

**ELIZABETH COMMUNITY FARMERS & FLEA MARKET**  
**2016 Season**  
**RULES AND REGULATIONS**

**APPLICATIONS:** Due to popular demand, the Town has combined the Flea Market and Farmers Market for 2014. Applications are to be submitted to the Elizabeth Town Hall, 151 S. Banner Street, PO Box 159, Elizabeth, CO 80107 ... Attn: Elizabeth Community Farmers-Flea Market

**PLACE:** ELIZABETH – MAIN STREET – CORNER OF HWY 86 & MAIN STREET – 165 MAIN ST.

**DATES: SATURDAYS – 2016**

**JUNE** - 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup>

**JULY** – 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> & 30<sup>th</sup>

**AUGUST** – 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, & 27<sup>th</sup>

**SEPTEMBER** – 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, & 24<sup>th</sup>

**TIME:** 8:00 A.M. - 1:00 P.M.

**FLEA MARKET GENERAL RULES:**

1. The Elizabeth Downtown Advisory Committee in conjunction with the Farmers Market Committee oversees the Community's annual Farmers & Flea Markets. A Market Manager will be onsite to supervise.
2. The Community Farmers-Flea Market provides a location for people who want to sell or barter their merchandise ranging from low quality items to bargain priced items of the highest quality or "used goods". Recreational drug paraphernalia, "bath salt" drugs, pornography and any items that are illegal in the State of Colorado will be not be allowed.
3. Community Farmers-Flea Market fees are due with Application and are non-refundable.
4. Limited space is available for local charitable non-profit organizations. Please contact Town Hall at least one week in advance. There will not be a fee for a non-profit booth. However, if the non-profit is selling items at the booth, they will be charged the \$15 Vendor fee.
5. All vendors may arrive at the Market by 7:00 a.m. and **no later than 7:45 a.m. for set up**. Vendors must be completely set up and ready to go by 8:00 am. The Market Manager or a Market Host will be onsite to answer questions and assign Vendor spaces.
6. **The Market will officially close at 1:00 p.m. and all Vendors must stay at the Market until 1:00 p.m.** All Vendors must be packed up and their site cleaned by 2:00 p.m. **Please do not plan to leave early ... this causes confusion for the customers!**

**FARMERS MARKET GENERAL RULES:**

1. Colorado produce is preferred, however, non-Colorado produce is allowed and must be clearly labeled as to state of origin.
2. **Farmers Market vendors must carry a standard sales tax license; and/or a special event license issued by the Colorado State Department of Revenue, when participating in more than three market days.**

3. Farmers Market vendors participating in less than three market days are required to have a special event license by the Colorado State Department of Revenue.

4. Farmers Market vendors shall collect 7.9% sales tax on taxable sales and report to the Colorado Department of Revenue in accordance with the following rates:

2.9% State of Colorado – not required on produce

1.0% Elbert County – not required on produce

4.0% Town of Elizabeth

5. Farmers Market vendors must provide with the application an appropriate Sales Tax License(s). Sales Tax License must also be available on each market day for review.

6. If you have registered as a vendor and cannot participate in the Market, please contact Town Hall by 5:00 pm on the Thursday prior to the scheduled Market Day.

### **ELIGIBILITY OF VENDORS:**

1. The Elizabeth Community Farmers-Flea Market provides a central location for anyone to sell items at an organized Community event. Food vendors, local products and services are also welcome.

2. Prepared Food Vendors shall display applicable Health Department Permits in booth.

3. The Farmers Market Committee has the right to deny any Vendor application that is incomplete or is not consistent with the standards of the Community Flea Market.

4. If a Vendor chooses to use a scale ... it is the sole responsibility of the Vendor to have all applicable permits and certifications.

### **SELLING REGULATIONS:**

1. Vendor must register with the Market Manager or Market Host at the beginning of each market day and abide by the selling regulations. Market Manager or Market Host reserves the right to assign a Vendor's space.

2. Produce for sale must be clean and fresh. No produce is to be sold off the ground or pavement unless on a tarp or in baskets.

3. It is the Vendor's responsibility to provide change, packaging, signs, tables, chairs, etc., for the sale of their products. **Prices should be clearly displayed with items.**

4. Vendor shall keep vehicles, tables and containers clean and in a presentable fashion.

5. Vendor must provide own trash receptacle and remove their trash when leaving the Market. Vendors who dispose of their trash onsite will be subject to a monetary fine.

6. Market Manager reserves the right to review produce/products sold and compare to Vendor application at any time.

**7. Market Manager reserves the right to refuse to allow Vendor(s) that violate the Rules & Regulations to participate in the market. Such Vendor(s) will be asked to leave the Market place immediately!**

**9. Please remember that your booth must be manned at all times!** Vendors should follow proper Market etiquette and respect their fellow Vendors. This includes: no yelling for customers ("hawking")

to come to your booth ... don't interrupt/distract customers while at another booth ... samples may be given **only** at your own booth ... **and absolutely no verbal confrontations with customers or other Vendors!** Any issues with customers or other Vendors should be taken to the Market Manager or a Market Host immediately.

### **CHECK OUT:**

- 1. VENDOR MUST LEAVE SALES AREA CLEAN.** Individual vendors are responsible for trash removal. Vendors who dispose of their trash onsite will be subject to a monetary fine.
- 2.** Please make sure that the landscape around your booth is not damaged in any way by your vehicle or customers.
- 3. Report any damage immediately to the Market Manager.**

### **FEES:**

Payment for a Vendor space is by Cash, Check or Credit Card (Master Card, VISA and Discover cards only). Checks to be made payable to Town of Elizabeth. Payment should be made no later than the Thursday prior to Market day.

Single Space: \$15 -- 1 Market Day	Double Space: \$30 -- 1 Market Day
Single Space: \$65 -- 5 Market Days	Double Space: \$130 -- 5 Market Days
Single Space: \$100 -- 10 Market Days	Double Space: \$200 -- 10 Market Days
Single Space: \$150 -- Season (16 weeks)	Double Space: \$300 -- Season (16 weeks)

The proceeds from the Community Farmers-Flea Market will go to the Elizabeth Downtown Advisory Committee for the promotion of the downtown area.