



2018 Vendor Application

40 WEST FARMERS MARKET 2018 SEASON

6759 West Colfax Ave, Lakewood, Colorado 80214
20 Saturdays from June 23rd to October 27th 2018, 9am to 2pm

Application Deadline - June 21st 2018. After June 21st 2018, applicants by availability only.

APPLICATION CHECKLIST

Please provide the following:

- SIGNED APPLICATION FORM
- LOT, APPLICATION & VENDOR FEES
- COPY OF YOUR \$1,000,000 BUSINESS/PRODUCT CERTIFICATE OF LIABILITY INSURANCE
- COPY OF YOUR CURRENT COMMISSARY KITCHEN CERTIFICATION (Food Processors Only)
- COPY OF YOUR SALES TAX/PERMITS
- ORGANIC CERTIFICATION IF YOU HAVE AN ORGANIC PRODUCT
- LICENSING WITH THE CITY OF LAKEWOOD & LICENSES YOU CURRENTLY HOLD (such as Food Handling, or Colorado Department of Agriculture Dealer)
- SIGNED RULES & REGULATIONS 2018

SUBMIT YOUR COMPLETE APPLICATION BY EMAIL OR U.S. MAIL

EMAIL: AskUs@40WestFarmersMarket.com
U.S. MAIL: 40 West Farmers' Market
C/O Gene's Pure Colorado
PO BOX 260098
Denver, CO 80226

VENDOR APPLICATION

VENDOR NAME (Please Print) _____

BUSINESS NAME (Please Print) _____

MAILING ADDRESS (Including Zip Code) _____

PHONE# (Including Area Code) _____ **CELL PHONE** _____

EMAIL _____ **WEBSITE** _____

NUMBER OF LOT SPACES NEEDED (Include any extension of your space requirements such as a hitch, etc.) _____

PRODUCT(S) TO BE SOLD The more information you provide, the better we can organize the vendors so that everyone has the best opportunity to make their expected sales. (All products will be subject to approval.)

DO YOU COMMIT TO ALL MARKET DATES? Yes _____ No _____

DATES UNAVAILABLE (This may determine acceptance) _____

PLEASE LIST OTHER MARKETS YOU PARTICIPATE IN _____

DO YOU NEED YOUR VEHICLE TO WORK FROM? Yes _____ No _____

(Your vehicle must have a certified kitchen in Jefferson County to be able to work from, other exceptions may apply.)

TOTAL LENGTH OF VEHICLE INCLUDING TONGUE _____

DO YOU USE A GENERATOR? Yes _____ No _____

(Electric generators must be less than 60 dB per Sec. 36-6. Restrictions and measurements of noise between source and receiving premises [Table A]. Commercial 7am to 10pm.)

RELEASE

I hereby release and forever discharge Gene’s Pure Colorado LLC and Pure Colorado Farmers’ Markets LLC dba 40 West Farmers’ Market and Lamar Station Plaza / BSV Lamont JCRS LLC their property managers, employees, and Market Managers from any responsibility, personal liability, claims, loss or damage arising out of, or in conjunction with my participation, conduct or products in the 40 West Farmers’ Market 2018. Gene’s Pure Colorado LLC and Pure Colorado Farmers’ Markets LLC dba 40 West Farmers Market and Lamar Station Plaza / BSV Lamont JCRS LLC their property managers, employees, and Market Managers shall be held harmless from and against any and all liabilities, suits, claims, damages, injuries and actions, theft, costs and expenses of any kind or nature of anyone whatsoever relating to premises due to or arising out of any act, negligence, or neglect of the vendor, or any of their guests. Vendors assume all liability for stand, vehicle, work truck and products sold. By signing this application form applicant agrees to abide by all policies and rules set forth in this application. Also by signing this application you will be responsible for instructing any and all representatives of you and/or your business as to the rules and regulations of the 40 West Farmers Market.

We look forward to reviewing your application.

APPLICANT SIGNATURE _____ **DATE** _____

APPLICATION, LOT & VENDOR FEES (3 FEES)

Application fee will be refunded if you are not accepted as a vendor.

Please initial each paragraph.

FULL SEASON APPLICATION & LOT FEES

10 X 10 ft. single space =	Application Fee (\$75)	+ Lot Fee (\$285) =	\$360
10 X 20 ft. double space =	Application Fee (\$150)	+ Lot Fee (\$475) =	\$625
10 to 20 ft. food truck space =	Application Fee (\$150)	+ Lot Fee (\$475) =	\$625
10 X 30 ft. triple space =	Application Fee (\$200)	+ Lot Fee (\$665) =	\$885
10 to 30 ft. food truck =	Application Fee (\$200)	+ Lot Fee (\$665) =	\$885
10 X 40 ft. quadruple space =	Application Fee (\$250)	+ Lot Fee (\$835) =	\$1,085

ONE-DAY DROP-IN APPLICATION & LOT FEES

10 X 10 ft. single space =	Application Fee (\$75)	+ Lot Fee (\$30) =	\$105
10 X 20 ft. double space =	Application Fee (\$75)	+ Lot Fee (\$50) =	\$125
Food Truck space =	Application Fee (\$75)	+ Lot Fee (\$50) =	\$125
10 X 30 ft. triple space =	Application Fee (\$75)	+ Lot Fee (\$70) =	\$145
10 X 40 ft. quadruple space =	Application Fee (\$100)	+ Lot Fee (\$90) =	\$190

FULL SEASON VENDOR LOT FEE: Must be pre-paid for all 19 weeks.

ONE-DAY DROP-IN VENDOR APPLICATION: This must be submitted in full 3 (three) days before the market you wish to participate in. This includes ALL documents, license and liability insurance paperwork. Drop-in vendors must obtain permission and location assignment from the Market Manager before setting up. You will not be allowed to set up unless all documents have been submitted in advance. Fees for Drop-in Vendors may be paid no later than 7:30am market day. The Application Fee will be applied to the total due for the year, should you return again.

NON-PROFIT ORGANIZATIONS: Please submit an application form and application fee. The 40 West Farmers Market Advisory Committee will determine if you are a good fit for our Market and neighborhood. Depending on space availability and with the Advisory Board’s approval, we may extend complementary spaces to non-profit organizations.

10% VENDOR FEE. All vendors pay 10% of their Gross Sales each week. This fee is calculated on the same form as City of Lakewood Sales Tax. City Sales Tax is paid by the Market. All vendors will use the same form to calculate market bucks, volunteer coupons, cash sales, check and credit card sales, city sales tax, SNAP, and DoubleUp Bucks, and the 10% Vendor Fee. You will complete this worksheet by 2:45pm each market day. SNAP and DoubleUp Bucks will be reimbursed the following Saturday. The balance of Immediate Consumption Sales Tax you may owe the City of Lakewood and/or the State are the Vendor's responsibility.

MURALFEST NON-COMPETITION: 40 West Farmers Market will not compete with MuralFest. The Advisory Board will determine if any Food Trucks or other vendors will be in competition with MuralFest Food Trucks or vendors. Competitors will not participate in the market on August 11th, 2018 and therefore October 27th is the 20th Saturday and a **FREE** Lot Fee Day.

MARKET DATES & SET-UP TIMES

MARKET DATES 2018

June 23rd, 30th,
July 7th, 14th, 15th, 22nd, 29th
August 4th, 11th, 18th, 25th (August 11th is also the MuralFest)
September 1st, 8th, 15th, 22nd, 29th
October 6th, 13th, 20th & 27th - LAST MARKET OF THE 2018 SEASON

MARKET TIMES 2018

Saturdays from 9am to 2pm

SET-UP TIMES

7:30 AM - Farmers
8:00 AM - Artisan Canned/Manufactured
8:15 AM - Non Food Locally made Items and Non profit Public Service & Organizations
8:30 AM - Food Trucks
8:45 AM - Must be set by this time for our neighbors and customers
2:00 PM - Break Down (cannot breakdown before this time)
2:10 PM - You will have access to the Farmers Market Area with your vehicle for pickup. This is a public and vendor safety issue and not allowing vehicles into the area before this time will be followed strictly.
3:15 PM - No more access in or out of Farmers Market Area with your vehicle.
3:30 PM - Must be gone by 3:30pm sharp.

RULES & PROCEDURES

SET-UP RULES

1. All non-essential vehicles must be out of the Market by 8:30am. Please follow the set-up times -- this helps get an even flow of vendors in to drop off their set ups and move vehicles.
2. Unload your vehicle quickly at your designated spot. Pay attention to Market Volunteers helping you into your designated spot.
3. Move your vehicle to the designated parking area **BEFORE** setting up your booth. Be ready to sell by 9am.

LATENESS

If you are running late, please call 1st, the Market Manager - Kris Autobee or 2nd, the Market Operator/Managing Member - Gene Kalesti (numbers will be given to confirmed vendors). We are professionals. Be on time and do not make the other vendors wait because of your lack of planning. After two late warnings, a minimum \$30 fine to be collected by the Market Manager prior to setting up. Noncompliance may result in eviction from the Market. Failure to notify the Market Manager of absences and/or if you are a no-show, may result in eviction from the Market. These fines may also be imposed to anyone packing up and/or tearing down before 2pm, even if your product is sold out.

NO EXCEPTIONS. Should you have an emergency, please see the Market Manager immediately. These are safety issues and will be strictly enforced. Please be considerate of your fellow vendors.

LIABILITY INSURANCE

Each vendor is responsible for maintaining a **\$1,000,000 LIABILITY POLICY** and must provide a certificate of liability that lists "Pure Colorado Farmers' Market LLC and City of Lakewood" under Additional Insured. Please add this information to your policy exactly as it's listed below:

Gene's Pure Colorado LLC and Pure Colorado Farmers' Markets LLC dba 40 West Farmers' Market

And

Lamar Station Plaza / BSV Lamont JCRS LLC 40 West Farmers' Market 6759 West Colfax Lakewood, CO 80214

Your policy information must be provided by June 20th, 2018, or before your first attendance. Please contact your insurance agent to be sure you are properly covered to participate in a Farmers' Market setting.

If you need help with this, please contact your insurance agent. Tim Fischer with Freeman Insurance West, Inc, is experienced with providing insurance to Farmers' Market vendors. You can reach him at 303-962-0811. You can also use, www.fliprogram.com, www.progressivecommercial.com/business-insurance, or eventhelper.com, **AND WE HIGHLY RECOMMEND USING OUR COLORADO FARMERS MARKET ASSOCIATION INSURANCE:**

Gailmarie Kimmel

970-493-4361

cofarmersmarketassociation@gmail.com

Email us if you still are having trouble - AskUs@40WestFarmersMarket.com.

LICENSING

Here is a list of the licenses required by The City of Lakewood:

- If you have only one event in Lakewood **YOU DO NOT** need a City Business License. (One Farmers' Market with 20 dates counts as one event.)
- If you have two or more separate events in Lakewood, a **BUSINESS AND SALES TAX LICENSE** is required. It is a \$15 one-time fee and lasts for the life of your business.
- Food Trucks and Immediate Consumption Food Tents (with food and drinks that people are going to consume immediately) **MUST** have a current **BUSINESS AND SALES TAX LICENSE** (listed above) and current **COMMISSARY CERTIFICATE** from Jefferson County. If vendors are cutting produce on site, they will need a retail food license.
- **FOOD HANDLER'S LICENSE** - This includes vendors who are just giving out samples. This is a rule across the state of Colorado. If you have any questions, please call the Jefferson County Health Department at 303-271-5755.

Please list all licenses that you have that pertain to your business:

Other than City Sales Tax which is collected by the Market, all vendors are responsible for the collection and payment of local, county, state and federal taxes. Questions regarding the weekly accounting should be addressed promptly to Market Manager Kris Autobee. Questions regarding Immediate Consumption tax should be addressed to City of Lakewood:

Finance Civic Center

South Building First Floor
480 S. Allison Parkway
Lakewood, CO 80226-3127
Phone: 303-987-7615

Finance Main Kristi Ferree

Revenue/PIF Specialist
Phone: 303-987-7513
Fax: 303-987-7662
TDD: 303-987-7057
Email: finance@lakewood.org
KriFer@lakewood.org
Hours: 8 a.m. - 5 p.m., Monday - Friday