

# Town of Berthoud Farmer's Market Vendor Rules and Regulations

Your compliance with these rules is required and will ensure your opportunity to participate in the market

## **Vendor Fees:**

The Town of Berthoud Farmer's Market is managed by the Town of Berthoud Recreation Department. Vendor fees go towards funding the market program, the upkeep of the park, and licensing fees.

All gross sales taxes are to be paid to the state at your normal tax collection and claims and will not be collected by the Town.

## **Booth Fees:** Paid at Registration

10x10 Tent Space or 1 vehicle 20 ft or less curb side

- Full season (16 weeks) - \$400
- Half Season (8 weeks ) - \$240
- Single Dates (1 date) - \$35

20 x 10 or vehicle + trailer 20 feet or more curb side

- Full Season (16 weeks) - \$560
- Half Season (8 weeks) - \$320
- Single Date (1 Date) - \$45

**Non-Profit Vendors selling items and can provide a 501 c3 will receive a 30% discount.**

## **Curb/On-Street Parking Space**

There is limited curbside space available, so we will need to know your rig size and dates in advance of every week. Specific time slots for setting up will be assigned in advance to allow for dropping off a trailer and removing the towing vehicle. Please do not park on the street the night before the market, as you may block access to another vendor.

**Refund Policy:**

No refunds will be issued unless a written request is submitted 1 month prior to the start of the season (full and half season packages). Businesses purchasing a single event entry must give 72 hours' notice or no refund will be issued. In the case of inclement weather, if the town cancels 2 or more events, businesses that paid for full or half season packages will receive a refund for a portion of their registration fee. Businesses that purchased a single entry will receive a full refund.

**Booth Space Assignments:**

Specific Booth Spaces will be reserved only for Season Vendors. All other vendors will be assigned a space when they check in with the Market Coordinator each date. Season Vendors who "No Show" will lose their assigned space for the rest of the season.

**Self-Insured:**

Vendors must provide their own liability insurance coverage – general liability for all vendors, as well as product liability for food vendors. The policy must name "Town of Berthoud, PO Box 1229, Berthoud, CO 80513" as an additional insured on your policy, and a certificate of such must be provided with your registration.

**Local Products / Services:**

Vendor products, both food and artisanal are highly encouraged; sustainable and handmade products, crafts and services are preferred. In all cases, all vendors must be approved by the Town of Berthoud Farmer's Market management and only products listed on the Vendor Application may be sold. The Town of Berthoud Recreation Department reserves the right to decline any vendor.

**Religious Organizations & Business Promotion Booths:**

Vendors not meeting the above requirements will be allowed but on a limited basis. Political booths displaying partisan posters or engaging in partisan discourse will not be allowed.

**Pre-Registration** is required for all vendors – walk up vendors will not be allowed.

**Licensing:**

All vendors are responsible for the necessary licensing and permits for their booth and must have copies on hand at each Market. The Town of Berthoud Farmers Market reserves the right to revoke vendor privileges from vendors who do not obtain proper documents. The examples provided below are for informational purposes only, they are NOT all inclusive. It is the vendors' responsibility to abide by the Larimer Department of Health Guidelines concerning the exposure of potentially hazardous products.

- Produce Only – no licensing required
- Cottage Foods Vendors – Certificate of completed food safety course displayed at market
  - Baked goods without dairy
  - Dehydrated fruits, vegetables, herbs
  - Jams / Jellies
  - Pickles
  - Whole Eggs
- Foods intended to be consumed onsite need a restaurant license
  - Food Trucks
  - Drinks with ice
  - Baked goods with dairy (cheese/cream cheese in them) etc.
- Vendors offering food samples will comply with food sampling guidelines.

See:

[extension://efaidnbmnnnibpcajpcgiclfndmkaj/https://cofarmersmarkets.org/wp-content/uploads/2013/06/Sampling-safely-at-Farmers-Markets-n01308.pdf](https://efaidnbmnnnibpcajpcgiclfndmkaj/https://cofarmersmarkets.org/wp-content/uploads/2013/06/Sampling-safely-at-Farmers-Markets-n01308.pdf)

**Booth Assignment / Attendance:**

While we will do our best to ensure season vendors have a regular booth location, vendors are not guaranteed the space they want for each market. Vendors who use propane or other heated equipment may be required to take additional steps to

preserve the grass -- including rotating your booth location throughout the season or providing a surface to protect the grass from heat or oil.

All Vendors must check in with the Market Coordinator at their arrival. Vendors without assigned spaces will get them at this time.

Curb side spaces are both very limited and require us to block them off in advance so that vendors don't park there while setting up. The vendor should expect to move cones when arriving - staff always try to help but aren't always available. Please help by being extra communicative about your dates and if anything changes.

### **Set up / Break Down:**

Setup period is 2:30pm – 4:00pm – all vendors must be ready for business by 4:00pm – each day a vendor is late setting up will forfeit their day of market space and no refund will be issued. Vendors must provide all their own equipment, this includes tables, chairs, proper signage, money, packaging, drop cloths, tents, canopies, etc. and must fit within the designated space.

Vehicles may be parked on the street to load / unload - Vendors are prohibited from driving on the grass. After unloading – please move your vehicle. As space is available, vendors are encouraged to park in the parking lot of Milestone Medical Group - 549 Mountain Ave (SE corner of Main / 6th) during the hours of the market. Please do not park directly adjacent to the market. Is this still an option???

Sales made by weight must be measured with scales that have a current valid seal of approval from the “Colorado State Department of Agriculture Weights & Measures Division.”

No signage shall impede or hide other spaces.

All tents must be securely weighted with a minimum of 20 lbs. at each corner to withstand rainy or windy conditions.

Booths must be removed, and space must be completely cleaned no later than one hour after the close of the Market. Vendor must collect all trash originating from your booth and remove it from the site when you leave.

Vendors may not break down before 7:00 pm unless you are out of product and have spoken to the Market Coordinator about your early departure.

### **Berthoud Local Farmer's Market Musician Rules and Regulations**

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We are very excited to have local musicians play at the Town of Berthoud Farmer's market! We greatly appreciate your talent and recognize that music helps set the tone for the market. If you and your band are interested in playing, please read the information below, fill out the application portion, and return to the Recreation Center with a link to where we can listen to your music. We will get back to you concerning scheduling and confirm your availability. Thank you for your interest and we look forward to hearing you play!

### **Market Information**

Musicians play from 4pm to 7pm near some large trees in the center of the park. A 10x10 tent and electricity are provided.

### **Scheduling**

Since the market usually runs for only 16 weeks, the market typically has entertainers scheduled for no more than 2 slots during the season, to allow variety. Please see the registration form below to let staff know what dates you are available to play at the market. Staff will work to schedule you in, and possibly contact you for back up dates if needed throughout the season. You will hear back from the Town of Berthoud staff with the dates you have been scheduled.

### **Parking:**

You may park anywhere near the market to unload your gear. The Band's location is in the center of the market, close to a concrete sidewalk. All equipment will need

to be carried/carted in approximately 100-150 feet. We do ask that you move your vehicles about 1 block away after being unloaded, to allow parking for our customers. You can then bring your vehicles back at the end of the market to load out.

**Conduct:**

Music must play at an appropriate volume. Due to the close proximity of the band to vendors there can occasionally be issues with volume that interferes with vendor-customer interactions. Volume must be immediately turned down if requested by Market Coordinator and/or staff.

**Cancellations/tardiness:**

All cancellations must be done at least 24 hours in advance, with the exceptions for emergencies. Please be courteous and give us some time in order to schedule other entertainment. If you need to cancel, please contact the Berthoud Farmer's Market Supervisor at 970-532-1600 x102. If there is a chance of a late arrival, please call the Market Supervisor in order to ensure your time slot is not filled.