***Colorado Agricultural Marketing Cooperative, Inc. (The Ft Collins Farmers Market)***

## PURPOSE

CAMC is organized as a not-for-profit corporation to provide an opportunity for local producers of agricultural products to market their goods, to promote local production of commodities, and to serve as a model for other communities.

## MARKET RULES 2024

## TIME AND PLACE

Sundays May thru mid-November and Wednesday’s mid-June thru September 10am-2pm at 1001 E Harmony Road, Ft. Collins.

Vendors may not set up any tents I hour prior to start of market, to let everyone get parked. Vendors may sell while setting up and after closing hours (add proceeds to the next market). On our application, vendors are required to check dates they will attend, a $25 fine will be collected for all Sunday dates not attended that are checked.

## WHO CAN SELL

* To assure selling space at the market, applications/licenses/insurance for membership must be uploaded to Managemymarket.com by March 1 every year. YOU MAY NOT BE PERMITTED TO SELL IF YOU FAIL TO RETURN AN APPLICATION BY March 1. Dues and fees must be paid with the application. All application fees are non-refundable.
* Depending on space available Non-member vendors may apply thru out the season. Only those vendors with unique locally produced products will be considered by the Board of Directors for approval.
* Vendors must sign an application stating that they will sell only goods that they or their families have produced locally and that if allowed any products purchased from other Colorado producers for resale, follow the resale policy. This rule does not apply to non-competitive produce such as western slope fruit (peaches, pears, apples, cherries, and apricots) or processed foods. Western Slope growers may not sell any competitive produce such as sweet corn, tomatoes, chili’s, etc.
* A limited number of Processed Food Vendors (bread, kettle corn, salsa, snow cone, coffee or beverage, food carts etc.) will be allowed depending on space available and uniqueness of product. The BOD will review applications and reserves the right to reject or accept anyone. Processed food vendors must have proper Colorado Health Dept. licenses and equipment to comply with Health Dept. guidelines. Cottage Food Vendors must supply a current and updated copy of the “Safe Food Handling” Course given by the local Health Dept. Also, all cottage food must be labeled according to the guidelines for the State of Colorado.
* All Vendors are required to obtain liability insurance. The insurance policy must list CAMC as an additional insured. Minimum policy limits are Each Occurrence $1,000,000, Personal Injury $1,000,000, General Aggregate $2,000,000, Product Liability $2,000,000.
* A Vendor’s ability to sell at the Market will be suspended if their health department license / certification and / or liability insurance has lapsed or expired.
* Any potential new vendor that applies to sell at the markets during the season has the option to participate as a nonmember for Sunday market the fees are $10/space plus 10% of their gross sales. For the Wednesday market the fees are 5% of Gross sales and all fees must be paid by check or credit card before leaving each market.
* Growers selling agricultural products may also sell their own craft items that were made by them or a family member.
* All Vendors are subject to a field inspection to ensure that they are producing the products they sell at the Market.

## MARKET DAY PROCEDURES, RULES, FEE CALCULATION, AND COLLECTION

* Vendors who are dropping off product and moving their vehicle outside of the market must be unloaded and out NO LATER THAN 8:30am. Vendor vehicles are to be parked in the lot that is west of the market and parked at least four rows back (leaving the first three rows for customers). Vendors found to be parking in the first row of the west lot will be subject to a $25 fine. Vendors arriving after 8:30am will be required to park their vehicle in the west lot and to carry their tent, tables and product into the market.
* All Sunday vendors parking vehicles on the outside perimeter of the market, which includes next to the curbed areas on the north, west, and east sides, must be parked no later than 8:45am. Large trucks and semi trucks should arrive by 9am and allow smaller vehicles to park first in front of them.
* Cones will be put up at all entrances at 8:55, vendor vehicles may not enter the interior of the market after the cones to up, NO DRIVING PAST OR AROUND CONES TO ENTER. No exceptions, no excuses. A $25 fine will be assessed to all latecomers unless the market manager receives prior notice. Latecomers will lose preferred or reserved parking and be required to park on the edge/outer empty spaces. A $25 fine will be collected if you don’t call the market manager and/or don’t show up for dates checked on application. Repeated abuse of this rule will be means for expulsion.
* Vendors may set up their display tables when they arrive at the market. However, vendors should not pop their tents before 9am.
* New vendors WILL likely be moved around the first year. All vendors may be shifted as the market grows and shrinks with the season.
* CAMC has the right to refuse the marketing of any produce or products, and the right to reject any vendor. No new or added products other than what you have on your application will be allowed without preapproval from the board of directors.
* Food samples must be prepared according to Colorado Health Dept. standards. Everything edible must be kept off of the ground.
* Sales by weight must be done on a certified scale.
* No vendor will consume, or be under the influence of alcohol or drugs or smoke while selling at the market. Smoking will not be allowed within 20 ft of the perimeter of the market.
* Vendors must have a sign indicating their name, town, phone number, and organically grown (if applicable).
* 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.
* Vendors are responsible for all their employees. Please have all employees read all rules and policies. Failure of employees to follow the rules and policies can be cause for ejection from the market.
* Vendors invoking the Resale Policy, attached, must have been CAMC members for two years. The BOD will approve/reject resale item proposals provided on the application.
* Vendors invoking the Act of God Policy, attached, must petition in writing the reason, have a field visit done, and have approval by the Board of Directors before products can be sold.
* Spaces are 10ft x 10ft. Reserved spaces are for members only, if applied for. **Tents must be secured or weighted on all 4 corners with at least 20lb weights.**
* All vendors and employees will remain within their tent spaces and behind tables while selling. No distribution of bags for customer use will be allowed in front of tents or designated selling space. **No soliciting or approaching customers regarding product, services or materials is allowed outside tents or designated selling spaces.** Designated selling spaces are defined as 10 x 10 areas purchased with application. Designated selling spaces do not include any area in front of tents, or in front of or around product displays not under tents. Designated selling spaces do not include entrances, walkways, grassy areas or aisles.
* No vendor vehicles will be allowed in the market area, except vehicles necessary to sell or transport products. Vendor employees must park completely away from vendor and customer parking areas.
* Fees and sales tax must be paid to the market coordinator at the end of each market BY CHECK or CREDIT CARD, **NO** VENMO, **NO CASH**. If fees are not paid by at end of market day CAMC will require that outstanding payment be received prior to setting up at the next market, or vendor will NOT be allowed to set up. Any vendor writing a short check will reimburse CAMC for any applicable fees.
* Each vendor must supply a copy of their current liability insurance to CAMC with application, and a copy of its renewal as soon as it’s available.
* **Vendors and employees will not bring pets to the market.**
* Due to liability issues, children of vendors and employees will not be allowed to behave in an unruly, disruptive or unsafe manner. Failure to adhere to this rule will result in vendors being asked to leave.
* **Hawking, hollering, bellering, or calling out to customers will not be allowed by any vendor or employees.**
* Due to the noise, no generators will be allowed to run during market hours.
* Vendors cannot leave before 2pm on Sundays and Wednesdays even if they are sold out.
* Sellers must clean their sales area thoroughly or be charged $25.00. Throwing trash in the neighboring dumpsters will be a $50 fine – you must take your trash with you.
* If any conflict arises between the market coordinator and a seller or between two sellers at market and the conflict cannot be resolved between the two of them, a brief hearing with at least one present board member (that is not involved in the dispute) will be held immediately. Any vendor suspected of dishonest reporting of sales could have selling privileges revoked upon review by the Board of Directors.
* At the end of the market day, vendors will break down their booths completely before bringing their vehicle into the market. Vendors should not block the entrances / exits of the market while they are loading their vehicle.
* CAMC Board of Directors reserves the right to dismiss vendors and/employees at the market if rules or policies are not followed.

***MEMBERSHIP REQUIREMENTS***

Vendors may apply for membership if this is at least your 2nd year selling and have attended the general meeting, usually held in February each year, paid applicable dues as listed below, and been approved by the Board of Directors. Only one membership will be extended per farm or processed food entity. If you want to attend the Ft. Collins Markets as a member, dues are $150.00. Space fees for member or board members are a onetime only fee. Membership and space fees will be refunded if membership is denied.

**SUNDAY MARKET VENDORS:**

**Application Fee** **Membership Dues** **Daily Market fees Space Fees**

Member $25 $150 (refundable 5% of Gross Sales $35 (onetime) per space

if not accepted)

Non-member $25 None 10% of Gross Sales $10 per space per day with a

Maximum of $100 for Sunday

markets.

Board Member $25 None 5% of Gross Sales $35 (onetime) per space

**WEDNESDAY ONLY VENDORS:**

**Application Fee** **Membership Dues** **Daily Market fees Space Fees**

Member $25 $150 (refundable 5% of Gross Sales None

if not accepted)

Non-member $25 None 5% of Gross Sales None

Board Member $25 None 5% of Gross Sale $35 (onetime) per space

Vendors who plan on selling at both Sunday and Weds markets will pay a single $25 application fee. Application fee and space fee are due and payable with application.

COLORADO AGRICULTURAL MARKETING COOPERATIVE, INC

POLICIES

Non-Local Produce Policy.

1. Definitions: The following definitions shall apply to this policy:
2. Authorized Agent – a person who is specifically authorized to represent the grower at the

Market.

1. Local grower – a person who grows and produces the products sold at the Market.

c. Noncompetitive Produce – Such produce includes peaches, apples, cherries, apricots, pears, plums,

and nectarines and typically such produce is grown on the Western Slope.

1. Non-grower – a person who does not grow all the produce he / she offers for sale subject to the exception for Non-competitive Produce.

POLICY. Non-locally grown products may be sold at the Market by Local Growers or their authorized agents if the product is Noncompetitive and is approved by the Board. Non-Local Growers or their agents may become Members and may sell Noncompetitive products.

ACT OF GOD POLICY.

If a Member’s farming operation is impacted by floods, drought, hail or other acts of God or other cause not within the control of the Member, he/she may petition the Board of Directors for a special exemption which will permit him/her to purchase certain products for resale. The Board has sole discretion to approve the petition, and it will consider the petition only if the following requirements have been met:

1. The Member has petitioned the Board in writing, stating the reason for the exemption and identifying the specific products he/she wishes to purchase for resale. The products shall be limited to products which the Member has brought to the market during the prior three (3) years.
2. A field inspection may be conducted by the persons designated by the Board, and such inspection confirms that the Member’s operation has been significantly impacted.
3. The Member has produced evidence that he/she has the appropriate licenses to resell the products.
4. Products offered for resale must be grown in Colorado.
5. A member selling purchased items must place a sign with the product being resold that is clearly visible to the buying public at all times. The sign must state from which farm and the city from which the product was purchased.
6. Product purchased for resale must be purchased directly from a producer.

RESALE POLICY

A Member who has been a member in good standing for the immediately preceding two years may state in writing their intent to offer purchased goods for resale subject to the following requirements:

1. The member must state their intent to utilize this policy on their application and must clearly state the items they wish to offer for sale under this rule.
2. A field inspection will be required.
3. Product purchased for resale must be for only those commodities that the member would have historically brought to market under normal growing conditions for the last three years and in a quantity that could be produced on their property.(example-if you have one fat lamb you cannot resell 20)
4. The member purchasing items for resale must have the appropriate license(s) to do so. ( A Colorado Department of Ag produce selling permit)
5. Product purchased for resale must be purchased directly from a producer.
6. Products for resale must be in season and grown in Colorado. If there is a crop failure in Colorado the board of directors will review produce and products from out of state.
7. A member selling purchased items must place a sign with the product being resold that is clearly visible to the buying public at all times. The sign must state from which farm and the city from which the product was purchased.

VENDOR DISMISSAL POLICY – (Three Step Rule)

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

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

The board of directors reserves the right based on the severity of the infraction, to dismiss vendor and/or their employees from CAMC markets immediately.