

# Alamosa Farmers' Market



Alamosa Farmer's Market

Downtown Rules and

## Regulations

### 1. Market Times and Dates:

- a. Saturdays, 15 weeks, July 8 - October 14, 2017  
*There will also be a weekday, produce only market on Wednesdays; more details to follow*
- b. Operating hours: **July 8 to August 26, 8:00 am - 1:00 pm**  
**: September 2 to October 14, 9:00 am – 2:00 pm**
- c. Vendors should check in with Market staff between 6:30 and 7:15 am (July and August) and between 7:30 and 8:15 (September and October).
- d. Vehicles should stay in the Market space until the Market closes.

### 2. Place:

Downtown Alamosa in the parking lot at the corner of State Avenue and Sixth Street.

**\*\*\*Market will relocate to the Rio Grande Farm Park for the September 9<sup>th</sup> Market to participate in the 2017 Harvest Soiree\*\*\***

*The Rio Grande Farm Park, formerly the Healthy Living Park, is located at the east entrance of Alamosa in south-central Colorado on Hwy 17 just north of Hwy 160.*

### 3. Parking/Market Fees, Sales Taxes and Checkout:

- a. Market Fees are paid for the season, half season, or on a weekly basis. Vendors will be assigned a spot by the Market Staff. For safety reasons, all vendors must pull in to park in no later than 7:15 am (July/ August) or 8:15 (September/ October); leaving the site before the market closes is discouraged.
- b. Vendors must agree to pay 3% of gross sales to the market. Fees help support market operations.
- c. As a service to our vendors we collect county and city sales taxes on all retail sales. Produce is exempt from state tax. Alamosa Farmers' Market is licensed and pays all sales taxes to the proper authorities. Vendors can obtain a copy of their sales report from Market Staff upon request.
- d. **Registration/Parking Fees:**

Cars/Trucks	\$13 per ten-foot space
Electricity	\$5 per week
Half Season Reservation (7 weeks)	\$75
Season Reservation (15 weeks) postmarked/ received by <b>May 31</b>	\$150
Season Reservation (15 weeks) by First Market Day	\$160

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Full Season Downtown Market <b>and</b> Wednesday Market ( <b>May 31</b> )	\$190
Full Season Downtown Market <b>and</b> Wednesday Market ( <b>July 8</b> )	\$200

### 4. Vendor placement and Check out info:

- a. Vendors with a reservation shall call the on-site manager at least 24 hrs. in advance if they cannot attend that day; the space may be used by another approved vendor, if still empty at 7:15 am (July/ August) and by 8:15 (September/ October).
  - b. Large trucks or trailers will be placed by the on-site manager.
  - c. If your vehicle (and/or hookup) takes up more than one parking space, you will be required to pay for the extra space/s. We suggest unhooking vehicles for parking off 6<sup>th</sup> St. at the Hunt Ave. or Victoria parking lots. These lots will also accommodate customer parking.
  - d. Vendors are requested not to park on Main or State as this reduces availability for customer parking for the market and local businesses.
  - e. **Checkout Fees:**

3%	Market Commission
2%	City Tax
3%	County Tax
2.9%	State Sales tax for on-site consumption foods, non-food, and craft items
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- f. Make sure to check out and pay all fees as close to market closing time as possible before leaving for the day.

### 5. General Rules:

- a. Items sold at the Alamosa Farmers' Market must be grown or produced in Colorado or in states bordering Colorado (New Mexico, Kansas, Wyoming, Utah).
- b. Vendors must provide their own supplies for their booth (Tent, tables, change, bags, signs, etc.).
- c. All produce must be fresh, clean, and of good quality. Containers and vehicles used for the sale and transportation of produce must be clean.
- d. Produce must be sold by the growing farmer(s) or have been purchased directly from the growing farmer.
- e. Generators are discouraged at the Alamosa Farmers' Market.
- f. All vendors are responsible for reporting accurately all gross sales to the on-site manager at the end of each market. Vendor initials will be required on the report form.
- g. All vendors are responsible for cleaning their area of the market. Please bring your own tools for clean up, such as brooms, shovels, etc. An additional broom will be available on-site.
- h. Craft items sold at the Alamosa Farmers' Market must be made locally by the vendor or someone close to the vendor. **No flea market or imported items are permitted.** "Agricultural crafts" may be sold at produce booths.
- i. Recorded music will be provided by the market only, no exceptions.
- j. Musicians performing at the market may sell their own CDs or other locally produced music.
- k. All vendors must use tent weights or anchors. These can be purchased on-line, from the Market or made by each individual vendor. Weights need to be close to 40 pounds each. Vendors can anchor the back of their tents to their vehicles but the front needs to be weighted.

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### 5. Local and State Requirements:

- a. All non-producers must have proper licenses. Vendors who have grown or produced the items they are selling, and members of their immediate families, are not required to have a license.
- b. All items sold by weight must be weighed on certified scales. If you do not have certified scales, you must sell by item (count) or obtain access to a certified scale. The CO Inspector has instructed us that weighed items in bags (such as beans, potatoes) must be labeled with the weight, price, and price per pound. Items may not be priced by bag, unless easily counted (bag of six peaches, etc.). *See Labels section for more information.*
- c. Vegetables, fruit, herbs, honey and other food products that have not been cooked or otherwise prepared for immediate consumption may be sold and do not require special licensing.
- d. Processed or prepared foods must have proper licensing and/or certifications. (See Farmers' Market manager for regulations. *Call SLV CO health inspector: Lynnea Rappold, (719)-587-5206, for regulations/inspection.*)
- e. All vendors who wish to provide samples must review and follow the Colorado Dept. of Public Health *Produce Sampling Guidelines*. (Please ask the market manager for a copy if you don't have one.) Sanitized knives and cutting boards are required; freshly washed hands or clean disposable gloves are required for each preparation. Hand washing facilities are available on site (see on-site manager).
- f. All meat, chicken, eggs, and cheese vendors must have the proper licensing. These foods are considered potentially hazardous by the State. (See requirements for Retail Food Establishment license issued by State.) The sale of live animals is prohibited.
- g. All processed and prepared foods must have with them an accurate ingredients list available to customers and Market staff.

### 6. Labels

All packaged food products are required to have labels. The following is a sample label that must be on each packaged food item: All Product labels must have 4 items: Identity statement, net weight statement, list of ingredients, company name and address. More information can be found: <http://cofarmtomarket.com/food-regulations-licensing/general-labeling-requirements/>

#### Sample Label

Pinto Beans (*Identity Statement*)  
Net Wt. 2 lbs (*Net Weight Statement*)  
Ingredients: Pinto Beans (*List of Ingredients*)  
Sunshine Valley Farms (*Company name and address*)  
Box 1234  
Sunnydale, CO 80123

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### 7. Rules for Roasting Chile on the Lot (State License Required):

- a. A State License is required to sell and roast chiles. Contact the Colorado Department of Health (Lynnea Rappold – 719-587-5206).
- b. Roasting will be done in designated areas only, assigned by the On-Site Market Manager.
- c. Tarps will be used under all roasters for cleaning. These are not furnished by the market. Please *do not* handle roasted chilies with gloves or utensils that have touched other surfaces such as the ground, the roaster, etc.—this is a health hazard.
- d. Each roaster is responsible for their own bags (Black garbage bags are not allowed as *they contain toxic chemicals; clear food bags are recommended*).
- e. All roasting will end (on the lot) at 12:30 pm for cleaning up. Thank you for complying.
- f. Regulators are required on all propane tanks.

8. **Inspections:** Please be aware that inspectors from the CO Dept. of Health and other regulatory agencies may visit and that it is your obligation as the vendor to be in compliance with all regulations and licensing. State regulations on the sale of food products are available on the Market website and from market staff. Please call Lynnea Rappold, (719)-587-5206, regarding State inspections and licensing. Aaron Yonker, (719)-250-1851, is the Colorado Department of Agriculture weights inspector.

9. **Insurance:** The Alamosa Farmers' Market has a general liability insurance policy for **market-owned** property in place, and we recommend vendors obtain *their own liability and product liability insurance*. The vendor, not the market, will be held liable should someone become ill due to the sale of unsafe food products or if, for example, someone is injured by a vendor's canopy.

10. **Violations:** All vendors are required to respect fellow vendors, customers, and the market staffs' requests to help make the market run smoothly. Vendors who commit violation(s) or cause complaints may be asked to leave the market for the remainder of the season. Decisions made by the staff are final.

11. **Operating Costs:** The Alamosa Farmers' Market staff is devoted to keeping the Market running smoothly and efficiently. Every attempt is made to keep costs down, but there are some necessary expenses of operation, such as on-site management, licenses, general liability insurance, publicity, portable toilet, etc. which are paid for out of the booth fees and commissions.

### 12. Market Contact Information

Alamosa Farmers' Market  
Mandy Pittman, Director  
Kerry Rockcastle, On-site Manager  
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