



## 2019 Seasonal Outside Vendor Agreement for Product Sales

**Saturdays, May 18<sup>th</sup> to October 19<sup>th</sup> – 9am to 1pm\***

This agreement secures outside 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: \_\_\_\_\_

Web site: \_\_\_\_\_

Product(s): \_\_\_\_\_

Insurance\*: \_\_\_\_\_

Time Period Covered: Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

### **Vendor Seasons Fees: \$150 per season.**

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

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.

### **Vendor Participation Fees: (Check your preference)**

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 choose 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 collection 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 Market Day\*.

Make checks payable to: **Four Seasons Farmers & Artisans Market LLC**

**\*"Market Days" are from 9 am to 1 pm every Saturday. Vendors are expected to be ready to start by 9:30am.**

**Attendance:** The success of your marketing endeavor is dependent upon your accordance at the market. In the event of an absence the vendor will contact the market. Please be sure that our market managers and your customers are aware of any schedule adjustments.

**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:

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**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 Market 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. **General booth cleaning and maintenance is the responsibility of the vendor at the end of each market.** 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 38<sup>th</sup> Ave.  
Wheat Ridge CO 80033**