



# 2017 Vendor Application

The Brush People’s Market, hosted by the Brush Chamber of Commerce Main Street, in conjunction with East Morgan County Library District will be held at Library Park, 500 Clayton Street once a week on Wednesdays from August 9<sup>th</sup> through October 11<sup>th</sup>. The Market will be open from 4:00 p.m. to 7:00 p.m. The Market is primarily for growers, producers, artisans/crafters, home based businesses, entertainment and musicians. If you have any questions, please contact us at [brush@brushchamber.org](mailto:brush@brushchamber.org), Market managers, Melody Christensen or Reagan Buchanan. You can also visit our website at [www.brushchamber.org](http://www.brushchamber.org).

**Business Name:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

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

**Social media sites (Twitter, Blog, Facebook, Pinterest,** \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

**Secondary Contact Name:** \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

## Booth Sharing

Small vendors who have products to sell each week, but may not be able to commit to coming every week can share a space with another vendor(s). It is the vendor’s responsibility to find selling partners for shared spaces. **Each individual vendor must fill out an application.**

Will you be sharing a space with another vendor?  Yes  No

If yes, with which vendor(s)? \_\_\_\_\_

## Booth Rental

A booth space is approximately 10’ deep x 10’ wide outdoors. You need to provide your own set-up equipment. If vendors need electricity you would need to provide your own generator. East Morgan County Library District can supply electricity to musicians if needed.

The fee for each space is \$50 for the entire 10 weeks or \$10 per week. Include a check made payable to the Brush Chamber of Commerce for the appropriate rental fee of \$50 for the entire 10 weeks or \$10 per week. No booth charge to vendors who are not charging customers, i.e. face painting, popcorn, balloons, bouncy house, etc.

I would like to reserve space(s) for only the days checked below.

- |                                  |                                  |                                  |                                 |                                 |
|----------------------------------|----------------------------------|----------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> Aug 9   | <input type="checkbox"/> Aug 16  | <input type="checkbox"/> Aug 23  | <input type="checkbox"/> Aug 30 | <input type="checkbox"/> Sept 6 |
| <input type="checkbox"/> Sept 13 | <input type="checkbox"/> Sept 20 | <input type="checkbox"/> Sept 27 | <input type="checkbox"/> Oct 4  | <input type="checkbox"/> Oct 11 |

# of spaces: \_\_\_\_\_

Please remember that you are making a commitment to these dates. Failure to check-in by 2:30 p.m. on Market day without prior communication to the Market Manager may result in loss of your space without a refund. Emergencies will be considered on a case-by-case basis.

If you are not reserving, you will need to remit the fee on the Market day you attend. However, we cannot guarantee that space will be available.

## Products

Please list/describe the products you expect to offer. Use additional paper if you need more space. You may attach photographs. Preference is given to vendors with products they have made or produced. Arts/crafts items must be made by the vendor offering them for sale and must be pre-approved by the Market Management. Contact the Chamber to discuss these.

#	Description
---	-------------

- |    |       |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |

Vendors must have all applicable permits and licenses. Typical permits and licenses include Retail Food Establishment, Dept. of Agriculture Farm Products Dealers License, and any others required by other regulating agencies. Vendors offering "cottage foods" must also submit the Colorado Cottage Food Producer Checklist and Certificate of Completion for food safety training. Please provide a copy of your permits/licenses with this application and have a copy available at your booth.

I have read and agree to abide by the **Vendor Application** and **Market Rules**, as well as all applicable local, state, and federal regulations. I will comply with directions issued by the Market Manager or other officials. I understand that failure to do so will be immediate grounds for temporary or permanent expulsion from the Market.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Check Enclosed in the Amount of: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

Send completed and signed application and supporting documents, if applicable, along with a check (if reserving space) made payable to Brush Chamber of Commerce to:

Brush People's Market  
c/o Brush Chamber of Commerce  
218 Clayton Street  
Brush, CO 80723

### **Attachment List (As Applicable)**

- Sales Tax License issued by Colorado Dept. of Revenue
- Check payable to Brush Chamber of Commerce
- Signed Release of Liability Agreement
- Food Vendors -
  - Food License – issued by Health Dept. (Must be posted at booth)
  - Food Booths - Cottage Food Producer Checklist
  - Food Booths - Certificate of Completion for Food Safety Training (For Cottage Food Producers)
  - Food Booths - Organic Certification

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### **Office Use Only**

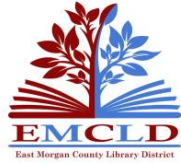
Date Received: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

Application Complete:  Yes  No Missing Item(s):

<input type="checkbox"/> Contact Information	<input type="checkbox"/> Food License
<input type="checkbox"/> Liability Release Signed	<input type="checkbox"/> Food Safety Cert
<input type="checkbox"/> Sales Tax Info	<input type="checkbox"/> Cottage Food Producer Checklist

Approved:  Yes  No If no, reason: \_\_\_\_\_  
 Pending: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_



# 2017 Release of Liability Agreement

I, \_\_\_\_\_ ('Vendor'), hereby release and forever discharge the Brush People's Market, Brush Chamber of Commerce Main Street and East Morgan County Library District, its officers, employees, representatives, and agents, as well as the Market Manager and all assistants to the Market Manager, from any and all responsibility, liability, claims, demands, loss or damage arising out of, or relating in any manner to, my participation in the Brush People's Market. I further agree to indemnify and hold harmless the Brush People's Market, the Brush Chamber of Commerce Main Street, the East Morgan County Library District, its officers, employees, representatives, and agents, as well as the Market Manager and all assistants to the Market Manager, from and against any and all suits, claims, demands, damages, injuries and actions, theft, costs, and expenses, including attorney's fees, of any kind or nature whatsoever relating to premises rented to or used by Vendor in connection with the Brush People's Market, as well as any and all goods or services offered for sale or other distribution by Vendor at the People's Market. Vendor assumes all liability for Vendor's displays, Market stand, and products sold. Vendor agrees to abide by all policies and rules set forth in this application, and in the 2017 Brush People's Market Rules. Violations may result in immediate expulsion from the Market.

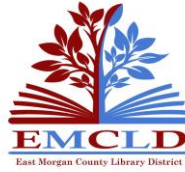
Further, I hereby indemnify and hold harmless the Brush People's Market, Brush Chamber of Commerce Main Street, the East Morgan County Library District, its officers, employees, representatives, and agents, as well as the Market Manager and all assistants to the Market Manager, and any other persons, or entities acting on their behalf, and the successors and assigns for any and all of the aforementioned persons and entities, against any and all claims, demands, and causes of action whatsoever, whether presently known or unknown, of any person who suffers any injury, disability, death, or other harm, to person or property or both, as a result of my participation in and/or presence at the Brush People's Market, as well as the presence or participation or other actions of my officers, employees, representatives, consumers, customers, or invitees.

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brush Chamber of Commerce Main Street

\_\_\_\_\_  
Date



## Market Rules

Please keep the Market Rules for your reference.

The Brush People's Market has adopted the following "Rules", and at any time, they may amend, delete, or modify these to meet the needs of the Market. In order to promote the Market in the community, we ask that all participants in the Market treat the customers, staff, and volunteers in a professional manner to foster community and cooperative involvement.

## Mission Statement

"Brush Main Street promotes, supports, encourages and energizes our businesses and community while preserving our heritage."

The mission of the Brush People's Market is to provide a marketplace where our diverse community has access to specialty products and high quality, locally grown and produced food and where local farmers, producers, crafters, and artisans can provide their products directly to the consumer. The Market will provide opportunities for our vendors and customers to support and learn from each other, which will strengthen our local economy and build community ties.

## Location Dates, and Hours

Location: East Morgan County Library, 500 Clayton Street, Brush, CO

Wednesdays from August 9th through October 11th from 4:00 p.m. to 7:00 p.m.

1. The spaces will be available for set-up for reserved vendors 1 hour before the Market opens. Due to safety reasons, vendors arriving after the opening of the Market may not be allowed in if the Market Manager determines that it will create an unsafe situation. If the Market Manager allows the vendor into the Market, the vendor will proceed only under the direction and guidance of the Market Manager to the designated booth location. Non-reserved vendors must wait outside the Market area until directed by the Market Manager to a booth location.
2. People's Market vendors may unload their merchandise near their assigned space(s). After unloading, vendors should park in further out spaces so customers can park closer to the Market.
3. Vendors without reserved spaces must check in with the Market Manager each Market day to be assigned a space for that day. These vendors are not guaranteed a space or the same location each Market session. Non-reserved vendors may have to wait until the Market Manager has determined that normally reserved spaces have become available (generally no sooner than 30 minutes prior to opening).
4. Please be respectful of your neighbors and stay within your allotted space.
5. Vendors may not leave the Market area before the end of the Market without the express consent of the Market Manager.
6. If you are unable to attend a Market due to unforeseen circumstances or emergency, you must email or call the Market Manager.

## Equipment

1. Canopies must be clean, in good condition, and secured with at least 10 pounds of weight per corner (or per manufacturer's recommendations). Weights and tie-downs must be placed to not create a tripping hazard. The Market Manager and/or other officials may order the immediate removal of unsecured canopies or those in poor condition.
2. Vendors must provide their own tables and chairs and other equipment for display of merchandise. Tables and/or displays that are in poor repair or that pose a potential hazard in the opinion of Market management will not be allowed.
3. Propane tanks and equipment must be in good condition and cannot be located under temporary canopies. Vendors using propane tanks must have an appropriate fire extinguisher at the booth.
4. Business banners with contact information is highly encouraged.

## Vendor Responsibilities

1. All required certificates, including Retail Food Establishment permits, Dept. of Agriculture broker licenses and certified scale permits must be displayed in a visible location. The exception for the food licenses and permits applies to foods that qualify as "Cottage Foods." See information in the Cottage Foods section, below.
2. Vendors offering food samples will comply with food sampling guidelines.
3. Growers Marketing produce or products as being organic, must display a copy of a current organic certification at their stand each Market day, and submit a copy with application.
4. Vendors will behave in a professional manner. Hawking or yelling is not allowed. Vendor disputes should be taken to the Market Manager in such a manner as to not create a disturbance with customers or other vendors.
5. Vendors are requested to wear appropriate attire and appear neat and tidy at the Market. Shirts and shoes must be worn at all times.
6. Vendors shall accurately report total sales and remit applicable fees and taxes to the State of Colorado.
7. Booths must be removed within one hour after the close of the Market.
8. Vendors are responsible for leaving their assigned area clean. All merchandise, equipment and debris must be removed from the premises at the close of the Market day. The security of items left is at the sole risk of the vendor.
9. Vendors' pets are not allowed at the Market site.
10. Any vendor backing up their vehicle must have one person behind their vehicle giving back-up directions to ensure of the safety of persons in the vicinity.
11. Vendors must ensure that children that come with them to the Market do not create a disturbance to other vendors and customers, or damage other vendor's displays or products or the Market grounds. Small children should not be allowed to roam unsupervised. Children under the age of 16 will not be allowed to sell at the vendor's booth unless the parent/guardian is on the Market site.

## Insurance

Vendors are required to provide proof of insurance if applicable.

## Taxes

All vendors are required to report total sales and remit applicable sales taxes to the State of Colorado.

- The City collects 4.0% sales tax on all sales, state sales tax is 2.9%. Ready-to-eat prepared foods (includes candy and hot foods) and non-food goods are subject to City and State sales tax (6.9% total).

## Cottage Foods

Cottage Foods: In 2012, the Colorado Legislature enacted Senate Bill 12-048 allowing individuals to produce, sell, and store certain types of “cottage food” products in an unlicensed home kitchen. A copy of the bill can be found at [www.cdphe.state.co.us/cp/index.html](http://www.cdphe.state.co.us/cp/index.html). Cottage food products include items such as spices, teas, dehydrated produce, nuts, seeds, honey, candies, jams, jellies, and certain baked goods. Cottage food operations require no license or permit from the Colorado Department of Public Health and Environment and are not inspected by any state or local government entity. Net sales for each product produced by a cottage food operation must not exceed \$5,000 annually. Products must be sold directly by the cottage food operator to the end consumer. Sales by consignment or to retail food or wholesale food establishments are prohibited. Cottage food products must be labeled in accordance with the requirements as outlined in Section 25-4-1614, C.R.S. The Colorado Cottage Foods Act requires “producers to be certified in safe food handling and processing by a third-party certifying entity, comparable to and including the United States Department of Agriculture or the Colorado State University Cooperative Extension Service, and must maintain a status of good standing in accordance with the certifying entity practices and procedures, including attending any classes required for certification.”

If you plan to sell “cottage foods” at the Brush People’s Market, complete and include the Cottage Food Producer Checklist with your vendor application.

## Products Not Allowed

Products not allowed to be sold at the Market include, but are not limited to:

1. Nationally branded grocery products.
2. Re-sale and second-hand items.
3. Illegal or hazardous substances.
4. Live animals. Please direct all questions about pets to the Brush Area Chamber of Commerce.
5. Home-improvement products.
6. Mass-produced items (other than specialty food items that are commercially prepared such as jerky or condiments).

The Brush Chamber of Commerce Main Street reserves the right to make the final determination of what is appropriate for community standards of products and services that will be allowed for sale at the People’s Market. If any items are determined to be unacceptable for sale at the Market, staff will ask the vendor to remove them immediately.

## General Market Rules

1. Smoking, alcohol, and drugs are not allowed at the Market site.
2. No one may beg, loiter, solicit, or place any poster, advertisement or billboard on the Market premises without approval of the Brush People’s Market Manager.
3. The Brush People’s Market cannot provide change for vendors.

## Vendor Dismissal Policy

Failure to abide by Market rules or policies the following steps will be taken.

1. Verbal warning – documented
2. Written warning
3. Dismissal from Market

The Market Manager reserves the right based on the severity of the infraction, to dismiss vendor and/or their employees from the Brush People's Market immediately.

## Promotions and Events

Advertising and outreach for the Market includes print and radio news media and specialty publications, posters, flyers, Brush Chamber's website at [www.brushchamber.org](http://www.brushchamber.org), as well as Twitter and Facebook postings. Your participation in the Market serves as your approval for these photos to be used in any type of promotion.

**Promptly report any infraction of rules, hazardous condition, or accident to the Market Manager.**