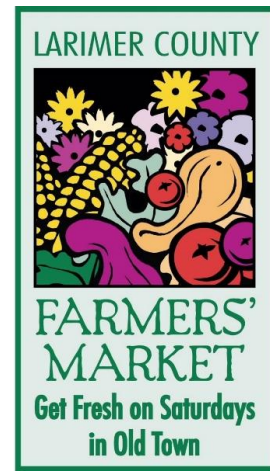


Larimer County Farmers' Market

www.larimercountyfarmersmarket.org

2012 Vendor Rules and Regulations



The LCFM has gone high-tech!
"Like" us on Facebook!

1.0 INTRODUCTION

The Larimer County Farmers' Market (LCFM) is operated by CSU Extension in Larimer County and Master Gardener volunteers. Larimer County Extension and Larimer County Master Gardeners have adopted the following rules and regulations, and at any time, may amend, delete, or modify these to meet the needs of the LCFM. In order to promote the Market to the community, we ask that all participants in the LCFM treat customers, staff and volunteers in a professional manner to foster community and cooperative involvement.

The LCFM will kick off its 37th season on May 19, 2012 in Fort Collins! Thank you for keeping us a positive and appreciated aspect of the community.

Application packets must be returned to the Extension Office, postmarked by February 17, 2012. Vendors will be notified of acceptance by early March, 2012.

The market will be open on Saturdays, 8 a.m. to noon, May 19 to October 27, 2012.

Changes for the 2012 Market are highlighted in yellow. Please read carefully. The LCFM appreciates any feedback or comments.

Infractions of any of the selling rules and regulations listed in this document will be cause to suspend a vendor's selling privilege. The LCFM will attempt to resolve vendor complaints in a professional manner; when issues are addressed to the best of the LCFM's abilities, continued complaints may result in loss of selling privileges.

1.1 **STATEMENT OF PURPOSE**

The Larimer County Farmers' Market creates links between Colorado producers, artisans and consumers; provides an outlet for large and small businesses, as well as the small urban gardener or child who wishes to sell his or her products; and educates the public on horticultural and food safety issues

through the Master Gardener volunteer program and the Master Food Safety Advisors.

1.2 **SELLING REGULATIONS**

Vendors are governed by:

- A. Larimer County Farmers' Market "Rules and Regulations"
- B. Farmers' Market Consumer Produce Sampling Guidelines
- C. Farmers' Market Association Safety Guidelines
- D. Retail Food Establishment Interpretation and flowchart

1.3 **HOURS, DATES and LOCATION**

- A. The 2012 LCFM will operate Saturdays, 8 a.m. to 12 p.m. (noon), May 19 through October 27.
- B. The Market is located at the Larimer County Courthouse parking lot, 200 W. Oak Street, Fort Collins, Colorado (the lot is located on Oak Street, between Howes and Mason). See attached map for details.
- C. Setup time will begin at 6 a.m. The LCFM requires vendors to **arrive no later than 7:30 a.m.** Vendors with large trucks requiring three (3) or more spaces must be parked and unloaded by **7:15 a.m.**

1.4 **NO SMOKING POLICY**

Smoking is **not** allowed in the Market lot from 6 a.m. to 1 p.m.; this policy is **strictly** enforced.

1.5 **APPLICATION FEE**

The 2012 application processing fee is \$50. This increase in application fee reflects extending the market by 7 weeks this season. The Larimer County Extension Office has experienced large budget cuts, and can no longer underwrite the cost of office support and supplies required. *Children under the age of 16 and non-profit organizations are exempt from the application fee.*

2.0 **ELIGIBILITY OF SELLERS**

The LCFM provides an outlet for horticultural and agricultural produce (i.e. vegetables, fruit, flowers and honey) from home gardens, small acreage growers, and horticulture-based handicrafts.

- 2.1 Products sold at the Market **must** be grown or produced by the vendor or cooperating partner. No resale of products is allowed! If catastrophic climate conditions affect yields, non-local products may be sold, **only if pre-approved by the market and only if products are labeled with place of origin.** If products are not properly labeled or pre-approved, vendors will be fined and/or may lose selling privileges.

- 2.2 Due to the popularity of the market and limited space availability, the LCFM may not be able to accept all applications. Vendors will be notified by mail either way. Priority will be given to vendors who plan to attend most or all dates of the LCFM. Failure to provide accurate attendance information may result in loss of selling privileges. For growers of seasonal produce, priority will be given to vendors who plan to attend all dates their produce is available. In addition, vendors who sell fresh produce and agricultural products will be given priority over craft vendors.
- 2.3 **Farm inspections for vendors selling fresh produce may occur prior to and/or during the Market.** This is being done to ensure that farms are producing sufficient quantities of crops. Inspections will be performed by a privately hired individual to inventory products; all farms may not receive inspections.
- 2.4 The LCFM encourages smaller vendors who cannot commit to all market dates to partner with another vendor(s). It is the responsibility of vendors to find partners with whom to share space. Each vendor must fill out a separate application; list partnering vendor(s) on the application form.

3.0 PRODUCTS THAT MAY BE SOLD AT THE MARKET

3.1 RAW AGRICULTURAL PRODUCTS

Fruits, vegetables, herbs, grains, flowers, bedding plants, potted plants, compost grown or produced by the seller.

Eggs may be sold, but they must be kept below 41°F during market, and vendors must submit a copy of a current license from the Health Department with their application.

3.2 VALUE-ADDED AGRICULTURAL PRODUCTS

Raw agricultural products, grown by the seller, that have been processed.

- A. Packaged jerky or other animal products exhibiting the USDA seal may be sold; fresh meat must be kept frozen at the specified Health Department temperature.
- B. Packaged and labeled honey, baked goods, cheese, jams, jellies and roasted chilies **must be produced in a commercial kitchen or facility that has a current Retail Food Establishment (RFE) license.** A copy of this license must be included with the application.
- C. Any processed greens (lettuce, spinach, etc.) sold pre-packaged **must be processed in a commercial facility.**
- D. Only those products listed on the vendor's application will be allowed for sale. Vendors wishing to sell products not on their original application must fill out an addendum to their application. New products must be approved by the LCFM.

- E. **Vendors are required to provide the LCFM a photocopy or fax of Health Department permits and licenses for all of the above-listed items. These must be submitted with the application.**
- F. Please contact the local health department with questions. In Larimer County, contact KT Gallagher, Larimer County Health Department, (970) 498-6789.

3.3 CRAFTS

- A. Handmade, agriculturally-oriented crafts that the vendor makes. Craft producers who have sold at the market in the past will be given priority; however this is not a guarantee. There may not be space available for new craft vendors.
- B. Only those products listed on the vendor's application will be allowed for sale. Members wishing to sell a new product not on their original application must fill out an addendum to their application. New products must be approved by the LCFM.

4.0 VENDOR RESPONSIBILITIES

4.1 PUNCTUALITY AND CRITICAL TIMES

- A. Vendors with large trucks requiring three (3) or more spaces must be parked and unloaded by **7:15 a.m.**
- B. Vendors must arrive between 6 a.m. and 7:30 a.m., with set-up complete by 7:45 a.m.
- C. To ensure the safety of Farmers' Market patrons, vendors are requested not to move vehicles during Market hours (8 a.m. to noon).
- D. Vendors may continue to sell to customers beyond the 12 p.m. closing time to accommodate customers; please complete sales no later than 12:30 p.m. It is required that vendors check-out before cleaning up stalls.

4.2 VENDOR BOOTH AND ORGANIC LABELING

- A. Vendors must provide their own signage, money, packaging, tables, tents, chairs, etc. for sale of products.
- B. The LCFM cannot provide change for vendors.
- C. To sell products as "Certified Organic," vendors must have the USDA approved certification clearly displayed on site.
- D. Produce should be priced by piece, package, bunch, etc. Sales made by weight must be measured with scales that have a current valid seal of approval from the Colorado State Department of Agriculture Weights and Measures Division.

4.3 **VENDOR TENTS**

The LCFM requires that each corner of a 10' X 10' vendor tent be weighed down with 40 pounds (equivalent to a five-gallon bucket of water). In questionable weather, the LCFM has the right to close vendor stalls if booths are not properly secured.

4.4 **QUALITY STANDARD**

- A. Sale produce must be clean and fresh; vehicles, tables and containers must be clean. **No products will be sold off the ground or pavement.** *If blankets are used underneath products, please make sure they are clean and stay clear from customer traffic.*
- B. Make every effort to provide wholesome products to the consumer. If chemicals are used, please follow proper harvest intervals before their sale. This information should be listed on all labels for the products used.
- C. Be cordial and courteous to vendors and customers. Please stay within designated areas assigned.
- D. Keep display areas clean and attractive.

4.5 **STALL CLEAN-UP**

- A. Vendors must leave their sales areas clean, or a \$50 clean-up charge will be deducted from the following week sales.
- B. **Vendors must provide their own trash receptacles and haul away their garbage. Trash cans on site are not for vendor garbage.**

4.6 **HEALTH DEPARTMENT PERMITS AND LICENSES**

- A. **All vendors are responsible for obtaining necessary licenses and permits and displaying them at each Market.** Please complete the Larimer County Health Department application and submit it to the Health Department to ensure proper licensing for sale of products at the LCFM.
- B. **A photocopy of current licenses and permits must be returned to the LCFM by May 1, 2012 (before the opening Market). The LCFM reserves the right to refuse vendor sales if documents are not obtained. If there are delays with your paperwork, please email Alison O'Connor at astoven@larimer.org.**

4.7 **INSURANCE**

- A. For 2012, the LCFM is not requiring vendors to carry liability insurance. The Market has a liability policy that covers personal injury and property damage caused by market-owned or operated activities. This policy does not cover vendor-owned equipment or vendor products. Individual market sellers and their employees *are not covered* for claims related to their products, equipment malfunctions or any damage they may cause while at the market.

*For example, a vendor-owned canopy blowing over and damaging a car or hurting a person **would not** be covered by the general liability policy. A canopy owned by the LCFM is covered.

- B. It is **strongly recommended** that vendors obtain liability insurance. Please contact an insurance agent for pricing and options.
- C. Many businesses/small farms already carry this insurance; please submit copies with your application.

5.0 MARKET CURRENCY

5.1 **CASH**—vendors are responsible for their own cash box and change. The LCFM will not make change.

5.2 **SNAP Coupons (Supplemental Nutrition Assistance Program—formerly food stamps)**

Vendors who sell products that qualify for SNAP **must** agree to accept SNAP coupons at their booth.

- A. SNAP **can** be used to purchase breads, baked goods, fruits, vegetables, meats, fish, dairy products and seeds and plants intended to grow food.
- B. SNAP **cannot** be used to purchase hot foods, ice cream, pet food, soaps, cosmetics, lotions, pottery and other nonfood items.
- C. SNAP purchases, by Federal law, cannot be charged state or local sales tax.
- D. **Individual vendors will not be able to accept the SNAP (EBT) plastic cards.** All SNAP recipients must see the LCFM Market Master prior to making purchases, to obtain SNAP coupons.
- E. 2012 SNAP benefits are in \$1 amounts; **cash cannot be given back for purchases with SNAP** (e.g. If the total price of vegetables comes to \$3.50, the purchase must be either rounded down to \$3.00, or up to \$4.00.)
- F. All SNAP coupons must be marked for the “2012 Larimer County Farmers’ Market”; if the vendor accepts SNAP from another Market, the vendor will not be reimbursed.
- G. All SNAP coupons must be turned in at the end of the market each day.
- H. A check from Larimer County for collected SNAP coupons will be issued for redemption **three times per market season** (at the end of June, August and October).
- I. All SNAP transactions will be recorded separately at check-out; **do not include SNAP sales in daily gross sales**; there will be a separate line to record SNAP on the check-out form.

5.3 **DEBIT and CREDIT CARDS AND “MARKET BUCKS”**

- A. The LCFM will run debit/credit transactions on a wireless terminal for customers—Market Bucks in \$5 increments, will be distributed to the customer; each Market Buck is like a \$5 bill.

- B. All market vendors must agree to accept Market Bucks by signing the Vendor Agreement.
- C. The 2012 Market Bucks are printed on check paper and marked for use at the “Larimer County Farmers’ Market” only.
- D. **Acceptance of wooden coins or other forms of Market Bucks from different markets will not be reimbursed** upon check-out. It is the vendor’s responsibility to accept only Market Bucks for the 2012 Larimer County Farmers’ Market.
- E. Change can be given back for Market Bucks (e.g. If an item is \$3.00 and the customer pays with a \$5.00 Market Buck, \$2.00 can be returned in cash).
- F. Vendors are to redeem all Market Bucks at the end of each market.
- G. Market Bucks must be included in gross sales calculations to determine accurate market fees.
- H. Consumer debit and credit cards can be used at individual vendor booths if the vendor has the ability to process credit cards

6.0 ASSIGNED SELLING AREAS

- A. If accepted to the market, vendors will receive a confirmation letter, including a map with the vendor’s selling area assignment by early March. All vendors will be assigned a selling area, approximately 10 feet wide. Vendors must stay within their assigned selling area and may not move to a different location unless requested to do so by the LCFM.
- B. **Vendors may not extend more than five (5) feet beyond the parking stall chalked markings. This allows for proper customer traffic flow and also for cars to enter the parking spaces during set-up.**
- C. Additional spaces **as requested in the vendor application** will cost \$5 per 10 feet wide space per market.
- D. 10’ wide selling areas for the 2012 market will be marked. Please be respectful of adjacent neighbors and stay within the allotted space. Spreading out will not be allowed.
- E. **As per the vendor application, all requested extra spaces will be charged the \$5 fee per space at each market the vendor attends.** During times with fewer sale items, this may require vendors to spread out products in order to utilize all of their assigned space(s). The LCFM is striving to eliminate vendor gaps in the market area.
- F. The \$5.00 per extra space fee only applies when the vendor is physically present at the market. For example, if a vendor sells only in August and September, the vendor will only pay for extra spaces in August and September.
- G. Vendors with large trucks requiring three (3) or more spaces must be parked and unloaded by 7:15 a.m.
- H. While the LCFM would like to accommodate vendors to keep “their spot” from previous years, this may not be possible, depending on market logistics.

- I. Attention will be given during space assignments to maintain an even distribution of vendors and products (e.g. five peach sellers will not be placed next to each other). Because the majority of LCFM vendors sell produce, it is inevitable that produce sellers will be located near other produce vendors.
- J. If there are vendor conflicts, please discuss them in professional manner. If neighborly discussions do not resolve the issue(s), the LCFM will arbitrate.
- K. To accommodate the maximum number of vendors in a comfortable environment, **the LCFM will have the final say regarding all selling areas, and reserves the right to move or relocate vendors as necessary to accommodate the Market's needs.**

7.0 NON-ATTENDANCE

In 2011, a significant number of vendors attended less than half of the market dates they committed to on their application form, resulting in many empty spaces throughout the market season. This is an unacceptable situation. Moreover, many vendors did not notify the Extension office when they could not attend the Market. Because of this, the following change has been made:

- **If a vendor cannot attend a date originally listed in their application, they must notify Alison O'Connor (astoven@larimer.org) *and* Jean Reeder (jjbreeder@comcast.net) at least three (3) days prior to the market. Failure to notify Alison and Jean will result in a \$25 fine, unless it is an emergency. Verbal notifications at the market will NOT be accepted. Vendors can also email through the LCFM website at www.larimercountyfarmersmarket.org; click on "contact us."**

8.0 MARKET DAY FEE CALCULATION AND COLLECTION

- A. Each vendor will be assigned a vendor ID number. Each Saturday, all vendors must **check-in at the entrance, and provide their business name and assigned ID number.**
- B. The vendor name, ID number, and the number of extra spaces will be filled out on the check-out form for each vendor.
- C. There are two vendor forms:
 - a. Yellow Produce form (tax at 2.25%)
 - b. Pink Craft form (tax at 7.55%) (a voter-approved tax increase)
- D. **All vendors must remit daily fees to the LCFM at the close of each Market day. Vendors failing to pay/report fees at the end of the day will be fined \$50 for each occurrence.**
- E. The Check-out form will include:
 - a. A line to report total gross sales for the day (not including SNAP coupons accepted)
 - b. A line to calculate the LCFM selling fee (6% of gross sales)
 - c. A line to calculate applicable city tax (2.25% tax of gross sales for grocery food; 7.55% tax of gross sales for all other products)

- d. A line to report the appropriate surcharge for additional vendor spaces (\$5 per each extra space)
- e. A line for total market bucks redeemed.
- f. A section on the yellow produce form to report SNAP sales. Please note: SNAP sales should NOT be included in total gross sales.
- g. A signature and date line for the vendor to verify the accuracy of reported sales.

Please bring forms to the check-out table near the flagpole after each Market; the calculations will always be checked by market volunteers.

Vendors must honestly report all sales made by the vendor or vendor's agents at each Market.

The money generated from the LCFM helps support Extension, the Master Gardener Program and necessary LCFM logistical costs, such as insurance, marketing, rental, management, etc. Therefore, it is required that all vendors report their sales and pay their sales percentage honestly. If discrepancies are suspected, the Extension Office finance manager will have the authority to audit receipts for verification of sales.

9.0 PARKING

- A. There are two entrances for vendor check-in; one is located on Howes Street and the other is on Oak Street. Your confirmation letter and map will indicate which entrance to use.
- B. **Vendors are allowed one vehicle in their assigned 10 foot wide space providing the vendor's vehicle, tables, tent and product all fit within the assigned space.**
- C. **Please park additional vehicles in the former Steele's Market parking lot, located west of the market, across Howes Street. Any vendor cars parked in customer parking may be subject to a fine.**

10.0 VENDOR RESTROOMS

- A. Restrooms at the Masonic Temple will be provided only for vendors; the general public must use public facilities near the market. Vendors are provided a restroom badge that they must wear each time they use the restroom. Vendors may not lend their badge to customers. **Any infraction of these rules will result in loss of restroom privileges for ALL VENDORS.**
- B. **All vendors' children under the age of 12 must be accompanied by an adult when using the restroom facilities.**
- C. **The cost of renting porta-potties for customers is prohibitive. One porta-potty is approximately \$180/week. The cost of rental would have to come from increased vendor fees. The portable toilet would have to**

be delivered and picked up each week, as it is not be allowed to remain on county property.

11.0 FOOD BANK DONATIONS

- A. If vendors wish to donate excess produce to the Larimer County Food Bank, a representative will collect items at the end of each market.
- B. Last year, over 4,000 pounds were donated! Thank you! ☺

12.0 EDUCATIONAL MATERIAL

Educational material from Colorado State University Extension is provided by Master Gardeners and Master Food Safety Advisors during the Farmers' Market. Try to direct people with gardening or food preservation questions to these groups—they will be happy to help!

