



Indoor Vendor Booth Space Agreement for Product Sales – Winter 2018-19

This agreement secures indoor booth space at the Four Seasons Farmers & Artisans Market in 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: _____ Time

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

Vendor Seasons Fees: \$200 – Winter Season (November 1, 2018 through May 31, 2019)

\$150 – Summer 2019 (June 1, 2019 – October 31, 2019)

The season fee secures booth space for the season to provide a consistent booth location and help the market defray advertising costs. **Optional Bonus Month:** Vendors may join the market up to one month before a season begins with no addition to the season fee. The season fee will be prorated for vendors who join the market after the beginning of the season. Season fees are due at the beginning of this agreement.

Subsequent season fees are due at the beginning of each season, however, continuing vendors have the option of paying the fee for the next season at a rate of \$5 per week until the full amount has been paid.

Weekly Vendor Fees:

\$25 per week plus 20% for sales that are processed through the market checkout. Inside vendors are encouraged to leave products in their booth space for the market to sell on their behalf. Items must be priced with the assigned code for the vendor. The market will record each sale that the market handles on behalf of inside vendors and will pay each vendor the proceeds of such sales once each week after subtracting the processing percentage above. The market will collect appropriate sales tax on such sales and will report sales and pay sales tax. For sales that the vendor makes directly to customers, the vendor is responsible for collecting and reporting sales tax.

All vendor fees are non-refundable and are due on Saturday Market Day. **Attendance: Market Days are from 9:30 am to 1 pm every Saturday. 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 9:30 am, and to stay until the market day ends at 1pm. 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.** Vendors are welcome to be at your booth at any time the market is open.

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. 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 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: _____