



# THE FREDERICK MARKET

## 2017 Vendor Application

(Due by April 30, 2017 in order to be included in publicity)

**Thursdays 4-8pm June, July & August, 4-7pm September**  
**Crist Park - 105 5<sup>th</sup> Street**

Name of Business: \_\_\_\_\_  
(as you would like it to appear in promotional materials)

### BUSINESS OWNER CONTACT INFORMATION:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Please list the best number to reach you at)

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

If a different person than the business owner will be attending the Market, please add their information below:

Name: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Would you like us to link to your website? Yes  No

Website URL: \_\_\_\_\_

Vendor description for Town of Frederick Website: \_\_\_\_\_

Address/location of farm(s)/facility: \_\_\_\_\_  
(If different than mailing address) *The Town reserves the right to inspect the farm/facility to verify status of growing/producing items claimed by applicant.*

If applicable, Colorado Department of Agriculture Brokers Permit #: \_\_\_\_\_  
(Include a photocopy of the permit/license.)

Retail Food Establishment and/or Commercial Kitchen License Number: \_\_\_\_\_  
(Needed for prepared food items. Include a photo copy of the permit/license.)

Are you selling under the Cottage Food Act? Yes  No

*The Town reserves the right to verify your status as a Cottage Food Vendor at any time. By selecting yes, you are agreeing that you have the necessary certifications and labeling requirements.*

Do you have the ability to accept credit/debit cards? Yes  No

Note: Being able to accept credit/debit cards is not a requirement for participating in our market, this is just for marketing purposes.

All vendors are required to report and remit applicable sales taxes to the State of Colorado. **Produce and food items are exempt from Frederick municipal sales tax.** Ready-to-eat foods (breakfast burritos, hot coffee, etc) and non-food goods are subject to municipal and State sales tax (5.4% total). We will also ask you to report your end of day sales to the Market Manager for research purposes.

### MARKET DATES:

Every Thursday from June 1<sup>st</sup> - September 28<sup>th</sup>. The market will go from 4-8pm in June, July & August and 4-7pm in September (due to the sun setting earlier).

**SPECIAL EVENTS AT THE FREDERICK MARKET:** (other special events may be added to the season)

June 15<sup>th</sup>: Seeds ‘n Splashes – kids activities, gardening information and a fun way to celebrate summer

July 6<sup>th</sup>: TBD

August 10<sup>th</sup>: Fiesta Day –Margarita garden, Mexican-themed food and music

September 1<sup>st</sup>: TBD

September 29<sup>th</sup>: Oktoberfest – Featuring a beer garden, polka band and traditional German food

**PLEASE CHECK THE PROPER VENDOR CLASSIFICATION FOR YOUR PRODUCTS:**

*The Town reserves the right to accept or reject applicants and to make the final determination as to classification.*



**Grower/Producer/Food** – Includes growers and producers selling fresh produce, garden plants, potted herbs, cut flowers, seeds, honey, roasted chilies, frozen meats, breads, and ‘homemade’ foods. ‘Homemade’ food items must be prepared in a commercially licensed kitchen per state and county health regulations unless you’re selling under the Cottage Food Act. A copy of the license must be posted at the booth or available upon request. The State Health Department has regulations for ‘prepared food’, which includes roasted chilies. Perishables must be held at certain required temperatures with refrigeration or heat. Samples of fresh produce or other food items must follow food safety guidelines to protect customers as well as yourselves. If you have questions about those regulations, contact the Weld County Health Department at 970-304-6420. Vendors must follow Department of Agriculture guidelines for method of sale related to weights and measures. State or federal regulations require processed foods including jams, pickles, canned beans or other vegetables to comply with FDA labeling regulations. Eggs may be sold if the vendor has a licensed facility. There may be exceptions, so contact the Weld County Health Department or the CO Department of Agriculture for more information. If you wish to serve ready to eat, non-factory packaged food at the Frederick Market you must have a permit from the Weld County Health Dept. The permit must be displayed at your booth. To be classified as a grower/producer at least 75% of the products available at your booth must be grown/produced by you.

**Artisans/Crafters** – Includes original handcrafted items personally created by you, the vendor. Crafts need to be preapproved. Acceptable crafts include fresh/dried flower arrangements, woodworking, garden sculptures, quilts, clothing, crochet/knitting, soaps, etc. Vendors using raw materials they produce (i.e. wool from your own animals) may qualify to sell as a grower/producer. Items not allowed include artificial flower arrangements, paint-by-number, etc. Resale and secondhand items are not allowed.

**Non-Profit Groups** – The Frederick Market allows non-profit groups to attend the Market up to 6 times throughout the season free of charge. Non-Profit Groups must abide by all Market rules and regulations and may not sell any items that do not fit within the two categories listed above.

**PLEASE PRINT CLEARLY ALL PRODUCTS TO BE SOLD** (attach additional sheets, if needed):

---

---

---

---

---

---

---

---

## BOOTH RESERVATIONS

Booths will be 12x12 feet and located in Crist Park (105 5<sup>th</sup> Street, Frederick, CO). Booth spaces will be marked on the grass. If you require more than a 12x12 space, please let us know how much space you'll need and we will do our best to accommodate your request. Since we are hosting the market in the park, there will be limited ability to have your vehicle parked next to your booth space.

There are three options available for renting a booth space: early season, regular season, and full season which includes both the early and regular seasons. If you attend every week in the season you choose, you will be entitled to a rebate (amounts indicated below) at the end of the season. Booth locations will be assigned based on the following: number of spaces, whether or not your vehicle is a necessity in your booth space, and types of product. We do not guarantee that your booth space will stay the same for the entire season, but will do our best to keep the spaces consistent. Include a check made payable to the Town of Frederick for the appropriate reservation. Payment and completed application must be received at least two days before your first Market date. The Town will not issue refunds for booth reservations.

X	Season		Grower/Producer & Artisan/Crafter
	Early Season	6/1-7/6, 6 weeks	\$40 (\$15 rebate for perfect attendance)
	Regular Season	7/13-9/28, 12 weeks	\$80 (\$30 rebate for perfect attendance)
	Full Season	6/1-9/28, 18 weeks	\$100 (\$50 rebate for perfect attendance)
	Per Day	List dates:	\$10 x #__ days = \$_____(no rebate)

I would like access to power.

Vendors using power will be assessed an additional fee shown below. Please add this amount to your check.

Season	Power Fee	Season	Power Fee
Early Season	\$15	Full Season	\$40
Regular Season	\$28	Per Day	\$5

### Total Amount Due:

Season rate	_____ x _____ #spaces = \$_____
Power Fees	+\$_____
Total	= \$_____

I will require having my vehicle next to my space (note, these spaces are extremely limited)

**If you require parking your vehicle next to your space, please select the type of vehicle(s):**

Car	SUV/Small Pickup	Full-Size Pickup	Panel Van	Trailer (length_____)	Commercial Truck, small	Commercial Truck, large
-----	------------------	------------------	-----------	-----------------------	-------------------------	-------------------------

I use a:  Refrigeration unit  Propane tank  Generator

(Vendors using these will be located to reduce impacts to customers and other vendors from noise/fumes/safety hazards.)

I have read the Vendor Application and am aware of the responsibilities and liabilities I assume under the 2017 Frederick Market Rules (on page four of this application), and agree to abide by all Market Rules as well as all applicable local, state and federal regulations. I will comply with directions issued by the Market Manager and other Town officials. I understand that failure to do so will be immediate grounds for temporary or permanent expulsion from the Market and forfeiture of any amounts paid to use or reserve a booth or other space at the Market.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return pages 1-3 to: Brooke Cunningham - Market Manager and Events Coordinator  
PO Box 435, Frederick, CO 80530 | 720-382-5513 | bcunningham@frederickco.gov

## **2017 FREDERICK MARKET RULES - PLEASE KEEP THIS PAGE FOR YOUR REFERENCE.**

1. Booths cannot be set up earlier than 2:00 p.m. on market days. Vendors must be at the market no later than 3:30 p.m. Please let the office know at least twenty four hours ahead if you will not be in attendance (720-382-5513). If a vendor does not call at least 24 hours before a market to state they will not be attending, they will forfeit their rebate. If a vendor misses three markets without letting the Town Staff know, they will no longer be allowed to sell at the Frederick Market and will forfeit all market fees and rebates.
2. Canopies are encouraged. They must be clean and in good repair. They must be secured with at least 20 pounds of weight per corner to prevent damage or injury. Plastic 5-gallon buckets filled with water or sand are one way to secure them. The Market Manager and/or other officials may order the immediate removal of canopies that are unsecured or in poor condition. Vendors must provide their own tables for display of merchandise. Tables, propane tanks and/or displays that are in poor repair or that pose a potential hazard will not be allowed. Please ensure your display is in good taste and is inviting for patrons.
3. Vendors offering food samples will comply with food sampling guidelines and have required hand-washing stations. If you are unsure about the food sampling guidelines, please contact the Weld County Health Department at (970) 304-6420.
4. Vendors will behave in a professional and courteous manner. Hawking or yelling to attract attention is not allowed. Treat town staff, volunteers and other vendors with respect.
5. Vendors shall accurately report total sales to Market Manager at the end of each market day. The Town of Frederick will not be collecting sales tax. The total sales you report are for market research only, as it is the vendor's responsibility to remit all applicable state and local tax to the State.
6. Booths must be removed no later than one hour after the close of the market. Vendors may not leave the market area before the end of the market without the express consent of the Market Manager. Leaving the market early may result in the vendor forfeiting their rebate.
7. No smoking is allowed on the Market site.
8. All stands that require a food license of some kind must be able to provide documentation of that license during any Market Event. If you are unsure whether or not you require a food license or if you have the correct food license for what you will be selling, contact the Weld County Health Department at (970)304-6420. If you are found to be operating without a license or outside the limitations of your current license you will be asked to leave the Market.
9. Your vendor space will likely change throughout the season as we make adjustments for changes in the market. We will do our best to accommodate your requests, but cannot guarantee that we will be able to fulfill it. We appreciate your understanding as we work to make every vendor successful!
10. The Market does not insure individual vendors, and vendors agree to indemnify and hold harmless the Market and the Town of Frederick regarding vendors' acts. Vendors are strongly encouraged to obtain insurance coverage for product and injury liability. Contact your insurance agent to discuss your needs.
11. Products not allowed at The Frederick Market include illegal or hazardous substances, second-hand items, and mass-produced items (other than specialty food items that are commercially prepared such as jerky or condiments). The Town of Frederick reserves the right to make the final determination of products that will be allowed for sale. If any items are determined to be unacceptable for sale at the market, staff will ask the vendor to remove them immediately. Failure to do so will result in the vendor being ordered to leave the premises.
12. For insurance purposes, vendors will not be allowed to set up and sell at the market without a signed application on file at Town Hall. Applications and payments must be turned in at least two days before your first Market date.
13. Vendors are responsible for leaving their assigned area clean. All debris must be removed from the premises. Excessive refuse or other conditions requiring cleaning by Market staff may result in a cleaning fee. Please do everything you can to minimize the impact on the grass.
14. Bringing your pet is discouraged. If you do decide to bring your pet to the market, please be sure they stay within your booth space, are well behaved, and do not come in contact with any food products being sold. Any pets that are causing disruption at the market will be asked to not return.