

HobNob Events and Festivals Farmers Market Policies and Procedures

Thank you for your interest in becoming a vendor at one of the vibrant Farmers Markets managed by HobNob Events in the Denver area. We are proud to serve as a small business incubator for the many wonderful farms, and local vendors our area has to offer. Every vendor is carefully screened with a commitment to creating a diverse marketplace with the highest quality of locally produced products available.

The Farmers Markets produced by HobNob Events strive to support and enhance the surrounding communities by providing a Farmers Market experience where a great variety of fresh and wholesome products are available. We believe it is important to support our local community, therefore, all products must be grown, raised, produced or gathered by the vendor in the State of Colorado or in counties bordering the State of Colorado (although rare, a few exceptions may apply).

These Markets reserve unconditional discretion to accept or refuse anyone as a market vendor, the selection process takes into consideration many factors including product quality, sourcing, growing practices, presentation, seniority, safety, compliance, grandfathered vendors, customer service and the right product mix to ensure a successful market for everyone.

VENDORS: See If You Qualify

First and foremost, our Farmers Markets focus on providing fresh and wholesome local food and food related products. We strive to support the communities and surrounding brick and mortar businesses, by having vendors that complement their businesses, but do not directly compete.

These are producers' markets, interested in showcasing locally grown and artisan-quality, locally/directly sourced and produced foods and will NOT accept the following items at the markets:

- Crafts/jewelry outside of businesses on the street
- Overly processed foods
- Nationally distributed packaged foods
- Businesses that operate under a franchise agreement
- Food items not grown and/or processed by the vendor (there are a few exceptions)

Farmers, growers, ranchers and fishers may be asked to go through a phone interview or site visit before final acceptance

Please see the list below for more guidelines on specific vendor categories.

FARMERS

Farm products that can be sold at the market include vegetables, fruits, berries, herbs, nuts, flowers, plants, honey, seafood (under specific qualifications), meat, poultry, eggs, and dairy products. In an effort to support local farmers, we discourage products from out of state. We find our patrons understand and accept the non-availability. However, if local farm products are not available and you would like to bring products in from out of state, you must contact the Market Manager for prior approval and handling procedures. They will be accepted on a limited basis. ALL NON-LOCAL ITEMS MUST BE CLEARLY IDENTIFIED IN YOUR DISPLAYS.

PRODUCE, PLANTS, AND FLOWERS

Our markets accept certain value added items which are grown and/or made by the vendor such as baked goods, preserves, cheese, sausage, and smoked meats. 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/JEWELRY/INFORMATIONAL

Jewelry, Craft items, and informational booths are NOT ALLOWED at our Farmers Market. There will be no exceptions.

PREPARED FOODS

The Market Manager and the Farmers Market Committee must approve prepared food vendors. Vendors are responsible for procuring the correct permits. Please reach out to the Health Department for those requirements as requirements change often. 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.

VENDOR SELECTION

The Market Manager and the individual market committees select vendors annually. Selection will be based on product quality, sourcing, growing practices, presentation, seniority, past attendance, safety, compliance, grandfathered vendors, customer service and the right product mix to ensure a successful market for everyone. 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 Market Manager believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.

When filling out the application, please give examples of where you source (or plan to source) your ingredients, listing the names of farms or other local-direct sources where possible.

After entry deadlines, new applications will be reviewed on a monthly basis.

LEARN THE MARKET RULES & REGULATIONS

As a prospective vendor, you have many questions about how to join our Farmers Markets and what they require. To learn the answers to our most frequently asked questions (FAQs) and for additional information about the requirements and expectations of participating in one of our markets, please read thru this document as well as the FAQs found on our website – please do not email us for answers found in these documents. We receive several hundred applications and our inbox can get pretty crowded, so please use the resources available to answer any questions.

Each individual market is overseen by a Farmers Market Committee that has adopted these Policies and Procedures. At any time, these Policies and Procedures may be amended, deleted, or modified.

Miscellaneous Market Information

Booth Fees, Sales Reporting, And Payment

The Market Manager and Committee will establish a fee schedule for all Market booths 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. Payments will be collected at the conclusion of each market via Venmo and will be due by EOD Monday following the Market. Failure to comply with fee payment on Market days will result in a \$25.00 fine. Vendors will not be allowed to set up until past obligations have been cleared.

Punctuality - Please Note:

All vendors with assigned stalls must be at their stall 30 minutes prior to the start of the market or have made prior arrangements with the Market Manager. After that time 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 loss of assigned stall space or expulsion from the Market. If you cannot attend the Market on a day you have committed to, please contact the Market Manager 48 hours in advance. Failure to do so may result in a \$50 fine. Please be considerate of your fellow vendors, patrons and Market Manager and Staff. If day of emergencies arise, please TEXT the Market Manager (number will be shared with future, confirmed Market information).

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, prior attendance and vendor seniority. While we will try to keep your space consistent, your space is subject to change.

Set-Up And Tear-Down

The street will be closed to all “through” traffic 2 hours prior to the start of the market and 2 hours following the conclusion of the market. Vendor set-up will begin 2 hours prior to the opening of the market and conclude 30 minutes before the market opens. 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 30 MINUTES BEFORE OPENING.** All vendors are required to remain at their stall spaces until the closing of the market even if they have sold all their goods. **NO VEHICLES WILL BE ALLOWED TO ENTER THE MARKET SITE UNTIL AT LEAST 20 MINUTES AFTER THE CLOSE OF THE MARKET or whenever the street is free of Patrons.** Please adhere to the discretion of people manning the barricades. 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. **In an effort to be environmentally friendly we request vendors use compostable goods and compostable waste. Vendors are encouraged to have a separate compost waste container. We will be collecting that separately at the end of each Market.**

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.

Permits And Licenses

Please see FAQs for more information on obtaining a temporary retail food license.

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 ready to eat foods 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 8am and 5pm, Monday through Friday. It is recommended to call in advance and confirm someone will be available to process your request. 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/>.

FIRE PERMIT: If you will have an open flame or use propane 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. **Exhibit A** has links to more information on this.

The Colorado Cottage Foods Law: Passed in 2012 allows for the manufacture and sale of some baked goods without any licensing or regulatory requirements. See this link for more information under the "Guidance on Colorado Cottage Foods Bill" heading: <http://www.colorado.gov/cs/Satellite/CDPHE-DEHS/CBON/1251586894464>

Operating under this law will have a number of requirements that must be adhered to, including education requirements and a cap on the amount of revenue generated. Also these foods can only be sold retail—not wholesale. In order to operate under this law at a temporary event, a vendor must have all their food prepackaged (no open food handling at the event) and labeled according to the requirements in the law (see the link for more info).

Smoking Policy

Vendors are not permitted to smoke in or around their booth area. You must move away from the marketplace.

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 booth. All product descriptions must be accurate. Signs may not be placed in the walkways. "Flag" signage is not allowed.

Vehicles

Only select produce and nursery vendors will be allowed to sell from their vehicles, all others will be required to park their vehicles off site. All vendors 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. 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.

Vendor Behavior

Vendors shall dress appropriately and engage with the Market Manager and patrons in a courteous manner. If vendor or employee(s) should become unruly it may result in immediate expulsion from the market, at the Market Manager's discretion. If the conflict continues, Market Manager has the right to reach out to law enforcement for assistance.

Please limit selling to inside your booth, all vendors and employees must remain inside the booth. "Hawking" is strictly prohibited.

Liability

Vendors must obtain general liability insurance additionally insuring HobNob Events and the individual Market they will be attending. HobNob Events and the Markets are not responsible for any loss or damage incurred or caused by vendors. Details for COI can be found in **Exhibit A**.

Grievance Policy

The Market Manager or his/her designee has the right to impose disciplinary action at the Market site. In the event of customer dissatisfaction, the dispute must be resolved to the satisfaction of the customer and Market Manager in a timely manner. Failure to do so will result in expulsion from the Market. The Market Manager has the authority to grant exceptions to Market policies on an individual basis for reasons of dire need. 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.

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 cleanup, daily assignments, collection of stall fees commissions and sales information, and assuring vendor compliance with all Farmers Market policies. The Market Manager also acts as a conduit of information from the vendors and customers to the Farmers Market Committee. The Market Manager has complete authority to interpret and implement Market policy.

If you have any further questions please check the HNE FAQs – if you find you still need assistance, please contact Marilyn via Email at Events@HobNobEvents.com.

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