

La Vista Local Market 2025 Vendor Guide

"Supporting Local Talent, Inspiring Community Growth"

Fourth Saturday of June, July, and August

9 a.m. -1 p.m. (Market hours)

7:30 a.m. – 9 a.m. (Vendor set-up time)

1:15 p.m. (Vendor tear-down start time)

Location: La Vista City Centre | 7878 Main Street, Suite D, La Vista NE, 68128

Questions on Rules & Application Requirements	Questions on Filling Out the Application	Market Staff
Jaci Moore Assistant Events Coordinator JMoore@CityofLaVista.org 402.331.3455	La Vista Community Center 8116 Park View Blvd La Vista, NE 68128 402.331.3455	Elle Kroeker Marketing & Communication Manager EKroeker@ninezeroproperties.com 402.617.7781

All applicants must read the La Vista Local Market Guide before filling out the application. Applications are free to submit.

The application can be accessed through

<https://www.cityoflavista.org/2393/Become-a-Vendor>

A completed application and supplemental items must be submitted and approved by Market staff before an applicant is eligible to sell at the La Vista Local Market.



La Vista Local Market

Market Season

The La Vista Local Market 2025 season will run on the fourth Saturday of June, July, and August.

Saturday, June 28

Saturday, July 26

Saturday, August 23

The Market will be open from 9 a.m. – 1 p.m. at City Centre, 7878 Main Street, Suite D, La Vista. Most of the Market will be inside. Applications are free to submit, but vendors must pay for a booth.

Mission Statement

Our mission is to empower and uplift local small businesses by providing a venue to showcase their handmade creations. We are dedicated to fostering creativity, supporting entrepreneurial growth, and celebrating the hard work it takes to transition from small beginnings to a community staple. By connecting makers with the community, we aim to create a thriving market where local talent can grow, inspire, and succeed.

About Us

The Market operates in accordance with all city, county, state, and federal laws. The La Vista Local Market is run by a partnership between the City of La Vista and La Vista City Centre. The products sold are all local and handcrafted.

Acceptance to the Market

Potential vendors submit a completed La Vista Local Market Application through the La Vista website.

Applications will be reviewed on a rolling basis, starting Friday, March 21. Please allow up to 10 business days for approval to be a vendor in the Market. PLEASE NOTE – Submitting an application does not guarantee acceptance or participation in the Market.

Deadlines: You must have the application submitted by Tuesday, June 10 to sell at the first Local Market.

Vendors are accepted throughout the season and are added to Market days if space is available until August 8, 2025. Once a vendor is approved by Market staff the vendor is eligible to sell at the Market.

How to Qualify to be a Vendor

Interested potential vendors must complete an application in its entirety and provide details about the products they plan to sell. If you are able, photo submissions of products are greatly appreciated, submitted by email to JMoore@CityofLaVista.org.

The La Vista Local Market is specifically looking for vendors who sell products that are locally made and handcrafted by the vendor in some way, shape, or form.

Non-profits, student organizations, La Vista business chains, franchises, and/or companies are invited to attend one Market date. Please fill out the application form and note that you are one of these businesses.

Vendor Requirements

All La Vista Local Market vendors are required to be from the Omaha metro area and must submit the following items:

- A. La Vista Local Market Application via CityofLaVista.org
- B. List of products being sold

Types of Vendors:

Hand Crafted: Sells original art and items that are “handcrafted” by the vendor or a member of the vendor’s craft unit. Commercial or resale items are not allowed. The handcrafted component should dominate any commercial components, and commercial components should be transformed in a way that makes the work unique.

Personal Services: Sells personalized products and experiences. Services include but are not limited to permanent jewelry, custom embroidery and monogramming, henna art, live art, knife sharpening, massage, and hair braiding.

Value Added Foods: Sells food-based products that have been prepared or baked by the vendor. Qualifying examples include, but are not limited to:

- | | | |
|--------------------|--------------------|-----------------------|
| • Baked goods | • Cheese | • Food prepared to |
| • Salsas, sauces, | • Jerky | be eaten onsite |
| marinades | • Roasted soybeans | (including breakfast |
| • Jams and jellies | • Coffees, tea, | items, sandwiches, |
| • Honey and pollen | kombucha, and root | crepes, donuts, etc.) |
| • Mustards | beer | |

Additional notes for Value Added Food category:

In Sarpy County, most “baked goods” qualify for a licensed kitchen exemption. This allows vendors to sell items that were prepared and baked in a non-commercial, non-regulated kitchen (i.e. a home kitchen) if they clearly post a sign stating thus.

Sample of acceptable sign wording: “Food items were prepared in a kitchen that is not subject to regulation or inspection by the Foods Division of the Nebraska Department of Agriculture.”

Only certain items are eligible for this exemption. Please contact the Nebraska Department of AG for more information. Do NOT assume that just because you are making it in your home kitchen it qualifies for this exemption.

Please review all Cottage Food Vendor requirements for Sarpy County and the State of Nebraska.

Farm & Nursery Products and Processed Farm Products: Selling products including produce, plants, flowers, meat, or eggs. Vendors may sell a mix of qualifying products within one stall space as long as all products originate from their land and their produce. Qualifying examples include, but are not limited to:

- Produce
- Herbs fresh or dried
- Meat
- Eggs
- Grains or birdseed mixes
- Bedding plants, houseplants, seedlings, saplings, or ornamental grasses that the seller grows
- Ornamental produce, such as gourds, colored corn, dried grass, or stalks

Prepared Foods & Food Truck: Selling products that are freshly prepared onsite or kept hot/cold onsite. Foods prepared in stalls or Food Trucks may be sold at any or all market days.

For Food Trucks, vendors must have a City of La Vista Mobile Food Vendor Permit. Please call La Vista City Hall 402.331.4343 for more information.

Local Business: Locally owned brick and mortar businesses in the Omaha metro area that wish to sell at the La Vista Local Market must have items that are related to the

categories above. Local business can not be a chain, a franchise, and/or provide a service. Please contact Jaci Moore if your business is a chain, franchise, and/or provides a service.

Sarpy County Health Department

Only products in compliance with the regulations of the Nebraska Health Department may be sold at the Market. The vendor is responsible for securing all necessary permits and approvals.

General Policies

Definition of “Vendor” – Vendor shall be defined as the producer of goods sold and shall include spouse, siblings, children, parents, and employees of the applicant who assist in the cultivation of the same property or assist in the production of items available for sale.

It is the vendors’ responsibility to be familiar with the local, state, and federal regulations and permits that govern the products of which they sell. The notes and guidelines included in this document are included as a courtesy but do not take precedence over governmental policy. The health inspector may make a surprise visit throughout the season. This is your responsibility, not ours.

The Market is held rain or shine, and refunds are not given unless the Market is canceled before opening and at the determination of Market Staff. In this case, refunds will only be considered. Cancellations will be announced on the City of La Vista Facebook and City Centre’s social media sites. Vendors will not be contacted personally.

No smoking or vaping in vendor stalls or the Market area. NO EXCEPTIONS.

Frequently Asked Questions

How much does it cost to be a vendor? A 10x10 booth costs \$25, a 10x20 booth costs \$40, and a 10x30 booth costs \$55 per Market date.

How long does it take to be approved? A completed application can take up to 10 business days to be reviewed and approved. Vendors will receive an e-mail when they are accepted or denied into the La Vista Local Market.

I am a direct sales consultant. Can I be a vendor? (i.e. Scentsy, Mary Kay, etc.) Companies such as Paparazzi, LulaRoe, Scentsy, Avon, Pampered Chef, Color Street, Plunder, Mary Kay, MLM businesses, Vaping & Tobacco products are prohibited.

How many Market dates can I sign up for/miss? Vendors may sign up for as many dates as they like. Vendors may cancel dates and be excused as long as they have notified the Market Coordinator (Jaci Moore) via email by Thursday at 4 p.m. on the week before the market date that will be missed. If a vendor has an emergency on the day of the market and is unable to participate, please let Jaci Moore know immediately by email. If a vendor fails to notify the Market staff that they will not attend the market, those absences will be considered unexcused. After the second unexcused absence, the vendor will be dismissed from the current market season.

I am a non-profit and want to sell baked goods as a fundraiser. Do I need a Food Handler's permit/card? Yes. Any vendor selling food will need to obtain a Food Handler's permit/card or Food Manager's certification. Selling any other baked goods or craft items will require the same rules and regulations as other vendors.

Requirements for Set Up

Vendors are required to bring all the necessary items to have a successful booth, including but not limited to:

1. Tables and chairs
2. Sacks, bags, or boxes for customers' purchased items
3. Visible business name signage, product name, and pricing
4. Cash box for change and/or credit card device
5. Receipts
6. Business cards/contact information
7. For Cottage food vendors, individually wrapped and labeled items.

If you have any questions on what you should bring, please reach out to Jaci Moore. The La Vista Local Market will have trash cans scattered around for attendees to use but will not supply booth-specific trash cans.

Tents must be clean, serviceable, and 10'x10' in size with 100 lbs. of weight per tent.

Vendor Logistics & Setup Requirements

The La Vista Local Market staff will assign the vendor space. Please DO NOT start setting up until you have confirmed your assigned space.

Vendors can start to arrive as early as 7:30 a.m. and need to be ready to sell by 9 a.m. The Market hours will be from 9 a.m. – 1 p.m.

Vendors must end sales by 1:15 p.m. **No vehicles can be in the Market area from 8:30 a.m. to 1:15 p.m.** Vehicles in the Market area during those times may result in dismissal for the remainder of the current season. Vehicles may enter the Market area starting at 1:15 p.m. **Only Market Staff are authorized to move the barricades. Do not move the barricades.**

Vendors are not allowed to leave before 1:15 p.m. even if they sell out of product. Please take this opportunity to enjoy the market and visit other vendors.

A vendor location map will be sent via email on the **Friday** before the Market. Stall locations vary based on the number of vendors. Vendor booths must not encroach on neighboring vendor booth areas or Market goer walkways.

Once arriving at the Market, vendors must IMMEDIATELY unload their vehicles and then move their vehicles to the designated vendor parking spot. Vendors should not start setting up their booths until their vehicles have been moved. This will allow room for other vendors to unload.

If a vendor chooses to use a tent, that tent must be clean and in good shape. We recommend a 10 x 10 EZupTent or ZShade Tent. All tents must be weighed down with at least 100 lbs. of weight per tent.

Admission of Products

Only items that have been approved on the Market Application Form or via email can be sold. The Market Staff reserves the right to ask for a list of ingredients, visit the location where products are made, and disapprove of any products being sold at any time without reason. If a vendor would like to add items during the season, the vendor must have products approved by Thursday at 4 p.m. prior to a Market day by Jaci Moore. This needs to be done via e-mail.

The Market is based on an honesty system. If any vendor feels that another vendor is not being honest about their products, value, or pricing, please contact Market Staff.

Deadlines

Action	Deadline
Admission of New Products	Thursday the week of by 4 p.m.
Notification of Absence	Thursday the week before by 4 p.m.

Marketing

Please help us cross-promote this event using your social media channels and website. The more we support each other, the larger we can grow our market and the traffic that attends. We can more effectively do this if you participate in how we market and get the word out each month. Remember, we are a rain-or-shine market, and keeping our attendance steady is a financial benefit for all our vendors. We want you to be happy and make money and we want the Market to continue to grow and be successful.