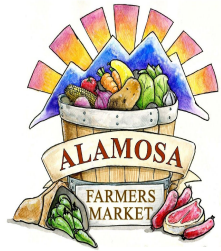


# Alamosa Farmer's Market Rules and Regulations



## 1. Market Times and Dates:

- a. Operating hours: Saturdays, **July 6 to October 5, 8:30 am - 1:30 pm**
- b. Vendors should check in with Market staff between 7:00 and 7:30 am.
- c. Vehicles should stay in the Market space until the Market closes.

## 2. Place: Downtown Alamosa in the parking lot at the **corner of State Avenue and Sixth Street.**

## 3. Market Fees, Taxes and Checkout:

- a. Market Fees are paid for the season, half season, or on a weekly basis. Vendors will be assigned a spot by the Market Staff according to their inventory and place of origin for their items. Vendors selling items from the San Luis Valley will be given preference for placement. For safety reasons, all vendors must pull in to park in no later than 7:30 am. **Late vendors will be fined \$5 and potentially be asked not to return as a vendor upon frequent late arrivals.** Leaving the site before the market closes is discouraged.
- b. Vendors have the option to pay less for a booth space if they elect to park their vehicles off the market site. Fees are listed below.
- c. A limited number of vendors may access electricity at the Market. Fees for this service are listed below. This is a limited service that must be approved by Market staff.
- d. Vendors must agree to pay 3% of gross sales to the market in form of commission fees. Fees help support market operations.
- e. As a service to our vendors we collect city, county and state sales taxes on all retail sales. Produce and some food items are exempt from state tax. Alamosa Farmers' Market is licensed and pays all sales taxes to the proper authorities. Vendors can obtain a copy of their sales report from Market Staff upon request.

### f. Vendor Fees (new for 2019):

10' x 10' space without vehicle	\$12 per space
10' x 10' space with vehicle	\$15
Electricity (limited number of vendors)	\$5 per week
Half Season Reservation (7 weeks) – without vehicle	\$70
Half Season Reservation (7 weeks) – with vehicle	\$90
Season Reservation (14 weeks), <b>EARLY BIRD, without vehicle;</b> (postmarked by <b>June 7</b> )	\$120
Season Reservation (14 weeks), <b>EARLY BIRD, with vehicle;</b> (postmarked by <b>June 7</b> )	\$160
Season Reservation (14 weeks), <b>without vehicle;</b> (after <b>June 7</b> )	\$140
Season Reservation (14 weeks), <b>with vehicle;</b> (after by <b>June 7</b> )	\$180

# Alamosa Farmers' Market

## 4. Vendor placement and Check out info:

- a. Vendors with a reservation shall call the on-site manager at least 24 hours in advance if they cannot attend that day; the space may be used by another approved vendor, if still empty at 7:30 am. Market phone number is 719-480-4365.
- b. Large trucks or trailers will be placed by the on-site manager. If you take up more than 20 feet, trailers will be charged by the foot (ex. 25 foot trailers will pay \$25 for their spot).
- c. If your vehicle (and/or hookup) takes up more than one vendor space, you will be required to pay for the extra space/s. We suggest unhooking vehicles for parking off 6<sup>th</sup> St. at the Hunt Avenue parking lot. This lot will also accommodate customer parking.
- d. Vendors are requested not to park on Main St., State Ave., or the parking lot next to "Walshburger" as this reduces availability for customer parking for the market and local businesses.

### e. **Checkout Fees:**

3%	Market Commission
2%	City Tax
3%	County Tax
2.9%	State Sales tax for on-site consumption foods, non-food, and craft items

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- f. Make sure to check out and pay all fees as close to market closing time as possible before leaving for the day.
  - g. **All vendors will pay booth fees at the start of the Market day for their first market each season.**

## 5. General Rules:

- a. Items sold at the Alamosa Farmers' Market must be grown or produced in Colorado or in states bordering Colorado (New Mexico, Kansas, Wyoming, and Utah).
- b. Vendors must provide their own supplies for their booth (Tent, tables, change, bags, signs, etc.).
- c. All vendors are responsible for cleaning their area of the market. Please bring your own tools for clean up, such as brooms, shovels, etc. The Market has a dumpster for trash for use by vendors.
- d. All produce must be fresh, clean, and of good quality. Containers and vehicles used for the sale and transportation of produce must be clean.
- e. Produce must be sold by the growing farmer(s) or have been purchased directly from the growing farmer. Vendors may not purchase produce from another individual who is reselling produce that they themselves did not grow or raise.
- f. Craft items sold at the Alamosa Farmers' Market must be made locally by the vendor or an immediate family member. Crafted items must be handmade, including all jewelry. No flea market, imported items, or resell items are permitted with food or cooking related items such as knives, etc. being an exception. "Agricultural crafts" may be sold at produce booths.
- g. All vendors are responsible for reporting accurately all gross sales to the on-site manager at the end of each market. Vendor initials will be required on the report form.

## Alamosa Farmers' Market

- h. All vendors must use tent weights or anchors. These can be purchased on-line, from the Market or made by each individual vendor. Weights need to be close to 40 pounds each. Vendors can anchor the back of their tents to their vehicles but the front needs to be weighted.
- i. Generators are discouraged at the Alamosa Farmers' Market.
- j. Recorded music will be provided by the market only, no exceptions.
- k. Musicians performing at the market may sell their own CDs or other locally produced music.

### **5. Local and State Requirements:**

- a. All non-producers must have proper licenses. Vendors who have grown or produced the items they are selling, and members of their immediate families, are not required to have a license.
- b. Vegetables, fruit, herbs, honey and other food products that have not been cooked or otherwise prepared for immediate consumption may be sold and do not require special licensing.
- c. Processed or prepared foods must have proper licensing and/or certifications. Questions can be directed to the San Luis Valley, Colorado Health Inspector (Lynnea Rappold, (719)-587-5206) or Market Staff for more information.
- d. All vendors who wish to provide samples must review and follow the Colorado Department of Public Health *Produce Sampling Guidelines*. These can be obtained from the Colorado Department of Public Health or from Market Staff. Sanitized knives and cutting boards are required; freshly washed hands or clean disposable gloves are required for each preparation. Hand washing facilities are available on site (see on-site manager).
- e. Vendors selling animal products may require additional licenses. Check with the Alamosa County Health Department or Farmers' Market Staff for details. The sale of live animals is prohibited.

### **6. Labels**

- a. All processed and prepared foods must have with them an accurate ingredients list available to customers and Market staff.
- b. All packaged food products are required to have labels that are affixed to product packaging.
- c. **All Product labels must have 4 items: Identity statement, net weight statement, list of ingredients, company name and address.**
- d. The following is a sample label that must be on each packaged food item. More information can be found:  
<http://cofarmtomarket.com/food-regulations-licensing/general-labeling-requirements/>

#### **Sample Label**

Pinto Beans (*Identity Statement*)  
Net Wt. 2 lbs (*Net Weight Statement*)  
Ingredients: Pinto Beans (*List of Ingredients*)  
Sunshine Valley Farms (*Company name and address*)  
Box 1234  
Sunnydale, CO 80123

### **7.**

## Alamosa Farmers' Market

### **Rules for Roasting Chile on the Lot (State License Required):**

- a. A State License is required to sell and roast chilies. Contact the Colorado Department of Health (Lynnea Rappold – 719-587-5206).
  - b. Roasting will be done in designated areas only, assigned by the On-Site Market Manager.
  - c. Tarps will be used under all roasters for cleaning. These are not furnished by the market. Please *do not* handle roasted chilies with gloves or utensils that have touched other surfaces such as the ground, the roaster, etc.—this is a health hazard.
  - d. Each roaster is responsible for their own bags (Black garbage bags are not allowed as *they contain toxic chemicals; clear food bags are recommended*).
  - e. All roasting will end (on the lot) at 1:00 pm for cleaning up. Thank you for complying.
  - f. Regulators are required on all propane tanks.
- 8. Inspections:** Please be aware that inspectors from the CO Dept. of Health and other regulatory agencies may visit and that it is your obligation as the vendor to be in compliance with all regulations and licensing. State regulations on the sale of food products are available on the Market website and from market staff. Please call Lynnea Rappold, (719)-587-5206, regarding State inspections and licensing. Aaron Yonker, (719)-250-1851, is the Colorado Department of Agriculture weights inspector.
- 9. Insurance:** The Alamosa Farmers' Market has a general liability insurance policy for **market-owned** property in place, and we recommend vendors obtain *their own liability and product liability insurance*. The vendor, not the market, will be held liable should someone become ill due to the sale of unsafe food products, injured by an item sold at the market or if, for example, someone is injured by a vendor's canopy.
- 10. Violations:** All vendors are required to respect fellow vendors, customers, and the market staffs' requests to help make the market run smoothly. Vendors who commit violation(s) or cause complaints may be asked to leave the market for the remainder of the season. Decisions made by the staff are final.
- 11. Operating Costs:** The Alamosa Farmers' Market staff is devoted to keeping the Market running smoothly and efficiently. Every attempt is made to keep costs down, but there are some necessary expenses of operation, such as on-site management, licenses, general liability insurance, publicity, portable toilet, etc. which are paid for out of the booth fees and commissions.

### **12. Market Contact Information**

Alamosa Farmers' Market  
Mandy Pittman, Director  
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[alamosafarmersmarket.org](http://alamosafarmersmarket.org)