

FYI Update for the 2018 LCFM Season

(Please read the 2018 Vendor Rules and Regulations for more detailed information)

- The dates for 2018 are Saturdays, May 19 to October 27 (24 total weeks).
- Applications must be postmarked by Friday, March 16, 2018. Vendors will be notified of acceptance in early April 2018. Please note that due to space limitations, vendors may not receive all of the dates they have requested. Space assignments and dates for part-time vendors will be emailed to vendors in April. The \$60 non-refundable application fee must be paid by March 21, 2018.
- The LCFM will continue to enforce the rules on vendors who do not attend the market dates that they committed to on their application form, and for which the LCFM has provided a space. Implemented in 2018, vendors will be allowed one or two “free passes” depending on how many dates they are selling with LCFM. **After your “free pass,” you will be billed \$25.00 for all dates that you have committed to but do not attend. You will be fined \$50.00 if you do not email by 5 p.m. the Wednesday prior to the market that you cannot attend (emergencies will be considered on a case-by-case basis).** Repeated failure to attend the market on dates you have committed to will result in suspension or loss of your selling privileges at the LCFM. **Please send all LCFM correspondence to larimercountyfm@gmail.com.** A verbal notification at the market will not be accepted as official notification that you will be missing a market date.
- Implemented in 2018, SNAP coupons will be reimbursed during check-out instead of at the end of the year. SNAP will not be reimbursed if SNAP coupons are accepted for items that do not qualify for SNAP.
- Vaping is included in the NO SMOKING Policy (See Section 1.4) and is not allowed by vendors or customers in the Market lot from 6:00 a.m. to 1:00 p.m.; this policy is strictly enforced.

REMINDERS:

- Because the market remains busy at noon, vendors may continue to sell product until customers disperse, but no later than 12:30 p.m. PLEASE check-out first before cleaning stalls, as this delays the LCFM clean-up process. Thank you for your cooperation.
- All extra vendor, employee and volunteer vehicles must be parked in the Steele’s lot west of the market, across Howes Street. A two-block radius for street parking must be left available for customers. Customer attendance varies between 2,000-3,500 people each Saturday. Close parking for customers is just good business!
- As a rule (see 5.3D in the Rules and Regulations), the LCFM will not reimburse for any other market’s currency. The Market Bucks and SNAP coupons for the LCFM are distinct. Coupons from the LCFM from previous years may be reimbursed, but encourage customers to swap out their coupons prior to purchasing items. Double Up Food Bucks (DUFEB) coupons may be accepted from any market.
- The LCFM requires vendors selling under the Cottage Food Act to have liability insurance, and copies of their insurance policy must be submitted with their application. For 2018 the LCFM, is not requiring all vendors to carry liability insurance, but we **strongly recommend** that you do so. Vendors, their equipment and products, or damage done by vendors, are not covered under the LCFM’s insurance policy.
- **The LCFM cannot make change for vendors.** Please come to the market with adequate cash to make change for your customers.
- The LCFM must receive copies of all required documents by May 4, 2018. Vendors may not sell products at the market until the LCFM has received all necessary documents and licenses.
- Vendors may sell ONLY the products they have listed on the application form. Vendors must obtain specific permission from the LCFM to sell products not listed on the application form. The LCFM selling fee will be 6.5% of total gross sales. There will be no minimum selling fee. Sales tax (7.4% for crafts and 2.25% for produce) will continue to be calculated based on actual total gross sales.
- The LCFM has always had a no-resell policy and is proud to be a “grower’s only” market. Products sold at the Market must be grown or produced by the vendor or cooperating partner. We will continue our efforts to enforce this policy via farm and business inspections in cooperation with several other markets in the Northern Colorado region. If selected for

inspection, vendors are required to work with the inspector to schedule a time and date that works for all parties. Vendors found to be re-selling items will be suspended and fined \$250; a second occurrence will result in loss of selling privileges at the LCFM. Weather-related crop loss is explained in section 2.1 of the 2018 Vendor Rules and Regulations.

- Vendors arriving after 7:45 a.m. will not be allowed to drive into the market, and will have to hand-carry products and booth items to their space. To ensure the safety of LCFM patrons, vendors are not allowed to move vehicles within the market during operation hours (8 a.m. to noon).

Thank you! We look forward to the 2018 market season.