



2009 Vendor Rules

ParkerFest is overseen by a ParkerFest Committee (the Committee). 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 ParkerFest 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 2009 market will run Sundays, 8 a.m. to 2 p.m. from May 10, 2009 through October 11, 2009. The market is located on Main Street in Old Town Parker. The market opens rain or shine and will only cancel in extreme weather conditions. Please contact the market manager with questions regarding any day in particular.

PERMITS, LICENSES AND INSURANCE

Vendors are responsible for complying with Town of Parker and Douglas County regulations. All Vendors must have a Town of Parker registration or Parker sales tax license in addition to a Colorado sales tax license. Food vendors must have a temporary restaurant license and comply with all health department regulations. ParkerFest requires all Vendors have proof of liability insurance at every market.

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, please check with the Douglas County Health Department regarding regulations. We encourage sampling of your products to our patrons.

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 Douglas County Health Department regulations.

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 does not offer exclusive rights to vendors to sell any one product. Market customers generally benefit from having a choice.

COMISSIONS / FEES

The Market Manager and Committee will establish a fee schedule for all Market stalls and commissions prior to each market season. Vendors are required to honestly report all sales made by the vendor or vendor's agents at each Market. **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 2:00 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.

PUNCTUALITY

All vendors with assigned stalls must be at their stall by 7:15 a.m. or have made prior arrangements with the Market Manager. After 7:15 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 7:00 pm of the preceding Friday. Please be considerate of your fellow vendors and us.

STALL 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 you space consistent, your space is subject to change.

SET-UP AND TEAR DOWN

Main Street will be closed to all "through" traffic from 6:00 a.m. to 3:30 p.m. You may enter at either end of the street. Set-up will begin between 6:30 a.m. to 7:30 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. **NO VEHICLES WILL BE PERMITTED TO ENTER THE MARKET SITE AFTER 7:30 AM.** Set-up must be completed by 8:00 a.m. All vendors are required to remain at their stall spaces until closing at 2:00 p.m. even if they have sold all their goods. At 2:00 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 2:20 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 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.

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. Please note that the event site is on asphalt and stakes may not be placed in the asphalt. Any damage to the roadway due to the placement of stakes will be the responsibility of the vendor to fix. 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 Douglas County Health Department. Any vendor found selling contaminated food, produce or selling at the Market without proper health precautions shall be suspended from selling operations until satisfactory clearance has been obtained from the Douglas 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 onsite at ParkerFest.

SIGNAGE

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

VEHICLES

Vendor parking will be assigned by Market Manager, please share all on-site requests prior to the market season. All vendors parking on-site must have an approved metal oil drip pan under their vehicles at all times. There will be vendor parking for all vendors within one block of the event site.

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 must obtain general liability insurance. ParkerFest 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 ParkerFest 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 ParkerFest policies. The Market Manager also acts as a conduit of information from the vendors and customers to the Committee. The Market Manager has complete authority to interpret and implement Market policy.

PARKERFEST

2009 Market Manager

Nicole L Jarman

nicole@HobNobEvents.com

303.242.1032 cell

303.734.0718 office

303.733.4552 fax

www.HobNobEvents.com