



**ELIZABETH FARMERS  
MARKET  
2012 - RULES AND REGULATIONS**



**APPLICATIONS:** Applications are to be submitted to the Elizabeth Town Hall, Attn: Stacey Yarrington, 228 S Banner St, PO Box 159, Elizabeth, CO 80107.

**PLACE: ELIZABETH – GESIN’S BUILDING & BROADWAY BETWEEN MAIN ST & BROADWAY.**

**DATE: SATURDAYS, JUNE 9 – SEPTEMBER 29, 2012**

**TIME: 10:00 A.M. - 2:00 P.M.**

**GENERAL RULES:**

1. Priority is given to Elbert County grown produce. All produce must be grown in Colorado by the 3<sup>rd</sup> market day in July, thereafter only 25% of produce can be from outside of the State. Special circumstances may be considered and is at the discretion of the Farmers’ Market Committee. All out of State produce must be clearly labeled as such and from where.
2. Vendors accepted for a Farmers’ Market space are required to pay the appropriate fees. Fees are none refundable.
3. **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.**
4. **Vendors participating in less than three market days are required to have a special event license by the Colorado State Department of Revenue.**
5. 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
6. 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.
7. Limited space is available for local charitable non-profit organizations. Please contact Town Hall at least one week in advance.
8. Please contact Town Hall if you have registered and cannot attend the Market on Saturday, by 5:00 PM the Thursday prior to the scheduled Market Day.

9. All vendors must arrive at the Market by 9:15 a.m. The Market will officially close at 2:00 p.m. **All vendors must stay at the market until 2:00 p.m. All vendors must be packed up and site cleaned by 3:30 p.m.** Please do not plan to leave early; this causes confusion for the customers.

## **ELIGIBILITY OF VENDORS**

1. The Elizabeth Farmers' Market provides an outlet for horticulture related produce (vegetables, fruits, flowers) from Colorado home gardens, farmers, and growers.
2. Vendors providing produce are allowed out of State produce until the 3<sup>rd</sup> market day in July, after which only 25% of produce can be from out of State. Produce that is grown in Colorado and especially local grown produce is preferred. Vendors may not bring items that were not listed and approved on their application.
3. Prepared foods and specialty items will be assessed on an individual basis. Prepared Food Vendors shall display applicable Health Department Permits in booth.
4. Non-horticulture related items (i.e. handicrafts, hobby items, or manufactured products) will be reviewed on an individual basis. "Flea market or garage sale" items are not permitted.
5. The Market Master has the right to deny any vendor application that is incomplete or is not consistent with the standards of this Farmers' Market.
6. If a vendor chooses to use a scale it is the responsibility of the vendor to have all applicable permits and certifications.

## **SELLING REGULATIONS**

1. Vendor must register with the Market Master at the beginning of each market day and abide by the selling regulations. Market Master 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.
4. Vendor shall keep vehicles, tables and containers clean and in a presentable fashion.
4. Vendor must provide own prices, change, packaging, signs, tables, chairs, etc., for sale of produce. **Prices should be clearly displayed with items.**
5. Vendor must provide own trash receptacle.
6. Market Master reserves the right to review produce/products sold and compare to vendor application at any time.
7. Market Master reserves the right to refuse to allow vendor(s) that do not follow the rules to participate in the market. Such vendor(s) will be asked to leave the market place.

## **CHECK OUT**

1. **VENDOR MUST LEAVE SALES AREA CLEAN.** Individual vendors are responsible for trash removal.
2. See to it that the landscape around you is not damaged in any way by your vehicles or customers.
3. Failure to comply with rules and regulations may result in revocation of your partnership.

**Report any damage immediately to the Market Master.**

**FEES:** Space Payment by Cash, Check (made payable to Town of Elizabeth), Master Card or Discover card (credit cards are only for space payment); payment is to be made the Wednesday prior to market day. Space rental of two (2) consecutive market days is required to participate in the market.

Single Space - \$25/ 2 Market Days	Single Space - \$80/ 10 Market Days
Double Space - \$50/ Market Days	Double Space - \$160/ 10 Market Days
Single Space - \$55/ 5 Market Days	Single Space - \$150/Season (17 wks)
Double Space - \$110/ 5 Market Days	Double Space - \$300/Season (17 wks)

***Early registration: Discount of 10% off the full market season fee if received by March 1, 2012.***

The proceeds from the Farmers Market are to go towards the Elizabeth Downtown Advisory Committee for the promotion of the downtown.