

Guthrie Chamber of Commerce
Farmer's Market Guidelines & Application for
Participation

The Guthrie Chamber of Commerce hereby Grants:

(hereinafter called the "Renter"), permission to participate in the Guthrie Chamber of Commerce sponsored **Guthrie Farmer's Market**, subject to the terms and conditions of this agreement contained herein and attached hereto all of which form part of this agreement. Space rental fee is \$10.00 per space/per day (approx. 10' x 17' in size).

Guthrie Farmer's Market Guidelines:

1. The market is located on the City of Guthrie lot located near the corner of Harrison and Wentz.
2. Authority over the market rests with the Guthrie Chamber of Commerce and the Market Manager.
3. The Market Manager will assign vendor placement with an attempt to give consistent placement to reoccurring participants.
4. Vendors should contact the Market Manager by Thursday of each week prior to the Saturday Market with their intent to participate in that week's Market. Cancellations for a previously reserved space must also be received by Thursday each week to avoid being charged a space rental fee.
5. The goal of the Guthrie Chamber of Commerce sponsored **Guthrie Farmer's Market** is to offer locally or Oklahoma grown fresh produce and related products. The Market Manager has the final decision in products offered at the **Guthrie Farmer's Market**. Violation of the product policy will be addressed by the Market Manager and the vendor will be asked to comply. Repeated violation will result in the termination of the vendor's participation in the **Guthrie Farmer's Market**.
6. Vendors must provide tables, chairs, tents and change. Vendors should display prices of product for best communication to customers. Vendors are responsible for cleaning their areas before leaving the Market each day. Failure to do so will result in the vendor's elimination from the market.
7. If a vendor offers a processed product for sale, they must file a copy of the Health Department certification and proof of liability insurance with the Market Manager. Failure to do so will prohibit the vendor from selling the product.
8. Vendors are responsible for paying the participation fee prior to the date of the Market. Cash or checks are accepted and receipts will be issued.
9. All vendors must provide sales tax certificate and are responsible for reporting and paying of sales tax to the Oklahoma State Tax Commission. If you do not have a sales tax certificate, one must be obtained before you can participate in

the Market. That information can be obtained by contacting the Oklahoma State Tax Commission.

10. The Logan County Health Department and the Oklahoma Department of Agriculture have jurisdiction over sales of food products at all Oklahoma Farmer's Markets. Vendors must comply with all applicable requirements to be eligible for participation at the **Guthrie Farmer's Market**.
11. No sharing of space or subleasing of space. The space is for you to sell your products only.
12. Courtesy to others and our customers will prevail above all disagreements.
13. In the event of inclement weather, a credit will be issued (to pre-paid vendors) or no charge for the day, at the discretion of the Guthrie Chamber of Commerce and the Market Manager.

In consideration of being accepted to and allowed to participate in any way in the **Guthrie Farmer's Market**, the Renter:

1. Agrees that prior to participating, each will inspect the area to be used. If they believe anything to be unsafe, they will immediately advise the Market Manager of such condition.
2. Assume all the foregoing risks and accept personal responsibility for damages following any injury, permanent disability or death.
3. Release, waive, discharge and covenant not to sue the City of Guthrie, the Guthrie Chamber of Commerce, their respective administrators, directors agents, and other employees or volunteers, or other participants, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event, all of which are hereinafter referred to as "releasee" from any and all liability to each of the undersigned, his or her heirs and next of kin for any damage to property, caused or alleged to be caused in whole or in part by the negligence of the releasee or otherwise the undersigning, having read the above waiver and release, understand that they have given up substantial rights by signing it and sign it voluntarily.
4. All participants are responsible for payment of any applicable sales tax and shall remit taxes to the Oklahoma State Tax Commission.
5. No refunds will be issued; you will receive credit on your account that may be applied to another space rental within the same market year. Credit will only be issued with proper advance notification to Market Manager or when severe weather prohibits the Market from operating.

I have read and agree with all the above terms, conditions and guidelines. A signed copy of this agreement must be on file with the Guthrie Chamber of Commerce prior to participation.

Date: _____.

Signed: _____ Signed x: _____

Guthrie Chamber of Commerce Representative

(please continue on next page)

Business Name: _____
Oklahoma State Tax Commission Tax Id number: _____

Name: _____
Address: _____
City: _____ Zip Code: _____
Phone: Home: () _____ Office: () _____
Cell: () _____
Email: _____

Produce or Product(s) _____
____ 100% Oklahoma Grown ____ Made in Oklahoma What ____ % made in Oklahoma

A copy of my Health Dept., an Oklahoma Agricultural Dept. Certificate and a copy of my Liability Insurance are included with this application if required. Initial Here x: _____

The 2008 anticipated dates of **Guthrie Farmers Market** are April 19th through September 13th. Additional Fall Market dates may be added if participation warrants. Market will be each Saturday morning from 9am - 2pm. Please indicate probable dates of your participation:

_____ I would like to reserve a booth for every Saturday of Market.

I would like to reserve the following dates at this time:

April 19 _____ April 26 _____
May 3 _____ May 10 _____ May 17 _____ May 24 _____ May 31 _____
June 7 _____ June 14 _____ June 21 _____ June 28 _____
July 5 _____ July 12 _____ July 19 _____ July 26 _____
August 2 _____ August 9 _____ August 16 _____ August 23 _____ August 30 _____
September 6 _____ September 13 _____

Reserved dates must be cancelled by Thursday of the reserved week to receive a credit. Additional spaces may be reserved by calling prior to Thursday of the Saturday Market.

Note: Not all applicants will be eligible to participate in the Farmer's Market.

Contact Information:

Guthrie Chamber of Commerce
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Guthrie, OK 73044
405-282-1947
Email: info@guthrieok.com

Market Manager:
Theresa Dewhurst
405-282-8890
405-826-8971 (cell)
Email: jtdehurst@aol.com