



## Boulter's 5280 Farmers Markets – 2020 (Page 1 of 5)

Thank you for joining or returning to our market; we look forward to working w/you. Please review this packet thoroughly and contact us w/questions. Our markets offer a friendly, cooperative and enthusiastic culture. While our markets offer a blend of produce, food, drink as well as lifestyle products and services, we want at least 65% emphasis on produce and consumable food and drink.

We prefer you participate in all dates for each location but alternatively you may select specific dates. We also participate in craft fairs, pop-ups and more in the off-season (November-May).

We believe these are the main elements for success –

- |                            |   |
|----------------------------|---|
| 1. Location                | Access for vendors and customers, parking, visibility |
| 2. Presentation            | Look and feel of actual market                        |
| 3. Quality of vendors      | Maintain a focus on food starting w/produce           |
| 4. Cost to vendors         | Keep it reasonable and offer flexibility              |
| 5. Operational cost        | Create and maintain structure                         |
| 6. Collaboration w/vendors | Conversation, cross-marketing, etc.                   |
| 7. Strategic marketing     | Multi-layered approach w/consistent execution         |
| 8. Community engagement    | Various channels w/consistent execution               |

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<b>University Hills</b>	Saturday, 9a-1p 5/23-10/31	University Hills Plaza 2500 S. Colorado Blvd., Denver 80222
<b>Evergreen</b>	Tuesdays, 10a-2p 6/16-9/29	Bergen Village Shopping Center 1240 Bergen Pkwy, Evergreen 80439
<b>Lone Tree</b>	Saturdays, 9am-1pm 6/27-10/3	Entertainment District 9355 Park Meadows Drive, Lone Tree 80124
<b>Green Valley Ranch</b>	Wednesdays, 5-8pm 7/1-8/26	Green Valley Recreation Center 4890 Argonne Way, Denver 80249
<b>Glenmoor</b>	Sunday, 10a-1p 5/31, 6/28, 7/26, 8/30, 9/27	Glenmoor Country Club 110 Glenmoor Dr., Cherry Hills Village 80113
<b>Belmar</b> Part of Festival Italiano	Cancelled 2020	Belmar 7337 Alaska Dr., Lakewood 80226



## Terms and Conditions (1 of 2)

### Insurance

We recommend but do not require you have liability insurance. Feel free to contact Campbell Risk Management at 800-730-7475 and Tina Branham, ext 206, [tbranham@campbellrisk.com](mailto:tbranham@campbellrisk.com) or Larry Spilker, ext 203, [lspilker@campbellrisk.com](mailto:lspilker@campbellrisk.com) and let them know we referred you. Campbell Risk works w/farmers markets and vendors throughout CO.

### Licenses

All which pertain to your business must be with you at all times. For example, if you are cutting produce on site, you will need a retail food license. This applies even if you are just offering samples. This is a Colorado law, and if you have any questions, contact the local health department.

### Public Health Regulations

You must comply with all regulations pertaining to your product. An example is sampling or selling of food for immediate consumption must have appropriate washing stations, proper food handling such as gloves, refrigeration, etc.

### Taxes

You are responsible for collection and payment of local, county, state and federal taxes.

### Space Assignment

You will be assigned a space which ideally will be consistent each week. That said, we hope you will be flexible. Returning vendors have first priority. Additionally, first priority will be given to vendors who commit to all markets.

### Attendance

We know life happens such as emergencies, illness and traffic. We ask you to be as communicative, courteous and timely as possible. Otherwise, there may be instances a \$50 fine will be assessed and if attendance or punctuality continues to be problematic, expulsion may occur.

### Setup and Tear Down

Setup begins approximately 2 hours before each market opens. You decide how much time you need to be fully ready when the market opens. Unload your vehicle promptly at your designated spot and move your vehicle to the designated parking area before setting up your booth. At the end of the market, you may park by your space to tear down.

### Tents and Trash

You are responsible for providing your own trailer or tent with appropriate weights. Sand bags or weights for all 4 legs are required. We recommend 40 lbs. for each leg. No spiking or drilling is allowed. You're also responsible for removing all trash related to your business. A fine of \$25 will be assessed for any occurrence of tents not being secured.

### Electricity and Safety

Electricity is generally not provided; there may be instances where it is. Generators will be permitted at our discretion and must be approved prior to use. The almost "noiseless" generators are recommended. If cooking on-site, you must have all appropriate fire safety equipment.



## Terms and Conditions (2 of 2)

### Parking

Unless selling from your trailer, you are required to move your vehicle/trailer to the designated vendor parking lot. Failure to do so may result in expulsion and/or non-acceptance the following season.

### Conduct

You are expected to behave courteously and professionally. Profanity, vulgarity and rudeness will not be tolerated and is grounds for expulsion. Soliciting for and/or promoting other events/services unrelated to Boulter's Farmers Markets is prohibited. Should you encounter a problem with another vendor or customer, notify us immediately.

### Types of Vendors

Vendors will be considered on a case-by-case basis. We accept farmers (CO growers will be given first priority), specialty foods, breads, florals, onsite food preparation vendors, specialty crafts, arts, child-friendly vendors, entertainment, etc.

### Quality

We reserve the right to reject product or service that is not of marketable quality or that is deemed inappropriate.

### Smoking

Smoking is strictly prohibited.

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### Notes

1. Your registration payment is due at the time of application.
2. Registration does not guarantee acceptance but we will do everything possible to include you.
3. Registration and payment may be completed via online, email or mail.
4. Any returned checks are subject to a \$35 fee.
5. All applicable insurance and certifications must be emailed or mailed (address below).
6. There will be no refunds issued whatsoever.
7. There is a \$10 fee per extra tent per date per location which will be collected at time of registration.
8. We will collect either 10% of your day-of-sales or a minimum fee (whichever is higher) per date per location you are registered for without exceptions. The minimum fee varies by location and is specified on the registration pages. Failure to comply may lead to expulsion.
9. If you are going to miss a date you've registered for, please contact Matthew or Robin 72 hours ahead of time.



**Registration of Both Pages Must Be Legible and Complete** (1 of 2)

Name \_\_\_\_\_

Business \_\_\_\_\_

Mobile phone \_\_\_\_\_

Mailing address \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Facebook \_\_\_\_\_

Product or service \_\_\_\_\_

Returning vendor	Yes	No		
Need your vehicle to work from	Yes	No		
Need electricity	Yes	No		
How many 10 x 10 tent(s)	1	2	3	4

**Release**

I hereby release and forever discharge Boulter’s 5280 Urban Market, its representatives and partners (such as hosting venue) from any responsibility, personal liability, claims, loss or damage arising out of, or in conjunction with, my participation of their events.

Further, Boulter’s 5280 Urban Market, their representatives and partners (such as hosting venue) shall be held harmless from and against any and all liabilities, suits, claims, damages, injuries and actions, theft, costs and expenses of any kind or nature of anyone whatsoever relating to premises due to or arising out of any act, negligence or neglect of the vendor or any of their guests. Vendors assume all liability for their booth and any products and/or services they sell. Vendors are responsible for instructing any and all representatives related to you and your business as to these terms and conditions.

Lastly, this release applies equally and entirely to the cities of Denver, Englewood, Evergreen, Lakewood and Lone Tree.

**I have reviewed this packet and accept it in its entirety.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Payment via credit/debit card (subject to up to a 4% fee) or check. If by check, make payable to Boulter’s Farmers Markets.**

Card \_\_\_\_\_ Exp. date \_\_\_\_\_

Name as listed \_\_\_\_\_ CVV \_\_\_\_\_ Billing zip \_\_\_\_\_



## Registration/Locations and Dates (2 of 2)

THE REGISTRATION FEE IS A FLAT \$100 IF YOU ARE PARTICIPATING IN MORE THAN ONE LOCATION. IF PARTICIPATING IN ONLY ONE LOCATION, REGISTRATION IS \$50. THERE IS A \$10 FEE FOR MORE THAN ONE 10X10 TENT PER DATE.

SELECT ALL OR SPECIFIC DATES

### University Hills

All 22

**10% of sales per date or \$40 minimum (whichever is higher)**

5/23  5/30  6/6  6/13  6/20  6/27  7/4  7/11  7/18  7/25  8/1  8/8  8/15  8/22  8/29  9/5  9/12  9/19

9/26  10/3  10/10  10/17  10/24  10/31

### Evergreen

All 16

**10% of sales per date or \$35 minimum (whichever is higher)**

6/16  6/23  6/30  7/7  7/14  7/21  7/28  8/4  8/11  8/18  8/25  9/1  9/8  9/15  9/22  9/29

### Lone Tree

All 15

**10% of sales per date or \$35 minimum (whichever is higher)**

6/27  7/4  7/11  7/18  7/25  8/1  8/8  8/15  8/22  8/29  9/5  9/12  9/19  9/26  10/3

### Green Valley Ranch

All 9

**10% of sales per date or \$25 minimum (whichever is higher)**

7/1  7/8  7/15  7/22  7/29  8/5  8/12  8/19  8/26

### Glenmoor

All 5

**10% of sales per date or \$30 minimum (whichever is higher)**

5/31  6/28  7/26  8/30  9/27

### Belmar

Cancelled 2020

**As a general rule, this event is on a first come-first served basis due to limited available space**

Updated 10/4/20, 9am

Boulter's 5280 Urban Market  
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