

# Del Norte Chamber Farmer's Market

## 2011 Rules and Regulations for Crafters

Thanks for Your Part in making the Del Norte Farmer's Market our, COMMUNITY Marketplace!

### 1. Market Times and Dates:

- a. Thursdays 4pm-8pm, Spruce St starting August 4<sup>th</sup> every Thursday til Sept 29<sup>th</sup>.
- b. No sales permitted after 8:00 pm
- c. All vendors must leave the premises by 8:00 p.m.

### 2. Place:

Spruce Street in Del Norte in Casa de Madera Lot and Lot next to it also front of 710 Grand Lot.

### 3. Parking/Registration Fees, Sales Taxes and Checkout:

- a. Parking/Registration Fees are paid as vendors check in or in advance. For safety reasons, all vendors must pull in no later than 4 pm or the booth space may be given away; leaving the site before 8 PM is discouraged.
- b. We are required by law to collect state, county, and city sales taxes on all retail sales. Del Norte Farmers Market is licensed and will transmit these taxes for you to the proper authorities.

#### c. Registration/Parking Fees:

Cars/Trucks:	\$10.00 / ten-foot parking space
Craft spaces	\$8.00 / ten-foot area (1 canopy/table w/umbrella)

**Electricity is not available**

**Vendors with a reservation shall call the on-site manager at least 24 hrs. in advance** if they cannot attend; the space may be used by another approved vendor if still empty at 4pm.

**Market Manager: Liz Weaver or Patti Kelly, 719-657-2845.**

*Large trucks or trailers may be required to park in the back lot of 710 Grande at the manager's discretion. If your vehicle (and/or hookup) take up more than one parking space, you will be required to pay for the extra space/s. Vehicles larger than 2 spaces will park in the 710 Grande lot @ \$8 per 10 ft. We suggest unhooking vehicles for parking off Spruce St. at the 520 Spruce St.. These lots will also accommodate customer parking. Vendors are requested not to park on Grande as this reduces availability for customer parking for the market and local businesses. **Please do not pull up onto market sidewalks near business entrances.***

#### f. Checkout Fees:

2%	City Tax
2.6%	County Tax
2.9%	State sales tax on crafts/non-foods and on prepared foods

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**7.5% Total taxes**

**Please make sure to check out before leaving to pay tax based on your total sales.**

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### 4. **General Rules:**

- a. **“Cottage Crafts” only:** Craft items sold at the Valley Farmers' Market **must be made locally by the vendor or someone close to the vendor.** No flea market or imported items are permitted. Farmers markets emphasize produce.
- b. Musicians performing at the market may sell their own CDs. Otherwise unapproved crafts or non-local, non-handmade items cannot be sold or displayed.
- c. Vendors must provide their own pricing, tables, change, bags, advertising signs, etc.
- d. **Processed or prepared foods must have proper licensing and/or certifications.** (See Farmers' Market manager for regulations; baked goods must be prepared in a **certified kitchen.** *Call SLV CO health inspector: Chris Heffernen, (719) 657-9243, for regulations/inspection.* All vendors who wish to provide samples must review and follow the Colorado Dept. of Public Health **Sampling Guidelines** (available from on-site Farmers Market manager.) Sanitized knives and cutting boards **are required**; freshly washed hands or **clean disposable gloves** are required for each preparation. Hand washing facilities will be available.
- e. **Music** must be muted and/or volume lowered at the manager's request, particularly during live music performances.
- f. **All vendors are responsible for cleaning their area of the market.** Please bring your own tools for clean up, such as brooms, shovels, etc. An additional broom will be available on-site. On Site Dumpster will be available.

5. **Inspections:** Please be aware that inspectors from the CO Dept. of Health and other regulatory agencies may visit at any time and that it is **your obligation** as a vendor to be in compliance with all regulations and licensing. A copy of the state regulations on the sale of food products is attached. Please call Chris Heffernen, (719) 657-9243, regarding state inspections and licensing. Michael Abrams, (719) 480-9716, is the CO weights inspector.

6. **Insurance:** The Del Norte Chamber Farmers' Market has a general liability insurance policy for **market-owned** property in place, but vendors should consider obtaining *their own liability and product liability insurance.* The vendor, not the market, will be held liable should someone become ill due to the sale of unsafe food products or, for example, if someone is injured by a vendor's canopy.

7. **Violations:** All vendors are required to respect fellow vendors, customers, and the on-site manager's requests to help make the market run smoothly. Vendors who commit violation(s) or cause complaints may be asked to leave the market for the remainder of the season. Decisions made by the market manager are final.

8. **Operating Costs:** Every attempt is made to keep costs down, but there are some necessary expenses of operation, such as on-site management, licenses, general liability insurance, publicity, portable toilet, etc. which are paid for out of the booth fees and commissions.

**Hold Harmless Clause:** All authorized vendors participating in the Del Norte Chamber Farmer's Market shall be individually and severally responsible to the ACG and LFC for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendors' negligence or that of his/her servants, agents, and employees, and all vendors hereby agree to indemnify and save the ACG and LFC harmless from any loss, cost, damages, and other expenses including attorney's fees, suffered or incurred by the ACG and LFC by reason of the vendors' negligence or that of its servants, agents, and employees; provided that the vendors shall not be responsible nor required to indemnify ACG and LFC for negligence by its servants, agents, and employees. *As no product or individual insurance is provided by ACG and LFC, the vendors are advised to carry his/her own product liability and/or individual insurance.*

# Del Norte Chamber Farmer's Market

## VENDOR APPLICATION

By signing below, you, the vendor, agree that you have read the attached rules and regulations for the Del Norte Chamber Farmer's Market, are familiar with the State regulations for food sales (if applicable), and recognize the importance of compliance in these matters. The SLV CO health inspector, Chris Heffernen, (719) 657-9243, can help you with further questions regarding state inspections, kitchen certification, and licensing for potentially hazardous and processed and prepared foods.

Please submit this form by mail or upon entry at the first market of the season that you attend. Thank you for helping our market to run smoothly and safely.

Vendor/contact name: \_\_\_\_\_  
(Please print clearly)

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ email: \_\_\_\_\_

Signature \_\_\_\_\_

What products will you sell? (**These must be made by you or someone close to you locally**):

I will sell: \_\_\_\_\_ (attach photo/s and detailed description)

I apply for :

Spruce St 10' area space @ \$8/ market \_\_\_August \_\_\_ Sept.

Spruce St 10' parking space @\$10 /market \_\_\_August \_\_\_ Sept. (vehicle OK)

Fees are payable in advance or on first market of the month. Crafters will be notified by the 15<sup>th</sup> of each month of approval for the following month's reservation. Individual date requests may be considered on a stand-by/waiting list basis.

Questions contact Liz weaver at 719-657-2000 or [betty35weaver@yahoo.com](mailto:betty35weaver@yahoo.com)

Mailing address: Del Norte Chamber Farmer's Market PO Box 372, Del Norte, CO 81132