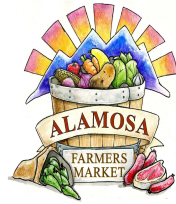


Alamosa Farmer's Market Rules and Regulations



1. Market Times and Dates:

- a. Operating hours: Saturdays, **July 10 to October 9, 2021, 8:00 am - 1:30 pm**
- b. Vendors should check in with Market staff by 7:00am.
- 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 on a weekly or monthly basis due to Covid-19 related restrictions. Vendors will be assigned a spot by the Market Staff according to their inventory and place of origin for their items. For safety reasons, all vendors must pull in to park in no later than 7:15 am.
- b. **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. Any vendor showing up without a reservation will be charged a \$5 fee in addition to all other market fees.
- c. 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.
- d. A limited number of vendors may access electricity at the Market. Fees for this service are \$5 per plug per week. This is a limited service that must be approved by Market staff. Please complete the electricity paperwork if interested.
- e. Vendors must agree to pay 3% of gross sales to the market in form of commission fees. Fees help support market operations.
- f. 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.

g. Vendor Fees (new for 2020):

Market Insurance (Once per season fee; all vendors)	\$10
10' Market Space without vehicle	\$12 per space
10' Market Space with vehicle	\$15
10' Market Space without Vendor Vehicle (July – 4 weeks)	\$40
10' Market Space WITH Vendor Vehicle (July – 4 weeks)	\$42
10' Market Space without Vendor Vehicle (August – 4 weeks)	\$40
10' Market Space WITH Vendor Vehicle (August – 4 weeks)	\$42
10' Market Space without Vendor Vehicle (September – 4 weeks)	\$40
10' Market Space WITH Vendor Vehicle (September – 4 weeks)	\$42
10' Market Space without Vendor Vehicle (October – 2 weeks)	\$20
10' Market Space WITH Vendor Vehicle (October – 2 weeks)	\$24
Electricity (limited number of vendors) – Per plug price	\$5 per week

Alamosa Farmers' Market

4. Vendor placement and Check out info:

- a. _____ Vendors with a reservation should call or text (not e-mail or social media message) 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 7:15 am. Market phone number is 719-480-4365.
- b. _____ Large trucks or trailers will be placed by the on-site manager. You will be charged for the number of spaces that you occupy.
- 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 6th 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
2.5%	City Tax
3%	County Tax
2.9%	State Sales tax for on-site consumption foods, non-food, and craft items

-
- 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 and insurance fees at the start of the Market day for their first market each season.**

5. General Rules:

- a. **No Smoking, vaping, e-cigarettes, or marijuana allowed at the Alamosa Farmers' Market.**
- b. 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).
- c. Vendors must provide their own supplies for their booth (Tent, tables, change, bags, signs, etc.).
- d. All vendors are responsible for cleaning their area of the market. The Market has a dumpster for trash for use by vendors.
- e. All produce must be fresh, clean, and of good quality. Containers and vehicles used for the sale and transportation of produce must be clean.
- f. 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.
- 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.
- h. All vendors must use tent weights or anchors. 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 unless approved by Market staff.

6. 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.

Alamosa Farmers' Market

- c. Processed or prepared foods must have proper licensing and/or certifications. Questions can be directed to the Alamosa County Health Department (Carol Keith, (719)-587-5206) or Market Staff for more information.
- d. Vendors wishing to hand out samples must get clearance with staff ahead of time.
- 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.

7. Labels:

- a. All processed and prepared foods must have with them an accurate ingredients list available to customers and Market staff. **If items are not labeled, they will not be allowed to be sold.**
- b. All packaged food products are required to have labels that are affixed to product packaging.
- c. Labels must include the following information: 1. The identification of the cottage food product, 2. your name and the address at which the cottage food was produced, 3. your current phone number and email address, 4. The date on which the food was produced, and 5. A complete list of ingredients.
- d. Labels must also include the following statement: *The following statement: "This product was produced in a home kitchen that is not subject to state licensure or inspection and that may also contain common food allergies such as tree nuts, peanuts, eggs, soy, wheat, milk, fish, and crustacean shellfish. This product is not intended for resale."*
- e. Vendors need to display the following information on a placard at their booth: *This product was produced in a home kitchen that is not subject to state licensure or inspection and that may also process common food allergens such as tree nuts, peanuts, eggs, soy, wheat, milk, fish, and crustacean shellfish. This product is not intended for resale.*
- f. 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:

Cottage Foods are required to be labeled with the following information:

Product Name

Production Date

INGREDIENTS: Ingredients are listed in decreasing order of predominance from most to least. The ingredient present in the greatest quantity is listed first and the least is listed last.

Producer's name

Phone number or email address

Address at which the food was prepared

Net weight/quantity (recommended)

There should also be the following information displayed at your booth or on the product itself:

This product was produced in a home kitchen that is not subject to state licensure or inspection and that may also process common food allergens such as tree nuts, peanuts, eggs, soy, wheat, milk, fish, and crustacean shellfish. This product is not intended for resale.

Alamosa Farmers' Market

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 contact Carol Keith from Alamosa County Health Department, (719)-587-5206 or ckeith@alamosacounty.org, 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 Commercial General Liability Insurance policy (that includes products and completed operations)*. 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. Due to changes in the insurance industry, vendors will be charged \$10 per season to offset this cost.

12. Market Contact Information

Alamosa Farmers' Market
Mandy Pittman, Director
PO Box 1983
Alamosa, Colorado 81101
Cell: 719.480.4365
alamosafarmersmarket@gmail.com
alamosafarmersmarket.org