

Denver NLF Events Farmers Market Application 2023



Please clearly print or type the following information:

Contact Person Name: \_\_\_\_\_

Farm / Business Name: \_\_\_\_\_

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

City / State / Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Number of 10 x 10 spaces requested \_\_\_\_\_

Type of booth / business. Explain what you will be selling: (\*IF YOU ARE SELLING FOOD ITEMS, YOU MUST ATTACH PROOF OF LIABILITY INSURANCE.)

Dates you would like to attend. (Please circle days you will not be attending.)

May 31    June 7    June 14    June 21    June 28    July 5    July 12

July 19    July 26    Aug 2    Aug 9    Aug 16    Aug 23    Aug 30

Sept 6    Sept 13    Sept 20    Sept 27

How long does it take to set up your booth? \_\_\_\_\_

How long does it take to tear down your booth? \_\_\_\_\_

Please attach pictures of booth, licenses and insurance.

# Denver NLF Events Farmers Market Rules And Regulations



## 1. Market Times and Dates:

- A. Operating hours: Every Wednesday, starting May 31, 2023 – Sept 27, 2023 4:00 – 7:00 PM
- B. Vendors should check in with the Market staff by 3:15 PM
- C. Vendors shall stay in designated Market space and open entire time until 7:00 PM

**2. Location:** Victory Church – 11777 Sheridan Blvd. Westminster, CO 80020

## 3. Fees:

- **Yearly Application Fee of \$100**
- **Daily Market Fees are 10% of all sales, per day.**
- **Drop In – 10% of all sales, or \$30 minimum (whichever is greater)**
- **Business / Information booth \$50 per day**
- **\$50 fee for no call, no show.**

## 4. Rules and Regulations:

1. **Set Up:** All vendors are responsible for personal booth set-up. Vendors shall stay in designated space and shall not infringe on other vendors. Vendors should be set up and ready to sell by 4:00 and will keep all products set-up until 7:00. Vendors must be at market site no later than 3:30 PM and off the premises by 8:00 PM.
2. **Weights:** All tents must be weighted. We require 30 lbs and securely attached to each corner. **ABSOLUTELY NO SPIKES!** Vendors will not be able to set up without weights!
3. **Booth Spaces:** The market manager assigns spaces. All spaces are 10 X 10. Participants are typically able to keep the same space. However, the market manager reserves the right to reassign spaces as deemed necessary each week. Participants expected on any market day must notify the manager 48 hours in advance if they are unable to attend. If vendor misses expected date, a \$50 no show fee will be imposed
4. **Presentation:** Vendors must maintain the space assigned to them in a clean and sanitary condition. The space must be left in clean condition when leaving. No trash may be left at the market. No smoking or consumption of alcohol by vendors in the market area.

5. **Sampling:** Vendors may offer samples of their produce and value-added foods provided that they practice good hygiene, proper sanitation and cleanliness. Vendors must obey the Sampling Guidelines for Colorado Markets. Vendors are not allowed to roam the market while giving away samples of their goods. Samples may only be offered at the vendor's booth.
  
6. **Fees and Taxes.** At the close of the market vendors must completely and accurately fill out and submit a market sales report plus the required fees (cash or check) to the market manager or a staff member. Reports must be turned in after market closes. All local city and state taxes are the sole responsibility of the vendor. **ALL SALES – INCLUDING FOOD FOR HOME CONSUMPTION ARE CHARGED A SALES TAX OF 3.85%. VENDORS MUST COLLECT AND REMIT SALES TAX DIRECTLY TO THE CITY OF WESTMINSTER**
  
7. **Licensing and Regulations:** All applicants must comply with current city, county, state and federal laws governing their business activities, and must provide the Market Manager current copies of any licenses, permits, inspections and certificates required for the sale of their products along with their application. Denver NLF Events and Victory Church is not liable for vendors' noncompliance with city, county, state and federal regulations.
  
8. **Insurance.** All vendors must provide proof of commercial general liability policy in the amount of \$1,000,000 and submit a waiver of liability.. **Vendors must name Denver NLF Events and Victory Church as an additional insured on their policies.**
  
9. **Vendor Selectivity:** Denver NLF Events reserves the right to prohibit anyone from selling at the market or to prohibit any product from being sold there. These determinations will be made based on market demand, applicable laws and health codes, the rules and regulations of Denver NLF Events and at the Board of Directors' discretion. Rules and regulations are subject to change for special event days and/or at the discretion and judgment of the Board of Directors.
  
10. **Enforcement of Rules:** Any violations shall be reported to the Market Manager. The Manager will determine how to handle each violation. Any violation can result in expulsion of Market.

11. **Agreement:** I have read and understood the rules/regulations of participating in this market. I agree to follow all policies and procedures set forth in this document.

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

Please email application along with pictures of booth and insurance info to: [Denvernlfevents@yahoo.com](mailto:Denvernlfevents@yahoo.com)

Denver NLF Events  
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