

Central Colorado Foodshed Alliance

2011 Farmers Markets Policies and Application

The Central Colorado Foodshed Alliance (CCFA) Farmers Markets are cooperative markets comprised of vendors selling agricultural products, processed foods, fine arts, crafts, and prepared foods. The CCFA operates two markets located in Chaffee County, Colorado, one in Salida and one in Buena Vista.

- The Salida Market will be held in Alpine Park centered on the corner of 5th and E Street. The market runs on Saturdays 8am to 12:30pm from June 18 through October 8.
- The Buena Vista Market will be held at McPhelemy Park, US Hwy 24 and Main Street. The market runs on Thursdays 9am to 1pm from June 16 through October 6.

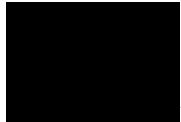
The following policies govern both markets:

1. All registered market vendors must be Groundswell members of the CCFA. There are five general categories of Groundswell Members.
 - a. Grower members grow and/or harvest agricultural products including but not limited to vegetables, grains, flowers, fruits, dairy and meat.
 - b. Processor members change raw products into value-added food or household goods.
 - c. Artist members create an art or craft product.
 - d. Concessionaire members gather, make, assemble or create a food product for consumption on the premises of the market.
 - e. Organizations (no sales)
2. All vendors must be approved for admission into each market by the market committee with oversight from the board of directors. The market committee will strive to act promptly on all vendor applications. Applicants who do not clearly fall under a particular category listed above may be reviewed by the full board.
3. Generally, vendors are restricted to regionally-based, independent businesses and sole proprietorships that primarily sell products sourced within the foodshed as defined by a 100 mile radius centered on Salida, Colorado. If space is available, exceptions may be made on a case-by-case basis for producers with unique and/or complementary products that do not meet the above criteria.
4. Grower members are not required to use any specific agricultural methods or practices. However, grower members will be required to describe their practices. Grower members will also be required to post accurate signage at the market to inform consumers of the origin of agricultural and farm products. Photos and more detailed descriptions are encouraged.
5. For art vendors, all work must be authentic, original, and created by the artist.

6. A booth space may be shared by up to three artists, each being Groundswell members and responsible for all licenses, insurance, applications, and affidavits. Multiple artists sharing booth space must apply together as a group and each artist must be present a minimum of five of the seventeen market days. General resale of arts or crafts is not allowed.
7. Processor and concessionaire members will be required to identify all processed foods and value-added products and household goods for the market committee, providing ingredient lists where appropriate.
8. All vendors who sell products that qualify for purchase by food stamps must accept food stamp payment at the market. The CCFA will accept all burden of the food stamp program and reimburse the vendors the following week for all food stamp purchases.
9. The market committee shall have the authority and discretion to review and approve vendor applicants who wish to resell complementary products or for those who wish to provide a service.
10. The market seeks a vendor balance of 30% fresh farm products, 30% processed agricultural products, 30% arts and crafts, and 10% food and beverage concessions.
11. All membership and registration fees must be paid by the vendor before the opening of the market season unless the vendor has received authorization to pay those fees in installments. All fees are non-refundable.
12. The market registration fee is based on a sliding scale with two components: one corresponding to the number of days a vendor will be at the market and the second based on estimated total sales of that vendor over the entire season from all CCFA markets. The fee structure was designed to generate sufficient revenue to sustain the organization of the market and to be as fair as possible to the wide variety of vendors.
13. A fee of 5% of daily sales after taxes will be collected at the end of each market day from each vendor.
14. The CCFA will collect and remit all applicable sales tax. All taxes will be collected at the end of each market day.
15. Each registered vendor is entitled to a 10' x 10' vending space. Additional space may be available to members for a fee of \$25 per space for the entire season, depending on available space.
16. Except as specifically authorized by the board of directors, members and non-members alike must represent products that they have grown, harvested, gathered, made, assembled or created. Employees of members are permitted to represent the member. Special exceptions can be made by the board of directors for vendors with unique and complementary products on a case-by-case basis.

17. Vendors who anticipate being absent from any market day must inform the market manager no later than three (3) days before the market day. Vendors who don't show up to market by 10 minutes prior to sales without informing the market manager may lose the privilege of a reserved space. Those vendors may still attend market if there is space available. After two occurrences, where the vendor is absent without calling ahead, the vendor may have their market privilege revoked without refund.
18. Vendors must be set up and ready to vend by the stated opening time of each market day.
19. Vendors must have booths broken down and cleaned up no more than 1 hour after the market ends. No vendor may break down and leave prior to one-half hour before the end of market due to selling out or other commitment without the approval of the market manager.
20. All vendors (members and non-members) are solely responsible for their own compliance with any applicable federal, state and local law. All paperwork required by the market (licenses, insurance, applications, affidavits) must be in order and available for inspection by the market manager during each market.
21. Vendors are required to use tents or another form of covering. All tents must be in good repair and secured so that they are stable against any wind or bad weather that might occur. A minimum of 40 lbs per corner is advised. If a vendor does not have weights, they will not be allowed to set up a tent. Due to city policy, no ground stakes are allowed in the parks. The market manager will have sole discretion as to what will be acceptable.
22. Each registered vendor will have a reserved space each week. As often as possible it will be the same location each week. A limited number of spaces will have vehicle space adjoining. Vendors will be evaluated by need as to who receives vehicle space.
23. Vendors will be required to remove all trash and clean their respective sites at the end of each market day, have a trash bag or can available, and maintain a neat and tidy site during market hours.
24. Radios, stereos, consumption of alcohol or drugs and rude or obnoxious behavior will not be allowed.
25. No dogs are allowed in the parks.
26. Vendors are not allowed to smoke during setup, sales or clean-up.
27. The market will operate "rain or shine," with the sole exception of weather being a threat to vendors and customers.
28. Vendors may not sell, transfer, trade, pledge, assign or otherwise convey their rights of membership.
29. The market manager has full authority and discretion to uphold and enforce these rules and regulations.

30. The board of directors reserves the right to dismiss any vendors that do not abide by the above stated rules and regulations. In the event that vendors feel they have been dismissed unjustly, they may initiate the grievance procedure detailed below in #31.
31. Vendors and members have the right to bring before the board of directors any grievance not able to be resolved with the market manager. The complaint must be submitted in writing to the board of directors along with a brief statement of the nature of the dispute within 7 days of the occurrence. Within ten working days of receipt of the grievance, the board of directors shall respond in writing to the complaint.
32. The rules and regulations may be amended at any time by action of the board of directors. As soon as practical after any such amendment, the market manager shall notify all vendors of the nature of the amendment.



2011 CCFA Farmers Markets Vendor Application

Business _____

Contact _____

Address _____ City _____

State _____ Zip _____

Phone (Home) _____

Phone (Cell) _____

Email _____

Website _____

Grower/Agricultural Products (produce, meat, eggs, dairy, honey, plants)
Method of Production (circle one) Certified Organic Conventional
Other (Explain) _____
Please list all items you wish to sell on the back of this page.

Food Processor
Please list what you would like to sell, along with a list of the ingredients you will be using, on the back of this page.

Concessionaire
Please list what you would like to sell, along with a list of the ingredients you will be using, on the back of this page.

Arts and Crafts
Please list what you are submitting for the jury on the back of this page. Include 5-7 photos by email or with this application, along with a self-addressed, stamped envelope if you would like your slides or photos returned. All work must be hand-made, not from a kit, and the artist must be present at the market.

Organization
Please describe the mission and goals of the organization. What activities will happen at the market booth?

Other
If you feel you do not fit into any of these categories, please explain fully what you are interested in selling on the back of this page.

Level One (Full Time)

One 10' x 10' space
Guarantee of booth space in every market
Priority will be given to level one vendors for location in the market

Level Two (Half Time)

One 10' x 10' space
Guarantee of booth space in up to 9 of the 17 market days
(Specific days need to be determined prior to first market)
Location in market may change from week to week

Level Three (Shared Table)

4 feet of table space at the CCFA booth.
Variable commitment levels.
Vendors must be present and manage their own money.

Drop-in

15% of total sales
Only applicable when space is available
Open spaces offered on a first-come, first-served basis each market day
No membership benefits

(circle all that apply)

CCFA Groundswell membership \$100

Salida

Level One (all 17 weeks) \$25
Level Two (9 of 17 weeks) \$15
Level Three \$25
Extra Space charge _____space(s) x \$25 = _____

Buena Vista

Level One (all 17 weeks) \$25
Level Two (9 of 17 weeks) \$15
Level Three \$25
Extra Space charge _____space(s) x \$25 = _____

Total Sales Estimation (over the entire season at both CCFA markets combined)

\$1 - \$1,999 \$20
\$2,000 - \$4,999 \$40
\$5,000 and up \$60

Total amount enclosed _____

I would like my vehicle next to my booth. Please describe why on the back of this page.

Electricity will be available, but limited to a specific area. Check the box if you would like to use electricity at your booth and the market manager will contact you with details.

Vendor Calendar

Please circle any days that you **WILL** be at the market.

And ~~x~~ out the days you will **NOT** be there.

	<u>Salida</u>					<u>Buena Vista</u>				
June	18	25				16	23	30		
July	2	9	16	23	30	7	14	21	28	
August	6	13	20	27		4	11	18	25	
September	3	10	17	24		1	8	15	22	29
October	1	8				6				

PLEASE NOTE that you are responsible for obtaining all licensing, permits, and insurance that may be required by local, county, state, and/or federal governments for the sale of your product(s). The CCFA works with the city and local health inspector to facilitate all necessary permits. The CCFA has general liability insurance for the market, but this does not cover any vendor products or accidents involving vendor equipment.

Please make checks payable to CCFA

Send the completed application and check* to:

Seth Roberts
CCFA Farmers Market
PO Box 1094
Buena Vista, CO 81211

**if you are not accepted into the market, your check will be returned to you.*