

# Finale Friday & Farmers Market 2020 Vendor Application

Due by April 30, 2020 in order to be included in publicity.

To have a vendor space at Frederick’s Finale Friday & Farmers Market, please complete this application in entirety. You will be contacted to confirm your requested vendor dates. Please also review and sign the 2020 Frederick Vendor Rules & Regulations paperwork. Your application is not complete until these two documents are on file with the Town of Frederick.

## 2020 FINALE FRIDAY AND FARMERS MARKET DATES

- May 29 – Finale Friday & Farmers Market: 4 - 8 pm
- June 12 – Bonus Farmers Market: 4 - 8 pm
- June 26 – Finale Friday & Farmers Market: 4 - 8 pm
- July 17 – Bonus Farmers Market: 4 - 8 pm
- July 31 – Finale Friday & Farmers Market: 4 - 8 pm
- August 14 – Bonus Farmers Market: 4 - 8 pm
- August 28 – Finale Friday & Farmers Market: 4 - 8 pm
- September 25 – Finale Friday & Farmers Market: 4 - 8 pm

## NAME OF BUSINESS:

\_\_\_\_\_

(as you would like it to appear in promotional materials/website)

## BUSINESS OWNER CONTACT INFORMATION:

Name: \_\_\_\_\_

Phone Number (Number to reach you for emergencies): \_\_\_\_\_

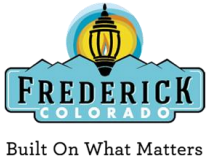
Email Address: \_\_\_\_\_

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: \_\_\_\_\_



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## 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. Your organization must fit into at least one of the following categories.*



**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.

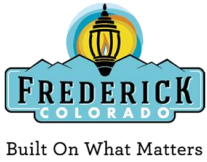
**Non-Profit Groups** - The Frederick Market allows non-profit groups to attend the Market free of charge. Non-profit group spaces are limited to three per market. Each non-profit is permitted to attend 1 Finale Friday & Farmers Market, and 1 Bonus Farmers Market in different months. Non-profits must 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):

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## ADDITIONAL INFORMATION

- 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.)

- If applicable, 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.*

## MARKETING

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

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

Vendor description for Town of Frederick Website:

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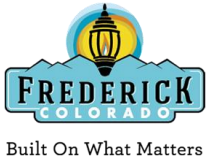
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## BOOTH RESERVATIONS

Booths will be 12x12 feet and located in Crist Park (105 5<sup>th</sup> Street, Frederick, CO). Booth spaces will be flagged 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. Vendor maps, unloading instructions and any other details will be emailed the week of the event.



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There are two options available for renting a booth space: per event or full season (8 events). If you attend every week in the full season, you will be entitled to a 50% rebate at the end of the season. 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.

### THINGS WE'D LIKE TO KNOW

I use a:  Refrigeration unit       Propane tank       Generator

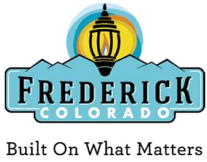
(Vendors using these will be located to reduce impacts to customers and other vendors from noise/fumes/safety hazards.)

### SALES REPORTS

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 (6.4% total). We will also ask you to report your end of day sales to the Market Manager for research purposes.

### SPECIAL EVENTS AT THE FREDERICK MARKET

Market themes, family activities, food trucks and bands will be announced through our website, Facebook, newsletters, and email. Stay tuned!



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## VENDOR PAYMENT INFORMATION

Include a check made payable to the Town of Frederick for the appropriate reservation. Payment and completed application must be received at least two weeks before your first Market date. The Town will not issue refunds for booth reservations.

- **Application Fee** - One-time, nonrefundable \$50.00
- **Vendor Fee**
  - Full Season (50% rebate with perfect attendance) \$150.00
  - Per Event (\$25 each, please check desired dates) \$\_\_\_\_\_
    - May 29 - Finale Friday & Farmers Market
    - June 12 - Bonus Farmers Market
    - June 26 - Finale Friday & Farmers Market
    - July 17 - Bonus Farmers Market
    - July 31 - Finale Friday & Farmers Market
    - August 14 - Bonus Farmers Market
    - August 28 - Finale Friday & Farmers Market
    - September 25 - Finale Friday & Farmers Market
- **Power Access** - Vendors using power will be assessed an additional fee. Please add this amount to your payment. Please note there is limited power available.
  - Full Season \$20.00
  - Per Event (\$5 x # events selected above) \$\_\_\_\_\_
- **TOTAL AMOUNT DUE** \$\_\_\_\_\_

I have read the Vendor Application and am aware of the responsibilities and liabilities I assume under the 2020 Vendor/Exhibitor Rules and Regulations, 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: \_\_\_\_\_

## QUESTIONS?

Jessica Hill - Communications & Engagement Specialist  
PO Box 435, Frederick, CO 80530 | 720-382-5512 | JHill@FrederickCO.gov