

Four Seasons Farmers and Artisans Market Outdoor Vendor Application 2018



2018 Seasonal Outside Vendor Agreement for Product Sales

Saturdays, May 19th – October 20th, 2018 9am-2pm

This agreement secures outside booth space at the Four Seasons Farmers & Artisans Market, 7043 W. 38th Ave., Wheat Ridge, Colorado, for the purpose of promoting and selling the vendors' products identified below.

Business Name: _____

Address: _____

City: _____, State: _____ ZIP CODE: _____

Primary Contact: _____ Phone: _____ Cell: _____

Email: _____

Website: _____

Product(s): _____

Insurance Company: _____ Policy number: _____

Time Period Covered by Insurance: Starting Date: _____ Ending Date: _____

Vendor Seasons Fees: \$150 per season

Summer Season 2018: Saturday, May 19th – Saturday, October 20th

The season fee secures booth space for the season to provide a consistent booth location.

The season fee is due with this application.

Vendor Participation Fees:

Outside vendor weekly participation fees are 10% of the vendor's gross sales for the market day. Vendors must complete their daily sales report and pay the fees before leaving the market. At the close of the market day vendors may offer to sell remaining products to the market to be offered for sale during the market's weekday hours.

For all sales that the vendor makes directly to customers, the vendor is responsible for collecting and reporting sales tax. Any sales of products to the market will be considered wholesale and are not subject to sales tax. All vendor fees are non-refundable and are due on Saturday - Market Day. Please make checks payable to: **Four Seasons Farmers & Artisans Market LLC**

Attendance: Market Days are from 9 am to 2 pm every Saturday. Full-season vendors are required to be at the market every Saturday through the season. Vendors are expected to be set up and ready to go by 9am, and to stay until the market closes at 2pm.

The success of your marketing endeavor, and of the market itself, is dependent upon your attendance at the market. If you will be absent or late for any reason, please call the market at 720-560-6648.

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Products:

The market emphasizes products that are Colorado or locally produced, and farm, garden or artisan in nature, and approved by the Market in advance to avoid conflict with other vendors. If items are not made or produced by vendor applicant, please identify the item and the producer:

Licensing and Permits:

All permits, licenses and taxes are the responsibility of the vendor, including obtaining a business and sales tax license from the City of Wheat Ridge. Appropriate permits and licenses will be made available to Four Seasons FAM and/or jurisdictional officials and inspectors upon request. Collection and payment of sales tax is the sole responsibility of the vendor.

Insurance:

Vendors are required to have valid insurance for participation in this market. A copy of vendor coverage must be included with this application.

Booth Space Maintenance:

Space is assigned on a first come, first served basis. Each booth area has been predetermined. Displays and product arrangement within that space is at the discretion of each vendor. **You must sweep up your booth space after each market day.** Brooms are located in the broom closet inside. Vendor applicant acknowledges that the Four Seasons Farmers and Artisans Market, LLC is providing a booth space and general publicity for the market. Four Seasons Farmers and Artisans Market, LLC makes no promises or representations regarding customer traffic or product sales. **The applicant further understands that customer participation can be enhanced by vendor outreach, publicity and networking.**

By signing this application, the vendor and/or their representative(s) agree to the policies and procedures initialed above and agree to hold harmless Four Seasons Farmers and Artisans Market, LLC, its employees or representatives from injuries, property losses, damage or expenses resulting from any activity associated with the operation of the event or this facility.

Vendor Name: _____

Vendor Signature: _____ Date: _____

Please attach copies of proof of insurance, permits, licenses and a check for the applicable fees to this application.

Please return this application with all attachments to:

Four Seasons Farmers & Artisans Market - 7043 West 38th Ave., Wheat Ridge, CO 80033

Emergency Contact Information (optional):

Name: _____ Phone: _____

Relation to vendor: _____

Do you have a medical condition you would like us to be aware of? _____

If yes, please provide relevant information: _____