

Highland Farmers Market

2012 Vendor Policies and Procedures

The Highland Farmers Market is sponsored by the Highland United Neighbors, Inc. (HUNI) and is overseen by a committee (the committee) and by the Market Manager (the manager). The Committee has adopted the following rules and regulations and, at any time, it may amend, delete, or modify its policies, rules and regulations. In order to promote the Market as a whole to the community all participants in the Highland Farmers Market will behave towards Market customers, board, staff and volunteers, in a professional manner, which fosters a sense of Market community, camaraderie, and a spirit of cooperative involvement.

HOURS, DATES AND LOCATION

The 2012 Highland Farmers Market will run Saturdays, June 2th through October 13th from 9am – 1pm on the 1500 block of Boulder Street between 15th and 16th Streets in Denver.

PERMITS, LICENSES AND INSURANCE

Vendors are required to comply with City and County of Denver and State of Colorado policies; all taxes, licenses, permits and liability/product insurance are the responsibility of the Vendor. All Vendors are required to have a State of Colorado Sales Tax License, visit www.denvergov.org for more information.

Vendors selling food must have a temporary restaurant permit of the City and County of Denver (if you have a temporary restaurant permit from another City you are **required** to obtain a permit from the City of Denver as well.) Vendors may take completed paperwork (Temporary Restaurant License application, Acknowledgement letter, Affidavit of commissary form, both pages) to the Department of Health for approval, their offices are located at 200 W 14th Ave (southwest corner of 14th and Bannock), 2nd floor between the hours of 8 and 5, Monday through Friday. It is recommended to call in advance and confirm Linda or Bernadette will be available to process your request. Linda at 720-865-5392 or Bernadette at 720-865-5390. Upon approval from the Health Department, participating restaurants will need to take the completed paperwork to the Department of Excise & Licenses located at 201 W Colfax Ave, 2nd floor. Please be advised that Dept. of Excise & Licenses closes at 4 pm. For more information on temporary restaurant licenses please visit: <http://www.denvergov.org/DEH/>.

If you will have an open flame at your booth please contact the City of Denver Fire Department for information on receiving an open flame permit. **Vendors are required to have all documentation and permits on site during the Farmers Market.** It is the sole responsibility of the vendor to comply with special event city policies. Please visit www.denvergov.org for a complete list of requirements.

We request vendors carry general liability insurance. The Highland Farmers Market is not responsible for loss or damage incurred or caused by vendors.

VENDORS

Produce, Plants, and Flowers

The Highland Farmers Market strives to provide a market place where fresh and wholesome products are sold. Farm products that can be sold at the market include vegetables, fruits, berries, herbs, nuts, flowers, plants, honey, seafood, meat, poultry, eggs, and dairy products. All products must be grown, raised, produced or gathered by the vendor in Colorado State or in

counties bordering Colorado State. On occasion, to attract particular types of products not otherwise available at the Market, the Market may allow resale of produce not grown by the Vendor. Resale produce must be clearly marked as such and approved in advance by the Market Manager.

Processed Goods

The Market accepts certain value added items which are grown and/or made by the vendor such as baked goods, preserves, cheese, sausage, and smoked meats or fish. All processed foods must be appropriately labeled with product name, ingredients, net weight, price, vendor's name and address. We encourage sampling of your products to our patrons.

Hand Crafted Items

All craft products must compliment and be relevant to the Farmer Market mission. Crafts must be handcrafted by the vendor and approved by the Market Manager and the Farmers Market Committee. Returning craft vendors must have all new items approved before they are sold at the Market.

Prepared Foods

The Market Manager and the Farmers Market Committee must approve prepared food vendors. Prior to selling at the Market, all prepared food vendors must show appropriate Health Department certification to the Market Manager. These permits must be displayed in public view during Market hours. All prepared food processor equipment/trailers must comply with Denver County Health Department regulations.

Non-Profit Vendors

A maximum of two non-profit informational vendors will be accepted into each Market. Please contact Market Manager for availability.

Business / Professional Vendors

Business and/or Professional Vendors will be allowed on a one-time basis at the discretion of the Highland Farmers Market committee.

VENDOR SELECTION

The Market Manager and the Committee select vendors annually. Selection will be based on product mix, vendor performance and seniority. No vendor will have guaranteed return rights to the Market from season to season or from Market to Market. The Market generally does not offer exclusive rights to vendors to sell any one product. Market customers generally benefit from having a choice. However, if the Highlands Farmers Market believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.

SEASON FEES, SALES REPORTING, AND PAYMENT

Vendors are required to include payment for season fees upon submitting their application for the corresponding season (payment will be returned if an application is not accepted). At the completion of each market Vendors are required to honestly report all sales made by the vendor or vendor's agents and submit payment at that time. **FAILURE TO ACCURATELY REPORT ALL SALES WILL RESULT IN IMMEDIATE EXPULSION FROM THE MARKET WITH NO RETURN RIGHTS.**

The Market Manager will collect payment beginning at 1:00 p.m. Failure to comply with fee payment on Market day will result in a \$15.00 fine. Vendors will not be allowed to set up until past obligations have been cleared.

Any returned or bounced checks will incur a fee.

PUNCTUALITY

All vendors with assigned stalls must be at their stall by 8:30 a.m. or have made prior arrangements with the Market Manager. After 8:30 a.m. the stall will no longer be held for assigned vendor. Violations of this policy could result in loss of assigned stall on the day of the violation. Repeat violations may result in expulsion from the Market. If you cannot attend the Market on a day you have committed to, please contact the Market Manager by Noon of the preceding Friday. Please be considerate of your fellow vendors and us.

WEATHER POLICY

The market will open rain or shine, please prepare accordingly. Questions day of please contact the Market Manager to confirm.

STALL INFORMATION

Assignments

The Market Manager will make all stall assignments. Vendor locations and other considerations are made at the Market Manager's discretion taking into consideration product mix, customer flow, special promotions, and vendor seniority. While we will try to keep your space consistent, your space is subject to change.

Set Up and Take Down

Boulder Street will be closed to all "through" traffic from 7:00 a.m. to 2:30 p.m. Boulder Street is one way so all vehicles must enter from the 1500 block and travel North on Boulder Street. Set-up is between 7:00 a.m. to 8:30 a.m. on Market day. During that period vendors may enter the Market area with their vehicles for the purpose of unloading only (except vendors with parking rights) Vendors should unload promptly and then move vehicles offsite. A clear and drivable lane must be kept open at all times. A Vendor may not begin setting up his or her stall spaces until his or her vehicle is moved offsite. **ALL VEHICLES MUST BE OFF THE STREET BY 8:30 AM AND NO VEHICLES WILL BE PERMITTED TO ENTER THE MARKET SITE AFTER 8:30 AM.** Set-up must be completed by 9:00 a.m. All vendors are required to remain at their stall spaces until closing at 1:00 p.m. even if they have sold all their goods. At 1:00 p.m. vendors shall cease selling and promptly begin taking down their stall spaces. No vehicles will be allowed to enter the Market site until at least 1:20 p.m. Vendors should not leave the Market to retrieve their vehicles until they have completely taken down their stall space(s) including packing up all remaining product, collapsing canopies or tents, and cleaning up any debris.

Stall Appearance

The Highland Farmers Market requests that Vendors keep their booth in a clean and orderly fashion throughout the market and strongly encourage a decorative display. Eye-pleasing presentations will not only add to the market ambience will but will increase your selling potential to market patrons.

Stall Clean Up

Each vendor is responsible for cleaning his/her stall area to the satisfaction of the Market Manager. This includes removing all debris, sweeping and, if necessary, washing down the stall site. Vendors are expected to remove all waste generated by the sale of their product. Vendors must not dump oil or oil debris into flowerbeds, garden areas, streets, sidewalks, or storm drains, sinks, toilets or anywhere else within the Market Site. All vendors must bring containers suitable for waste removal, including oily waste. Prepared food vendors must have an impermeable tarp or mat under the entire stall to protect the sidewalks and streets from grease and food waste and as well as overhead coverage if required by the Denver County Health Department. Vendors not adhering to this policy risk cleaning fines.

GARBAGE/RECYCLING

All vendors must haul out their trash at the end of the day. On-site trash receptacles are for customer use only. Vendors may request permission from the Market Manager or designee to use customer receptacles at the end of the Market day if space permits. In an effort to be environmentally friendly we request vendors use recycled goods and recycle waste whenever possible. If you would like a list of vendors that offer recycled supplies please contact the market manager, many events are requiring vendors use recycled items and purchasing these items in bulk is much more cost effective. Please **NO** styrofoam.

CANOPIES/UMBRELLAS

All vendors who wish to erect canopies on the Market site during a normal period of operations, including set-up and takedown periods, are required to have their canopies sufficiently and safely anchored to the ground from the time the canopy is erected to the time it is taken down. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the Market on that day, unless the canopy is first taken down and stowed. A rule of thumb for weights is 40# per leg of your canopy.

PRICING

Pricing of goods sold at the Market is solely the responsibility of the individual vendor.

HEALTH PRACTICES

All vendors must adhere to sanitary procedures as outlined by the Denver County Health Department. Any vendor found selling contaminated food or produce at the Market without proper health precautions shall be suspended from selling operations until satisfactory clearance has been obtained from the Denver County Health Department and the Market Manager. All vendors must dress appropriately and shoes and shirts are required. No dogs are allowed in food vendor stalls with the exception of Service Animals as required by the American with Disabilities Act.

SMOKING POLICY

Vendors are not permitted to smoke in their booth area or on the Market site.

SIGNAGE

Each booth space must prominently display a sign clearly identifying the farm or business by name and location. Signs must be in placed by the opening of the Market. All product descriptions must be accurate.

VEHICLES

All vendors wishing to park onsite must receive approval from the Market Manager in advance of the Market. Vehicles parking on-site must have an approved metal oil drip pan under their vehicles at all times.

ORGANIC LABELING

Vendors advertising products that are “Organic”, “Unsprayed” or “Natural”, etc. are not required to be certified by any recognized certification agency. However, state law to those who have in fact been certified by the Department of Agriculture restricts the use of the phrase “Certified Organic”. All vendors are required to advertise truthfully and to respond to customers’ questions in a like manner.

WEIGHTS, MEASURES, AND LABELING

All weighing or measuring instruments or devices used for commercial purposes must be correct. This ensures that buyers receive sufficient and accurate information with which to compare quantity and price. Pre-packaged products must be labeled with the quantity and/or amount. Vendors in violation of this policy will be expelled from the Market with no return rights.

LIABILITY

Vendors are required to obtain general liability insurance. The Highland Farmers Market is not responsible for any loss or damage incurred or caused by vendors.

GRIEVANCE POLICY

Should any vendor, at any time, occupy the premises in a manner contrary to this agreement, upon request of Market Manager, the vendor shall immediately cease such offending conduct. Failure to immediately comply as requested shall be cause for the revocation of this permit and expulsion from the Market. Upon revocation, vendor shall promptly vacate premises. Upon failure to vacate, the Market shall have removed all property of vendor from the premises at vendor’s expense. The Market is relieved and discharged from any/all loss or damage caused by such removal. The Market shall not be responsible for storage or safekeeping of property so removed.

INDEMINTY

Vendor shall indemnify and hold harmless the Market Manager and The Highland United Neighbors, Inc. (HUNI) and its directors, officers, employees, shareholders, owners, subsidiaries and agents from and against any and all losses, liabilities, damages (including taxes) and all related costs and expenses, including reasonable legal fees and disbursements and costs of investigation, litigation, settlement, judgment, interest and penalties (collectively, “**Losses**”), and threatened Losses, directly or indirectly, due to, arising from or relating to action or inaction by, or on behalf of, Contractor or its directors, officers, employees, shareholders, owners, subsidiaries, subcontractors or agents.

MARKET MANAGER

The Market Manager (or designee) coordinates all the activities of the weekly functioning of the Market and implements Market policies, including oversight of the Market set-up and clean-up, daily assignments, collection of stall fees commissions and sales information, and assuring vendor compliance with all Highland Farmers Market policies. The Market Manager also acts as a conduit of information from the vendors and customers to the Farmer’s Market Committee. The Market Manager has complete authority to interpret and implement Market policy.

Please keep a copy of the above Highland Farmers Market Policies and Procedures for your records. Please sign and submit with your application.

By Signing Below, the Vendor and their Employee(s) agree to the policies and procedures as listed in pages 1-5 of the Highland Farmers Market Policies and Procedures and agree not to hold the Highland United Neighbors, Inc. (HUNI), the Market Coordinator and any of their agents liable for injuries, losses or expenses arising out of the permitted activity or any activity association with the conduct of the applicant’s operation associated with this event.

Business Name _____

Vendor Name (please print) _____

Vendor Signature _____ **Date** _____