

## **BASALT SUNDAY MARKET RULES AND REGULATIONS 2021**



*These rules constitute the intent of BASALT SUNDAY MARKET but may be amended and changed as necessary at any time. Vendors will be notified of any changes. The following rules and regulations are designed to ensure the health & safety of our customers, ensure fairness to all vendors and create an efficient and well-run market environment for the continued and greater success of all participants. Thank you for reading carefully.*

### **1. 2021 DATES & HOURS**

Sunday, June 20, 2020 through Sunday, September 26, 2020, for a total of 15 markets. Hours are from 10 AM to 2 PM Rain or Shine.

### **2. SET UP**

Vendors are expected to set up between the hours of 8:00 AM and 9:45 AM. For safety reasons all vehicles must be parked, and no vehicles will be allowed to move through the market after 9:45 AM. A \$25 fee will be deducted from your deposit if you do not comply with market rules.

### **3. BREAKING DOWN**

Vendors are expected to break down and clean up between the hours of 2:00 PM and 3:30 PM. No grower or vendor is to close a stand before the official closing time. If a grower or vendor sells-out early, a "sold-out" sign must be displayed on stand until closing time. A \$25 fee will be deducted from your deposit for early break down. Sellers are responsible for their selling spaces. Before leaving be sure your area is clean and trash-free. The entire market area should be kept clean by all vendors at all times.

### **4. LOCATION**

The market is located in downtown Basalt, Colorado, adjacent to Lion's Park on Midland Spur, at the intersection of Midland Ave. The market is adjacent to the Basalt Town Hall and municipal building.

### **5. WHAT CAN BE SOLD**

The vendor must grow or craft the majority of the product sold. All produce and other harvested items must be agriculturally oriented and either grown or legally collected in Colorado. It is understood that frost or hail or other act of Nature may make this impossible. In that case the grower may be exempted from this rule subject to approval by the Market Manager. Town Staff and the Market Manager retain the right to determine which crafts are suitable for sale at the Basalt Sunday Market.

Sellers are encouraged to inform customers of their growing practices and philosophies, but shall make no misleading or untruthful claims, nor disparage other vendors' growing practices or philosophies. Any seller who displays any harmful activity, noncompliance with Market Regulations, or is subject to consumer complaint will have his or her continued admittance reviewed by the Town Manager with a recommendation from the Market Manager.

The goal for the Basalt Sunday Market is to have a vendor mix consisting of 1/3 agricultural and grown products, 1/3 artisans, and 1/3 prepared foods. The Town strives to ensure a



variety of unique products are offered at the market and does not offer exclusivity for a vendor to offer any particular product. However, the Town will try to ensure there is not an overabundance of any one item.

## **6. APPLICATION DEADLINE, ACCEPTANCE AND FEES**

Please complete and return the Basalt Sunday Market application by **April 30, 2021** with your payment to P.O. BOX 4408, Basalt CO 81621. Applications without payment are considered incomplete and may be denied. New Artists/crafts vendors please include your mission statement, photos of your product/art, a sketch of your proposed booth layout (see paragraph No. 16), and a website address if one is available.

All applications will be reviewed by the Town Staff and you will be notified of your acceptance or denial into the market via email. You will receive a welcome email from the Market Manager if you have been accepted. **Prior year participation or verbal acceptance does not constitute or guarantee acceptance. You must receive the welcome email to be considered accepted.** If an application is denied, fees for that year will be returned within the following seven working days after the denial date.

## **7. DEPOSIT**

All vendors are required to provide a \$75 deposit with their application which will be banked. If a vendor is late setting up, leaves the market early, does not provide early enough notice for missing a market or violates other market rules the deposit may be reduced or withheld at the discretion of the Market Manager and Town Staff. Vendors that comply with all market rules and regulations for the duration of the market will have their deposit refunded at the end of the market season.

## **8. DROP-IN VENDORS**

Drop-in vendors are considered provided there is adequate space at the market and the product meets the market guidelines. If you are interested in becoming a drop-in vendor please contact the Market Manager at [manager@basaltsundaymarket.com](mailto:manager@basaltsundaymarket.com) in advance to inquire about availability, approval and to reserve a site.

The cost of a 10' x 10' space is \$35 for the first market, and \$50 for each subsequent market for a maximum of three markets. A \$25 deposit must accompany each market after the first. Vendors wishing to continue past three markets will have their fees added toward their full market upgrade if approved as a vendor.

A registration form must be filled out and returned to the Market Manager before spaces will be assigned. Drop-in vendors must have a Town of Basalt sales tax license (<https://www.basalt.net/DocumentCenter/View/4389/2021-Business-License-Application-for-Web?bidId=>). Food vendors must comply with Eagle County's Retail Food rules and regulations and receive a Retail Food License prior to the market date.

## **9. WHAT TO BRING**

Vendors must supply their own merchandise display which may include tents, tables, chairs, display items, business cards, trash bags, cleanup supplies, calculator, sales tax license, proof of insurance, retail food service license, rain plan, hand washing station for food vendors, scale, start out money, hand sanitizer, signage and materials to comply with COVID requirements, food service items, etc.

**\*Tent Weights: You must have a 40lb weight attached to each leg of your tent at all times.** If you do not have proper weights you may be asked to leave the market. Be



prepared for windy days and secure your for sale items in a manner appropriate to their display. You do not want to lose valuable items as they blow away!

Vendors who use any kind of open flame or electricity are required to have an operating ABC fire extinguisher available and visible in their booth at all times and may require other approval from the Roaring Fork Fire Authority.

#### **10. PACKAGING**

Please note, the Basalt Sunday Market is a plastic bag free market. Please package or distribute your products according to the Green Events Checklist, attached.

#### **11. FOOD AND BEVERAGE**

Vendors offering bottled water shall be required to display information concerning the environmental impacts associated with bottled water products.

Any single use food-service products (utensils, cups, bowls, sample cups, etc.) *are required to be compostable*. The Market Manager may reduce your deposit by \$10 each market that plastic non-compostable products are used. If you need assistance in securing compostable food-service products, please contact Sara Nadolny at [sara.nadolny@basalt.net](mailto:sara.nadolny@basalt.net).

#### **12. TRASH**

Vendors are responsible for packing out their own trash. Vendors may not place trash in Town of Basalt receptacles. Basalt Sunday Market Staff will only accept your waste if it is all compostable material. Compostable bags are available through the Market Manager.

#### **13. BOOTH ASSIGNMENTS**

Vendor locations are assigned at the discretion of the Market Manager and Town Staff. Locations may be subject to change as necessary to meet the weekly market needs.

Booth spaces may be shared; however no more than two vendors are permitted per space. In the case of shared booths, both vendors are required to complete the application and rules and regulations, and an additional \$50 sharing fee will be added to their booth fee. Both vendors must have a sales tax license from the Town of Basalt.

No vendor may extend in any direction beyond their allotted space and must keep the aisles free from displays for traffic flow and to not impact neighboring stands. The number of spaces assigned to an individual vendor may be restricted due to space available. All vendor spaces are non-smoking.

#### **14. PETS**

Vendors are not allowed to bring pets to the market. For health and food safety as well as the safety and comfort of the market guests, no pets of any kind are allowed.

#### **15. VEHICLES AND PARKING**

Please park as far away from the market as possible. Vendors may unload their vehicles at their booth location but then must immediately re-park their car. This must be done before setting up your booth. *The parking spaces adjacent to Lions Park and Town Hall on Two Rivers Road must be left available for market customers.*

Please note, vendor vehicles are *not* permitted to be parked adjacent to a vendor's booth space without express permission from the Market Manager. Violators may be fined, towed, and/or be evicted from the Market.



## **16. VENDOR BOOTH PRESENTATION**

The “look” of individual stands and the presentation of products are important for your individual marketing efforts and for the overall quality of the market. Stand presentation is subject to approval by the Market Manager. If you are a returning vendor, please include photos of prior booth set ups with your application if available. If you are new vendor, see Item #6.

## **17. VENDOR STAFF**

Each vendor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the market.

## **18. PREPARED FOODS – COMPLIANCE WITH HEALTH REGULATIONS**

Vendors that will be serving food must complete a 2021 Retail Food License Application and Vendor Application and return to the Eagle County Environmental Health Department *at least two weeks prior* to the start of the market. Proof of all documentation must be present at the vendor’s booth for the duration of the market season. Specific rules on prepared food and labeling shall be as required by Colorado State Law. Food vendors are required to comply with Eagle County Environmental Health Department and Colorado guidelines for temporary food establishments which can be found at: [www.eaglecounty.us/EnvHealth](http://www.eaglecounty.us/EnvHealth).

## **19. SIGNS**

All vendors shall display a sign at least 10”x16” in size which must include the following information:

1. Farm/Business name
2. Farm/Business address, or nearest town

The sign must be legible and displayed in a prominent location to be easily read by customers. If the member did not grow the produce, a separate sign must clearly identify each item or group of items. For example: “Apples grown by Farm XXXX, farm address, or nearest town”. Vendors shall only sell, label, or represent products using the term "organic" if the grower complies with organic production, handling and certification requirements of the National Organic Program. If a grower makes a claim of being certified organic, they must have at their stand, available for inspection, a copy of their current certificate. A non-certified organic grower shall only sell, label, or represent products as "organic" if the grower’s gross agricultural income from organic sales totals \$5,000 or less annually and the grower complies with applicable organic production and handling requirements.

Vendors must clearly post prices for each product in a conspicuous location.

## **20. RESELLING / CONSIGNMENTS**

The focus of the Basalt Sunday Market is to feature vendors that sell items that they have personally grown or crafted. The resale or brokering of products is not permitted. Any complimentary product that is sold on behalf of someone else must be approved by Market Manager and be identified with a sign of origin including all the same elements listed above.

## **21. MARKET ABSENCES**

If you are unable to attend a market for any reason you must notify the Market Manager at least 48 hours prior to the market day (no later than Thursday). If you fail to notify the Market Manager that you will be absent from the market you will lose a portion of your deposit. Vendors that miss more than two markets may risk forfeiting their booth for the remainder



of the season. The Market Manager will fill open booth spaces. Vendors are not allowed to sub-lease their space.

Please report any absences related to COVID-19 to the Market Manager as soon as possible. Absences due to COVID may not be subject to penalty.

## **22. TAXES**

The Town of Basalt requires a sales tax license for anything sold at the market, including food. Vendors must obtain a sales tax license from the Town of Basalt if admitted to the market (the fee is \$10.00 and may be found online at: <http://www.basalt.net/DocumentCenter/View/3900/2020-Business-License-Application-for-Web> (call 970.927.4701 if you need assistance).

The seller is responsible for seeing that all federal, state and local taxes are paid. A copy of your Town of Basalt Sales Tax License must be at the vendor site each week.

## **23. INSURANCE**

Vendors are required to carry their own personal and product liability insurance. General Liability coverage should be a minimum \$1 million per occurrence and \$2 million aggregate.

## **24. LOSS OR DAMAGE OF PROPERTY**

Basalt Sunday Market and the Town of Basalt shall not be liable for any damage to property of Vendor or of others located on the leased space, nor for the loss of or damage to any property of Vendors or others by theft or otherwise.

## **25. PUBLIC HEALTH REGULATIONS**

Market vendors are required to adhere to any additional rules and regulations put in place as a result of the ongoing COVID-19 pandemic. Rules and regulations may be updated as necessary throughout the market season, and vendors will be made aware of any changes as they occur.

**The Basalt Sunday Market is a very public activity. Vendors will not be exempt from wearing facial coverings that cover both mouth and nose while attending the Market. If you have a medical condition that prevents you from wearing a facial covering, we respectfully ask that you consider applying to the Market when such precautions are no longer deemed necessary by the Eagle County Health Department or the Town.**

## **26. CONTACT**

Basalt Sunday Market  
PO Box 4408  
Basalt, CO 81621

Email: [manager@basaltsundaymarket.com](mailto:manager@basaltsundaymarket.com) and cc: [sara.nadolny@basalt.net](mailto:sara.nadolny@basalt.net)



By signing this form, the undersigned vendor affirms that the materials have been read, understood and the vendor agrees to abide by the Basalt Sunday Market (BSM) Rules & Regulations as the same may be amended or revised by the market from time to time with subsequent notice to the vendors. BSM reserves the right to inspect the farm or establishment where items are grown or produced to verify compliance with the BSM Rules & Regulations.

Anyone who fails to comply with the BSM Rules & Regulations may risk forfeiting their booth space without refund of dues or fees; drop-in vendors may not be allowed to participate in the market.

All vendors must represent their products in an honest manner, whether written or verbal. Vendors may sell only those items that have been identified on their application form unless they receive approval in writing by the BSM Manager. Unless otherwise permitted by the BSM, the resale of any products that are not grown or produced by the vendor is prohibited in the Rules & Regulations and may be cause for expulsion or termination from the market.

Except otherwise provided in the Rules & Regulations, vendors are solely responsible for compliance with all government regulations of any kind that may be in effect for activities that take place at the market. Vendors are solely responsible for payment of all applicable taxes.

Vendors are solely responsible for the quality and safety of what they sell. BSM and the Town of Basalt will not be responsible for any injury or damage caused by products sold by vendors. As a condition of participating in BSM markets, the undersigned is required to carry adequate liability insurance to release, indemnify and hold the Basalt Sunday Market, its directors, officers, agents and employees, the Town of Basalt and its officers, employees and insurers harmless from and against any and all claims or demands, whether for injuries to persons or damage to property, related to or arising from such participation.

BSM reserves the right to use photographs of the market and its vendors for promotional purposes.

Any aggrieved vendor may appeal a decision of the Market Manager. Should the aggrieved vendor wish to appeal the Market Manager's decision, he or she must then appeal to the Basalt Town Manager in writing within five (5) days. The Town Manager may refuse or agree to review and may uphold, modify, or vacate any decision of the Market Manager. Town of Basalt will notify the vendor of its intent to review or not review the appeal within ten (10) working days following receipt of a written appeal and, if review is granted, render a decision in writing within one month following the notice of intent to review. The decision of the Town Manager shall be final.





**Please complete the following items and return with your application and checks via postal mail by April 30, 2021.**

I understand and agree to the foregoing and affirmatively represent that I am authorized to bind any business entity identified below to the terms of this Agreement.

- 1. Print Name \_\_\_\_\_
- 2. Business Name \_\_\_\_\_
- 3. Signature Date \_\_\_\_\_

**2021 COVID-19 Statement**

I agree to abide by all supplemental regulations as required by the Basalt Sunday Market, Town of Basalt, and Eagle County Health Department in relation to the COVID-19 pandemic including, but not limited to wearing a mask at all times while at the market that covers both mouth and nose, maintaining a distance of at least six feet from other vendor's booths, providing hand sanitizer at my booth, and maintain a sanitary environment at my booth.

- 1. Print Name \_\_\_\_\_
- 2. Business Name \_\_\_\_\_
- 3. Signature Date \_\_\_\_\_



**BASALT SUNDAY  
MARKET APPLICATION  
2021**

Sunday, June 20, 2021 through  
Sunday, September 26, 2021

Corporate Name (if applicable) \_\_\_\_\_ (d/b/a) or Business Name \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

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

Phone Numbers – cell & office: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

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

Items that you will be selling (please attach a separate page if needed):

**TYPE OF VENDOR AND FEES (Please CHECK the applicable box)**

**1. Full Season 15-week commitment**

- \$525 (\$470 for GROWERS, \$200 for NONPROFIT) for a 10X20 space (2 Booth Spaces)
- \$330 (\$275 for GROWERS, \$100 for NONPROFIT) for a 10X10 space (1 Booth Space)

**2. Partial Season commitment for 10X10 space per partial season:**

- a. 1st partial season is June 20 – July 11 = \$125
- b. 2nd partial season is July 18 – August 8 = \$125
- c. 3rd partial season is August 15 – September 5 = \$125
- d. 4th partial season is September 12 – September 26 = \$95

**3. Drop in Vendor** (subject to available space and approval by the Market Manager). Cost is \$35 for the first market and \$50 each subsequent market, for a maximum three markets. A refundable \$25 deposit is required for second and third markets. Should a vendor wish to continue past three markets the fees paid will count towards upgrading to full market vendor.

**4. Non-Profit Vendor** \$25 per market

5. Please indicate if you will require electrical access.

6. Additional requirements or requests:





## APPLICATION SUBMISSION

Please ensure the following items are included:

1. Booth Fee & Deposit – Make checks payable to the Town of Basalt
2. Drop in vendors are required to provide a \$25 deposit for each market after the first.
3. Basalt Sunday Market 2021 Application including photographs and website information, if applicable.
4. Signed Rules and Regulations
5. Signed COVID Regulations Statement

A copy of your 2021 Basalt Sales Tax License will be required after you have been admitted to the market. Please return applications by **April 30, 2021** to:

Basalt Sunday Market  
P.O. Box 4408  
Basalt, CO 81621