

The Creede Holiday Market Events

2023 Vendor Application

Saturday, November 25th, 11am-3pm

Saturday, December 9th, 11am-3pm

Saturday, December 16th, 11am-3pm

SET-UP STARTS AT 0930AM EACH DAY!

VENDOR TEAR-DOWN STARTS AFTER 1500PM (3PM) EACH DAY!

See website (being built now) and Facebook page for all Market dates; www.creedeholidaymarket.com

Cell/text: 720-618-1519 (Ed Vita, Vendor Market Director)(best method of quick contact)

Email: info@creedeholidaymarket.com (general inquiries)

vendors@creedeholidaymarket.com (all Vendor Inquiries)

Event will be located on Main Street in downtown Creede

(Please print - thanks!)

Vendor Name: _____

Business Legal Name: _____

Mailing Address: _____

City/State/Zip _____

Phone Number(s): _____

E-mail Address: _____

Website: _____

Describe the product(s) you intend to sell (or attach a list or pictures)

BOOTH FEES - Collected at the close of EACH market day as follows:

- General Booth Fees: \$10.00 daily booth fee, 10'X10' area is considered one booth. Tax in the City of Creede @ 9.5%. VENDOR IS RESPONSIBLE FOR PAYING THEIR OWN TAX. Ask about The CFM Sales Tax number if your company is new and doesn't have one yet. You can ride under the Market Tax License for the day... you must write a check/money order for the tax each day.
- Multi-Vendor Booths: As in the past, multiple vendors are allowed under one tent. A \$5 additional charge is required for each vendor represented in one booth space. In the example of three small vendors in one space: the Normal booth fee of \$10 plus two times the \$5 fee equals \$20 for the space. Any questions, see the Market Director. Sales Tax is extra and each vendor needs an application filled out and a Tax certificate or Tax check to be completed. It's easy to ride under ours. We promise.
- Food Service of any type: The total length of the vehicle/unit divided by 10ft. \$10.00 per 10ft in length. + 9.5% sales on daily gross sales (county, town, state) Creede. VENDOR IS RESPONSIBLE FOR PAYING THEIR OWN TAX. Ask about The CHM/CFM Sales Tax number if your company is new and doesn't have one yet.
- Trailer Vendors: The total length of the vehicle divided by 10ft. \$10.00 per 10ft length. + 9.5% sales on daily gross sales (county, town, state) Creede. VENDOR IS RESPONSIBLE FOR PAYING THEIR OWN TAX. Ask about The CHM/CFM Sales Tax number if your company is new and doesn't have one yet.
- Electricity: You will need to supply your own power cords or quiet generator. LIMITED ELECTRICITY FOR HEAT and/or LIGHTS!!!

COLORADO SALES TAX NUMBER _____

Special Booth Needs?

Please identify _____

Will you need a truck or trailer near you and if so, what is it's length? _____

If you need electricity, you might have to bring a quiet generator.

PLEASE BRING A WATERPROOF CANOPY/TENT AND WEIGHTS TO HOLD IT DOWN! (No Stakes)

(We DO have RAIN, SNOW and SLEET and WIND occasionally!! ☺) Bring extra clothes for FRIGID and cooler weather and water would be good in case of hot weather!

Licensing and Permits

Please attach copies of your FOOD LICENSE, SALES TAX LICENSE, INSURANCE and any other certifications with your completed and signed vendor application. These applications need to be submitted prior to arrival. Particularly we have to have the sales tax license and food license for the records. It is the responsibility of each vendor to provide these forms the first day. Please return your application early, (before your first Market day ideally) if possible along with first \$10.00 reservation fee unless you are paying for entire season which you can bring with you to the first market. Thank you. All vendors must understand and abide by the written rules and regulations of the Creede Holiday Market Events and/or The Market Director. No exceptions.

Sales Tax payments, if required/applicable to your space, are due at closing time of each Market Day. No exceptions. A separate check is also required for any Sales Tax payments. Please bring your checkbook. All Sales Tax calculations are done weekly now. It's easy. We promise.

BY SIGNING BELOW, THE VENDOR AND THEIR EMPLOYEE(S) AGREE TO THE WRITTEN RULES AND REGULATIONS OF THE CREEDE FARMERS AND LOCAL ARTISAN MARKET AND AGREE NOT TO HOLD THE MARKET, MARKET DIRECTOR, MANAGER, THE TOWN OF CREEDE OR THE TOWN OF CREEDE EMPLOYEES, AND ANY AGENTS OF THE AFOREMENTIONED ENTITIES LIABLE FOR INJURIES, LOSSES OR EXPENSES ARISING OUT OF ANY ACTIVITY ASSOCIATED WITH THE CONDUCT OF THE APPLICANT'S OPERATION ASSOCIATED WITH THIS EVENT.

Vendor Signature: _____ Date: _____

Vendor Email: _____

Vendor Mobile Phone: _____

Please send application to: (please make checks out to Creede Farmers Market)

Ed Vita and Shelly Dee

Market Directors, Creede Holiday Market Events Committee

720-618-1519: mobile (Ed)

972-975-2180: mobile (Shelly)

creedefarmersmarket@gmail.com (Ed)

shelly.dee@mac.com (Shelly)

LOOKING FORWARD TO SEEING ALL OF YOU!!!!!!



The Creede Holiday Market Events

RULES & REGULATIONS - 2023 (don't be afraid)

Market Times and Dates:

Saturday, November 25th, 11am-3pm

Saturday, December 9th, 11am-3pm

Saturday, December 16th, 11am-3pm

SET-UP STARTS AT 0930AM EACH DAY!

VENDOR TEAR-DOWN STARTS AFTER 1500PM (3PM) EACH DAY!

Please stay for the entire market advertised time unless cancelled by the Market Director.

Place:

- DOWNTOWN CREEDE: we will be located on Main Street. Areas will be blocked off and available to pedestrians only.

Parking:

- Parking will be on the side streets near the event. You will be permitted drop off your booth contents near to where you will be set up for the day. Parking preferences will be given to food vendors to help preserve freshness. We need to know beforehand if you require this.

Fees:

- \$10 daily booth fee for 1 10X10' booth. Your Market day fee is to be paid before the event starts. Your fee must accompany your CHM Application. Along with this application, please include a copy of Colorado state tax license. If you do not have a Colorado Sales Tax License, see "Taxes" below.
- \$20 daily booth fee for "prepared food" vendors minimum. This is for food trucks/trailers and/or cooking tables. Longer space needs will have a booth fee space added accordingly as per measurements using 10x10 spacing. (you will need your own quiet generator or power cords if electricity is available- sorry... usually no electricity is available) Food trucks/Trailers and vendors in trailers/trucks should call the Market Director beforehand to discuss space needs and fees associated. All food enterprises, whether for profit or not, shall present all State sales tax, State Food Handling certificates, food prep licenses, food truck licensing, food trailer and remote movable kitchen units must submit all state licensing and proof of insurance for remote venue. Insurance must match food prep and food establishment license types as satisfactory to the Market Director and the City of Creede Staff. Market Director has final say as to whether to allow a food unit of any sort.

Taxes:

- PLEASE PAY YOUR OWN TAXES!!! WE STILL NEED A COPY OF YOUR TAX LICENSE to hand over to the City of Creede. IN CASE SOMEONE ASKS FOR IT, please have it handy. WE NEED A COPY ON FILE. All Non_Profit Organizations are not exempt from this and must present appropriate licensing and tax certificates.
- If you do not have a Colorado Sales Tax License, please talk to the CHM Market Director right away and before you start as a vendor with us. The CHM does have its own Colorado Sales Tax License available and a vendor might qualify to use it daily if needed. Ask the market Director for more information. This service is at the discretion of the Market Director. BRING YOUR CHECKBOOK. A SEPARATE CHECK IS REQUIRED FOR A SALES TAX PAYMENT TO THE MARKET

General Rules:

- **Please stay for the entire market advertised time unless serious rain or hail and the Market Director calls for the event to end.**
- Vendors must provide their own labeling according to any labeling requirements, pricing plaques, tables, chairs, monetary change, bags, advertising signs, etc.
- All non-producers must have proper licenses. Vendors who have grown or produced the items they are selling, and members of their immediate families, are not required to have a license.
- All vendors who wish to provide samples must review and follow the Colorado Dept. of Public Health *Produce Sampling Guidelines*. (Please ask the market director for a copy if you don't have one). Sanitized knives and cutting boards are required; freshly washed hands or clean disposable gloves are required for each preparation. Hand washing facilities are available on site.
- **NO ALCOHOL SALES OF ANY KIND WITHOUT PRIOR PERMISSION FROM THE MARKET DIRECTOR and/or The City of Creede. Contact the market Director.**
- All items sold by weight must be weighed on certified scales. If you do not have certified scales, you must sell by item (by the 'count' or by the 'bag' or 'bunch' or whatever) or obtain access to a certified scale. The CO Inspector has instructed us that weighed items in bags (such as beans, potatoes) must be labeled with the weight, price and price per pound. Items may not be priced by bag, unless easily counted like a bag of six apples, etc.
- Generators may be needed as there is no electricity available. Please have quiet generators or sound proofing so that you do not disturb neighbors (both residential and business) near to the market area. If electricity is available, which is rare, please have your own power cords.
- Vegetables, fruit, herbs, honey and other food products that have not been cooked or otherwise prepared for immediate consumption may be sold and do not require special licensing.
- **Processed or prepared foods must have proper licensing and/or certifications** (*A chili roaster license is required by the State of Colorado*). The CO inspector may make site visits. Please furnish the Director with a copy of this license. It will be forwarded to the City of Creede.
- Unless animals are sold live, **all meat, chicken, egg, and cheese vendors must have the proper licensing**. These foods are considered potentially hazardous by the State. (See requirements for Retail Food Establishment license issued by State).
- "Agricultural crafts" may also be sold at produce booths.
- The market may have live music. We welcome suggestions. We welcome your own musical talents to be displayed there. Please talk with the Market Director to maximize the experience for all.
- **All vendors are responsible for cleaning their area of the market.** Please bring your own tools for cleanup, such as brooms, shovels, etc.
- **There is no trash service or dumpster to dump any trash. All trash must be hauled away. You will see dumpsters there. They are not to be used for any reason.**
- **FOOD VENDORS:** Please have all your proper licensing and include copies with your application.

Rules for "Roasting Vendors" on the Lot (State License Required): PLEASE CONTACT US FOR MORE DETAILS.

Labels:

All packaged food products are required to have labels. The following is a sample label that must be on each packaged food item: All product labels must have 4 items: Identity statement, net weight statement, list of ingredients, company name and address. More information can be found:

<http://cofarmtomarket.com/food-regulations-licensing/general-labeling-requirements/>

<p>Pinto Beans Net Wt. 2 lbs. Ingredients: Pinto Beans Sunshine Valley Farms Box 123456 Sunnytown, CO 80000</p>
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Inspections:

Please be aware that inspectors from the CO Dept. of Health and other regulatory agencies may visit and that it is your obligation as the vendor to be in compliance with all regulations and licensing. Please call Chris Heffernan (or his replacement), 719-657-9243, regarding State inspections and licensing. Michael Abrams, 719-480-9716 is the CO weights inspector.

Insurance:

The Creede Holiday Events Market have a general liability insurance policy for **market-owned** property in place, and we recommend vendors obtain their own liability and product liability insurance. The vendor, **NOT THE MARKET**, will be held liable should someone becomes ill due to the sale of unsafe food products or, for example, if someone is injured by a vendor's canopy.

Violations:

All vendors are required to respect fellow vendors, customers, and the on-site Director/Manager's requests to help make the market run smoothly. Vendors who commit violation(s) or are the of direct cause of complaints may be asked to leave the market immediately and possibly for the remainder of the season. Decisions made by the Director/Manager are final.

Operating Costs:

Every attempt is made to keep costs down, but there are some necessary expenses of operation, such as on-site management, field rental, licenses, general liability insurance, publicity, portable hand wash stations if needed, porta-potty cleaning, etc. which are paid for out of the booth fees and commissions.

Any questions regarding these rules and regulations or anything else regarding the Farmers, Local Artisan and Antique Markets, please do not hesitate to call.

Ed Vita

Market Director

Creede Holiday Market... and the Events Committee

720-618-1519; mobile/text (Ed)

info@creedeholidaymarkets.com (general inquiries)

vendors@creedeholidaymarket.com (all vendor inquiries)

Creede Holiday Market (CHM) Events:

Rules & Regs for ALL Food & Alcohol Service Vendors:

Required Docs:

- CO State Sales Tax (non-profits send equivalent)
- Local County Health Department
- Name and Address of Licensed Commercial Kitchen Establishment
- Proof of Insurance as Food Vendor. Need to name CHM as additional insured
- Proof of a Liquor License (if applicable) (NO ALCOHOL SALES OF ANY KIND WITHOUT PRIOR PERMISSION FROM THE MARKET DIRECTOR and/or The City of Creede if applicable)
- Food Handling Certificates
- Signed CHM application
- Signed and Initialed CHM Rules and Regulations Forms (Both)

Any questions? Where do I submit these documents? See below. High Quality pictures only!

Ed Vita

Market Directors, Creede Holiday Market... and Events Committee

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