



2018 Greeley Farmers' Market

May 19 - October 27
8:00 a.m. to Noon
The Depot - 902 7th Avenue

We look forward to another successful year at the Greeley Farmers' Market! Vendors are a huge part of the success of the Market and we are excited to be your partners in bringing the best products to our customers.

Applications must be turned in by **March 31, 2018**. Vendors will be notified of acceptance by May 1, 2018. ***Please do not include booth fees with your application.***

Mail applications (and all attachments) to:

Greeley Farmers' Market
1100 10th Street, Suite 202
Greeley, CO 80631

or e-mail to: farmersmarket@greeleygov.com

Upon acceptance, vendors will receive an invoice for booth fees based upon the number of spaces and seasons attending. If you have questions, contact the Market Manager at 970-336-4167.

Vendor Application

Saturdays: May 19 to October 27

The Depot - 902 7th Avenue

Market Hours: 8:00 a.m. to Noon

The Greeley Farmers' Market ("Market") is primarily for fresh food vendors, value-added food producers, and selected artisans/crafters. Preference is given to vendors with products they have grown or produced in Weld County. Arts/crafts items must be made by the vendor offering them. Non-profits are welcome, but must sponsor a "kids activity." All vendors must be pre-approved. Preference is given to vendors who have participated in the past.

Date:

Business Name:

Business Owner:

Mailing Address:

City:

State:

Zip:

Phone:

E-Mail:

Website URL:

Address of Farm/Kitchen (if other than mailing address)

Accept debit/credit cards?

Yes No

Use Social Media?

Yes No

Require access to power outlet?

Yes No

I use a:

Canopy

Refrigeration Unit

Propane Tank

Vehicle

Trailer length

Vendor classification (check all that apply) - *Please refer to Grower/Producer Worksheet. If you are selling raw product, it must be grown or produced in Colorado. If you are selling processed foods, they must be produced in Colorado by you or partners. A vendor buying food and re-selling it is a broker. Brokers are not allowed to sell at the Greeley Farmers' Market.*

Grower/Producer

Grower/Producer with Farm Partner

Ready-to-Eat Foods

of Spaces (limit 3)

Attending:

Spring

Summer

Fall

All Seasons

Vendor Category	Spring May 19-June 3 (7 weeks)	Summer July 7-Sept 29 (13 weeks)	Fall Oct 6-Oct 27 (4 weeks)	Spring/Summer/Fall
100% Grower/Producer	\$70/space	\$130/space	\$40/space	\$240/space
Grower/Producer with Farm Partners	\$140/space	\$260/space	\$80/space	\$480/space
Artisan Crafter	\$70/space	\$130/space	\$40/space	\$240/space

A complete application must be received before a vendor is allowed to sell at the Market. Vendors signing up for one or more seasons will be invoiced for booth fees at the time of acceptance. For vendors who do not pay for a full season, the drop-in rate is \$25 per week per space. Complete application includes:

- **Application**
- **Grower/Producer Worksheet**
- **Current Certificate of Insurance**
- **Retail Food Establishment permit, Commercial Kitchen license, "Food Safety Training " certificate**
- **Direct Deposit form (for coupon reimbursement)**

Growers and producers selling the following Colorado crops and Weld County meats will be given priority. Market Management may verify your business relationship with the listed Farm Partner.

Vendors participating in exchange with a Farm Partner and selling products at the market are required to complete a list of traded products that the vendor wishes to sell, along with the name, address, phone number and e-mail of the Farm Partner. Please note there are state laws governing this type of exchange. Vendors are responsible for obtaining applicable permissions and licenses.

asparagus	chile peppers	pears
apples	cucumbers	plums
apricots	eggplant	popcorn
beets	flowers	potatoes
bell peppers	grapes	pumpkins
broccoli	green beans	raspberries
cabbage	herbs	rhubarb
cantaloupe	honeydew	squash
carrots	lettuce (leaf and head)	strawberries
cauliflower	mushrooms	sweet corn
celery	onions	tomatoes
cherries	peaches	watermelon

Booth Fees

The Market consists of three seasons: Spring, Summer and Fall. Vendors may choose to sell during any or all seasons. Payment for booth fees is due upon acceptance and an invoice will be sent to the vendor. Checks should be payable to the City of Greeley. Credit card payments are accepted over the phone by calling 970-350-9780 or in person at 1100 10th Street, Suite 202, Greeley, Colorado.

The drop-in fee is \$25 per day per space and must be paid each market day. Drop-in vendors must check in with the Market Master prior to set up.

Sales Tax

Unless a vendor also operates a store front business located in Greeley, all sales tax must be paid after each market and placed in the vendor envelope. Those paying sales tax through their store must make prior arrangements with the Market Manager.

Insurance

All vendors must provide a certificate of insurance for \$1 million of **General Liability** insurance. Vendors offering produce, prepared foods and/or personal care products must also provide proof of **Product Liability** insurance of at least \$1 million. The City of Greeley must be listed as an additional insured on any certificates of insurance. Please refer to www.greeleygov.com/fm for more information regarding insurance and possible providers.

Prepared and Cottage Foods

In addition to insurance (above), vendors offering prepared foods must provide a copy of their Retail Food Establishment permit, Commercial Kitchen license or a "Food Safety Training" certificate. Refer to information on [Cottage Foods](#).

Vendor Coupon Agreement

All vendors are required to accept Market Bucks, Kids Bucks and Bear Bucks. Eligible vendors are also required to accept SNAP Coupons and Double Up Food Bucks. Please read the attached Vendor Coupon Agreement regarding acceptance of these coupons.

Market Guidelines

Please read the attached Market Guidelines for further information.

By my signature below, I agree to the terms of the Vendor Application, Vendor Coupon Agreement, Market Guidelines and all other terms of this application.

Signature:

Date:

Only vendors who return a complete application (see list below) may sell at the Market. Applications may be dropped off at the office or returned by e-mail or U.S. mail

- Application
- Grower/Producer Worksheet
- Certificate of Insurance (naming City of Greeley as additional insured)
- Retail Food Establishment Permit, Commercial Kitchen License or "Food Safety Training" Certificate (for vendors selling ready-to-eat and cottage foods)
- Direct Deposit form (for coupon reimbursement) - *Vendors who are currently reimbursed by direct deposit are not required to complete this form*

Greeley Farmers' Market
1100 10th Street, Suite 202
Greeley, CO 80631
(970) 336-4167
Email: farmersmarket@greeleygov.com

Vendor Coupon Agreement

The Greeley Farmers' Market, supported by both the Colorado Farmers' Market Association and LiveWell Colorado, offers several types of coupons for customers. The Market's goal is to provide an additional source of revenue for vendors by offering debit card services to members of the community.

Market Bucks - These are purchased with debit and credit cards. Market Bucks are in \$5 denominations, and may be used to purchase any item at the market. Vendors may give change back to the customer as necessary if the product costs less than \$5.

SNAP Coupons - These are purchased using an EBT Qwest card. Supplemental Nutrition Assistance Program, commonly known as SNAP, is simply food benefits that are deposited onto the EBT Quest card monthly. SNAP Coupons are issued in \$1 denominations and vendors should not give change back. Vendors should not set a minimum purchase for customers who present SNAP coupons. SNAP eligible items include the following:

- | | | |
|----------------------------|------------|---|
| 1. Fruits and Vegetables | 5. Meat | 9. Nuts/Seeds |
| 2. Dried Beans and Produce | 6. Bread | 10. Honey, Jam, Syrups |
| 3. Cheese | 7. Seafood | 11. Edible Plant Starts and Plant seeds |
| 4. Eggs | 8. Cider | |

Double Up Food Bucks - These coupons are provided as an incentive for customers who purchase SNAP Coupons. Double Up Food Bucks are issued in \$1 denominations, and may only be used to purchase the following items:

1. Locally grown fruits and vegetables
2. All edible cut herbs

Kids Bucks - These coupons are in \$2 denominations and are provided to children who participate in kids' activities at the Market.

Bear Bucks - These coupons are in \$2 denominations and are provided to UNC students who show their student I.D. to the Market Master.

For consistency and clarity, Market Management asks that all vendors accept Market Bucks, Kids Bucks and Bear Bucks. Only vendors selling SNAP and Double Up Food Bucks eligible items may accept those coupons.

I have read the Vendor Application, Market Guidelines, and Vendor Coupon Agreement and agree to abide by all of their terms, as well as all applicable local, state and federal regulations. I will comply with directions issued by the Market Manager or other officials. I understand that failure to do so could result in temporary or permanent expulsion from the Market. I agree to accept Market Bucks, Kids Bucks, Bear Bucks, SNAP or Double Up Food Bucks for eligible items, and to abide by these guidelines regarding the acceptance of these coupons. I understand that the Greeley Farmers' Market will only accept coupons issued by the Market and/or LiveWell Colorado. I understand that it is my responsibility to accept the appropriate coupon(s) and that I will not be reimbursed for coupons from other markets or coupons for which I am not eligible.

Office Use Only

Date Application Received: _____

Application Complete: _____ *Yes*

_____ *No - missing:*

_____ *Contact Information*

_____ *Insurance*

_____ *Other:* _____

Classification:

_____ *Grower/Producer*

_____ *Artisan/Crafter*

_____ *Read-to-Eat Foods*

Approved: _____ *Yes* _____ *No:* _____

Total Due: \$ _____

Date Invoice Sent: _____

Date Applicant Notified: _____

Vendor Insurance Information

The City of Greeley requires vendors to carry general liability insurance in the minimum amount of \$1,000,000. In addition, vendors with food and/or cosmetic products must carry product liability insurance in the minimum amount of \$1,000,000. You should determine your risk factor to decide if you should carry a higher level of coverage. The City of Greeley must be named as a certificate holder on the insurance policy.

Sources of Insurance:

If you have a business policy check with your agent about adding the City of Greeley as an additional insured (certificate holder). This may cost very little, if anything.

You may be able to add a rider on a homeowner's policy but be sure to compare the cost to other insurers more experienced with this type of coverage.

Other insurance resources:

Campbell Risk Management*
Larry Spilker
9595 Whitney Drive #203
Indianapolis IN 46240
1-800-730-7475, Ext. 203
lspilker@campbellrisk.com

Food Liability Insurance Program (FLIP)
(888) 568-0548
www.FLIPprogram.com

Nationwide Exhibitors/Vendors Insurance
(877) 669-6877
www.nationwide.com/general-liability-exhibitor-vendor-hi.jsp

Anthony Insurance Services
(877) 811-2271
www.anthonyinsuranceservices.com/vendor-liability/

Potts Insurance Agency, Inc. (Shelter Insurance)
Darin Potts
(970) 356-8282
DPotts@ShelterInsurance.com
www.ShelterInsurance.com/DPotts

Inclusion on this list is not an endorsement or recommendation.

*NOTE: Colorado Farmers' Market Association has negotiated a rate with Campbell Risk Management which members of CFMA are eligible to receive. If you wish to join CFMA, please visit www.coloradofarmers.org and complete the membership application.

Market Guidelines

(Please keep this page for your reference)

- You must be the grower, food producer, craft maker, or artist to participate in this market or provide the name, address, and phone of a Colorado farm partner.
- Set up begins at 7:00 a.m. and must be complete by 7:45 a.m. Vendors must provide tables, chairs, tents (canopies) and any other equipment for display of merchandise. Sales may begin at 8:00 a.m.
- Vendors must provide at least 24-hour notice if unable to attend by calling (970) 336-4167 or sending an e-mail to farmersmarket@greeleygov.com.
- Vendors must display a sign with lettering at least 3 inches high identifying their farm/business name and location and city/state where production occurs. Displays must be neat and orderly and cannot block nearby spaces or create a hazardous condition. Items shall remain within the space rented.
- Tents and canopies must be securely weighted with a minimum of 40 lbs. at each corner. Tents not properly weighted may be subject to immediate removal.
- All required certificates, including Retail Food Establishment permits, Food Safety Training certificates and certified scale permits must be displayed in a visible location.
- All products must meet the [Colorado Department of Agriculture](#) packaging and labeling standards.
- According to Weld County Department of Public Health and Environment (WCDPHE), if you are selling whole, uncut produce, a Retail Food Establishment license is not required. If you are selling produce by the slice, or any other potentially hazardous foods (such as prepackaged ice cream, wrapped burritos, pies, etc.), you must provide a Retail Food Establishment license. Vendors may provide samples of their food products as long as it is done in a clean and sanitary manner. A license is not required for food samples. All chili roasting operations must obtain a Retail Food Establishment license.
- Vendors are required to report total sales and include the appropriate sales tax in the envelopes provided. Forms are attached to the vendor envelope for reporting sales and calculating sales tax.
- Vendors are encouraged to have a Facebook page and promote the Market on social media. Likewise, the Market will promote vendors on the Greeley Farmers' Market Facebook page.
- Vendors should behave in a professional manner and are asked to refrain from calling out, “hawking” or otherwise distracting customers or other vendors. Any violations should be communicated to the Market Master.
- Take-down begins at the close of the market and must not interfere with customer traffic. Early take-down will not be allowed without express consent of the Market Master.
- Vendors are responsible for leaving their assigned area clean. All merchandise, equipment and debris must be removed from the premises at the close of the market day. Trash receptacles on site are for customers only; vendors must haul off their own trash. The security of items left is at the sole risk of the vendor.
- The Market is a smoke-free environment.
- Pets should not be brought to the Market site.