



2021 Vendor Information Sheet

General Rules & Regulations

- The Palisade Sunday Farmers Market limits its vendors to products that are homemade (not manufactured by other companies and resold), with the exception of Palisade downtown businesses. Vendor products can contain components that are not fully made by the seller but have been altered by the seller to create a unique, “hand-crafted” final product. The Market Coordinator has the final determination on products that can be sold in the market.
- Produce may be sold only by local farms or nurseries. A farm or nursery is a business that sells vegetables, fruits, and other edible farm products to a consumer market (not a home garden or home orchard). The Market Coordinator has the final determination on farms or nurseries appropriate to the market.
- All produce, including fresh vegetables and fruits, sold at the Market must be grown in Colorado. We always prefer local produce, grown within a 100-mile radius. An exception will be made during the first two weeks of the market, during which farmers can sell produce from farms or nurseries in Utah.
- Farms or nurseries in the market must own or lease land and grow some or all of the produce that they sell in the market. Farms or nurseries in the market can sell produce from other Colorado farms or nurseries.
- Vendors wishing to enroll in a package plan (full market, first half, second half, or chose 4) must pay in full by the specified deadline on the application. Failure to do so will result in a late fee of \$10.
- Vendors must not diminish the products of other vendors, realizing that the Market Coordinator has already screened vendors for admission to the market and realizing that negative comments affect the entire market. Vendors that are found downgrading other vendors’ products will receive one warning and then be asked to leave the market without a refund.
- Vendors that sign up for a full market may not miss more than three market days with the exception of family emergencies. If a vendor signs up for a full market and unexpectedly has to miss more than the allotted three markets, that vendor will pay full price for the additional markets they miss.
- Vendors are responsible for collecting sales tax and reporting taxes to the federal government. The Town of Palisade does not collect vendors’ sales tax. If applicable, vendors must provide a current sales tax license with their application.
- All vendors reserving space on a day-to-day basis must pay for their spot in the market by 1 p.m. on the Thursday prior to the market they wish to participate in. Failure to make these payments will result in a late fee of \$10.
- Vendors may not spread out; they must fit in the designated space assigned to them. If additional space is needed it must be purchased.
- In the event of cancellation, vendors must notify Town Hall by 4:30 p.m. on the Thursday prior to the market Sunday that will be missed. Vendors will not receive refunds for cancellations. Failure to notify of

cancellation will result in a fine of \$35. Emergencies will be considered by the Market Coordinator on a case-by-case basis.

- The market will run rain or shine.
- All vendors are responsible for keeping their area clean and leaving it clean when closing for the day. Failure to keep your area clean may result in vendor termination, without refund.
- The Town of Palisade is not responsible for theft or damage to personal property belonging to persons participating in the market.
- Vendors may not deface town property or property belonging to downtown businesses. This will result in termination.
- The Town of Palisade reserves the right to regulate the type of merchandise sold at each vendor booth.
- Booth spaces may NOT be sublet during time of absence. This will result in termination.
- Booth Space Sharing
 - Must be approved by the Market Coordinator
 - Is limited to two groups
 - May only be shared by individuals/groups with similar or complementing products
 - Must pay for a Town of Palisade business license for each group and must provide a State of Colorado sales tax license for each group.
- Smoking is prohibited in booth spaces. Please respect your customers and neighboring vendors and step over to the Plaza or down by Independent Park for a smoke break.
- Signs may be placed only in front of the vendor's booth and may not block walking traffic in the street.
- Alcohol may not be sold by anyone other than local wineries and breweries, and they must first go through proper permitting to do so.
- Amplified music will be played in the Plaza; vendors wishing to have lower volumes of noise should request to have a booth space on 3rd street or South Main Street.

Setup/Take Down

- The Palisade Sunday Farmers Market will run from 9:30 a.m. to 1:30 p.m. from Sunday, June 6th, to Sunday, October 10th, 2021.
- Public Works will begin barricading the streets at 7:30 a.m.
- Vendor setup will begin **no earlier than 7:30 a.m.** each Sunday.
- Vendors may park close to their booth to unload merchandise, but all support vehicles must be unloaded and off the streets by 9:00 a.m. No vehicles will be allowed in the market area between 9:00 a.m. and 1:30 p.m.
- Vendors arriving after 9:00 a.m. will have to walk all merchandise and booth display materials to their spot.
- All vendors must be set up and ready for business by 9:20 a.m.
- During setup, vendors should unload their tent and merchandise, park their vehicles, and then set up their tents to keep the streets as free as possible for other vendors to pull in. During take down, vendors should pack up their merchandise, take down their tent, and then pull in to pack up to allow all people to leave as soon as possible.
- If a vendor has not checked in by 9:00 a.m., the Town of Palisade reserves the right to put another vendor in the space for the day, with the purpose of enhancing the flow and appearance of the market.
- All vendors must face their booth toward the street.
- Vendors must provide their own 10' X 10' pop-up tents.

- Vendors using electricity are responsible for securing all extension cords, so they do not become a tripping hazard.
- The market ends at 1:30 p.m., and vendors may begin taking down their booth **no earlier than 1:35 p.m.** If vendors sell out of their products, they must leave their booth up until the close of the market.
- Barricades will be removed by 2:30 p.m., and all roads will open to traffic. All vendors shall have their booth completely torn down by this time.

Parking

- Parking is available on the surrounding streets and the vacant lot north of the train tracks, located at the end of Main Street. Please do not use the spaces reserved for Family Food Town.
- Please reserve the prime market parking spaces for visitors so that we can provide quality customer service to all persons visiting the Palisade Sunday Farmers Market.
- Please avoid parking on South Main Street and West 3rd Street so we can leave a clear and accessible emergency route for the Fire Department and Emergency Medical Service (EMS).
- Report any parked cars within the market to the Market Coordinator or the Palisade Police Department.
- Please be flexible if you are asked to move your booth down a few feet. In the event that someone has parked overnight and the owner is not found, the Town may have to shift booth spaces around.

Answers to Common Questions

- ATMs are located inside Family Food Town and outside Palisade National Bank (600 West 8th Street).
- A permanent town restroom is available on the east side of Main Street just south of 2nd Street.
- Trash receptacles will be placed in the Plaza and near the ends of the Market streets.
- Minor first aid can be treated at any of the entrance tents, but for emergencies call 911.
- Maps of the downtown area and local area attractions can be found at the entrance booths.
- For questions or concerns that may arise during the day of the Market, you may contact the Market Coordinator @ (808)721-1724. Please use this phone number only during market days or for emergencies.
- Complaints should be directed to the Market Manager (market@townofpalisade.org). All complaints will be taken to a committee for consideration and resolution.

Food Vendors

- All vendors serving food must begin their food clearance with the City of Grand Junction and submit their letter from the county before they will be accepted to participate in the Sunday Market.
- Vendors must bring their own water supplies and are responsible for water disposal.
- Vendors must meet all requirements of the State of Colorado Public Health Department.
- Food menus are closely monitored by the Town of Palisade to ensure vendors are not competing with one another or with downtown restaurants. The Town of Palisade reserves the right to limit menu items. All menu items **MUST** be approved by the county and the Market Coordinator before being sold at the market.
- We give preference to food vendors who wish to operate under the Colorado Cottage Food Act to those who prepare their food in a commercial kitchen. Products must be approved by the Market Coordinator.

Booth Space Assignment

- Produce growers are allowed a 10' X 20' space while spaces are available.
- All other vendors are given a 10' X 10' space, with exceptions made for food vendors serving out of a food trailer.

- Booth assignment will be awarded as follows: Vendors from the previous season in good standing will have priority to return to their space; we will also consider the number of consecutive markets attended during the previous season, the order of applications received, the duration of participation for the season, and the fit for the layout for the market. Vendors participating on individual Sundays may not get the space they request if it is occupied by a full-time vendor.

Thank you for participating in the Palisade Sunday Farmers Market! We value our vendors and are committed to making this market the best in the Valley.