertaining to the market(s) of interest. READ and SIGN the pertinent documents in agreement of RULES, REGULATIONS and REQUIREMENTS, Parking flyer; To request a call back 760-247-3769 (leave message LAND-line only)
2. All retail sales (non-food) are required, by state law, to operate with a resale number for reporting sales taxes. To obtain one, contact the Board of Equalization at (951)680-6400 or e-mail: [www.boe.ca.gov](http://www.boe.ca.gov) to apply. Already have a number, add the business location of the High Desert Farmers' Market, 18422 Bear Valley Rd Victorville CA 92395. Call them for questions and assistance if needed.
3. All items are allowed or disallowed at management's discretion. **ALL NEW ITEMS ARE TO BE PREVIOUSLY APPROVED BY MANAGEMENT BEFORE INTRODUCING IT TO THE MARKET.** (Applicable to new and current vendors)

### Allowable items may include:

- Hand-made, homespun, unique gifts, creative ideas, crafty, hard to find...
- Collectibles: items that are numbered, registered, trade-marked, true collectibles (items of real value)
- Specialty items: cannot be copied or handmade, not found in stores, invented by participant
- Eco-friendly: products that support the 'green movement' – products that support a clean planet
- Health Products: companies that are Independent Distributors – these are limited to the number allowed
- Imported goods: marketplace goodies
- Antiques & Retro: these must be true antique - Those items that are found from a certain era.
- Aromatics: Incense, soaps, lotions, perfumes and oils mixed or made by the seller.

### Not Allowable items may include:

NO JUNK! No yard sale, garage sale, car stuff, tools – no swap meet or dollar store items. No damaged goods  
Items that have not been previously approved by management  
No knock offs or any other illegal items or substances

4. **Market's hours** are every Thursday, 8:00 AM till Noon, Year-round. Vendors are to be set up and vehicles out of the way by 7:00 am. (Unless prior arrangements have been approved by management); After locating space, unload all contents from vehicle – GO PARK in VENDOR PARKING! THEN come back to set up your booth. **See Loading and Unloading DOC.**
5. **Space sizes and Fees:** SEE: **Space Fee Amendment April 2019** Two space max. is allowed. **Space sharing is prohibited.** Space assignment is given by email or phone. **Arrive with your** Cash only payment to be collected that morning.
6. **Space Reservation (see Document);** To reserve space(s), you will need to email or call every week for available space assignment, or monthly prepayment reserves your space for the month. **Fees are non-refundable for any reason**
7. **Canopies and weights:** entire set-ups are to be securely weighted and tied down **with 40lb canvas style, sand bags, at each leg, of structure, is MANDATORY AT ALL TIMES!!!!** No other type weights are permitted!
8. **Trash container need also be available for customer use. Trash disposal at the end of day is to be taken to the DUMPSTERS, not the cans in market.**
9. **HDFM and management are not responsible for damaged caused by participants' negligence.** Our market insurance does not cover participants' mishaps. You must seek your own insurance.
10. **PARKING:** Vendors are to park by the soccer fields. This means if you are on the property selling, visiting or helping at the market, park in the designated vendor parking area during those hours to free up parking for students, faculty & customers! Farmers market customer parking is in LOT Q only. Handicap vendors (with Placard) may park in the very back of lot Q.
11. **Displays** are to be attractive and eye catching. No merchandise is to be on the ground, unless items are too large to be secure on tables. Your space to be kept clean and orderly at all times. Appearance affects the entire market look and its success. Think in terms of 'boutique', classy marketplace. **A trash container is to be present in every booth for customers.**
12. **Marketing:** Management promotes and markets the entire marketplace. Marketing is up to participant and does not stop when market is over. It is up to each individual to network their business. However, we do have ideas and suggestions to help you succeed. Your success is OUR success. So please feel free to contact us and other vendors for ideas. Always have flyers and business cards available. Plug in to all the social media. Knowledge of English language and its use is necessary and required to conduct business. **SEE Vendor Recipe for Success document**

**By being present you agree to all rules, laws, regulations and agreements set forth by the Big Bear Farmers' Market in its entirety. It is the vendor's responsibility to know what those rules and regulations are.**