

## Wild-O-Market Space Policies, Procedures and Vendor Agreement

23580 Glazebrook Rd, Wildomar, CA 92595

Corner of Glazebrook Road & Depasquale Roads

Wild-O-Market Space (hereafter referred to as WMS) is a 501(c)(3) non profit group working in collaboration with Faith Bible Church for the benefit of Wildomar and the surrounding area's residents and small businesses. This market is intended to be an engaging family friendly event designed to bring the community together in a shared community space. Besides supporting the small home-based businesses, it gives artisans and vendors an economic opportunity allowing the public an alternative shopping and entertainment experience.

Local farmers, agricultural producers, growers, craft artisans, artists, gourmet food vendors, and local based resource groups all together in one location and available for community enjoyment.

### General information

1. Our Markets will always on the 1st Sunday of each month 3-7pm. Starting October 5th for 3 consecutive markets. Set-up times are from 1:00 to 2:45. Break down starts after 7:01pm. You must be off location by 9:00pm -10/05/2025, 11/02/2025 and 12/07/2025. We will be working with the City of Wildomar for 2026 dates. If you wish to participate in 2026 events, please email [info@wildomarketspace.org](mailto:info@wildomarketspace.org) after the December 7th 2025 market.
2. WMS will proceed rain or shine. In the case of extreme weather WMS staff may, at their discretion decide to cancel an event. In that case you will be notified by 10am of market day. Payments for a canceled event will not be refunded but will become a credit for your next date of participation.
3. If severe (excessive heat, hail, heavy rain or thunderstorms) weather closes an active event down early, it will be considered completed and no credit can be issued.
4. Both a current Wildomar Business license and a \$1,000,000(COI) liability insurance, naming Wild-O-Market Space 23580 Glazebrook Rd, Wildomar, CA 92595 as a Certificate Holder, is required and must be submitted in advance, with registration and application.
5. Booth number and location assignments are at the discretion of WMS organizers and are subject to change without notice.
6. Vendors are responsible for their own booth setup, and must comply with all provided guidelines and safety standards. This includes having a minimum of 60lbs of weight for your tent. Evenings are windy and we have seen tents pick up and cause damage and injury. We do not want this to happen at our events.

By submitting a vendor application, or by participating as a vendor at WMS, you agree to abide by all rules, terms and conditions.

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1. Vendor spaces are restricted to 10'x10' stalls. All tables, chairs, power supplies etc. shall be provided by the vendor and be maintained within the 10'x10' space. Tents and weights are subject to inspection. Vendor spaces may not be shared without prior approval of WMS which does include a small, split vendor fee.
2. WMS is not responsible for any damage to your booth or merchandise. But we do care about our vendors and their products and want you to take all possible precautions if wind or other weather occurs.

3. Vendors are responsible for their own booth setup and take down, which must comply with provided guidelines and safety standards. WMS asks that you drive in, drop supplies and remove your car BEFORE starting any setup. Space is limited and other vendors need to bring in their cars to unload. Be quick and courteous, to allow other vendors access to their space.
4. Allow yourself ample time for arrival and setup. Drive slowly and cautiously inside the market area at all times. If you are late you may be directed to an alternate location than your originally assigned booth, or you may not be able to participate, surrendering your fees.
5. You are prohibited from beginning breakdown before 7pm. Doing so may result in removal from future events.
6. WMS will do our best to secure one usable parking space per vendor but cannot guarantee more than one. The site has a designated area for vendors to park.
7. Solar or battery powered table lighting is encouraged. No electricity will be provided. Power packs and batteries are welcome. No gas generators are allowed except for food vendors, and even those must be of the quiet whisper type placed behind and away from market patrons. We have found through experience that a well lit display results in better sales.
8. Candles and any flammable sources of light are strictly prohibited at all times.
9. Booth assignments are at the discretion of WMS and are subject to change when deemed necessary. We will do our best to spread out "like" or similar vendors
10. Vendors must adhere to all local, state, and federal laws and regulations. Vendors are subject to inspection by the Department of Environmental Health and our local Fire Marshall. Routine inspection of food vendors will be done on a quarterly basis.
11. Vendors are responsible for all sales transactions, including taxes, fees and permits.
12. Vendor fee payment is expected by one full calendar week previous to the event, along with your approved application to secure your participation. You may pay through Zelle, PayPal or Venmo. Checks are not allowed. Cash is accepted in certain cases if previous arrangements have been made in advance with WMS. If you need to be a cash vendor please email [info@wildomarketspace.org](mailto:info@wildomarketspace.org)
13. If you cancel a reservation, it must be done by 5pm by the Friday before market day. Prepaid fees will not be refunded but used as a credit for your next approved market date. A "no show" after obtaining a space without letting WMS know will result in you being placed back on the wait list for available space for the next desired date.
14. If you have not paid in advance by the specified time, your space will be automatically canceled and offered to the next vendor on the list.
15. All trash created by display or sales must be removed at the end of the night and not left for WMS staff or city services for disposal. Bring your own containers or trash bags for removal and take them with you when you leave. There will be trash receptacles for the event but these are solely for event patrons.
16. Pick up zip ties, and remove any grease stains from asphalt or concrete. Prevention with tarps is much easier, and recommended. If cleanup is required by the City or WMS staff, you will be held responsible for the expense.
17. WMS reserves the right to amend these terms and conditions at any time. Vendors will be notified accordingly.
18. WMS reserves the right to terminate the vendor agreement for violations of these terms or any disruptive behavior, without refund.
19. WMS does try to limit same type vendors, but we do not guarantee you an exclusive sales opportunity. A little competition is healthy, and there will probably be others offering the same or like items. We ask that you refrain for any negative commentary against other like vendors.
20. Vendor priority is first and foremost given to Wildomar based vendors for each category.
21. Market and promotion of the events will be provided by both WMS but we do ask that Vendors make at least one post per event they participate in. Please be sure you are following our social media accounts!
22. Vendors understand and agree that their product, booth and images will be photographed and used as content to promote events on social media and related websites. If you would like a special highlight of your business to be featured, you are responsible for the content you

provide and we will post your content for a small fee of \$25 on our social media and web pages. Please understand we cannot promise followers or “likes”. For more information please email us at [info@wildomarketspace.org](mailto:info@wildomarketspace.org) subject lined “Vendor Highlight”.

By submitting an application, vendors acknowledge their understanding and acceptance of the guidelines set forth by WMS in their entirety.

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### **Insurance, Liability & Business License**

1. As per the requirements, a general liability insurance policy of one million / two million is required. You must add as additionally insured or as a certificate holder, naming:

Wild-O-Market Space and its employees and volunteers of 23580 Glazebrook Road Wildomar CA 92595.

These policies can be purchased at an affordable rate from the following companies: Nextinsurance.com and actinsurance.com are possible sources. \*Note we receive no commission for these recommendations, nor do we assume any responsibility to their policies. WMS, Faith Bible Church and its organizers retain zero liability for any property loss, damage or personal injury incurred during participation of our market.

2. All vendors who wish to participate must submit a sign and dated “Vendor Liability Release and Indemnity Agreement” form. Which can be downloaded from the WMS website [www.wildomarketspace.org](http://www.wildomarketspace.org) and emailed to [info@wildomarketspace.org](mailto:info@wildomarketspace.org).

3. Event fees:

Current fees, subject to change in the future:

- The current cost of a regular, craft artisan 10x10’ vendor booth is \$70 per event.
- Split Vendor (two vendors sharing one 10x10 tent) fee + \$20 to the original fee of \$70 = \$90 total per event.
- Major food vendor (truck, trailer or tent) is \$125 per market. However, a 15% discount will be applied to the three bookings if fees are paid up front by specified due date.
- Cottage foods and prepackaged foods (Jerky, honey, sourdough, jelly, granola, freeze dried foods, cotton candy, tea, coffees, and other food goods) fee of \$100 per event.
- A young artist, small, single table space is \$25 per event. (Maximum of 8 per event)
- Vendors who host an educational showcase, resource or exhibit is \$30 per event.
- Community sponsors and resource groups of the event who commit to all three events receive a 15% discount but must pay in full by two weeks from the market date.

The price of your booth ensures your space in a unique local, and community selling opportunity. WMS staff will be onsite to assist and direct you on the day of the market.

No alcohol, drug use, smoking, vaping or profanity is allowed within the event area. No nude, political or otherwise offensive material will be allowed. Management will check booths for offensive material. If you as a vendor observe a violation, please relay it to management. Remember this is a family friendly event. During your market experience from set up to break down, be sure to remember the three P's. Be professional. Have patience, everyone else is trying to do exactly what you are. Be polite! All of your actions reflect, not only on yourself but also, on Wildomar as a whole! The community is counting on you! We are so excited to have and feature you and your business!

Wild-O-Market Space screens all vendor applicants before final approval. At this time, vendor applications may take 2 or more weeks to process. In that time, Wild-O-Market Space may request additional documentation or have additional questions. This is done to ensure Wild-O-Market space is completely in line with City, County, State regulations and other permit requirements.

Wild-O-Market Space reserves the right to deny any application.

Wild-O-Market Space reserves the right to prioritize Wildomar based business applicants over surrounding cities when it comes to like vendors.

Wild-O-Market Space does try to limit "like" vendors to two per event.

By signing this agreement you have agreed to all terms and understand your full responsibility as a willing vendor in the Wild-O-Market Space at Faith Bible Church events.

Signature of responsible vendor \_\_\_\_\_

DBA Name (Print Clearly) \_\_\_\_\_

Date Signed \_\_\_\_\_