



# 2024 Palisade Sunday Farmers Market Rules & Regulations

## Overview

The Palisade Sunday Farmers Market (PSFM) mission is to support and promote Palisade and Western Slope farmers and direct marketing of Colorado agricultural products.

The vision of the PSFM is to partner with local producers to provide a platform for the purpose of supporting agriculture in the Western Slope of Colorado and Palisade by providing a visible, accessible, and inexpensive venue for retail sales of Colorado-produced agricultural products in downtown Palisade.

These rules and regulations may be revised or amended by the Town of Palisade at any time with or without notice to vendors.

In addition to the following rules and regulations, all vendors agree to abide by all city, county, state, and federal laws, and regulations.

The Palisade Sunday Farmers Market reserves the right to deny or accept any application or vendor wishing to participate in the market. The market reserves the right to prohibit anyone from selling at the market and to cancel the privilege of any vendor who, in the opinion of the Market Manager or the Town of Palisade, has violated the rules governing the market. Market fees will not be refunded if expelled.

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

## Operations

The PSFM's was established in 2006 and is located in downtown Palisade: Main Street between Second Street and West Fourth Street, and Third Street between Kluge Avenue and the alleyway at The Craig Gallery.

The PSFM opens each season on the first Sunday in June (June 2, 2024) and runs every Sunday through the first Sunday in October (October 6, 2024). The hours of operation are from 9:00 a.m. to 1:00 p.m.

The PSFM is a rain or shine market; however, certain weather conditions (high winds, severe thunderstorms, lightning, etc.) may necessitate the official closure of the market (with or without prior notice) if it is determined that severe weather conditions could compromise the safety of vendors and shoppers. This closure will be at the PSFM Coordinator's discretion. If the market is canceled due to severe weather, the PSFM Coordinator will make every attempt to notify vendors in a timely manner.

Authorized vendors may begin setup at 7:30 a.m. each Sunday. Vehicles must be unloaded and off the streets by 8:00 a.m. No vehicles will be allowed in the market area between 8:00 a.m. and 1:15 p.m. All vendors must be set up and ready for business by 8:15 a.m. If a vendor has not checked in by 8:00 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.

Vendors may begin clean-up at 12:45 p.m. If a vendor sells out of their products, they may place a “sold out” sign, and 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.

During set-up and clean-up, vendors are permitted to park their vehicles near their assigned space while loading and unloading only. All set-up and clean-up shall be done while vehicle is parked off the premises.

Vendors shall park in designated parking lots. 1- The dirt lot North of the train tracks and east of Main Street. 2 - The dirt lot North of the train tracks and West of Main Street.

Vendors must provide their own 10’ X 10’ pop-up tents, four 35-pound weights, and display materials. Vendors using electricity are responsible for covering and securing all extension cords, to prevent tripping hazards.

### **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.

Vendors are responsible for managing their own trash. Vendors shall keep their area clean and leave it clean when closing for the day. Failure to keep your area clean shall result in vendor termination. Vendors shall not deface town property or property belonging to downtown businesses. This will result in vendor termination.

Smoking is prohibited in the PSFM and 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.

### **Logistics**

The Palisade Sunday Farmers Market is first and foremost a Farmers Market. Priority shall be given to farms located within a 100-mile radius of Palisade who grow 70% or more of the produce they sell at their vendor booth. All produce sold at the market shall be grown in Colorado, and farms may sell produce from other Colorado farms. Farm Vendors may request a 10’ X 20’ space while spaces are available.

All other vendors shall sell products that are handmade by the vendor (not manufactured by other companies and resold).

Palisade downtown retail businesses may participate in the market. They will be allotted a 10-foot by 10-foot space directly in front of their retail establishment. They may sell products they carry in their retail shop.

Non-profit organizations wishing to participate in the PSFM to fundraise, educate, and/or volunteer may apply to the market. A Certificate of Registration identifying the organization as non-profit must be submitted with the application. If the organization is interested in selling food items, the items must comply with guidelines set forth by Mesa County Public Health.

Vendor Booths are approximately 10 feet by 10 feet, and Farm Vendors may request a “double space” (10 feet by 20 feet) while spaces are available. Vendors shall not spread out; they must fit in the designated space assigned to them. Signs may be placed only in front of the vendor’s booth and may not block walking traffic in the street.

Booth assignments and vendor locations are at the discretion of the PSFM Coordinator and shall be made with the overall experience of the PSFM in mind.

### **License Requirements**

All vendors are required to obtain and maintain a valid Town of Palisade Business License. Annual Business Licenses can be obtained from the town for \$50 per year, or daily Business Licenses can be obtained from the town for \$10 per day. Applications:

<https://palisade.colorado.gov/sites/palisade/files/documents/Business%20License%20App%20-%20General.pdf>

All vendors are required to carry insurance. Food Trucks and Food vendors are required to carry insurance in accordance with Mesa County Public Health (MCPH) requirements. For more information visit the MCPH website: <https://www.mesacounty.us/departments-and-services/public-health/business-services/food-safety-and-licensing> All other Vendors are required to carry a General Liability policy with a minimum of \$1,000,000 per occurrence.

All applicable vendors are required to obtain a State Tax License. For more information and to apply for a license visit: <https://tax.colorado.gov/how-to-apply-for-a-colorado-sales-tax-license> Farms and some Food Vendors are exempt. For more information visit: <https://tax.colorado.gov/sales-tax-exemptions-deductions>

### **Finance**

The daily market rate varies depending on the number of days the vendor commits to upon submitting their application. For vendors who initially sign up to participate in fewer than five market days, the daily rate is \$65. For vendors who initially sign up for five or more market days, the daily rate is \$40 per day. For vendors who initially sign up for ten or more market days, the daily rate is \$23. For vendors who initially sign up for all 19 days, the daily rate is \$21.

All vendors must pay for their spot in the market before being placed on the map. For vendors signing up for less than five days, payment must be received no later than 1 pm 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.

Food trucks are a class of vendors and are set up in a "Food Court." Food Trucks attending fewer than 10 days, the daily rate is \$65. For food trucks attending more than ten days and fewer than 19 days, the daily rate is \$40. For food trucks attending all 19 days, the daily rate is \$32.

Non-profit organizations vendor rate shall be 50% of the above-mentioned fee schedule.

Power is available on a limited basis and may be requested upon submission of application. Power is not available in the Food Court, and not available to Food Trucks. Vendors signing up to participate in the full market may purchase power at the rate of \$2.50 per day (\$47.50 for the full market). All other vendors may request to purchase power at the rate of \$10 per day.

In the event of vendor cancellation, the vendor shall notify the PSFM 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.

**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.

Booth spaces shall NOT be sublet during time of absence. This will result in termination.

Vendors are responsible for collecting sales tax and reporting taxes to the state and federal government. The Town of Palisade does not collect vendors' sales tax.

Visit: <https://www.colorado.gov/pacific/tax/how-apply-colorado-sales-tax-license> for more information.

## **Food Vendors**

All vendors serving food shall be on the MCPH approved vendor list before they are accepted to participate in the PSFM and shall meet all requirements of the State of Colorado Public Health Department. Food vendors shall bring their own water supplies and are responsible for water disposal. For more information and to apply with MCPH visit: <https://www.mesacounty.us/departments-and-services/public-health/business-services/food-safety-and-licensing>

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 vendors are responsible for their own power source. Generators shall be run-quiet, suitcase style and have a decibel rating of less than 80. 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. All extension cords shall be covered with anti-trip hazard protection devices.

## **Food Samples**

Vendors producing samples shall follow the appropriate MCPH guidelines. All produce MUST be washed prior to being sampled to the consumer including whole, uncut produce.

Anyone preparing samples at the PSFM MUST set up their own preparation station including a handwashing station at their booth.

Samples prepared at home must be prepared in a clean, sanitary manner that adheres to Colorado Cottage Food Act guidelines.

## **Colorado Cottage Food Act**

A limited list of food items may be prepared in a private home kitchen and sold for public consumption. Vendors who wish to sell food under the Colorado Cottage Foods Act must provide a current food safety training certificate with their application.

Cottage foods shall be labeled in accordance with the Colorado Cottage Food Act regulations. For more information please visit: <https://cdphe.colorado.gov/cottage-foods-act>

## **Definitions**

Artisan: jewelry, clothing, photographs, home goods and décor, accessories, art, hats

Beverages: ready to drink, packaged, or dried coffee, tea, kombucha, etc.

Downtown Retail Business: establishment selling goods to the public in relatively small quantities for use or consumption, located within the market footprint (3rd Street beginning at Kluge and continuing the alleyway just past Rapid Creek Cycle, Main Street beginning at 2nd Street and continuing to W 4th Street). Business is allotted one 10'x10' space located directly in front of business (where permitted by parklets). Business may sell all items that they carry in their shop at the market.

Farm: 80% of items for sale shall be fresh produce (fruits and vegetables) grown on vendors farm in Palisade, and surrounding areas in Colorado. Up to 20% of items for sale may be produce from other farms in Palisade and Colorado, or other products.

Food Truck: self-contained, mobile kitchen selling ready to eat food and beverages. Must have prior clearance from Mesa County Public Health.

Non-profit organization: vendor who wishes to participate in the PSFM in order to fundraise, educate, and/or volunteer and is currently registered with the State of Colorado as non-profit.

Nursery: Items include seeds, plant starts, and houseplants.

Packaged Foods: Snack foods, cottage foods (honey, jams, jellies, pickles), salsa, bakeries, etc.

Ranch: Vendor carries prepackaged meat (pork, beef, buffalo, elk, venison, chicken) and dairy products (eggs, milk, cheese, butter).

Skincare: soaps, lotions, creams, bath salts, shampoos, conditioners, etc.

Winery/Distillery: Vendor farm or business located in the Grand Valley. Vendor carries wine/spirits for tasting and bottles for sale. No sales of cocktails or glasses of wine permitted.

Produce: fresh, farm-grown fruits and vegetables.

Vendor: person(s) participating in the market.