



## BASALT SUNDAY MARKET RULES AND REGULATIONS 2017

*These rules constitute the intent of BASALT SUNDAY MARKET but may be amended and changed as necessary at any time. The following rules and regulations are designed to ensure the health & safety of our customers, ensure fairness to all vendors and create an efficient and well-run market environment for the continued and greater success of all participants. Thank you for reading carefully.*



### 2017 DATES & HOURS

Sunday, June 18, 2017 through Sunday, October 1, 2017, a total of 16 markets  
Hours are from 10 AM to 2 PM. Rain or Shine. An optional 2 week shoulder season is available on October 8<sup>th</sup> and 15<sup>th</sup> at no additional charge for full season vendors.

### Set Up

Vendors are expected to set up between the hours of 8:30 AM and 9:45 AM. For safety reasons all vehicles must be parked and no vehicles will be allowed to move through the market after 9:45 AM. A \$25 fee will be taken out of your deposit if you are late setting up.

### Breaking Down

Vendors are expected to break down and clean up between the hours of 2PM and 3:30 PM. No grower or vendor is to close a stand before the official closing time. If a grower or vendor sells-out early, a "sold-out" sign must be displayed on stand until closing time. A \$25 fee will be taken out of your deposit for early break down. Sellers are responsible for their selling spaces. Before leaving, be sure your area is clean and trash-free. The entire market area should be kept clean by all vendors at all times.

### LOCATION

We are located in downtown Basalt, Colorado at the Lion's Park and Midland Spur Road at the intersection of Midland Ave.

### WHAT CAN BE SOLD

The vendor must grow or craft the majority of the product sold. All produce and other harvested items must be agriculturally oriented and either grown or legally collected in Colorado. It is understood that frost or hail or other act of Nature may make this impossible. In that case the grower may be exempted from this rule subject to approval by the Market Manager. The Board of Directors and Market Manager retain the right to determine which crafts are suitable for sale at the Basalt Sunday Market.

Sellers are encouraged to inform customers of their growing practices and philosophies, but shall make no misleading or untruthful claims, nor disparage other vendors' growing practices or philosophies. Any seller who displays any harmful activity, noncompliance with Market Regulations, or is subject to consumer complaint will have his or her continued admittance reviewed by the Town Manager with a recommendation from the Market Manager.

### APPLICATION DEADLINE, ACCEPTANCE AND FEES

Fill out and return the Basalt Sunday Market application by **April 31, 2017** with your payment to the PO BOX. Applications without payment are considered incomplete and may be denied. New Artists/crafts vendors please include your mission statement and photos of your product / art.

All applications will be reviewed by the Board of Directors and you will be notified of your acceptance or denial into the market via email. You will receive a welcome letter from the Market Manager if you have been accepted. **Prior year participation or verbal acceptance does not constitute or guarantee acceptance. You must receive the Welcome Packet to be considered accepted.** If an application is denied, fees for that year will be returned within the following seven working days after the denial date.

### Deposit

All vendors are required to provide a \$75 deposit with their application in a separate check. This check will be held for the duration of the market. If a vendor is late setting up, leaves the market early, does not provide early enough notice for missing a market or violates other market rules, the deposit may be reduced or withheld entirely. If a vendor complies with all market rules and regulations for the duration of the market then the deposit will be returned at the end of the market.



## **DROP IN VENDORS**

If you are interested in being a drop in vendor please contact the market manager at [manager@basaltsundaymarket.com](mailto:manager@basaltsundaymarket.com) in advance to inquire about availability and to reserve a spot. The cost of each day of space is \$ 50 / day. A registration form must be filled out and returned to the Market Manager before spaces will be assigned.

## **WHAT TO BRING**

Vendors must supply their own merchandise display, including; tents, tables, chairs, display items, business cards, trash bags, cleanup supplies, calculator, sales tax license, proof of insurance, retail food service license, rain plan, hand washing station for food vendors, scale, start out money, etc.

**Tent Weights: You must have a 40lb weight attached to each leg of your tent at all times.** If you do not have proper weights you may be asked to leave the market.

Vendors who use any kind of open flame or electricity are required to have an operating ABC fire extinguisher available and visible in their booth.

## **PACKAGING**

Please note that the Basalt Sunday Market is a plastic bag free market. Please package or distribute product according to the Green Events Checklist attached

## **FOOD AND BEVERAGE**

Vendors offering bottled water shall be required to display information concerning the environmental impacts associated with bottled water products.

Any single use food-service products are required to be compostable. The Basalt Sunday Market will have compostable items to sell if necessary. Market managers will also help vendors acquire materials if necessary.

## **TRASH**

Vendors are responsible for packing out their own trash. Please do not place your trash in Town of Basalt receptacles. Basalt Sunday Market Staff will only accept your waste if it is all compostable material. If you need a compostable bag please ask a market manager.

## **BOOTH ASSIGNMENTS**

Spaces are assigned by the discretion of the Market Manager and Board of Directors and are subject to change.

Booth spaces may be shared but no more than two vendors per booth space. Both vendors are required to fill out the application and rules and regulations and an additional \$50 sharing fee will added to the booth fees.

No vendor is allowed to extend in any direction beyond their allotted space (as delineated on the asphalt) and must keep the aisles free from displays for traffic flow and to not impact neighboring stands. No vendor can park adjacent to their space. The number of spaces assigned to an individual vendor may be restricted due to space available. All spaces are non-smoking.

## **PETS**

Vendors are not allowed to bring pets to the market. For health and food safety as well as the safety and comfort of the market guests, no pets of any kind are allowed.

## **PARKING**

Please park as far away from the market as possible. Vendors can unload their vehicles at their booth location but then must immediately re-park their car. This must be done before you set up your booth. The parking spaces closest to the market must be left open for market customers.



## **STAND PRESENTATION**

The “look” of individual stands and the presentation of products are important for your individual marketing efforts and for the overall quality of the market. Stand presentation is subject to approval by the Market Manager. If available, please include photos of prior booth set ups with your application if you are a new vendor.

## **STAFF**

Each member or vendor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the market.

## **HEALTH RULES**

Vendors who will be serving food need to fill out a 2017 retail food license application and vendor application and return to the Eagle County Environmental Health department two weeks prior to the start of the market. Proof of all documentation must be present at booths for duration of season. Specific rules on prepared food and labeling shall be as required by Colorado State Law. Food vendors are required to comply with Eagle County Environmental Health Department and Colorado guidelines for temporary food establishments which can be found at: [www.eaglecounty.us/EnvHealth](http://www.eaglecounty.us/EnvHealth).

## **SIGNS**

All vendors shall display a sign at least 10”x16” in size, which must include the following information:

1. Farm/ Business name
2. Farm/ Business address, or nearest town

The sign must be legible and displayed in a prominent location to be easily read by customers. If the member did not grow the produce, a separate sign must clearly identify each item or group of items. For example: “Apples grown by Farm XXXX, farm address, or nearest town”. Vendors shall only sell, label, or represent products using the term "organic" if the grower complies with organic production, handling and certification requirements of the National Organic Program. If a grower makes a claim of being certified organic, they must have at their stand, available for inspection, a copy of their current certificate. A non-certified organic grower shall only sell, label, or represent products as "organic" if the grower’s gross agricultural income from organic sales totals \$5,000 or less annually and the grower complies with applicable organic production and handling requirements. Vendors must clearly post prices!

## **RESELLING / CONSIGNMENTS**

The focus of this market is to feature vendors that sell items that they have grown or crafted themselves. The resale or brokering of products is not permitted. Any complimentary product that you sell on behalf of someone else must be approved by Market Manager and be identified with a sign of origin including all the same elements listed above.

## **UNABLE TO ATTEND A MARKET**

If you are not able to attend a market for any reason you must notify the Market Manager at least 48 hours prior to the market day (no later than Thursday). If you fail to notify the Market Manager that you will be gone or you do not provide enough notice, you will lose a portion of your deposit. Vendors that miss more than two markets may risk forfeiting their booth for the remainder of the season. The Market Manager will fill open booth spaces. Vendors are not allowed to sub-lease their space.

## **TAXES**

The Town of Basalt requires a sales tax license for anything sold at the market, including food. Vendors must obtain a sales tax license from the Town of Basalt if admitted to the market (\$10.00 call 970.927.4701 or go online at [www.basalt.net](http://www.basalt.net)). The seller is responsible for seeing that all federal, state and local taxes are paid. A copy of your license should be with you each week.

## **INSURANCE**

Vendors are required to carry their own personal and product liability insurance. General Liability coverage should be a minimum \$1 million per occurrence and \$2 million aggregate.



Loss or damage of property Basalt Sunday Market and the Town of Basalt shall not be liable for any damage to property of Vendor or of others located on the leased space, nor for the loss of or damage to any property of Vendors or others by theft or otherwise.

**CONTACT: Mailing**

Address: Basalt  
Sunday Market PO  
Box 4408  
Basalt, CO 81621

Email: [manager@basaltsundaymarket.com](mailto:manager@basaltsundaymarket.com) (please provide a copy to [susanp@basalt.net](mailto:susanp@basalt.net))

The Basalt Sunday Market (BSM) Rules & Regulations have been written by the market supporters and Board of Directors. By signing this form, the undersigned vendor affirms that he or she has read, understood and agrees to abide by the BSM Rules & Regulations as the same may be amended or revised by the market from time to time with subsequent notice to the vendors. BSM reserves the right to inspect the farm or establishment where items are grown or produced to verify compliance with the BSM Rules & Regulations.

Anyone who fails to comply with the Rules & Regulations may risk forfeiting their booth space with no refund of dues or fees; drop in vendors may not be allowed to participate in the market. All vendors must represent their products in an honest manner, whether written or verbal. Vendors may sell only those items that have been identified on their application form. Unless otherwise permitted by the BSM, the resale of any products that are not grown or produced by the vendor is prohibited in the Rules & Regulations and may be cause for expulsion or termination of participation in the market.

Except otherwise provided in the Rules & Regulations, vendors are solely responsible for compliance with all government regulations of any kind that may be in effect for activities that take place at the market. Vendors are solely responsible for payment of all applicable taxes.

Vendors are solely responsible for the quality and safety of what they sell. BSM and the Town of Basalt will not be responsible for any injury or damage caused by products sold by vendors. As a condition of participating in BSM markets, the undersigned is required to carry adequate liability insurance to release, indemnify and hold the Basalt Sunday Market, its directors, officers, agents and employees, the Town of Basalt its officers, employees, board members and insurers harmless from and against any and all claims or demands, whether for injuries to persons or damage to property, related to or arising from such participation. BSM reserves the right to use photographs of the market and its vendors for promotional purposes.

Any aggrieved vendor may appeal a decision of the market manager. Should the aggrieved vendor wish to appeal the Market Manager's decision, he or she must then appeal to the Basalt Town Manager in writing within five (5) days. The Town Manager may refuse or agree to review, and may uphold, modify, or vacate any decision of the Market Manager. Town of Basalt will notify the vendor of its intent to review or not review the appeal within ten (10) working days following receipt of a written appeal and, if review is granted, render a decision in writing within one month following the notice of intent to review. The decision of the Town Manager shall be final.

I understand and agree to the foregoing and affirmatively represent that I am authorized to bind any business entity identified below to the terms of this Agreement.

Print Name \_\_\_\_\_

Business Name \_\_\_\_\_

Vendor Signature \_\_\_\_\_

Date \_\_\_\_\_

Complete and return with application via postal mail by **April 30<sup>th</sup> 2017.**



**BASALT SUNDAY MARKET APPLICATION 2017**  
Sunday, June 18 2017 through Sunday, October 1st, 2017

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

Contact Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers (office and cell): \_\_\_\_\_

Email Address(es): \_\_\_\_\_

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

Items that you will be selling (please attach a separate page if needed): \_\_\_\_\_

**TYPE OF VENDOR AND FEES (CHECK ONE)**

\_\_\_ Full Season 16 week commitment  
    \_\_\_ \$560 (\$500 for GROWERS, \$200 for NONPROFIT) for a 10X20 space (2 Booth Spaces)  
    \_\_\_ \$350 (\$275 for GROWERS, \$100 for NONPROFIT) for a 10X10 space (1 Booth Space)

\_\_\_ Partial Season 4 consecutive weeks commitment \$125 for 10X10 space  
    \_\_\_ 1st partial season is June 18 — July 9  
    \_\_\_ 2nd partial season is July 16 — August 6  
    \_\_\_ 3rd partial season is August 13 — September 3  
    \_\_\_ 4th partial season is September 10— October 1

\_\_\_ Optional extension, October 8<sup>th</sup> and October 15<sup>th</sup> (no additional charge for full season vendors)

\_\_\_ Drop in Vendor (subject to availability and approval by the market manager) \$50 per market

Please note any requirements for your booth including electrical access and location preferences.

\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION SUBMISSION**

Please make sure that the following items are included:

- \_\_\_ Booth Fee – Make checks payable to Basalt Sunday Market
- \_\_\_ Deposit Check of \$75 (not required for drop in vendors)
- \_\_\_ Basalt Sunday Market 2017 Application including photographs, if applicable \_\_\_\_\_

Signed Rules and Regulations

(A copy of your 2017 Basalt Sales Tax License will be required after you have been admitted to the market).

Please return applications by April 30<sup>th</sup>, 2017 to:  
Basalt Sunday Market  
P.O. Box 4408  
Basalt, CO 81621

