



2023 Palisade Farmers Market Rules & Regulations

Description:

Location - Downtown Palisade: Main Street (between N 2nd Street and W 4th Street) and 3rd Street (between Kluge Avenue and the alleyway at Craig Gallery)

Duration: June 4th through October 1st

Time: 9:00am to 1:00pm

General Behavior

- 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.
- All vendors are responsible for keeping their area clean and leaving it clean when closing for the day. Failure to keep your area clean shall result in vendor termination, without a refund.
- Vendors shall not deface town property or property belonging to downtown businesses. This will result in vendor termination, without a refund.
- Smoking is prohibited in booth spaces. Please respect your customers and neighboring vendors and step outside the Market for a smoke break.
- The Town of Palisade is not responsible for theft or damage to personal property belonging to vendors.
- The Town of Palisade reserves the right to regulate the type of merchandise sold at each vendor booth.
- The Market Coordinator has the final determination on products that can be sold in the market.
- The Market Coordinator has the final determination on all vendors appropriate to the market.

Vendor Qualifications

- Farms: the majority of produce sold shall be grown on the vendor's farm. Farms may sell produce from other Colorado farms. All produce sold at the market shall be grown in Colorado. Farms that sell 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.
- All other vendors shall sell products that are handmade by the vendor (not manufactured by other companies and resold).
- Exception: Palisade downtown businesses.

Finance

- 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's start date. Applications received after the package start date will negate the package rate.
- Vendors that sign up for the Farmers Market package plan shall miss no more than three market days. Vendors who sign up for the First Half or Second Half packages shall miss no more than two market days.
 - Exception: family emergencies.
- Farmers Market, First Half and Second Half package plans require a \$50 deposit check to be submitted with the vendor application. If the vendor misses more than the allotted market days, the check will be cashed. If the vendor does not miss more than the 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. Vendors must provide a current sales tax license with their application. Visit: <https://www.colorado.gov/pacific/tax/how-apply-colorado-sales-tax-license> for more information.
- 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.
- **The Town of Palisade gives NO refunds.** The Market will run rain or shine. If appropriate cancellation notice is given, another date may be substituted.

Operations

- The Palisade Sunday Farmers Market will run from 9:00 a.m. to 1:00 p.m. from Sunday, June 4th, to Sunday, October 1st, 2023.
- 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.
- 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 1:15 p.m.
- Vendors arriving after 8:30 a.m. shall 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.
- 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, weights, and display materials.

- Vendors using electricity are responsible for securing all extension cords, to prevent tripping hazards.
- **Set-up**
- Vendors may park close to their booth while unloading merchandise and booth display materials (supplies).
- During setup, vendors shall unload their supplies, move, and park their vehicles, and then finish set up.
- **Break-down**
- During break-down, vendors shall pack up their supplies and place them neatly in their space. Then, the vendor may retrieve their vehicle, park near their space and load supplies.
- The market ends at 1:00 p.m., and vendors may begin taking down their booth **no earlier than 1:10 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 people visiting the Palisade 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 shift booth spaces around.

Food Vendors

- All vendors serving food shall be on the MCPH approved vendor list before they are accepted to participate in the Palisade Farmers Market.
- Vendors shall meet all requirements of the State of Colorado Public Health Department.
- Vendors shall 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.

- Food Trucks are responsible for their own power source. Generators shall have a decibel rating of less than 60. Mounting the generator to the food truck is preferred, however unattached generators are allowed provided they are placed in a manner as to prevent a hazard.

Logistics

- Vendor Booths are approximately a 10' X 10' space.
- Farm Vendors may request a 10' X 20' space while spaces are available.
 - Exception: food trucks.
- Booth assignments will be awarded as follows:
 - I Vendor Type:
 1. Farm
 2. Winery
 3. Food
 4. Artisan
 - II Vendor Participation Level
 1. Vendors from the previous season in good standing
 2. Duration of participation for the season
 3. Order of applications received
 4. Fit for the layout for the market
 5. Drop-in vendors will be assigned fill-in spaces
- Vendors shall not spread out; they must fit in the designated space assigned to them. If additional space is needed it shall be purchased.
- In the event of cancellation, vendors shall notify the market coordinator 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.
- Booth spaces shall 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
 - Both vendors shall provide a Town of Palisade business license
 - Both vendors shall provide a State of Colorado sales tax license
- 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 once proper permitting is attained.

- 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.

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.

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.

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.