

2019 Cañon City Farmers Market Policies

The Cañon City Farmers' Market (CCFM) is a 501©3 Corporation. The mission of our Market is to unite local producers, artists, nonprofits, and local businesses with the community at a Farmers Market that supports agriculture, creative arts, education, local business, and charitable fundraising.”

The following policies govern the CCFM:

1. There are six (6) general categories of participants:
 - a. **Grower/Agricultural Products.** Grow and/or harvest agricultural products including but not limited to vegetables, grains, flowers, fruits, dairy and meat
 - b. **Processor.** Convert or re-purpose raw products into value-added food or household goods
 - c. **Artist.** Create an art or craft product
 - d. **Concessionaire.** Gather, make, assemble or create a food product for consumption on the premises of the Market or for take-out
 - e. **Nonprofit Organization.** Promote local non-profit services and programs. No sales allowed; fund-raising activities allowed on case-by-case basis and with prior permission from the Market Manager
 - f. **Local Businesses.** Conduct sales and promotion of local businesses or services. Sales allowed; weekly contributions towards food pantry donations; no other fees assessed

If you feel that you do not fall into one of these categories please indicate that on your application and describe your business.

2. The CCFM will review & approve all applications for admission into each Market. All vendors, including past season sellers, must re-apply each year. To allow time for review and any needed discussion, applications must be received by CCFM no later than May 21st. After that date, consideration of all applications will be at the sole discretion of the Market Manager.
3. Vendors who participated in the previous years' CCFM will have priority acceptance if an application is received by April 1st. A written or verbal commitment *may* be accepted in lieu of paperwork only at the Market Manager's discretion.
4. New CCFM Vendors are required to submit five (5) photos of your product(s) with your application or by email. Please include a stamped, self-addressed envelope if you would like your photos returned. For returning vendors whose products have been approved, this requirement is waived, unless the vendor's products have significantly changed.
5. The Market seeks a participant balance of 25% fresh farm products, 25% processed agricultural products, 25% arts and crafts, 20% nonprofit organizations and local businesses, and 5% food and beverage concessions. Applications are required to list all items that you plan to sell and will be reviewed with this policy in mind. The Market Managers reserve the right to decline applications or limit individual items sold by vendors in order to maintain high quality and diversity within the market, and align with government agency requirements. No items not submitted for approval and approved by CCFM may be sold. Any changes (additions, substitutions) to your inventory must be reported to CCFM and approved.
6. *“Homegrown & Handmade”* — With few exceptions, vendors are restricted to regionally based, independent businesses and sole proprietorships that sell products that are grown, made or processed within the state of Colorado. Except as specifically authorized by CCFM, all vendors must represent ONLY products that they have grown, harvested, gathered, made, assembled or created. No third-party products sales are allowed. Employees of members are permitted to represent the member. If space is available, CCFM can make special exceptions with unique and complementary products on a case-by-case basis.
7. Grower vendors are not required to use any specific agricultural methods or practices. However, grower vendors will be required to describe their practices. Growers will also be required to post accurate signage at the Market to inform consumers of the origin of agricultural and farm

products as well as the growing methods used (certified organic, non-certified organic, conventional, hydroponic, etc.). Photos and more detailed descriptions are encouraged.

8. For artist vendors, all work/final products must be authentic, original, and created by the artist(s). A booth space may be shared by up to three artists, each being responsible for all licenses, insurance, applications, and affidavits. Multiple artists sharing booth space must apply together as a group and each artist must be present a minimum of five (5) of the total Market days. Resale of arts or crafts is not allowed. All artists sharing a booth must sign both the application and all required vendor agreements and other documents as requested.
9. CCFM shall have the authority and discretion to review and approve vendor applicants who wish to resell complementary products or for those who wish to provide a service.
10. Processor and concessionaire vendors will be required to identify all processed foods and value-added products and household goods for CCFM, providing ingredient lists where appropriate. A Cottage Food License is required for all applicable prepared foods.
11. A market manager will be present at the CCFM for every Market.
12. EBT and credit/debit cards are accepted at the “**Market Manager**” booth. Vouchers for EBT are issued in \$1 increments (SNAP coupons) and debit vouchers are in \$5 increments (Market Bucks coupons). In addition, as participants in the Double Up Food Bucks (DUFEB) program, vouchers for DUFEBs are provided in increments of \$1. All vendors are required to accept the Market Bucks, and those vendors whose products meet criteria for SNAP and/or DUFEBs are required to accept the SNAP Bucks and/or DUFEB coupons as payment. Vendors will be reimbursed for these vouchers by the CCFM. **Vendors may not give cash change for EBT (SNAP) or Double Up vouchers but may do so for debit vouchers (Market Bucks).**
13. All sellers are responsible for their own State of Colorado and Fremont County sales tax. The market manager will collect and pay the 3% city sales tax for those who do not have a Cañon City Sales Tax License. It is the seller’s responsibility to know whether their product is taxable by the state and to pay any taxes due. All appropriate city taxes will be collected at the end of each Market day. The *Weekly Vendor Sales Report* sheet provides fields for reporting all taxes due. The market manager will also provide *Weekly Vendor Fee Schedules*, tailored to align with each vendor type’s needs, to assist the vendors in completing these reports.
14. **The Market is open for business from 8 am to 1 pm every Market Day.**
 - a. Vendors are expected to be ready to open their business to customers on time, and remain open for business until 1 pm, unless they have made prior arrangements with the market manager. Please plan your arrival and set-up times accordingly. If you will be arriving late for any reason, you must notify the market manager by phone or text in order to reserve your allotted space.
 - b. Vendors who anticipate being absent from any Market day they are scheduled to appear must inform the market manager no later than one (1) day before the Market day.
 - c. Vendors who don’t show up to Market by 10 minutes prior to the Market start time without informing the market manager in advance may lose the privilege of a reserved space (that space may be given to another vendor). Those vendors may still participate in the Market if there is space available. After two occurrences where the vendor is absent without calling ahead, the vendor may have their Market privileges revoked without refund.
 - d. Vendors may only shutdown early if they run out of products to sell, other unforeseen personal situations arise, or other circumstances such as severe weather force early closure of the entire Market. Vendors may only shutdown early with permission from the market manager.
15. Vendors must pay all season registration fees before or on the opening day of the Market season unless advance authorization from the market manager is granted to pay those fees in installments. All fees are non-refundable. Any vendor who withdraws from the Market for any reason forfeits all previously-paid season fees.

16. **The Market season registration fee schedule is as follows:**

- a. **FULL-TIME Vendor:** A full-time vendor pays a one-time annual application fee of **\$50** for a 12' x12' vending space to accommodate a 10'x10' tent. **Multiple-space** vendors will pay **\$15** for each extra 6' x 6' half-space, or \$25 for each additional 12' x 12' space for the season.** At the end of each Market day, vendors will pay a Market fee of the **lesser of \$50 or 10% of sales**, plus **3%** sales tax (if they do possess a current a Cañon City Sales Tax license). Any Vendor with their own City Sales Tax license must furnish a copy with their application.
- b. **PART-TIME Vendor:** Part-time vendors are those whose attendance will be infrequent and limited to half of the season or a **maximum of eight (8) Market days**. Vendors choosing this option will pay a one-time annual season fee of **\$35** for a 12'x12' vending space plus **\$15** for each extra 6' x 6' half-space, or \$25 for each additional 12' x 12' space for the season.** At the end of each Market day, vendors will pay a Market fee of **lesser of \$50 or 10% of sales**, plus **3%** sales tax, if they do not possess a current Cañon City Sales Tax license Any Vendor with their own City Sales Tax license must furnish a copy with their application.
- c. ****Canon City Food Co-op member** – if you are a member of the Canon City Food Co-op you can save 50% on your Full Time or Part Time application fee. Members of the Co-op may also vend their products (that meet all Market requirements) at the Co-op's booth, with the market manager's approval and at the discretion of the Co-op. Co-op members wishing to take advantage of this convenience must submit an application to the market manager indicating their intentions to sell at the Co-op's booth, and provide all required product information. Alternatively, those members may provide the information to the Co-op Board, and a joint decision as to the member's eligibility to sell will be made between the Co-op Board and the market manager.
- d. **DROP-IN Vendor:** Those vendors wishing to participate in the Market on a limited basis may choose the Drop-In option. There is no season fee associated with the Drop-In option; however, the weekly fee for drop-in vendors is 15% of sales (no fee cap) plus 3% sales tax. Drop In vendors are limited to a maximum of five (5) total Market days.
- e. **NON-PROFIT Organization:** CCFM fully supports our local community non-profit organizations and will grant space to non-profit or charitable organizations at no charge. **Proof of non-profit status Applications must be submitted with the application or otherwise provided prior to the first Market day.** Direct sales of any kind are prohibited. Fundraising activities by nonprofits are permitted but may not impede other vendors' sales or infringe on their sites. All such activities must be approved in advance by CCFM. (If vendor sales are negatively impacted by nonprofit activities, then we lose vendors and have no Market for nonprofit organizations to attend and conduct outreach activities.)
- f. **LOCAL BUSINESSES:** CCFM welcomes our local businesses to round out our community inclusion goals. Local businesses may participate at any level: Full-Time, Part-Time, or Drop-In. They pay no seasonal fees, but we do require that they be willing to donate \$25 per Market appearance towards our donations for the local food pantries. These donations can be paid either weekly, monthly, or for the entire season, but must be paid up on or before the Market days when they fall due.

The *Weekly Vendor Sales Report* sheet provides fields for reporting all weekly fees due. The market manager will also provide *Weekly Vendor Fee Schedules*, tailored to fit each vendor type's needs, to assist the vendors in completing these reports.

17. Each registered vendor will have a reserved space each week. As often as possible it will be the same location relative to the other vendor tents each week. Full-time vendors (including non-profits and local businesses) will receive priority space assignments, followed by Part-Time vendors, then Drop-Ins. A limited number of spaces will have adjacent vehicle space. Vendors will be evaluated by need as to who receives vehicle space. **Unless specific permission is given, vendors will need to move their vehicles after unloading and park in the lots east of 3rd St or south of the RR tracks.**
18. Vendors must complete their *Weekly Vendor Sales Reports* and submit those to the market manager, along with any monies due, before leaving the market for the day, except by prior

permission from the market manager. Vendors who fail to submit their reports, and/or monies due to the Market more than two Market days will be dismissed from the Market without refund of any season fees previously paid.

19. Vendors must have booths broken down and their area cleaned up no more than one (1) hour after the Market ends. Vendors are required to remove all trash and clean their respective sites at the end of each Market day, have a trash bag or can available, and maintain a neat and tidy site during Market hours. Vendors are responsible for disposing of their own trash, either in the park-supplied trash receptacles, in the trash bin provided at the **Market Manager** booth, or taking the trash away with them. As previously stated, no vendor may break down and leave prior to the end of Market (1 pm) without the approval of the market manager.
20. All vendors are solely responsible for their own compliance with any applicable federal, state and local law. All paperwork required by the Market and oversight agencies (licenses, insurance, applications, affidavits) must be in order and available for inspection by the market manager and inspectors during each Market.
21. Vendors are encouraged to use tents or other form of covering. All tents must be in good repair and secured so that they are stable against any wind or bad weather that might occur. A minimum of 40 lbs. weight per corner is required. If a vendor does not have adequate weights, they will not be allowed to set up a tent. Due to city policy, no ground stakes are allowed in the parks. The market manager will have sole discretion as to what will be acceptable.
22. Radios, stereos, consumption of alcohol/drugs, or behaviors, which disrupt customers or other vendors, will not be allowed or tolerated. This includes use of inappropriate language, gestures, or any behavior that contradicts the policies of non-discrimination and tolerance as described under item no. 32, below.
23. Vendors are not allowed to smoke during setup, sales or cleanup. Any smoking done by Vendors must be at least 100 yards away from the Market space. If your vehicle is parked next to your site, **you may only smoke inside it with the windows fully closed, and you may NOT deposit ashes or other smoking debris anywhere outside your vehicle.**
24. The Market will operate "rain or shine," with the sole exception of severe weather that poses a threat to vendors and customers. In case of Market cancellation or early closure, the market manager will notify vendors as soon as practicable.
25. Vendors may not sell, transfer, trade, pledge, assign or otherwise convey their rights of participation. All personnel representing or manning a vendor booth **MUST** make themselves known to, and provide contact info to, the market manager. Any changes to vendor representation and/or inventory must be reported to the market manager in advance and approved. All vendors must ensure that anyone working their booth understands all Market policies, rules, and procedures. This is especially important for vendors who accept SNAP/DUFB coupons as payment for their goods.
26. Service animals and pets are encouraged; however, owners **must** either clean up after their animals, or contact the market manager to request assistance with cleanup. This is a Park rule and must be strictly observed!
27. No animals may be either sold or offered for free anywhere within the Market.
28. CCFM reserves the right to dismiss any vendor that does not abide by the above stated rules and regulations. In the event that vendors feel they have been dismissed unjustly, they may initiate the grievance procedure detailed below (#30).
29. Vendors have the right to bring before CCFM any grievance not able to be resolved with the market manager. The complaint must be submitted in writing to the CCFM Association, along with a brief statement of the nature of the dispute, within seven (7) days of the occurrence. Within ten (10) working days of receipt of the grievance, CCFM shall respond in writing to the complaint.
30. The market manager has full authority and discretion to uphold and enforce these rules and regulations, which may be amended at any time by action of CCFM. As soon as practical after any such amendment, the market manager shall notify all vendors, in writing, of the nature of the amendment.

31. **DISCRIMINATION AND LIMITED LIABILITY CLAUSE**

- a. The Canon City Farmers' Market reserves the right to prohibit anyone from selling at the Market, or prohibit the selling of any product at the Market. **However, there will be no discrimination based upon race, color, creed or religion, age, gender identification, nationality, or political affiliation tolerated.** By signing the Application for Participation, the participant agrees to the terms set forth in these Policies of the Canon City Farmers' Market, and agrees to release it's market manager, the CCFM Association, sponsors, agents and employees from all claims arising from such participation.
- b. The Cañon City Farmers Market strives to maintain a family-friendly atmosphere where **all** people are welcome and made to feel comfortable, safe and included in the community. With this objective in mind, an in accordance with local, state, and Colorado Farmers Market Associations standards, absolutely no representatives of any religious group or organization, or political party or association, will be allowed to set up or maintain a booth, distribute literature, or canvas other vendors or customers. Government regulations for nonprofit organizations stipulate that no religious or political representation or displays are permitted.
- c. Political and religious symbols and products, such as flags and crosses, may be sold at vendor booths, but *cannot* used as additional decorations for any booth or public-use area. The only exception to this rule will be for the Market day closest to Independence Day (July 2nd this year), when such political/patriotic symbols may be displayed. All such decorations must be approved by the market manager, no ground stakes can be used to display them, and nothing can be tied to, or suspended from, any tree within the park.
- d. The Canon City Farmers' Market assumes no liability for any personal property belonging to the vendor or any of its employees.
- e. Inappropriate conduct or language directed towards other participants, customers, or staff will **not** be tolerated and can be grounds for immediate dismissal from the Market by any of the market managers. All complaints will be investigated thoroughly by the market managers. Involvement in or observation of inappropriate behavior will be/should be reported immediately to the market manager or staff.
- f. Members are expected to comply with any government regulations that may be in effect for activities that take place at the Market. These include, for example, certification of scales, health rules applicable to samples and food display, statements about being organically grown, eggs, product labels, etc.
- g. Compliance with these various government rules is the vendors' responsibility. The market manager will only monitor them as possible, and will seek official input as needed to protect the Market and its customers.

32. All other applicable Park Rules and Regulations indicated on city signage are applicable during the Market hours, and must be observed by all participants.

Canon City Farmer's Market contact information

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