



APPLICATION PACKAGE  
2010



## RULES AND REGULATIONS 2010

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

### **DATES & HOURS**

Sunday, June 20, 2010 through Sunday, September 26, 2010.  
Hours are from 10 AM to 2 PM. Rain or Shine.

### **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 seller 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. Any exemptions must be approved by the Board of Directors and/or 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.

### **SEASON MEMBERSHIP**

Fill out and return the Basalt Sunday Market application by **April 1, 2010** with your payment. Artists/crafts people please include your mission statement and photos of your product / art.

All applications will be juried by the Board of Directors and you will be notified of your acceptance or denial into the market. If an application is denied, fees for that year will be returned within the following seven working days after the denial date.

What is the Market looking for? The finest quality produce, unique arts and crafts and superb services. Preference will be given to locally purveyed goods. Crafts should be made in Colorado using first-rate ingredients. Local vendors encouraged to apply. No buy/sell permitted.

### **Rates:**

#### **Growers and Retailers**

15 week commitment  
\$560 for a 10X20 space  
\$350 for a 10X10 space

#### **Artists**

5 week commitment  
\$125 for 10X10 space

Season members are guaranteed all assigned spaces for each selling day of the year until fifteen minutes before opening time. Season members who don't show up twice after their stated beginning date without advance notice to the Market Manager will be reassigned to whatever space is available or removed from the market. A \$25 fine will be charged for arriving last minute, not showing up or canceling. Members who leave the market early may also have their space reassigned at the recommendation of the Market Manager. Sub-letting selling space is not allowed.



### **NON-MEMBERS**

The Market Manager will assign available selling spaces to non-members on a first-come, first-served basis, between 8am-9am. The cost of each day of space is \$ 40 / 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, clean-up supplies, calculator, sales tax license, proof of insurance, retail food service license, rain plan, hand washing station for food vendors, scale, start out money, and sand bags in case of sudden wind. Vendors who use any kind of open flame or electricity are required to have an operating ABC fire extinguisher available and visible in their tent(s).

### **PACKAGING - NEW 2010 POLICY**

Please note that the Basalt Sunday Market is now a plastic bag free market. Please package or distribute product accordingly.

### **SELLING SPACES**

Spaces are assigned by the Market Manager and Board of Directors. No vendor is allowed to extend in any direction beyond their allotted space 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.

### **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.

### **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 2010 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.

### **SETTING UP**

Vendors are expected to set up between the hours of 8:30 AM and 10 AM. For safety reasons no vehicles will be allowed to move through the designated market once the market opens. Truck and stands should be set up in a way that does not interfere with the passage of foot traffic, i.e. stands should not protrude further than the stands around them. Exceptions can be made at the Market Managers’ discretion. A \$25 fee will be charged for late set 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 charged 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 members at all times.



## CODE OF CONDUCT

Sellers are encouraged to inform customers of their growing practices and philosophies, but shall make no misleading or untruthful claims, nor disparage other members' growing practices or philosophies. Any seller who displays any harmful activity, non-compliance with Market Regulations, or is subject to consumer complaint will have his or her membership and/or continued admittance reviewed by the Board of Directors.

## SIGNS

All members 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". Members and 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!

## CONSIGNMENTS

Any product 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 DATE - **NEW 2010 POLICY**

Each vendor is responsible to find a replacement for their booth and notify [manager@basaltsundaymarket.com](mailto:manager@basaltsundaymarket.com) at least 2 days prior to the market day. A \$100 fee will be charged to vendors who do not find a replacement. Vendors who miss more than 2 market days will forfeit their booth for the remainder of the season.

## 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 (\$35.00 call 970.927.4701 or go online: [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

Members and vendors are required to carry their own personal and product liability insurance.

## CONTACT:

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

Email: [manager@basaltsundaymarket.com](mailto:manager@basaltsundaymarket.com)



## PARTICIPATION AGREEMENT 2010

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 have their membership terminated with no refund of dues or fees; pay-per-use 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 membership or 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 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 board of directors in writing within five (5) days. The board of directors may refuse or agree to review, and may uphold, modify, or vacate any decision of the market manager. The board of directors 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 board of directors 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 \_\_\_\_\_



## APPLICATION 2010

Complete and return via postal mail by **April 1st 2010**. Spaces are limited and are awarded on a first come/first qualified basis.

### APPLICATION

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

Contact Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

### TYPE OF VENDOR (CHECK ONE)

Definition of Vendors:

Full Season Vendor: Full season vendors are those that commit to a 15 week selling season.

Art Exhibit; Art Vendor is 5 consecutive weeks.

1st art exhibit is June 20 – July 18

2nd art exhibit is July 25 – August 22

3rd art exhibit is August 29 – September 26

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

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### SPACE FEES

15 Week Vendor:

10'X20' space \$560/season; 10'X10' space \$350/season

5 Week Exhibit:

10'X10' space \$125/exhibit.

### BOOTH SPACE (CHECK ONE)

Booth size:  10'X20  10'X10' (tent stakes are not allowed)

Please list the products you will be selling: \_\_\_\_\_

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### APPLICATION SUBMISSION

Please sign the participation agreement and attach the following items to your application:

Space fee (Refer to space fees above. Make checks payable to Basalt Sunday Market)

Description of booth, product list and photographs

Copy of 2010 Sales Tax License

Basalt Sunday Market 2010 Application

Please return applications to:

Basalt Sunday Market

P.O. Box 4408

Basalt, CO 81621