



Vendor Handbook 2025-2026

1200 West Vineyard Road in Phoenix, Arizona 85041

2nd Sat of the month Sept-April: 9am-1pm May 7am-11am

Schedule may change based on the weather

Spaces of Opportunity was born out of an idea to transform 19 acres of land surrounded by neighborhoods in South Phoenix into a thriving community green space. Now a registered **501(c)(3) nonprofit**, Spaces is home to incubator farms, community farming plots, healing gardens, farmers markets, and more. It is helping build a strong, healthy community centered around agriculture, sustainability, and opportunity.

Dear Friends **Welcome** to Spaces of Opportunity! Spaces is a community based effort to reimagine food and overall wellness in South Phoenix. When you visit, you will likely find farmers and community gardeners tending to the soil and their crops, staff harvesting and preparing produce for market, and neighbors walking the pathways and enjoying the outdoors. I expect you will enjoy your time here! We are excited to lay the groundwork for the first official farmers market in South Phoenix and look forward to creating a vibrant gathering and destination space. Thank you to community members, customers, volunteers, staff and dedicated organizations

Director of Spaces of Opportunity: Maria Valenzuela

VENDOR BASICS

Our Mission Spaces of Opportunity Farmers Market promotes access to farm fresh food through a vibrant community space that strengthens local agriculture and the cultural roots of South Phoenix. We are focused on supporting small-scale, sustainable urban farming, being a good neighbor, and listening to community members. We have conducted multiple community charrettes to gather feedback and are happy to share what community members have told us so far. We expect the mix of vendors to evolve as we do and look forward to growing along with our vendor community. Vendors are expected to be transparent and to source responsibly. If your business doesn't fall within the approved vendor types, please let us know for the future. We foster food security by participating in the Supplemental Nutrition Assistance Program (SNAP), Double UP Food Bucks AZ, and Women Infant and Children (WIC) programs, and are engaged in other community activities around food and wellness. Growers that have left over produce in good condition are encouraged to find ways to donate after the market. We look forward to exploring vendor committee representation (agriculture, food and artisan) options to ensure vendor leadership opportunities, expertise on the food components of the market and special events, and to make recommendations for new vendors.

Market Details

Location and Hours: 1200 West Vineyard Rd. Phoenix Az, 85041

Second Saturday of the month Oct.-April 9am-1pm May 8am-noon Summer 7am-11am
Social Media: Facebook@SpacesofOpportunity

Instagram@spacesopportunityaz

Email: diana.apresa@spacesofopportunity.org

SOOWebsite <https://www.spacesofopportunity.org/>

TYPES OF VENDORS AND PRODUCTS WELCOME

- Agricultural vendors -may sell value-added or enhanced products (cooked, smoked, cultured, canned, bottled or aged) made from their own farm products. Processing must be done by you, or a local employee.
- Resale option: To support a small farms' viability and the community's access to produce variety, it is acceptable to resale items, if 1) the item is out of season, and 2) it is sold by another small-scale regional farm that meets your same growing standards. Items from other small-scale farms must be clearly labeled as such.
- Prepared Food Vendors- Prepared food products are produced by an Arizona vendor, to include items such as baked goods, fresh juice and smoothies, olive oils, soups and stocks, and fresh or frozen meals.
- Spaces of Opportunity Gardeners & Backyard Growers Spaces of Opportunity on-site gardeners and backyard growers have an opportunity to sell their produce collectively. Backyard growers will meet the same chemical-free growing requirements and standards as Spaces on-site gardeners along with a site check.
- Youth Sales –We would like to encourage young people to participate in gaining communication and sales skills through market experience. Please check with the market coordinator. If you are already an approved vendor bringing your child (under age 16) to sell their own crafts at your booth, let the market coordinator know before selling.
- Craft and Artisan Vendors Artisan products should reflect the artists' skill, time and effort to produce a quality, finished product. Each item should be original and unique. Handcrafted items might include jewelry, ceramics, other art, etc. Work should not have a mass-produced or commercial look.
- Priority will be given to vendors that demonstrate sustainable principles and use local resources.
- Food Truck Vendors . A food truck is a licensed, motorized vehicle or mobile food unit which is temporarily stored on a privately owned lot where food

items are sold to the general public. Food trucks must submit a copy of their food truck retail sales permit and business license with their application.

- Community Based Group and Not-for-Profit Vendors Priority will be given to groups working in South Phoenix on agriculture, arts and culture, community health and wellness, green space and preservation and sustainability. If your organization would like to participate, please email info@spacesfarmersmarket.org with your request.
- Community groups may see donations, provide information and literature, seek volunteers and/or members, demonstrate activities and fundraise by selling approved products.

If selling products, the Community Based Table rate of \$10 will apply, and products sold cannot be in direct competition with Spaces established vendors. Groups wishing to sell tickets to their events are asked to donate two tickets to the market for use in customer raffles or giveaways.

SpacesofOpportunity Farmers Market will help promote the community group through our social media channels.

Groups are expected to be set up no later than 15 minutes prior to the start of the market and remain at their booths until the end of the market.

Performance Art and Entertainment

Performers should offer acoustic live performances and may offer for sale only their own recordings. Performance art includes dance, song, spoken word, instrumental, miming, juggling, Performers may solicit tips by displaying a bowl, hat, instrument case or other receptacle, but not by actively asking for tips or passing around a tip jar. Performers are expected to maintain a presentable appearance, and performance areas should be kept neat and tidy and left as found. Reasonable volume levels are those that do not affect business and conversation. Market staff may ask the performer to stop at any time due to excessive volume, inappropriate content, market disruption, or obstructing the flow of customers.

Any type of performance that involves harassing market shoppers, panhandling, shouting, disseminating propaganda or other potentially abusive or disruptive behavior will not be permitted.

MARKET NUTRITIONAL BENEFITS ACCEPTED

Supplemental Nutrition Assistance Program (SNAP) Help with access to food is available to eligible community members via Arizona's Department of Economic Security (DES). Eligible participants receive a SNAP Electronic Benefits Transfer or EBT Quest card.

SNAP benefits can be spent at Agricultural or Prepared Food Vendors only. SNAP eligible food is a food or food product intended for home preparation and human consumption, including seeds and plants that produce food. Double Up Food Bucks Arizona The Fair Food Network Double Up Bucks Program doubles the value of federal nutrition benefits at Arizona farmers markets, which helps more families, local farmers and farmers markets and keeps dollars in our local economy.

SNAP and the Arizona Double Up Food Bucks program work in conjunction at farmers markets, to stretch a customer's food dollars. We can accept SNAP cards from any state. Here is How It Works.

1. Customers bring their SNAP/EBT Quest Card to the Welcome/Ask Us Booth.
 2. Customers purchase tokens in \$1.00 or \$5.00 increments to buy SNAP-eligible food with their SNAP/EBT card.
 3. Customers then receive FREE Double Up Food Bucks (silver tokens) equal to SNAP purchase. Customers can use the tokens right away or spend them later to buy Arizona ONLY fresh fruits and vegetables from approved growers. Approved growers must fill out the DUFBA application. a. DUBF tokens come in \$1.00 increments. No change and no returns are given. Tokens are treated like money if they are lost.
 4. At the end of the market tokens are returned in and recorded for vendor reporting requirements. Tokens are used to pay for fees first and then cashed out.
- Women, Infants, and Children (WIC) or Senior Programs The Arizona Farmers Market Nutrition Program (FMNP) provides \$30 worth of farmers market coupons, to WIC participants and Seniors, to buy Arizona-grown fresh fruits, vegetables, and herbs. Each coupon booklet contains 6 (six) \$5 coupons. Coupons are distributed at the farmers market information booth, and can be spent on site, or at another participating market. Locations can be found on the website. **WIC participants** bring their postcard and link their EWIC card to the EZWIC Application, to receive the coupon booklet.

Seniors bring their Yellow CSFP card to the market or send a proxy with their yellow card.

Coupons can be used for Arizona-grown produce only (no prepared food) and only approved vendors can accept. Click here for the FMNP grower training. If you are an approved vendor, clearly display your "WIC Accepted" signage, and item prices.

Customers in need of assistance can email info@azfmnp.org or call #1-833-836-8253 (interpreters available).

ADDITIONAL REQUIREMENTS

Food Safety Vendors are responsible for reading, understanding, and following the state and federal food safety regulations that apply to their product for production, harvest, preparation, preservation, labeling and safety.

Vendors qualifying for sales of baked goods to the public under the Cottage Food Law must follow the guidelines set by the Arizona Department of Health Services. Contact the Office of Environment Health 150 N. 18th Avenue, Suite 140 Phoenix, AZ 85007 at 602.364.3118 or email CottageFood@azds.gov for assistance.

Licensing, Permits, Taxes Vendors are responsible and must comply with all rules and regulations set by the State of Arizona, Maricopa County, and the City of Phoenix relating to the products they sell.

Farmers and Backyard Gardeners do not require a permit if they only sell raw fruits and vegetables. Maricopa County may require a site inspection.

Food Vendors require a Maricopa County Health Department Permit and liability insurance.

Food Trucks require a Maricopa County Health Department Permit and liability insurance.

Craft and Other Vendors may be required to have liability insurance depending on the products they sell.

Transaction Privilege Tax

The Transaction Privilege Tax or TPT is a sales tax paid to the City of Phoenix and the State of Arizona on a regular basis.

Most non-food vendors will need a TPT license for the city in which they conduct business.

Vendors are expected to be in compliance at all times; if not, then vendors may not sell at the market.

Vendors must have their appropriate and up to date licenses, permits, and insurance at the market at all times. License and Permit Resources Mobile Food Type I, II and III are

approved to operate at Farmers' Markets in Maricopa County, provided they operate within the allowance of the issued permit. Contacts: Maricopa County Environmental Services at 602.506.6872 Health Permit Plan Review Program Assistance at 602.506.6980 Phoenix Tax and Licensing Division Assistance at 602.262.6785 State Transaction Privilege Tax.

Liability and Insurance

Spaces of Opportunity Farmers Market does not assume responsibility for loss or damage to the table area, product, vehicle or any other property of the market vendor. The vendor accepts all reasonable risks associated with the use of the market and will always exercise sound loss prevention measures. Vendors and their representatives agree to protect and hold Spaces Of Opportunity Farmers Market, its employees, agents, and representatives harmless and to indemnify such entities from any and all claims, demands, suits, actions, judgments, and recoveries, for or on account of any damage, theft, or injury to property or person occurring as a result of the vendor's use of market space.

Documentation and Insurance Requirements:

All Spaces of Opportunity Farmers Market food vendors are required to have producer liability insurance and provide a copy of the policy naming Spaces of Opportunity as an additional insured (Certificate of Insurance).

Producer liability insurance is an umbrella term for insurance that includes product liability (covers claims caused by the food that is sold) and general liability (covers claims for incidents related to the vendor's booth/space). The minimum policy requirement is \$1,000,000 per property damage, bodily injury and personal injury.

We recommend that all vendors carry small business insurance to protect their business and their customers. All paperwork such as the vendor application, copies of licenses/permits, and liability insurance coverage must be on file with Spaces of Opportunity Farmers Market prior to vending. As your vendor documents are updated, please provide to the market coordinator.

Utilities and Electrical

Utility & electrical usage is very limited, and vendors must request permission to use equipment in their initial application. Vendors are responsible for providing their own equipment and knowing and following all safety regulations.

SAFETY AND MARKET POLICIES

In an Emergency In the event of an emergency that involves serious injury or is life-threatening, vendors should notify the appropriate authorities and then submit an incident report to the market. First Aid Kit First Aid Kits area located at the information table/booth and other storage containers on the Spaces property. Please ask market staff as needed.

Safe Workspace Spaces of Opportunity strives to provide a safe and healthy experience for everyone. The safety of everyone at the market is of utmost importance. Threatening behavior, verbal or physical, is not acceptable. Anyone engaging in this behavior will be removed from the market as soon as safely possible. If you feel unsafe at any time, please notify the market coordinator or other market staff.

Americans with Disabilities Act (ADA) Compliance The federal anti-discrimination statute was created in 1990 and is designed to remove barriers that prevent individuals with disabilities from enjoying the same opportunities that are available to persons without disabilities.

Food and beverage service counters must be no more than 34" off the ground and customer service counters must be no more than 36" off the ground and a minimum of 36" long.

Vendors should offer assistance at their booths whenever needed. Anti-Harassment Policy Spaces of Opportunity is committed to creating and maintaining an environment in which all people are treated with dignity, fairness and respect and are free from harassment.

Should you experience or witness someone being harassed, please notify the market coordinator or market staff.

Pets at the Market

Service pets are welcome at Spaces of Opportunity Farmers Market.

Pets are allowed at the market if kept on a short leash, kept under control, are friendly to other animals and people, and owners are considerate of others. Spaces of Opportunity reserves the right to ask the owner to remove their pet from the market at any time.

SALES REPORTING AND FEES SCHEDULE

We appreciate our founding vendors and have intentionally kept initial fees low. Costs will be evaluated next season, and fees adjusted as needed, based on the market and vendors' input.

Day	Farm	Food/crafts	Food Truck
Saturday	5%	10%	15%

Total gross sales are necessary for operational reporting to meet grant funding requirements and to collect fees. Quality data supports our collective success.

- At the end of each market, vendors will submit a receipt with their gross sales for the day along with any equipment rentals and fees. Please keep the receipt for your records.
- Vendors can pay by cash, check, or combination. Spaces of Opportunity will maintain confidentiality and will not discuss daily sales with any other vendors.

Equipment Rental & Space Rates

All vendors will have one free 10-foot x10 foot space. As we have a very limited amount of equipment available to rent, it is rented on a first come-first-served basis. Equipment should be checked out one hour prior to the start time.

Power:

Power is not readily available for vendors at Spaces and special arrangements need to be made if power is required. Food truck vendors will be responsible for providing detailed information about their power/electrical requirements to the market coordinator in their application. Spaces' is not responsible for power surges or loss and/or possible damages incurred by surge or loss.

More than 10x10 space	\$10
Electric Outlet Rental-if available	\$5
Tent 10x10	\$10
table	\$5

MARKET DAY RULES

Booth Location, Setup and Tear-Down

Vendors are required to be on site a minimum of 30 minutes before opening time and to complete all setup prior to the market opening. If you're running late, please call or text the market coordinator. When unloading, please do not block the fire lane, or impede other vendors from accessing the property. Please remove your vehicle from the loading area 15 minutes before the market opens. All parking is free.

The market coordinator will determine vendor booth locations for each market. Changes to booth locations may be necessary based on vendor and product mix, and matters of safety or sanitation.

Vendors should keep their booth clean, attractive, within the booth boundaries, and fully set-up until the market closes. Vendors must stay for the entire market, even if the market has a poor turnout and/or the weather is poor.

Do not move your vehicle into the loading area until customer traffic exits or 15 minutes after the market closes. Once the market is closed, vendors must clean their area of all debris and trash. If any equipment is rented, please return to the Spaces of Opportunity Farmers Market team. If a vendor is not able to attend a market, they are not allowed to bring another vendor in their place without prior approval. Vendors should leave the site by 2:00 p.m. or no later than one hour after the market is closed.

Booth Displays, Signage, and Equipment

Vendors provide their own equipment: tables, chairs, tents, signs, power, refrigeration, food safety equipment, cleaning supplies, etc. See Equipment Rental Rates if equipment is needed. All vendors should have a 10x10 tent and all vendors are required to have 20# ties, or weights attached to the tent (no concrete blocks or dumbbells) sufficient to keep the tent safely in place.

Tables must have table cloths, smooth edges, be stable, and their legs must be firmly locked into place.

Equipment must be used in a safe manner and not obstruct customers' flow. Vendors will receive a warning if equipment does not meet safety standards.

Vendors must display their business name on a prominent sign.

Vendors are encouraged to personalize their booth with stories and pictures of their business.

If selling your products as organic, please provide proper certification documents with the application. Signs and photos detailing the vendor's production methods are encouraged. Vendors must have clear pricing posted for all products. Vendors may only sell products approved in the application process (this does not apply to farmers).

Any product which was not approved during the vendor application must be pre-approved by the market coordinator via email, before it can be sold.

Spaces of Opportunity is a special place where the community can get to know their farmers and understand how their produce is grown. We are transparent with guests and customers. It is expected that vendors know the source of their ingredients and are open and honest with customers. Products Not Accepted Heavily processed, mass produced, factory manufactured goods, multi-level marketing, franchises or resale businesses are not acceptable. Items should not be purchased and then resold as your own and/or as locally grown. We are on a school property and tobacco, vape, marijuana/hemp/THC/CBD related products are not permitted.

Environmental Stewardship Spaces of Opportunity Farmers Market encourages vendors to seek alternatives to disposable plastics and asks that vendors use compostable and biodegradable paper bags and take-away containers. Free drinking water is available at the drinking fountain by the restrooms. Please bring your own water bottles. We also encourage vendors to seek alternatives to plastic bags for goods sold at the market.

At the close of the Market, vendors leaving waste on site, will dispose of it in the appropriate trash receptacles, keep their booth free of debris, and remove all visible signs of their booth. If a booth area needs to be cleaned by the market staff, a \$25.00 fee must be paid by the next market day. Farmers can dispose of waste, overripe or leftover produce, in the appropriate locations provided.

Foods disposed in other containers inappropriately will incur a \$25.00 staff pick-up fee which must be paid by the next market day.

Market Behavior Expectations

Markets are community events where a diversity of people gather. Everyone is expected to conduct themselves in a respectful, safe and courteous manner.

Display or sale of illegal, obscene or unsafe merchandise is strictly prohibited, the determination of which is at the sole discretion of the market coordinator.

Spaces of Opportunity is a drug-free, alcohol-free, smoke-free and gun-free market.

Vendors shall not enter the market with any of these items in their possession. Also, if the vendor or any of its employees, agents, or representatives enter the market under the influence of alcohol or drugs, their market space will be forfeited for the day, and the vendor may be asked to leave the market at the discretion of the market committee.

Complaints, Resolution, Responsibility

The market coordinator is responsible for ensuring compliance with regulations and the vendor handbook guidelines. Vendor representatives will be involved in navigating conflict in the future. Complaints should be directed to the market coordinator in a timely manner that is not disruptive to the market. The coordinator will investigate the issue with a view to resolving the situation through discussion. If a resolution cannot be reached, the coordinator will ask for those complaints in writing. Written complaints will be reviewed at the next scheduled committee meeting, and any concerned parties will receive a written response in the subsequent week. Customer complaints received by the market will be forwarded to the relevant vendor and kept on file. Ongoing customer complaints will be addressed through the committee. Vendors can submit a written product challenge if another vendor is misrepresenting their product. Product challenges should be supported by physical evidence of the offense. The product challenge form (request from the market coordinator) must be submitted within the week the violation is observed. The vendor receiving the product challenge must respond in writing.

Failure to respond in writing may result in a determination that the challenge is valid. The market coordinator, committee member, or third-party inspector may request a site visit. Should the vendor be found in violation, they may be fined, suspended, or removed from the market.

Market Fines

Trash and clean up	Product compliance	Safety/tents weights
\$25 If booth area must be cleaned by staff and/or food/trash dumping occurs.	\$25- \$50 If product challenges are found to be valid.	\$10 If equipment doesn't meet safety standards.

Everyone plays a role in keeping Space's safe, fun, and welcoming. Thank you in advance for your intention to operate your business within the rules and guidelines in this handbook. Please keep the channels of communication open between vendors, staff, and volunteers!



VENDOR APPLICATION AND INDEMNITY AGREEMENT

SPACES OF OPPORTUNITY FARMERS MARKET(SOOFM)

1. Please review the Vendor Handbook prior to submitting an application.
2. Download and email the completed Vendor Application and Indemnity Agreement to diana.apresa@spacesofopportunity.org. The market coordinator will contact you regarding your application as soon as possible.
3. Applications are accepted on an ongoing basis. Approved applicants will plan their market booth space with the market coordinator, assessing the vendors' needs, and the interests of the market and its customers.
4. If insurance is required and the application is approved, please update your liability insurance to name Spaces of Opportunity as an Additional Insured.

Vendor Business Name:

Vendor Business Address:

Vendor Email Address:

Social Media Handle/Sites:

Vendor Telephone:

Health Permit # Food Vendor : _____

City Resale Tax # Non-Food : _____

I am a(Circle One) Agricultural Vendor, Backyard Gardener, Crafter or Artisan,
Prepared Food Vendor, Food Truck, Other Vendor Description of Product:

Anything else we need to know? Please feel free to add photos, links, and attachments.
The more details you can provide, the better!

I want to attend the market (Circle One):

Saturday Morning, Saturday Sunset, Full-time, Part-time,

Number of 10x10 spaces needed: _____

Anticipated Start Date: _____

VENDOR APPLICATION AND INDEMNITY AGREEMENT (2025-2026)

Vendor Sign-Off

___ I have read, understand and agree to abide by the procedures and guidelines outlined in the Handbook. 20 Revised 01/2024 ___ I have included the appropriate public health & local permits to operate my booth. ___ If required, I will provide a copy of a commercial general liability insurance policy. ___ If I have any questions, I will contact the market coordinator. Updates to Vending policies may change, and we will make every effort to ensure vendors are notified and these revisions will be explained in a way that will allow all vendors to adapt to the updated standards. Hold Harmless Agreement I agree to hold harmless the SOOFM, the market committee, board, staff, and all market participants for any and all claims, debts, undertakings or proceedings of any kind or nature, loss or damage arising from this agreement or vendors use of premises. I understand that it is my responsibility to obtain all necessary permits and licenses for conducting business at the SOOFM and that I must have a copy of these with me while vending. I agree to report gross sales and pay applicable booth fees to the Market Coordinator at the close of each market day. Please print your name, and sign and date below, if you would like to sell at the Market. ____

Vendor Name Printed

Signature & Date

Market Details Location: 1200 West Vineyard Avenue, Phoenix AZ 85041 Saturday Mornings October- October-April 9am-1pm, May-September 7am-11am,

Social Media: Facebook@SpacesofOpportunity Instagram@spacesofopportunityaz

Email:diana.apresa@spacesofopportunity.org.

