



## POLICIES & PROCEDURES 2015-2016

**Dates & Hours:**

Saturdays from 10am-2pm, December 5<sup>th</sup> - March 12<sup>th</sup>

**Location:** Eagle Crest Nursery Greenhouse, 0400 Gillespie Drive, El Jebel, CO 81623

**Management/Contact:** [maria@eaglecrestnursery.com](mailto:maria@eaglecrestnursery.com) 970-963-1173 / 618-1073

*Our goal is to have a mix of 60% food and 40% craft vendors at each market, as well as offer space for a Non-Profit Organization and Market Sponsor at each event.*

**FOOD Vendors (in order of preference):**

- a. Fresh food vendors (produce, meat and poultry, eggs, and other locally grown items).
- b. Value-added food producers (baked goods, prepared products, cheese, sweets, etc.).
  - Value-added producers whose products are *either* produced locally or sourced locally.
  - Value-added producers whose products are *neither* produced locally nor sourced locally.

**Food Safety Regulation**

*Vendors who will be serving prepared food need to fill out a Retail Food Licenses Application with Eagle County Environmental Health Department prior to the start of the Market. Proof of all documentation must be present at booths for the duration of the season. Specific rules on prepared food and labeling shall be required by Colorado State Law. Food Vendors are required to comply with Eagle County Environmental Health Department and Colorado guidelines for Temporary Food Establishments. Please visit [www.eaglecounty.us](http://www.eaglecounty.us) for additional information.*

**CRAFT Vendors:**

Regionally produced fine art & crafts are allowed. The Vendor must craft the majority of the product sold. Market Management retains the right to determine which crafts are suitable for sale.

**FEES:**

	Market Rates
<b>Full Season</b>	15 Market Days
8x10	\$395
5x8	\$340
<b>Holiday Season</b>	
12/5 * 12/12 * 12/19 * 12/26 * 1/2	5 Market Days
8x10	\$300
5x8	\$235
<b>Mid-Winter</b>	
1/9 * 1/16 * 1/23 * 1/30 * 2/6	5 Market Days
8x10	\$150
5x8	\$215
<b>Late Winter/Spring</b>	
2/13 * 2/20 * 2/27 * 3/5 * 3/12	5 Market Days
8x10	\$200
5x8	\$170
Daily Drop In	\$60
Electricity – Flat Rate	\$50
Vendor Deposit*	\$50

**Vendor Deposit:** Applies to all Vendors. We will hold this check for the duration of your participation. If a Vendor leaves the Market early, does not provide notice of an absence, or violates other Market rules, the deposit may be reduced or withheld entirely. If the Vendor complies with all of the Policies and Procedures, then we will return the check on your last scheduled Market day.

Initials\_\_\_\_\_

### **Eagle Crest Nursery Provides:**

- Opportunity to keep your booth set up for the season
- Loading dock with easy, drive-up access for vendor product drop-off
- Advertisement in Edible Aspen Winter Edition
- Bi-weekly KDNK underwriting announcements
- Weekly ads in the Aspen Times and Post Independent
- Weekly ads in the Sopris Sun
- Promote on Eagle Crest Nursery's Web Page, Facebook and Constant Contact
- Wi-Fi
- Heat & Lighting
- Banner/Poster signage
- Plenty of vendor and customer parking

### **Additional Policies and Procedures:**

- All Fees must be paid in full prior to booth set up, without exception. No refunds on fees.
- Documents you will need: Colorado Sales Tax License and a Retail Food Service License from Eagle County (Food Vendors).
- Plan on loading in between 9-10AM and loading out between 2-3PM.
- Respect other Vendors and remove vehicles to designated area when unloaded. Parking in front of the building is reserved primarily for customers.
- Cooking is not allowed in the greenhouse. Warming and heating methods (subject to electrical fee) must meet the requirements of the Eagle County Environmental Health Dept. and Colorado guidelines for temporary food establishments. Vendors using any such apparatus are required to have an operating ABC fire extinguisher available and visible in their space(s).
- Absences: We request you contact a substitute in the event you cannot attend a scheduled Market day. Let us know ASAP if you will not attend and will not have a substitute.
- Any product you sell on behalf of someone else must be approved by Market Management.
- Please leave your booth set up...please take your merchandise and valuables with you.
- Before leaving, be sure your area is clean and trash-free.
- Booths are assigned by Market Management. No Vendor is allowed to extend in any direction beyond their allotted space and must keep the aisles free from displays for traffic flow and to not impact neighboring booths.
- Vendors are encouraged to decorate and be creative with their assigned booth(s) and must supply their own merchandise display. The "look" of individual booths and the presentation of products are important for your individual marketing efforts and for the overall quality of the market. Booth presentation is subject to approval by Market Management.
- Vendors please supply your own tables, chairs, display items, trash bags, clean-up supplies, calculators, scales, and any other such items. Tents 10'x10' are not allowed.
- All Vendors shall display a sign which includes the Business Name, Address or town. The sign must be legible and displayed in a prominent location to be easily read by customers. Vendors shall only sell, label, or represent products using the term "organic" if the grower complies with organic production, handling and certification requirements of the National Organic Program. **If a grower makes a claim of being certified organic, they must have at their stand, available for inspection, a copy of their current certificate.**
- If a Vendor has a valid complaint concerning a rule violation by another Vendor, there is an established procedure that must be followed. Only Market Management or their representatives handle complaints. If situations arise which require interpretation of these rules, Market Management will make the required decisions and interpretations in the best interest of the Market. Management reserves the right to remove a Vendor permanently.
- The Market and Eagle Crest Nursery do not carry any insurance for Vendors. Eagle Crest Nursery carries a General Limited Liability Insurance.

Initials\_\_\_\_\_

Vendors also agree to the following conditions:

- Eagle Crest Nursery shall not be liable for any damage to property of Vendor or of others located on the leased space, nor for the loss of or damage to any property of Vendor or of others by theft or otherwise.
- Vendors are not allowed to bring pets or animals to the Market due to health and liability issues.
- Vendors who bring their children to the Market must attend them at all times.
- Each vendor is responsible for complying with ALL State of Colorado and Eagle County laws governing health, packaging, labeling, taxes, scales, weights and measures, etc.
- Vendors giving samples (highly encouraged!) must handle them properly (example: serve with toothpicks).
- Bedding Plants, houseplants and nursery stock items will not be allowed at the market since it is in direct competition with the Market host.

## **Signature required below**

### **Agreement: El Jebel Winter Market at Eagle Crest Nursery (EJWM)**

By signing this form, the undersigned Vendor affirms that he or she has read, understood and agrees to abide by the EJWM Policies & Procedures. Management may remove anyone who fails to comply with the Policies & Procedures with no refund of fees paid.

Vendors are solely responsible for compliance with all government regulations of any kind for activities that take place at the market as well as payment of all applicable taxes. Vendors are solely responsible for the quality and safety of what they sell. EJWM and Eagle Crest Nursery will not be responsible for any injury or damage caused by products sold by Vendors.

As a condition of participating in EJWM , the undersigned agrees to carry adequate liability insurance to release, indemnify and hold the El Jebel Winter Market, Eagle Crest Nursery, staff, advisers and insurers harmless from and against any and all claims or demands, whether for injuries to persons or damage to property, related to or arising from such participation. EJWM reserves the right to use photographic images of the market and its Vendors or Vendor products or Vendor booths for advertising and promotional purposes and Vendor hereby waive any rights to said images and hereby agrees to the use of their name and likeness in said advertising, press release information and public promotion activities both during the time of the EJWM and any time thereafter.

I understand and agree to the foregoing and affirmatively represent that I am authorized to bind any business entity identified below to the terms of the Policies & Procedures Agreement.

Date: \_\_\_\_\_

Print Name(s):

\_\_\_\_\_

Business Name(s):

\_\_\_\_\_

Vendor Signature(s):

\_\_\_\_\_

Initials\_\_\_\_\_



**APPLICATION EL JEBEL WINTER MARKET AT EAGLE CREST NURSERY 2015-2016 SEASON**

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Emergency/Substitute Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Email: \_\_\_\_\_

Items that you will be selling **(Be Specific)**: \_\_\_\_\_

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**Questions for all vendors:**

1. How long have you been in business? \_\_\_\_\_
2. What other farmers markets have you participated in?

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***For value-added (prepared) foods:***

1. Where are your product(s) made? \_\_\_\_\_

2. What ingredients are sourced locally? \_\_\_\_\_

***For handcraft vendors:***

1. Where are your product(s) made? \_\_\_\_\_

2. Who makes them? \_\_\_\_\_

3. Where do your materials come from? \_\_\_\_\_

**Additional comments (feel free to use back of page if necessary):**

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<b>FEE SCHEDULE OPTIONS: DATES &amp; BOOTH SIZES</b>	<b>Market Rates</b>	<b>Pick your dates, booth size &amp; quantity, then enter fee amt.</b>
<b>Full Season 12/5-3/12</b>	15 Market Days	
8x10 booth	\$395	
5x8 booth	\$340	
<b>Holiday Season</b>		
Dates: 12/5 * 12/12 * 12/19 * 12/26 * 1/2	5 Market Days	
8x10 booth	\$300	
5x8 booth	\$235	
<b>Mid-Winter</b>		
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<b>Late Winter/Spring</b>		
Dates: 2/13 * 2/20 * 2/27 * 3/5 * 3/12	5 Market Days	
8x10 booth	\$200	
5x8 booth	\$170	
<b>Other Fees:</b>		
Daily Drop In, List Date Requested in Comments section (5X8 booth)	\$60	
Electricity – for your booth, flat rate	\$50	
<b>TOTAL BOOTH FEE CHECK (enter sum from above):</b>	-	
<b>VENDOR DEPOSIT CHECK (All Vendors, see Policies &amp; Procedures):</b>	-	<b>\$50</b>

Signature \_\_\_\_\_

Print Name & Date \_\_\_\_\_

**Almost done! Please submit the following to: Eagle Crest Nursery, 0400 El Jebel, CO 81623**

1. Completed Application
2. Signed copy of Rules and Regulations (all pages initial at bottom and sign on last page)
3. Sales Tax License (All Vendors), *Retail Food License & Business Insurance if applicable*
4. Two Checks: Vendor Deposit, and Booth Fees (plus electric if needed).
5. We will not deposit your Booth Fees Check until you have been notified of acceptance. We will hold Vendor Deposit Checks until your last scheduled Market day. *Please Note: Applications without payment will not be accepted.*

**Market Management Contacts:**

**Eagle Crest Office Phone: 970-963-1173 / Maria's Cell: 970-618-1073**

**Maria Copenhaver at [maria@eaglecrestnursery.com](mailto:maria@eaglecrestnursery.com)**

**Diana Mundinger: [diana@eaglecrestnursery.com](mailto:diana@eaglecrestnursery.com)**