



MONTROSE FARMER'S MARKET, INC. RULES AND REGULATIONS

PLEASE READ CAREFULLY

MEMBERSHIP:

Must be a resident of the Western Slope of Colorado and have prior approval of the board of directors. Membership fee is \$65 annually. Board of directors will have 7 days to accept or deny a membership with full membership fee refunded if denied. Membership plus stall fees must be paid in full along with membership application before attending market. Returning members must return fees and application by April 15th in order to receive priority space assignment.

STALLS:

Stalls are 10'x 25' at a cost of \$15 per stall for members, \$25 per day for non-members. You must call Frances Baer (970-209-8463) at least one day before market if you are not able to attend. If you miss more than 2 markets in a row your space may be assigned to another vendor. We will try as much as possible to keep your space available but if you are only attending a few markets per season this may not be possible. Every membership is entitled to purchase 1 stall. Additional stalls can be purchased according to special or particular needs, annual income, and stall demand, subject to board approval.

MARKET FEE AND TAXES:

Market fee is 5% of total gross sales each week. This helps pay for running the market, insurance, advertising, promotion, signage, etc. In addition all vendors are required to collect sales tax. Sales tax is now charged for city, county, and state. The appropriate figure will be discussed at the first vendor meeting of the year and added to all sales of products at the market. The only exemption is that no sales tax is collected on EBT/food stamp sales.

RECEIPTS:

Each market day you will receive an envelope, which you will fill out and return to the treasurer at the end of each day. You will show your business name, gross sales, EBT and debit sales, market fee, and sales tax. Your signature is required to verify this amount. Keep one copy of receipt for your records as it is your only record of the total you sell for income tax purposes. It is not UFM responsibility to keep your records for you. Envelopes need to be turned in **BEFORE YOU TEAR DOWN**. The treasurer would greatly appreciate your market fee in the form of a check, if possible (please do not use the treasurer as a bank to unload all your change).

PENALTY FEE: There will be a \$10.00 penalty fee for each week that you do not turn your envelope in, completed with all the information, and before you tear down. You are responsible for double checking your math, making sure your name/business name is on your envelope and that it is turned in before you tear down each week. **NO EXCEPTIONS!!!**

EBT AND DEBIT CARD:

UFM is now set up for EBT (electronic benefits transfer) and debit card. ALL vendors must participate in this program. The EBT machine will be located within the market. Any customer wishing to use their EBT or debit card must first go to the machine and will be issued script for use within the market. EBT script is different from debit card script. No sales tax is collected and no change can be given back for EBT sales. Debit card script is the same as cash; sales tax must be collected and change given back on debit sales. Each vendor will receive a separate envelope for EBT/debit card script. It must be turned in to the EBT coordinator in order for you to be reimbursed.

SIGNS:

Every vendor is required to post, at all times during business hours, a legible sign which includes: business name, owner, address, and phone number. The minimum size for this sign is 8.5 x 11 inches.

CONSIGNMENT ITEMS:

Any product you sell for someone else must be identified with sign of origin including: name, address, phone number of grower/producer. The sign/template provided by MFM will be half the size of this sheet of standard typing paper.

RESALE:

In the mission of the MFM, we have the duty to support local agriculture and community. The MFM will only allow products to be sold that are grown or manufactured on the West Slope (The West Slope is defined as any county that is located, at least in part, to the west of the continental divide.) of Colorado. Products may be created that include inputs that come from areas



other than the West Slope, if none are available from the West Slope. **ANY** exception to this rule requires board approval prior to display or sale.

If you purchase any product that you are selling, you are required to have a Colorado Resale License from the Colorado Department of Agriculture. State law requires this license be displayed at all times during business hours. You must also include a copy with your membership application. Each product you display for resale must be identified with a sign provided by MFM. This sign will be provided in an electronic template for you to fill in before you come to market and will be half the size of this sheet of standard typing paper. This sign, when displayed, will place you in compliance with the USDA Country of Origin Labeling (COOL) rules and those of the MFM.

COUNTRY OF ORIGIN LABELING:

On March 16, 2009 the USDA Country of Origin Labeling (COOL) regulations will come into effect. These regulations apply to every person who sells: beef, lamb, pork, fish, perishable agricultural commodities (these include fruits and vegetables), peanuts, chicken, goat meat, ginseng, pecans and macadamia nuts. Any of these products must be labeled at the point of retail sale to indicate its country of origin. If you only sell products that you produce on your own farm, one sign is appropriate to satisfy COOL regulations and those of the MFM. If you sell or resell products from more than one country you must specify on all products where they are grown. Also, if you sell products from more than one grower or area in western Colorado, you must identify the location of production for each product you sell. Additional regulations apply to value-added or manufactured products. Please ask the CSU Extension office for information on those regulations. The sign provided in template form by MFM will satisfy both of these identification rules.

ORGANIC PRODUCTS

Any vendor selling organic products or using the term "organic" must have an organic producer and/or handler/processor license from an approved certifying agency. It must be displayed at all times during business hours. You must also include a copy with your membership application.

Any vendor making any other claims {i.e. naturally grown, grass fed, etc} must display appropriate documentation.

PROCESSED/VALUE ADDED PRODUCTS

Any processed product (bread, jams, jellies, pickles, dehydrated products, etc.) must be processed in an approved facility. A copy of your kitchen/processing certification must be included in your membership application. All processed items must be packaged to protect them from flies, dirty hands, and other contaminants. All processed items must be labeled. All samples must also be protected and given out in a safe manner. (See also the section under District health rules and regulations.)

INSURANCE: ALL vendors of processed or value-added products must carry their own product liability insurance. A copy of your insurance certificate must be included with your application. We are advising that all vendors carry their own general liability insurance. Our UFM insurance ONLY covers UFM property. It does not cover individual vendors.

CANOPIES, UMBRELLAS, AND POTENTIAL HAZARDS

Each vendor is responsible for making sure their selling area is safe. ALL canopies and umbrellas must be weighted or tied down. Please be aware that we do have high winds on occasion. Please check in and around your booth for potential hazards.

Every vendor is responsible for their selling area. Before leaving, please be sure your area is clean and trash free.

Any vendor who displays any harmful activity or is subject to consumer complaint will have his or her membership reviewed by the board of directors and may have membership revoked.

The board of directors has the right to review and revoke any membership whenever deemed necessary.

PLEASE HELP KEEP OUR MARKET CLEAN, ATTRACTIVE, SAFE, PROFITABLE, AND FUN FOR EVERYONE.

SCALES: Must be certified by the State of Colorado. Must have current approved seal
State of Colorado, Measurements and Standards Section, 303-477-4220

MONTROSE FARMERS' MARKET NON-AG VENDOR GUIDELINES

1. Craft vendors:

- A. all craft items sold must be made by the vendor or a part of the vendor group {many of our vendors are whole farm families who just happen to make fine hand-crafted items in the off-season}; NO resale.



- B. all items must be of high quality workmanship and “from scratch” no kits. No shoddy or “trashy” looking items allowed.
- C. demonstration of your craft or art at market is encouraged {but not mandatory}.
- D. all craft or art items will be juried by the BOD. The BOD reserves the right to deny any items they feel do not meet the standards of the Farmers’ Market.

2. Specialty vendors:

- A. must be a high quality product or service that the BOD feels will add to the atmosphere and variety the market.

3. Fund raising:

- A. must be for a legitimate organization.
- B. must be pre-approved.
- C. if a youth organization, you must have adult supervision at all times you are at the market.
- D. fund raisers must be pre-approved and are on a space available basis. Fees may be waived or nominal. **YOU MUST CHECK WITH MARKET MANAGER OR PRESIDENT AT LEAST ONE WEEK IN ADVANCE FOR APPROVAL AND SPACE AVAILABILITY. ANY FOOD ITEMS MUST FOLLOW OUR GUIDELINES FOR PREPARED FOOD AND MUST TALK TO OUR COUNTY FOOD SERVICE INSPECTOR ON ANY FOOD SAFETY RELATED ISSUES.**

4. Political and other: We encourage local politicians and issue-oriented groups to come out and “meet the people.” If we have space available, you may be able to set up a table or a booth for your candidate or organization. All such spaces must be clearly identified as to party affiliation, cause, issue, etc. and display that views expressed may not be the views of the Montrose Farmers’ Market, Inc. or any of its’ members. All participants in these spaces must stay within their booth; no passing out fliers, etc. up and down the market. These booths are provided as a public service and may have a nominal or no-fee status as space is available. **YOU MUST CHECK WITH MARKET MANAGER OR PRESIDENT AT LEAST ONE WEEK IN ADVANCE FOR APPROVAL AND SPACE AVAILABILITY.**

DISTRICT HEALTH RULES AND REGULATIONS

Due to increased risks of foodborne illness, Health rules and Regulations will be strictly enforced. Violations will be reviewed by the Board of Directors and subject to revocation of non-refundable membership. It is the responsibility of each vendor to know and follow the Guidelines. Help keep our market a safe place to shop.

FRESH, WHOLE, UNCUT FRUIT AND VEGETABLES: cannot be in direct contact with ground. Must be in containers {clean baskets, boxes, etc.} or placed on tables, tarps, clean cardboard, etc. To keep away from ground. Be aware that our customers do bring their dogs to market and that dogs do at times “misbehave”. NO cut produce is allowed.

MEATS: must be kept frozen at all times. Must be prepared in an approved facility. Whole uncut meat must be prepared in a state approved facility. Cut meat must be prepared in a USDA approved facility. Meat must be kept either in a freezer or hard, easily cleaned cooler that will hold temperature. {No Styrofoam or dirty coolers} Meat **MUST** be kept at 32 degrees or colder. A thermometer must be kept in the cooler at all times. Temperature must be taken and **DOCUMENTED** at set-up, tear- down and every 2 hours in between. Retail food license is required {\$44.}

EGGS: must be candled, washed in a mild bleach solution and air dried. Must be labeled with growers name, address and phone number and date of collection. Must be stored at 41 degrees or colder. A hard, easily cleaned cooler is acceptable {no Styrofoam or dirty coolers allowed}. Cooler must have a thermometer in it at all times. Temperature must be monitored and documented. Retail food license is required.

ICE: for consumption, must be from an approved commercial source and stored in a self draining container.

VALUE ADDED PRODUCTS AND PROCESSED FOODS: all processed foods must be manufactured in an approved facility. Approved facilities are inspected by the health department for compliance with Colorado wholesale food regulations current good manufacturing practice. Processed foods are foods that undergo slicing, dicing, cutting, chopping, cooking, mixing, grinding, smoking, drying, packaging, canning or other procedures that alter the food from its original state please read carefully the pamphlet on food safety at Farmer’s Market. **NO HAZARDOUS FOODS ALLOWED {IE. CREAM PASTRIES, NON-ACID CANNED FOODS, ETC.}**



Please contact local health department to make sure your product is acceptable. A copy of your kitchen certification and a written approval from our local food service inspector must be included with your application. Vera Stouffer- 240-5000 {Montrose County food service inspector}.

LABELING: all processed foods must also comply with federal and state labeling regulations. Processed foods include baked goods, pickles, salsas, jams jellies, dried/dehydrated food items, etc.

CHEESE: Must be made in an approved facility. Must be stored at 41 degrees or less. A hard, easily cleaned cooler is acceptable. {No Styrofoam or dirty coolers} Cooler must have a thermometer in it at all times Temperature must be monitored and documented.

Requires retail food license. {\$44.}

SAMPLES: please read Farmer's market produce sample guidelines. All produce samples **MUST** be washed prior to being given to consumer. {Even whole uncut produce} Anyone preparing samples at market **MUST** provide their own hand washing setup at their booth so they can wash their hands frequently. {Between customers, after handling money, etc.} Samples prepared at home must be prepared in a clean, sanitary manner. **Contact local food service inspector to be sure your samples are being prepared and served safely.**

Please remember to attach a copy of all applicable licenses to your application.

Thanks,
Board of Directors
Montrose Farmer's Market, Inc.