

# Alamosa Farmers' Market



## 2015 Rules and Regulations for Market Vendors

Thanks for your part in making the Alamosa Farmers' Market our *community* marketplace!

### 1. Market Times and Dates:

- a. Saturdays, 14 weeks, July 11th - October 10th, 2015, **8:00 AM - 1:00 PM.**
- b. We suggest vendors arrive by 7 am.
- c. We ask vendors to stay for the entire market and to not leave early.

### 2. Place:

Downtown Alamosa in the parking lot at the corner of State Avenue and Sixth Street (note this is a change).

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

- a. Parking/Registration Fees are paid as vendors check into the market. Parking is first-come, first-served, unless the vendor has paid for a reserved space for the season. *For safety reasons, all vendors must pull in to park in no later than 7:15 AM; leaving the site before 1 PM 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. All vendors will receive a copy of their sales reports and tax payments at the season's end if they request it.

#### d. Registration/Parking Fees:

Cars/Trucks: \$10.00 / ten-foot parking space

Electricity \$5.00 (per week)

Season Reservation (produce/food) (14 wks) \$105.00/space (prepaid by June 19, 2015)

**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.

**Alamosa Farmers' Market cell: 719.480.4365**

*Large trucks or trailers will be placed by the on-site manager. 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. 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

2% County Tax

2.9% State Sales tax for on-site consumption foods, non-food items, and craft items

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- f. **Please make sure to check out by 1:30 pm before leaving to pay fees based on your total sales.**

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### 4. 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). *Please help us to keep our market local/regional!*
- b. Vendors must provide their own pricing, 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. **Produce must be sold by the growing farmer(s) or have been purchased directly from the growing farmer.**
- d. Generators are discouraged at the Alamosa Farmers' Market.
- e. 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. *Thank you for your accuracy.*
- f. 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.
- g. 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.
- h. Recorded music will be provided by the market only, no exceptions.
- i. Musicians performing at the market may sell their own CDs or other locally produced music.
- j. **All vendors must use tent weights or anchors (this is a change this year). These can be purchased on-line, from the Market or made with the enclosed directions. 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.**

### 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, 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.

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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/>

Pinto Beans Net Wt. 2 lbs Ingredients: Pinto Beans Sunshine Valley Farms Box 1234 Sunnydale, CO 80123
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7. **Rules for Roasting Chile on the Lot (State License Required):**
- Roasting will be done in designated areas only, assigned by the On-Site Market Manager.
  - 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.
  - Each roaster is responsible for their own bags (*Please do not use black garbage bags, as they contain toxic chemicals; clear food bags are recommended*).
  - All roasting will end (on the lot) at 12:30 pm for cleaning up. Thank you for complying.
  - 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. A copy of the State regulations on the sale of food products is attached. Please call Lynnea Rappold, (719)-587-5206, regarding State inspections and licensing. Michael Abrams, (719) 480-9716, is the CO 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, for example, if 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:** Our fiscal agent, Alamosa Community Greenhouse (ACG), is a non-profit organization 501(c)(3) and the SLV Local Foods Coalition (LFC) is devoted to running the Alamosa Farmers Market 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.

## Alamosa Farmers' Market

### VENDOR APPLICATION (Please complete all 3 pages)

***Please Clearly Print the following information:***

Name and farm (if applicable):
Address:
City, State, Zip
Phone (Home)
Phone (Cell)
E-mail

***Market Taxes and Fees:***

<b>Taxes: (<i>check the option that applies to you</i>)</b>	
I allow Alamosa Farmers' Market to collect taxes on my behalf	
I will handle my own taxes for income from the Market	
<i>All vendors pay 2% City Tax and 2% County Tax. Vendors selling non-food items only or foods for on-site consumption all pay 2.9% State tax.</i>	
<b>Fees:</b>	
10' Market Space for Cars and Trucks	\$10 per week
Electricity (limited number of vendors)	\$5 per week (\$70 season total)
<b><i>Reserve for entire 14 week season</i></b>	\$105 season total
Tent anchors (\$25 for a pair, \$50 for four) <i>Must be ordered in advance</i>	
<b>Total paying to Alamosa Farmers' Market</b>	<b>\$</b>
<i>Please note that vendors are charged Market commissions of 3% of weekly sales</i>	

***Check any that apply:***

I allow the Alamosa Farmers' Market to share my contact information with local Farmers' Markets	
I allow the Alamosa Farmers' Market to share my contact information with local organizations (i.e. local festivals, etc.)	
I am interested in learning more about a late season market (November – March)	
I am interested in learning more about a pre-season market (May – June)	
I am interested in being a part of the Farmers' Market Board (This group helps guide the Alamosa Farmers' Market)	

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**I intend to sale the following items: please list items you intend to sale and for produce and animal products list the farm of origin.**

<i>Product</i>	<i>Farm of Origin</i>

**Once we have received your payment you will be contacted about market placement. Please contact us in advance if you have questions.**

**Please return your payment to the address below. If you are reserving for the entire season return this form with payment by June 19, 2015.**

Thank you for being a part of the Alamosa Farmers' Market!

Alamosa Farmers' Market  
PO Box 181  
Alamosa, CO 81101  
[alamosafarmersmarket@gmail.com](mailto:alamosafarmersmarket@gmail.com)  
719-480-4365  
Mandy Pittman, Director  
Kerry Rockcastle, On-site Manager

## Alamosa Farmers' Market

### Hold Harmless Clause:

All authorized vendors participating in the Alamosa Farmers' Market shall be individually and severally responsible to the ACG and LFC for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendors' negligence or that of his/her servants, agents, and employees, and all vendors hereby agree to indemnify and save the ACG and LFC harmless from any loss, cost, damages, and other expenses including attorney's fees, suffered or incurred by the ACG and LFC by reason of the vendors' negligence or that of its servants, agents, and employees; provided that the vendors shall not be responsible nor required to indemnify ACG and LFC for negligence by its servants, agents, and employees. *As no product or individual insurance is provided by ACG and LFC, the vendors are advised to carry his/her own product liability and/or individual insurance.*

By signing below, you, the vendor, agree that you have read the above rules and regulations for the Alamosa Farmers' Market, are familiar with the State regulations for food sales (enclosed), and recognize the importance of compliance in these matters. The SLV CO health inspector, Lynnea Rappold, (719)-587-5206, can help you with further questions regarding state inspections and licensing for potentially hazardous and processed and prepared foods. Please submit this form by mail or upon entry at the first market of the season that you attend. Thank you for helping our market to run smoothly and safely.

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**(Signature)**

**(Date)**

Rcvd by Market Staff:

Initials:

Date: