

Arvada Farmers Market

www.arvadafarmersmarket.com

VENDOR APPLICATION 2010

June 6th through September 26th, Sundays from 9am to 1pm

Olde Town Square – Old Wadsworth & 57th

Contact Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Website: _____

Products you wish to sell (only products listed here and approved by the Market Manager may be sold): _____

Annual Participation Fees: 10 X 10 ft. single space - \$100.00. 10 X 20 ft. double space - \$150.00. 10 X 30 ft. triple space - \$200.00. The annual fee will be returned if your application is rejected. **All participation fees must be paid on or before setup of the first market day Sunday, June 6th 2010.** No exceptions, you will be excluded from the market until the participation fee is paid in full.

Daily Fees: \$10 per single space will be due by the end of each market day.

Drop In Fees: Participants who wish to drop in on one or more market days are welcome. A \$35 drop in fee shall be paid in full by 8:30am on each market day you wish to participate. Additionally, you must notify the Market Manager by Thursday preceding the market day you wish to participate. Finally, a discount is available to members of Historic Olde Town Arvada on a limited basis.

Insurance: Each vendor must carry and supply a copy of their liability insurance. Each vendor must name **Historic Olde Town Arvada** (hereinafter "HOTA") and **Main Street Markets** (hereinafter "MSM") as additional insured. Minimum coverage to participate in the Arvada Farmers Market must be \$1,000,000.00.

Can you and will you commit to all market dates? (please circle) YES NO
If no, please list Sunday dates unavailable (this may determine acceptance) _____

Release: I hereby indemnify, hold harmless, release and forever discharge HOTA, MSM, their employees and the Market Managers from any responsibility, personal liability, claims, loss or damage arising out of, or in conjunction with my participation in the Arvada Farmers Market 2010. HOTA, MSM, their employees and the Market Managers shall be held harmless from and against any and all liabilities, suits, claims, damages, injuries and actions, theft, costs and expenses of any kind or nature of anyone whatsoever relating to premises due to or arising out of any act, negligence, or neglect of the vendor, or any of their guests. Vendors assume all liability for stand and products sold. By signing this application you will be responsible for instructing any and all representatives of you and your business as to the rules and regulations of the Arvada Farmers Market and hereby agree to the same.

Applicant Signature: _____ Date: _____

Mail signed application, annual fee and deposit, copy of business/product liability insurance, copy of sales tax/use permits and copy of certifications (if applicable) to:

Main Street Markets
5716 Yarrow Street, Arvada, CO 80002

Arvada Farmers Market
www.arvadafarmersmarket.com
RULES and REGULATIONS 2010

Spaces: Each vendor will be assigned a space and we will make every attempt to provide the same location each Sunday. Please be flexible with space assignments. First priority will be given to vendors who can commit to all market Sundays. We are aware that some vendors may need to participate in other events or run double venues. Even so, we are respectfully asking that you participate in the Arvada Farmers Market every Sunday.

Tents and Set Ups: Each Vendor is responsible for providing their own tent with appropriate weights for high wind. Sand bags or weights for all four (4) tent posts are required. No spiking or drilling is allowed.

Fines: Each vendor will be assessed a \$25 fee every time they fail to (1) notify of absence by 5pm on the Saturday immediately preceding the Market Day or (2) arrive on time (3) do not properly clean and remove all trash from their space. Trashcans provided by the market are for general public use only and are not to be used by vendors. Two violations may result in expulsion from the market with no refund of participation fee. Additionally, if you are assessed a fine, you must pay such fine prior to set-up on the following Market Day.

Set Up and Tear Down: The Market hours are 9:00am – 1:00pm. You may sell earlier if ready. You must be on site a minimum of 30 minutes prior to opening time. Failure to comply with this will result in a \$25.00 fine. Two of these fines may result in eviction from the market. If you are late excessively, fail to notify the Market Manager of absences and/or are a no show, this may result in eviction from the market. These fines may also be imposed to anyone packing up and/or tearing down before 1:00pm, even if your product is sold out. NO EXCEPTIONS. Should you have an emergency, please see the Market Manager immediately. These are safety issues and will be strictly enforced. Please be considerate of your fellow vendors. Also, please unload your vehicle promptly, then move it to the designated parking area BEFORE setting up your booth.

Vendor Parking: TBD. No vendor parking is permitted on all streets immediately adjacent to the Olde Town Square (Olde Wadsworth or 57th). However, offloading and pickup are permitted on such streets before and after the market. **Parking in prohibited areas will result in a \$25 fine.**

Electricity & Safety: Electricity use may be provided again this year by the City of Arvada. Electrical outlet use shall be at the discretion of the Market Manager and (if available) will be provided to those applicants who apply first and at no fee. Generators will be permitted at the discretion of the Market Manager and must be approved prior to use. The almost “noiseless” generators are highly recommended. If cooking on site, you must have all the appropriate fire safety equipment.

Public Health Regulations: All Vendors must comply with all City, County, and State Public Health Regulations as pertaining to their product. (i.e. Vendors that sample any kind of foods or sell foods for immediate consumption must have appropriate washing stations, proper food handling – gloves, proper refrigeration for those food products that apply, etc.)

Tax Apportionment: Vendors are explicitly responsible for all those taxes due to the proper taxing authority. For more information contact the city of Arvada.

Conduct: All vendors will be expected to act in a professional manner at all times during the market. No alcohol, profanity or vulgar/rude behavior will be tolerated. Should a vendor encounter a problem with another vendor or customer, please notify the Market Manager immediately.

Conflicting/Competing Business: No conflicting/competing businesses (except for produce/food) shall be allowed unless agreed upon by the first participating vendor. The Market Manager reserves the right to reject any application. Each vendor is therefore encouraged to submit an application as soon as possible in order to reserve its place in the market. Applications that fail to include the proper participation fee will not be considered until such fee is paid. Due to the success of the market, a waiting list has been established. If a vendor is on the waiting

list and a current participant drops out of the market, the next applicant on the list in that vendor's field will be considered first.

Out of consideration to the general public, NO PETS will be allowed by vendors. (Service animals are permitted.) NO SMOKING will be allowed by vendors, their representatives, family and/or friends in or near any booths.

Each application must include the following to be considered:

1. Signed and completed application mailed to Main Street Markets
c/o Kimberly Mudd
5716 Yarrow Street
Arvada, CO 80002
2. Annual Participation Fee payable to Main Street Markets
3. Proof of Insurance Coverage

All inquiries about market participation should be directed to Jason or Lib at Historic Olde Town Arvada at 303-420-6100