



**ORCHARD
FARMERS
MARKET**

SUNDAYS 9 - 2

(Managed by A&B Market LLC)
2023 APPLICATION

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

WEBSITE: _____

NUMBER OF 10x10 SPACES REQUESTED: _____

DESCRIPTION OF ITEMS YOU WILL BE SELLING: * (*IF YOU ARE SELLING FOOD ITEMS, YOU MUST ATTACH PROOF OF LIABILITY INSURANCE.)

APPLICATION FEE: All vendors must pay an application fee once your space is confirmed and guaranteed. We DO limit the number of like items – and this fee reserves your space in your category. It is a one-time \$100 application fee made payable to A&B Market LLC.

Seasonal Market Commission: 10% of sales with a minimum of \$15 each day.

Drop-In or Single Market Commission: 10% of sales with a minimum of \$30 each day.

Business Booth/Information Booth Commission: Flat fee of \$50 per day.

MARKET LOCATION: Orchard Town Center– 144th/I-25 (in front of Macy’s)

DATES: Every Sunday June 4th - Sept 24th

TIMES: 9am – 2pm. Please make sure you arrive no later than 8:30am, or you may not be allowed to set up.

ALL SALES – INCLUDING FOOD FOR HOME CONSUMPTION ARE CHARGED A SALES TAX OF 3.85%. VENDORS MUST COLLECT AND REMIT SALES TAX DIRECTLY TO THE CITY OF WESTMINSTER.

Please circle the dates you will **NOT** be in attendance. There is no charge for days missed if they are planned in advance on this contract (so that we may fill your space with a drop-in vendor). Dates missed that are not circled below will be charged a flat rate of \$30. (Due to limited space, we charge for no-call/no-shows).

June: 4 11 18 25 July: 2 9 16 23 30

August: 6 13 20 27 September: 3 10 17 24

Feel free to call/text/email with any questions: 303-910-9776 or abmarketcolorado@gmail.com

Thanks,

Karli Millspough

**ORCHARD
FARMERS MARKET**
(Managed by A&B Market LLC)

Rules and Regulations

APPLICATION PROCESS

Interested vendors must submit an application along with all required documentation. The application is not a guarantee for space in the market. Final approval will be communicated to vendor by January

VENDOR ELIGIBILITY

Participation in the market is open to farmers, growers, and food producers. All food products must be made in a commercial kitchen and follow Department of Health guidelines. Both seasonal and daily vendors are welcome at the market. Craft vendors are permitted in limited quantities. Nonprofits and light commercial are welcome on a limited basis. All products are subject to approval from the Market Manager. Food from home kitchens cannot be sold.

SPACE ASSIGNMENTS AND SPECIFICATIONS

Each space is approximately 10' wide by 10' deep. The Market Manager will determine market layout on a weekly basis, and will make an effort to keep seasonal vendors in the same location each week. Please see the Market Manager when you arrive at the market for your space assignment.

You are responsible for providing your own tents, chairs, tables and fixtures. **ALL TENTS MUST BE WEIGHTED!**

The Orchard Town Center may, at any point in the season, change the location of the market if circumstances arise that require such modification. Vendors agree to maintain their contractual agreement with A&B Market LLC/Orchard Farmers Market if these circumstances arise.

VENDOR FEES

In addition to the one-time \$100 application fee, which reserves your spot, seasonal vendors will pay 10% of sales or \$15 (whichever is greater), and daily or drop-in vendors will pay 10% of sales or \$30 (whichever is greater) per day per 10x10 space. Business and/or information booths (where items are not sold) will pay \$50 a day.

LICENSING AND REGULATIONS

All applicants must comply with current city, county, state and federal laws governing their business activities, and must provide the Market Manager current copies of any licenses, permits, inspections and certificates required for the sale of their products along with their application. A&B Market LLC/Orchard Farmers Market is not liable for vendors' non-compliance with city, county, state and federal regulations.

INSURANCE

Food vendors must hold general liability insurance and are required to show proof of insurance. You must add A&B Market LLC as an additional insured on your policy.

All vendors shall, and by these Rules and Regulations do, indemnify, hold harmless and defend A&B Market LLC/Orchard Farmer's Market and The Orchard Town Center, its agents, members and employees from and against any loss, liability, cause of action, or claim for personal injury, property damage, or loss of life or property arising from the actions of the vendor. A&B Market LLC is not held liable or responsible for transactions made between buyers and sellers at the Orchard Farmers Market, nor shall A&B Market LLC be responsible for theft, accidents, lost or stolen articles.

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RULES FOR MARKET OPERATION

Attendance: Vendors are expected to be at all markets indicated on their application form, unless prior arrangements have been made with the Market Manager. Vendors will still owe space fees for absences.

Cleanliness: Vendors are responsible for keeping their area clean, attractive, and in good sanitary condition. Vendors must clean up their areas before departing and are responsible for removing their own trash. All spaces will be left in the same condition as when arrived.

Courtesy and Non-Discrimination: Vendors are expected to treat customers, other vendors, and the Market Manager and market staff in a courteous manner. Discrimination will not be tolerated.

Distribution of Information: No dissemination of flyers or leaflets, posting of posters or signage, etc., is permitted without the permission of the Market Manager.

Illegal Activities: Vendors shall not participate in any illegal activities or possess alcoholic beverages or any controlled substance while on market premises.

Inspection: The Market Manager has the right to inspect any products offered for sale at any time.

Parking: Vendors will be directed to parking areas for their trucks, cars, trailers, equipment, etc. For growers/hot food trucks - This space will be near their market stall. Please request on your application if you need a space to keep your car close.

Pets: No pets or other animals shall be allowed in the Market except to assist individuals with disabilities. The sale of live animals is not permitted at the market.

Signage: Vendors may have a sign stating their name and location.

Smoking: Smoking is prohibited. The market is a non-smoking environment.

Vendor Representative: All vendor spaces must be under the on-site supervision of a responsible person 16 years of age or older. The representative of the vendor must be directly involved with, or knowledgeable about the production of the produce or products being sold at the market.

ENFORCEMENT OF RULES

Any violations of the Rules and Regulations shall be reported to the Market Manager. The Market Manager will review violations of the Rules and Regulations and determine the consequences of such violations, including both verbal and written warnings and possible expulsion from the market with or without refund of any pre-paid vendor fees.

Please email or mail application along with pictures and insurance info to:

A&B Market LLC
8242 S University Blvd #150
Centennial, CO 80122
abmarketcolorado@gmail.com

I have read and understood the rules/regulations of participating in this market. I agree to follow all policies and procedures set forth in this document.

X _____ Date: _____