



2022 Vendor Information Sheet

General Rules & Regulations

Description

- Downtown Palisade on Main and 3rd Streets
- June 5th through October 9th
- 9:00am to 1:30pm
- The market will run rain or shine.

Vendor Qualifications

- Craft vendors shall sell products that are homemade (not manufactured by other companies and resold).
Exception: Palisade downtown businesses.
- Farms shall sell produce grown on their farms. Farms may sell produce from other Colorado farms. All produce sold at the market must be grown in Colorado. Farms that sell all local produce (grown within a 100-mile radius) will be given preference.
Exception: during the first two weeks of the market farmers may sell produce grown on farms in Utah.
- Slander and libel are not tolerated. Vendors shall not diminish the products of other vendors; negative comments affect the entire market. Offenders will receive one warning and then be asked to leave the market without a refund.

Market Fees

- 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. A \$50 late fee will be added if the application is received after the deadline and before the package start date. Applications received after the package start date will negate the package rate.
- Vendors that sign up for a package plan may not miss more than three market days.
Exception: family emergencies.
- All package plans require a \$50 deposit check be submitted with the vendor application. If the vendor misses more than the allotted three market days, the check will be cashed. If the vendor does not miss more than the three allotted days, the check will be shredded.

- 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 drop-in vendors 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 disqualification from that market date.

Booth Spacing

- 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.
- 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 vendors.
- 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 (when required).
- Smoking is prohibited in booth spaces. Please respect your customers and neighboring vendors and step outside the Market 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 9:00 a.m. to 1:30 p.m. from Sunday, June 5th, to Sunday, October 9th, 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 while unloading merchandise. All support vehicles must be unloaded and off the streets by 8:30 a.m. No vehicles will be allowed in the market area between 8:30 a.m. and 1:35 p.m.
- Vendors arriving after 8:30 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 8:45 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 and load merchandise and supplies.
- If a vendor has not checked in by 8:30 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 on Main Street. Please do not use the spaces reserved for Family Food Town, 13° Brix Bistro, and other downtown businesses.

- 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.
- 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, in the 13^o Brix Bistro parking lot, 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 throughout the Market.
- Minor first aid can be treated at the town information tent. In the event of an emergency call 911.
- Maps of the downtown area and local area attractions can be found at the town information tent.
- 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 Coordinator (market@townofpalisade.org). All complaints will be taken to a committee for consideration and resolution.

Food Vendors

- All vendors serving food must be on the MCPH approved vendor list before they will be accepted to participate in the Sunday Market.
- Vendors must meet all requirements of the State of Colorado Public Health Department.
- Vendors must bring their own water supplies and are responsible for water disposal.
- 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.

Booth Space Assignment

- Produce growers are allowed a 10' X 20' space while spaces are available.
- All other vendors are allowed a 10' X 10' space.
Exception: food trucks.

- Booth assignment will be awarded as follows:
 - Farms
 - Peach
 - Vegetable
 - Dairy/meat/eggs
 - Flower
 - Prepared foods
 - Bakery
 - Cannery
 - Cottage foods
 - Artisan
 - Vendors from the previous season in good standing
 - Duration of participation for the season
 - Order of applications received
 - Fit for the layout for the market
 - Drop-in vendors will be assigned fill-in spaces
 -

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.

The Market Coordinator has the final determination on products that can be sold in the market.

The Market Coordinator has the final determination on farms or nurseries appropriate to the market.

Definitions

Farm: a business that sells vegetables, fruits, and other edible farm products to a consumer market (not a home garden or home orchard).

Produce: fresh, farm-grown fruits and vegetables.

Vendor: person(s) participating in the market.