



## 2018 Greeley Farmers' Market

May 18 October 26

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, 2019**. Vendors will be notified of acceptance by May 1, 2019. **\*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](mailto: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.**

# Greeley Farmers' Market Vendor Application

Every Saturday beginning May 18th through October 26, 2019

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

The Greeley Farmers' Market ("Market") is primarily for fresh food vendors, value-added food producers, artisans/crafters' and services related to the culinary arts. Preference is given to vendors with products they have grown or produced in Weld County, Colorado. Arts, crafts, and culinary items must be made by the vendor offering them. All vendors must be preapproved by the Market Management.

Date:

Business Name:

Business Owner:

Mailing Address:

City:

State:

Zip:

Phone:

E-Mail:

Website URL:

Accept debit/credit cards?

Yes  No

Use Facebook?

Yes  No

Require access to power outlet?

Yes  No

List/describe the products you expect to offer (photos may be attached):

## 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 should be listed as an additional insured on any certificates of insurance.

## 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 Cottage Foods certificate. Vendors offering produce obtained directly from another Colorado grower must provide a copy of their Department of Agriculture permit.

## Vendor Coupon Agreement

Please read and sign the attached Vendor Coupon Agreement regarding acceptance of Market Bucks, Kids Bucks, Bear Bucks, SNAP Coupons and Double Up Food Bucks.

## Booth Fees:

<b>Spring (7 weeks)</b>	<b>Summer (13 weeks)</b>	<b>Fall (4 weeks)</b>
\$75.00	\$150.00	\$50.00
<b>All three seasons</b>		
\$240.00		

## Booth Rental

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 970-350-9722 9723 or in person at City all located at 1000 10th Street Greeley, Colorado. **Booth fees must be paid before your first market day.**

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.

## Set-up/Tear-down

Set-up will begin at 7:00 a.m. Tear-down is to be completed no later than 1:00 p.m. and **should not begin until after the Market closes at Noon.** Vendors should provide their tables and other equipment for their table.

## Market Guidelines

Please read the attached Market Guidelines for further information.

## Vendor Coupon Agreement

The Greeley Farmers' Market, supported by both the Colorado Farmers' Market Association and LiveWell Colorado, offers four different types of coupons for customers at the Market. 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** - 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.

**Kids Bucks** - Kids Bucks are in \$2 denominations and may be used to purchase any item at the market.

**Bear Bucks** - Bear Bucks are in \$2 denominations and may be used to purchase any item at the market.

**SNAP Coupons** - SNAP coupons are in \$1 denominations and may only be used to purchase eligible items. 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. Colorado grown fruits and vegetables, cut herbs.
2. All edible cut herbs

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. By signing this form, I agree to accept Market Bucks, Kids 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 Market Bucks, SNAP and Double Up Food Bucks issued by the Market. 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.

Signature:

Please return a complete application packet to **Greeley Farmers' Market, 1100 10<sup>th</sup> Street, Suite 202, Greeley, CO 80631** that should include:

Application and \$100 check payable to City of Greeley (debit/credit also accepted by calling 970-350-9722 or 970-350-9723)

Certificate of Insurance

Signed Vendor Coupon Agreement

Retail Food Establishment Permit, Commercial Kitchen License, Cottage Foods Certificate (if applicable)

Office Use Only

Date Received: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

Application Complete:     \_\_\_ Yes                   \_\_\_ No - missing:  
  \_\_\_ Contact Information  
  \_\_\_ Insurance  
  \_\_\_ Booth Fee  
  \_\_\_ Other: \_\_\_\_\_

Classification:  
    \_\_\_ Grower/Producer  
    \_\_\_ Artisan/Crafter

Approved:     \_\_\_ Yes     \_\_\_ No: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

# Market Guidelines

*(Please keep this page for your reference)*

- The Market will be held in Greeley's historic Train Depot- 902 7th Avenue, Greeley, CO. Vendors must provide tables, tents or any other equipment for display of merchandise.
- Vendors shall display a sign that lists their farm/business name and location (such as county or nearest town).
- All required certificates, including Retail Food Establishment permits, Department of Agriculture broker licenses and certified scale permits must be displayed in a visible location.
- Vendors are required to report total sales and submit the appropriate sales tax in the envelopes provided. Forms are provided for reporting sales and calculating sales tax. Ready-to-eat foods and craft items are taxed at 7.01% (4.11% City tax and 2.90% State tax). City sales tax on produce and food for home consumption (frozen meat, bread, honey, jam, salsa, etc.) is 3.46%. There is no State sales tax for these items.
- Vendors offering food samples must do so in compliance with food sampling guidelines.
- 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.
- By signing the Vendor Coupon Agreement, vendors agree to accept Market Bucks, Bear Bucks, SNAP Coupons and Double Up Food Bucks, if applicable.
- 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. The security of items left is at the sole risk of the vendor.
- Vendors are asked not to leave the market area before the end of the Market without express consent of the Market Master.
- The Market is a smoke-free environment.
- Pets should not be brought to the Market site.