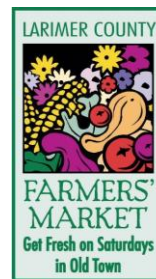


2017 Vendor Checklist for Farmers' Market Application



Complete all materials by Friday, March 17, 2017

- Online Farmers' Market Application Form via Manage My Market
- \$60 non-refundable application fee, paid online via vendor's Manage My Market account or by check payable to "Larimer County Extension".
- Copies of all necessary Health Department or Cottage Food Producer documents (if applicable), as well as tax licenses, W-9 (if a new vendor) and/or other licenses. These documents MUST be uploaded to vendor's Manage My Market account in order for your application to be considered.
- Copy of current liability insurance, if applicable (required for Cottage Food vendors), uploaded to Manage My Market.
- Health Department Farmers' Market Application Form (for vendors selling edible products other than whole uncut fruits and vegetables); this form is required for both Health Department licensees and Cottage Food Producers.
Please note: Completing this form and sending it to the Extension Office does not constitute an application for any required Health Department or Cottage Food licenses. You must work directly with the Larimer County Health Department or the Colorado Department of Public Health and Environment to obtain necessary licenses and approvals.
- For produce vendors who participate in produce consignment or exchanging, we require prior written permission from the LCFM, a copy of their current Farm Products Dealers License, a complete list of products being traded that the vendor desires to sell at the LCFM, and the name, address, phone number and email address of the trading partner. Traded produce being sold at the market must be clearly identified as to the source of the produce. (Refer to 2017 LCFM Rules and Regulations Section 2.1, and Appendix I "Instructions to vendors on Fresh Produce Consignment and Trading", for further information.) Alternatively, the vendor and the trading partner may submit separate applications and \$60 application fees, and indicate that they will be sharing space at the LCFM. This is a less expensive alternative to obtaining a Farm Products Dealer license. One employee may represent both vendors at the market, but separate check-out forms must be submitted for each vendor at the end of each market.
- New vendors selling edible products must file a W-9 form with the Larimer County Finance Department in order to get paid for SNAP coupons collected. Please go to: <http://larimer.org/finance/w9.htm> to fill out and print the W-9 form and submit with your application packet. *Vendors who have a W-9 on file with the county do not need to re-submit this document.*
- Vendors wanting to pay their own City of Fort Collins sales tax MUST select that option when completing the vendor application on Manage My Market. This is in lieu of having the LCFM deduct and pay this tax for the vendor at the end of each market. A copy of a valid City of Fort Collins sales tax license (not a state or county tax license) must be uploaded to the vendor's Manage My Market account, and the vendor must inform the LCFM in writing that they wish to pay the city tax themselves.