

# CORTEZ FARMERS MARKET - APPLICATION 2022

Market dates: Saturdays, June 4 until October 29

VENDOR NAME(s): \_\_\_\_\_

BUSINESS NAME (if applicable) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

AGRICULTURE (Please describe): \_\_\_\_\_

CRAFT (Please describe): \_\_\_\_\_

OTHER (Please describe): \_\_\_\_\_

DATES YOU EXPECT TO START/STOP SELLING: \_\_\_\_\_

I hereby acknowledge and agree that my participation in the Cortez Farmers Market is contingent on my compliance with the current rules and regulations. I acknowledge I have received and read a copy of said rules and regulations. I agree to participate in the Farmers Market SNAP/Market Bucks Program. (The SNAP Program does not apply to Craft and Other vendors.)

I further agree to indemnify and hold harmless the following: Cortez Farmers Market and its representatives including the Standing Committee and staff; Montezuma County and their facilities; CSU Extension and the Cortez Farmers Market's fiscal sponsor (Onward! A Legacy Foundation), and the City of Cortez from any and all loss, damages, injuries, liability, claims, suits, costs and expense whatsoever, including reasonable attorney's fees, regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the sale of my products, or from my presence or the presence of my representatives at the market site(s).

Vendor (owner) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor (owner) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Returning Vendors please complete:

I would like to keep my current space(s) # \_\_\_\_\_

I would like to move to another space. Which one and why: \_\_\_\_\_

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(Please make checks payable to **Onward! A Legacy Foundation** with **Cortez Farmers Market** in the memo section and dropped off or mailed to: MC Extension Office, 103 N. Chestnut St, Cortez, CO 81321).

## STANDING COMMITTEE

Laurie Austin, Moqui Jane Fury, Mick Periman, Barb Anderson, Emily Wisner, and Robert Freeman

## FOR MORE INFORMATION AND TO REPORT ABSENCES

*PLEASE* text/call manager: Julie Periman @ (970) 560-0534

Absences should be reported no later than 7:30 a.m. the day before the Market.

# CORTEZ FARMERS MARKET REGULATIONS

## **TIME and LOCATION:**

The Cortez Farmers Market will open at 7:30 a.m. every Saturday, beginning the first Saturday in June until the last Saturday in September, October hours: open at 8:30 a.m. (June 4 – October 29, 2022). Dates may be changed upon a vote by the Vendors at the annual spring meeting.

Vendors must be parked in their spaces by 7 am (8 am in October). The Market will open for business at 7:30 am (8:30 am in October). Sales prior to 7:30 am (8:30 am in October) must be pre-ordered by the customer. No vendor shall leave the market before 10:30 am.

The Cortez Farmers Market is located in the parking lot of the Montezuma County Building located at 109 West Main St., Cortez, Colorado. That is the SE corner of the intersection of Main and Elm Streets.

## **FEES and VENDOR SPACE ASSIGNMENTS:**

The cost of one (1) vendor space is \$175.00 per market season and must be paid in full prior to selling. This fee is the same whether the vendor is selling for three (3) weeks or every week during the season. The vendor fee is non-refundable, except at the discretion of the Standing Committee. A space is approximately 10 to 11 feet wide by 16 feet deep. The space should easily fit a vehicle and a pop-up structure for shade/rain cover. **All booth tents, canopies or umbrellas must be weighted down with 40# of weight on each corner or leg.**

Spaces will be assigned. Priority will be given to agricultural and previous year's vendors. Generally, returning vendors will be assigned the same spot they had previously, unless he/she requests a new space, or has not been present at the Market for at least half the available dates.

One-day vendor permits are \$25.00 on a sliding scale as determined by the market manager and as space permits. The decision to issue a permit will be based on the products to be sold, the date the application is received and space availability. Each application will be subject to the guidelines for all vendors.

**All vendors must complete an application and submit a new W-9 Form (available at [www.cortezfarmmarket.com/w9.pdf](http://www.cortezfarmmarket.com/w9.pdf)). Applications will be accepted by the Colorado State University Extension Office from returning and new vendors. All applications must be received by April 16, 2022.** At that time, applications will be referred to the Standing Committee for consideration and space assignments. Permits will be mailed from the Extension Office once all spaces have been assigned.

## **GUIDELINES FOR ALL VENDORS:**

**All produce/products sold at the Cortez Farmers Market must be grown/produced in Montezuma or Dolores Counties, Colorado. There are no exceptions to this rule.**

All vendors are expected to be set-up and ready for business by the 7:30 a.m. (8:30 a.m. for October) opening of the Market.

Vendors must notify a Market Manger if he/she will be unable to attend the Market. Advance notice is appreciated, but must be received no later than 7:30 a.m. on the Friday before the Market. If a Vendor fails to notify the Market Manger or fails to appear for three (3) Saturdays, the Managers may reassign

the space to another vendor for the remainder of the season. *Please do not call the morning of the market unless it is an emergency!*

Vendors are also responsible for notifying the Market Manager when they plan to begin selling for the season. There is a space on the application to specify when you will begin selling and end selling for the season on the application. Please note the earliest and latest dates you expect to be present during the season, if you know them. This allows others the opportunity to fill the space when you are not there.

### **AGRICULTURAL VENDORS:**

All produce must be grown by the vendor within Montezuma and Dolores counties.

Agricultural producers may sell crafts or other products such as, jams, baked goods, handcrafts, etc., as long as they *do not exceed more than 10% of their total product*. If vendors wish to sell more than 10% crafts or other products, they must apply to the Standing Committee prior to selling. Any changes in items being sold must first be approved by the Standing Committee. An additional vendor fee may be required.

New applications will be decided on a case-by-case basis by the Standing Committee. The decision to issue a permit will be based on products to be sold, date the application is received and space availability. A "wait list" will be established as applications are received.

### **NON-AGRICULTURAL VENDORS:**

Seven (7) spaces are available to local artisans. In the event of empty spaces, the Market Manager has the discretion to fill spaces such that there may be more than seven craft vendors, provided there are no agricultural vendors available. New applications for any available spaces will be decided on a case-by-case basis by the Standing Committee. **All items sold must be created/produced within Montezuma or Dolores counties.** The decision to issue a permit will be based on the products to be sold, the date the application is received and space availability.

Limited space will be made available for "other" vendors (prepared foods, coffee, etc.). Vendors will be accepted on a case-by-case basis and are subject to the discretion of the Standing Committee.

New artist/craftsperson must fill out this application and submit their work to a juried process for admission to the Farmers Market. Please attach a photograph of your product(s) to the application.

### **NON-PROFIT ORGANIZATIONS:**

Non-profit community organizations are invited to promote their organization with literature and handouts. Space is allotted on a first-come, first-served basis by the Market Manager. Organizations may collect donations and conduct membership drives. Organizations may only sell products which directly relate to their organization as a fund raiser, and which do not compete with any paid vendors' stand at the Farmers Market.

### **HEALTH AND OTHER REGULATIONS:**

All vendors are responsible to be in compliance with, and follow State of Colorado Health Code Regulations, the Cottage Food Act, licensing, and tax regulations, as well as, all City and County regulations. If weight scales are to be used for selling at the Farmers Market the vendor must comply with State Laws regulating weights and measures. Any vendor selling food or drink must supply a trash receptacle at their booth.

**In order to sell foods allowed through the Cottage Foods Act, such as eggs or meat, a vendor must bring the Market Manager a copy of their current Certificate of Completion of Food Safety Training or a State of Colorado License to Operate a Retail Food Establishment on or before the first market day they intend to sell that product at Market. Vendors selling prepared foods or meats must also provide the manager with a copy of their sales license.**

### **LIVE ANIMALS:**

***NO LIVE ANIMALS WILL BE ALLOWED*** within the confines of the Farmers Market. Live animals may not be sold or given away. (Please note: vendors should not have animals in their cars during Market hours.)

Leashed pets must remain outside of the Market area, with the exception of assistance dogs used by patrons of the Market. Any questions regarding the policy should be referred to the Standing Committee or a Market Manager.

### **SNAP PROGRAM/MARKET BUCKS:**

All vendors selling produce and food items are required to participate in the Farmers Market SNAP Program by accepting this form of payment. Contact the Market Manager with any questions or concerns.

#### **What foods can be purchased with SNAP Coupons?**

Households **CAN** buy foods such as: breads, cereals, fruits, vegetables, meat, fish, poultry, dairy products, and seeds and plants which produce food for the household to eat.

The common products which vendors sell that households **CAN NOT** buy are: any ready to eat foods or drinks that could be consumed while at the market. They also cannot purchase wine, pet foods, soaps, paper products, household supplies, cosmetics, vitamins and medicines, or any other nonfood item. If you have a question, please see the Market Manager.

SNAP Coupons **CAN NOT** be exchanged for cash, and no change should be given.

**DOUBLE UP BUCKS** may **ONLY** be used to purchase Colorado grown fresh fruits and vegetables. Otherwise, please follow the same rules as SNAP coupons.

**MARKET BUCKS** can be accepted for any purchase, and you may give the customer change, but you may not exchange them for cash.

*Vendors can redeem the Snap Coupons, Double Up Bucks, and Market Bucks they have accepted each Saturday during Market hours for cash or check until 11:30 a.m. at the Friends Booth. Please try to do this whenever you have \$15 or more, as The Pinon Project has to write a check to reimburse you.*

### **VOTING MEMBERSHIP:**

A Vendor will be considered a voting member of the Cortez Farmers Market after they have completed one (1) full season of the Market.

**Changes to the Rules & Regulations may be proposed by any voting member and must be presented at an annual meeting to all members present.** To be approved, a majority of the voting membership present at the meeting must vote in support of the change. A proposed new rule can be submitted to the Standing Committee between annual meetings by submitting it, in writing, to the Committee for presentation at the next annual meeting. In extraordinary circumstances, the Standing Committee may call for a vote of the membership at a special meeting other than the Annual Meeting if deemed necessary.

The Cortez Farmers Market Standing Committee can be contacted regarding the rules that govern the Market. If any questions or issues arise, please contact the Committee for consideration and resolutions. Members of the Standing Committee are elected to a three-year term and must be re-elected at the next annual meeting following their third year