



Alamosa Farmer's Market (Wednesday Market) Rules and Regulations

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

1. Market Times and Dates:

- a. Wednesdays, 8 weeks, August 2 – September 20, 2017
We will also have our regular, downtown market on Saturdays from July 8 to October 14.
- b. Operating hours: **August 2 to September 20, 4:00 pm - 6:00 pm**
- c. Vendors should check in with Market staff between 3 and 3:30 pm.
- d. Vehicles should stay in the Market space until the Market closes.

2. Place:

Rio Grande Farm Park, formerly the Healthy Living Park (Old Polston School lot) is located at the east entrance of Alamosa on Highway 17 just north of Highway 160.

3. Market Fees:

- a. Market Fees are paid for the 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 3:30 pm; leaving the site before the market closes is discouraged.
- b. Vendors will not be charged sales commission for this first season.
- c. As a service to our vendors we collect county 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	\$7 per ten-foot space
Season Reservation (8 weeks) postmarked/ received by May 31	\$40
Season Reservation (8 weeks) by First Market Day	\$49
Full Season Downtown Market and Wednesday Market	\$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 3:30 pm.
- b. Large trucks or trailers will be placed by the on-site manager.

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- 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 in the designated spots at the Farm Park.
- d. **Checkout Fees:**
 - 3% County Sales Tax
 - Booth Fees (\$7 per week or whole season rate)
- e. 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. **Vendors may sell produce only at this market.** Rio Grande Farm Park farmers may have exemptions to this rule.
- i. The Market will provide music.
- j. 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.

5. Local and State Requirements:

- a. 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.*
- b. 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.
- c. 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).

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6. 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 5:30 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
PO Box 1983
Alamosa, Colorado 81101
cell: 719.480.4365
alamosafarmersmarket@gmail.com
alamosafarmersmarket.org

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Wednesday Market Vendor Application (Please complete both sides)

Please Clearly Print the following information:

Contact Person Name:
Farm/ Business Name (if applicable):
Address:
City, State, Zip:
Phone (Home):
Phone (Cell):
E-mail:
Website (if applicable):
Farmer at the Rio Grande Farm Park (Write yes or no)

Market Taxes and Fees:

Taxes: Please circle the options that applies to you:	
I allow Alamosa Farmers' Market to collect taxes on my behalf	I will handle my own taxes for income from the Market
Reporting: Please circle the options that applies to you:	
I require a sales form at the end of the season from the AMF.	I do not require a sales form at the end of the season from the AMF.
<i>All vendors pay 3% County Tax.</i>	
Fees:	
10' Market Space for Cars and Trucks	\$7 per week (Paying per week)
10' Market Space for Cars and Trucks (Full season – 8 weeks, post marked 5/31)	\$40
10' Market Space for Cars and Trucks (Full season – 8 weeks, received by first market)	\$49
Full Season Downtown (Sat.) & Wed. Market (by July 8)	\$200
Tent anchors (<i>Must be ordered by June 9</i>)	\$25 for a pair/ \$50 for four
Total paying to Alamosa Farmers' Market	\$

Please return your payment to the address below. Full season reservations are due by May 31 (\$40) or August 2 (\$49) for discount pricing. If you are reserving for the entire season at both Market sites Due dates are May 31 (\$190) and July 8 (\$200)

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 PO Box 1983
 Alamosa, CO 81101
alamosafarmersmarket@gmail.com
 719-480-4365
 Mandy Pittman, Director

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I intend to sale the following items:
please circle the items you plan to sale:

Apples cherries watermelon cantaloupe other melons peaches pears apricots plums
raspberries blackberries rhubarb
Other fruits _____

Greens Lettuce Green Beans beets broccoli cabbage carrots chard spinach corn
cucumbers eggplant garlic kale kohlrabi leeks onions peas peppers green chilies
other chilies potatoes pumpkins radishes summer squash winter squash calabacitas
tomatoes turnips
Other Vegetables _____

All of my products were grown, raised or made in Colorado. Yes No*

*If no, please indicate where do they come from:

Hold Harmless Clause:

All authorized vendors participating in the Alamosa Farmers' Market (AFM) at the Rio Grande Farm Park (RGFP) shall be individually and severally responsible to the AFM and the RGFP 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 AFM and the RGFP harmless from any loss, cost, damages, and other expenses including attorney's fees, suffered or incurred by the AFM and the RGFP 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 AFM and the RGFP for negligence by its servants, agents, and employees. *As no product or individual insurance is provided by AFM and the RGFP, 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 at the Rio Grande Farm Park, 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.

(Signature)

(Date)

Rcvd by Market Staff:

Initials:

Date: