

# Norwood Farm and Craft Market

## Guidelines – 2014

### **Time and Location:**

The Summer Norwood Farm and Craft Market (NFCM) will be held every Saturday (beginning the second Saturday in June) from 9 a.m. until 1 p.m. through September. Vendors will set up at the NW corner of Grand Ave. and Lucerne St.. Vendors are required to remain set up and be present for the duration of market hours (even if you sell out). The Market understands there may be a special circumstance that arises from time to time, resulting in the need to depart early. In this situation, please notify the Market Manager before departing. Full season vendors must contact the Market Manager in writing a minimum of one week before any week they know they will be absent from the market.

For public safety all canopies must be set up no later than 8:45 a.m. and remain up until 1:00 p.m.. Wind can come up without warning, so it is recommended that all vendors weigh down canopies to prevent injury from flying objects. No staking is allowed. Upon unloading, vehicles should be parked at back of lot space permitting. Each vendor is required to clean up trash from their space.

### **Mission Statement:**

The mission of the Norwood Farm and Craft Market is to support local producers and artists, encourage a more local food shed, provide fresh local produce, and arts and crafts to all sectors of the population of San Miguel Basin. Ideally, we would also like the market to be a community supported meeting place for socializing, enrichment and education.

### **Conduct:**

A goal of the Norwood Farm and Craft Market is to provide a wholesome, family environment for our community. It is a place for people of all ages to gather, socialize, acquire locally grown fresh produce & craft items, and support the local economy. To this end, positive, courteous vendor conduct is expected at all times. Discourteous behavior (i.e. profanity, bullying or threatening behavior) during market hours by vendors or market management will not be tolerated. Anyone not adhering to these guidelines is subject to dismissal from NFCM for the remainder of the season.

Market business issues (i.e., complaints, suggestions for change, unresolved issues) should NOT be discussed during market hours. These are to be submitted in writing to the Market Manager via e-mail or in person at vendor meetings.

NO DOGS are allowed on the premises of the Farmers Market. Dogs brought to the Market must remain in vehicles or secured on a leash outside of the Market. Vendors observing any dogs in the market are asked to courteously remind the dog owner of this policy.

All vendors are responsible for compliance with state and county health licensing and tax regulations, State Sales Tax License, Sales Tax Special Event License, if applicable, etc.) as well as the Norwood Farm and Craft Market Guidelines.

### **Definitions:**

#### **Agricultural Producer:**

All products must be grown by the vendor on the western slope of Colorado. Agricultural producers may broker other produce as long as it does not exceed 30% of their total daily product Farmer Market Sales and it is grown or produced on the Western slope.

#### **Brokered Products:**

Brokers will need to provide a sign stating the origin of the produce (sign size should be no smaller than 3" by 5" and must follow signage and labeling guidelines below). Vendors must have their brokered items OK'd by Market Manager by Thursday, 5 PM, before that week's market. If Market Manager is not available, brokered items must be approved by a Board member. A Brokered Product Information Sheet must be filled out and submitted to the Market Manager during the approval process. (Blank copy attached, make additional copies as needed)

**Non-Agricultural (Craft) Producer:**

No more than 50% of a day's market may be craft vendors. Item must be handmade, grown, or gathered by the seller or family members on the Western Slope of Colorado. If the product is made outside of these areas, but the product is not currently being sold at the market, participation will be considered pending approval of the Market Manager. In the event the Market Manager is not available, approval will be considered by the Market Board. New applications will be decided on a case-by-case basis by the Market Manager and based on product, date received, and space availability.

**Other Products or Services:**

Limited spaces will be made available for "other products or services" (prepared foods, chair massage, coffee, etc.) vendors on a case-by-case basis and are subject to the discretion of the Farmers Market Board.

**Prepared Food Vendor:**

All food must be prepared within 100 miles of Norwood Farm and Craft Market. Products should be signed or labeled with all ingredients. If the food is made outside of this area, but the food is not currently being sold at the market, participation will be considered pending approval by the Market Manager or a Board member if the Market Manager is not available. The vendor is responsible for following all pertinent health codes and obtaining a food handlers permit. Proof of Health Dept. approval must be provided. Contact Market Manager if you are unfamiliar with these.

**Non-profit organizations:**

Non-profit organizations can attend (as long as space is available) for free to promote their literature. No Politics and No Religions are permitted. Non-profit organizations that want to sell a product must pay the market fee and are subject to all the same guidelines.

**Signage and Labeling:**

Vendors are encouraged to provide proper product labeling and/or information at their booth on products or item containers or packaging. Examples: organically grown; non-organically grown; location grown; product ingredients; etc.

**Fees:**

Cost of one vendor space is \$100.00 per season, paid in full, prior to selling (on or before opening day of Farmers Market) or the vendor may choose to pay a fee of \$15.00 per week. Vendors will not be allowed to set up until they have provided the Market Manager with a completed, required application and documentation, accompanied with applicable fee. The Market Manager will assign vending location – registered vendors will receive a permanent location, while drop-ins will be assigned the morning of the market. Spaces may need to be adjusted by Market Manager, from market to market, depending on number of vendors present, for best overall appearance of the market. To reserve your space, register early. Assignments will be made based on the overall benefit of the market. If a Vendor chooses not to fulfill their term at the market, the registration fee will not be refunded.

**Health and Other Regulations:**

All processed foods must be prepared in a Health Department licensed kitchen. All vendors are responsible for being in compliance, and to follow Health Code Regulations, tax regulations, and city, county and state regulations. Cottage food producers must meet all food safety requirements as established by the State of Colorado. The Market Manager will submit a list of vendors who sell at the Norwood Farm and Craft Market and Flea Markets at the end of the season to the State of Colorado as required.

**Disclosure Policy:**

To encourage an open and honest relationship between vendors, customers, and management, it is required that all vendors disclose information about the origin of their products. Growers are expected to disclose information about the farming practices used to grow their produce, including a list of any pesticides and/or fertilizers used, whether of artificial, chemical, or natural origin. Vendors are expected to honestly answer customer and Market Manager questions.

**For More Information:**

Email [norwoodfarmmarket@yahoo.com](mailto:norwoodfarmmarket@yahoo.com)