

## Town of Dillon Farmers Market Rules and Expectations 2020

The Town of Dillon Farmers Market is overseen by a Farmers Market Committee. The Committee adopted the following rules and expectations, and at any time, it may amend, delete, or modify its policies, rules and expectations. In order to promote the Farmers Market within the community all participants in the Farmers Market will behave towards the Farmers Market customers, staff and volunteers in a professional manner which fosters a sense of community, camaraderie and a spirit of cooperative involvement.

### **Hours Dates and Location**

The 2020 Farmers Market will run Fridays, 9:00 a.m. to 2:00 p.m. from June 5, 2020 through September 11, 2020 (15 markets total). The Farmers Market is located on the west side of Lodgepole Street adjacent to the Dillon Reservoir. The Farmers Market is open rain, shine, or snow. No pets are allowed.

### **Produce, Plants and Flowers**

The Town of Dillon Farmers Market strives to provide a market place where fresh and wholesome products are sold. Farm products that can be sold at the market include vegetables, fruits, berries, herbs, nuts, flowers, plants, honey, seafood, meat, poultry, eggs and dairy products. It is preferred that all products be grown, raised, produced or gathered by the vendor within Colorado or in counties bordering Colorado. On occasion, to attract certain types of products not available at the Farmers Market, the Committee may allow resale of produce not grown by the vendor. Resale produce must be clearly marked as such and approved in advance by the Farmers Market Manager.

### **Processed Goods**

The Farmers Market accepts certain value-added items which are grown and/or made by the vendor such as baked goods, preserves, cheese, sausage and smoked meats or fish.

All processed foods must be appropriately labeled with product name, ingredients, net weight, vendors name and address. We encourage sampling of your products to patrons.

## Handcrafted Items

All craft products must be handcrafted by the vendor and approved by the Farmers Market Manager and the Farmers Market Committee. On occasion, to attract products not otherwise available at the Farmers Market, the Farmers Market may allow the sale of products not crafted by the vendor. Returning craft vendors must have all new items approved before they are sold at the Dillon Farmers Market.

## Prepared Food

The Farmers Market Manager and the Farmers Market Committee must approve prepared food vendors. Prior to selling at the Farmers Market, all prepared food vendors must show appropriate Health Department certification to the Farmers Market Manager. These permits must be displayed in public view during Farmers Market hours. All prepared food processor equipment/trailers must comply with Summit County Health Department regulations. Refer to <https://www.summitcountyco.gov/702/Retail-Food> for more details. A “VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS” and other important information is available at this site.

## License and Tax

Vendors will need to complete and remit a Multiple Event License Application, form 0589 (which can be downloaded from the Colorado Department of Revenue <https://www.colorado.gov/pacific/tax>). Form 0098, the Special Event Tax Return, can also be found on the site. Town of Dillon Sales Tax must be reported on this return. Summit County and the Town of Dillon **DO COLLECT** taxes on home consumption foods. It is the responsibility of the vendor to determine what other licenses may be required to legally sell their product.

## Fees, Sales Reporting, and Payment

The Town of Dillon will establish a fee schedule for all booths prior to each market season. Payment in full is due by April 3<sup>rd</sup>, 2020. This includes application fee, booth fee, business license fee, and security deposit. The Farmers Market Manager will collect payment for “drop-ins” during the market of participation. Vendors will not be allowed to set up until all past obligations have been cleared.

## Booth Assignments

The Farmers Market Manager will make all booth assignments. Vendor location and other considerations are made at the Farmers Market Manager’s discretion taking into

consideration product mix, customer flow, special promotions, and vendor seniority. While we try to keep vendor booths consistent, vendor booths are subject to change.

## **Punctuality**

All vendors with assigned booths must be at their booths by 8:00 a.m. or have made prior arrangements with the Farmers Market Manager. After 8:00 a.m. the booth will no longer be held for the assigned vendor. Violations of this policy WILL result in the loss of an assigned booth on the day of the violation. Repeat violations may result in the expulsion from the market. If you cannot attend the Farmers Market on a day you committed to, please contact the Farmers Market Manager 48 hours in advance of the Farmers Market. Please be considerate of your fellow vendors and Farmers Market staff.

## **Set-Up and Take Down**

Lodgepole Street will be closed to all “through” traffic from 6:00 a.m. to 4:00 p.m. You may enter at the east end of the street ONLY. Set-up will begin at 6:00 a.m. and continue until 8:30 a.m. on Farmers Market day. During that period vendors may enter the Farmers Market area with their vehicles for the purpose of unloading ONLY. Vendors should unload their vehicles promptly and move their vehicles offsite. A clear and drivable lane must always be kept open! A vendor may not begin setting up his or her stall spaces until his or her vehicle is moved offsite. NO VEHICLES WILL BE ALLOWED TO ENTER THE FARMERS MARKET SITE AFTER 8:30 a.m. Set-up must be completed by 8:45 a.m. The Farmers Market officially opens at 9:00 a.m. All vendors are required to remain at their booths until the Farmers Market closes at 2:00 p.m. EVEN IF THEY ARE SOLD OUT. At 2:00 p.m. vendors shall cease selling and promptly take down their booths. No vehicle will be allowed to enter the Farmers Market site until at least 2:00 p.m. and only after Farmers Market staff opens the road. Vendors should not leave the Farmers Market to retrieve their vehicles until they have completely taken down their booth(s) including packing up all remaining product, collapsing canopies or tents and cleaning up any debris.

## **Stall Clean Up**

Each vendor is responsible for cleaning up his/her booth area to the satisfaction of the Farmers Market Manager. This includes removing all debris, sweeping and, if necessary, washing down the booth area. Vendors are expected to remove all waste generated by the sale of their product. Vendors must not dump oil, or debris into flowerbeds, garden areas, streets, sidewalks, storm drains, sinks, toilets, or anywhere else within the Farmers Market site. All vendors must bring containers suitable for waste removal, including oil waste. Prepared food vendors must have overhead coverage, if required by the Summit County Health Department. Vendors not adhering to this policy risk cleaning fines.

## Garbage and Recycling

All Vendors must haul out their trash and recycling at the end of the day. On-site trash receptacles are for customer use only. Vendors may request permission from the Farmers Market Manager or designee to use customer receptacles at the end of the Market day if space permits. To be environmentally friendly we request vendors use compostable items and recycled goods. In 2013 the Dillon Farmers Market banned the use of Styrofoam. As we continue to move forward, we will encourage the use of compostable and environmentally sustainable products to be used. For additional help with compostable materials please contact the High-Country Conservation Society.

## Farmers Market Tent Guidelines

Most accidents at events involve tents or canopies. Summit County's weather is unpredictable and strong gusty winds are a daily occurrence. While participants use canopies to shield themselves from the rain and sun our regions winds can turn canopies into deadly missiles with one unexpected gust. You are responsible for ensuring that your tent or canopy does not pose a danger to yourself and the public by becoming airborne. Any failure to adhere to these rules will require that you take down your tent or canopy.

- **All tents and canopies must have 40 pounds of weight per leg.** This includes when more than one tent is lashed together- each leg must have 40 pounds of weight attached, even when the legs are adjacent to each other.
  - Appropriate weights include filled factory supplied sandbags, filled PVC pipes with eye bolts and filled five-gallon (or greater) water jugs with molded handles. Each must weigh at least 40 pounds.
- **Your canopy shall be fully secured before setting up anything else.** Do not let yourself be interrupted by anything in the middle of this process, as a half-secured tent or canopy is as dangerous, if not more dangerous, and an unsecured tent or canopy. Set up and breakdown periods are when canopies consistently prove to be the most vulnerable to the wind. You must be sure to completely secure your tent or canopy as soon as you set it up and take down your canopy as soon as you remove your weights at the end of the day.
- **Inadmissible weights** include one-gallon water jugs or larger water jugs that do not have handles molded as part of the body; concrete blocks or cinder blocks; coolers, bags of ice or water jugs from which water or product is removed, loose weightlifting plates or dumbbells that cannot be secured to canopy legs properly; stakes in the middle of the ground; and merchandise racks.
- **Weights must be secured to the canopy roof and the canopy legs separately** with one or more acceptable attachments: nylon ratchet straps; high quality rope (light duty "parachute" cord is NOT allowed); factory supplied pins intended for use with compatible sandbags. NOTE: bungee cords and rubber straps are not acceptable.

## Examples of Acceptable and Unacceptable Weights



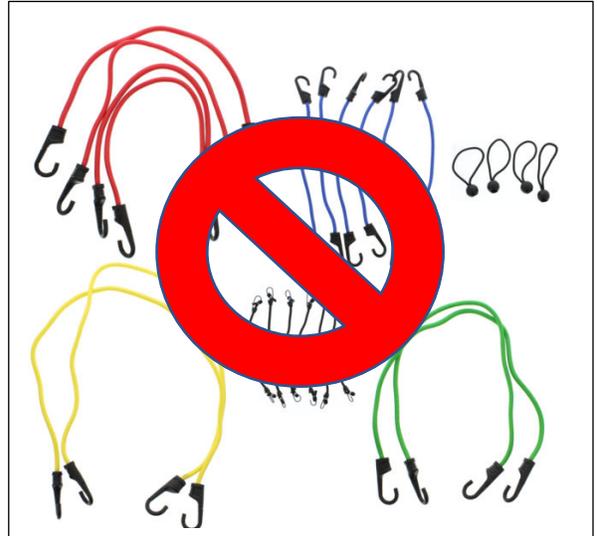
Weights provided by the canopy manufacturer, after-market companies and even do-it-yourself weights made with buckets or PVC pipes and substantial eye hooks filled with cement all are appropriate so long as they weigh at least 40 pounds.



Cinder blocks, bricks, household items and other makeshift weights used with twine are NOT appropriate weights for adequately securing your canopy.



Light-weight "para-cord" less than 1/8<sup>th</sup> of an inch (3mm) is NOT substantial enough to hold down a canopy in the winds that can blow off the Dillon Reservoir. Ropes should be at least 5/32<sup>nd</sup> of an inch (4mm) and capable of a 400-pound load, minimum.



Bungee cords and light twine are NOT appropriate for canopy tie-downs. Bungee cords may be used only to wrap weights snugly around canopy legs.