

## Windsor Artisan Market Rules and Regulations

The Windsor Artisan Market is operated by the Town of Windsor Parks, Recreation and Culture Department. The Town has adopted the following Rules and Regulations and at any time may amend, delete, or modify these to meet the needs of the Windsor Artisan Market. In order to keep the Windsor Artisan Market an inviting and enticing place to sell and purchase goods, we ask that all vendors treat the customers, staff and volunteers in a professional manner to foster a cooperative involvement.

### 1. Statement of Purpose

- a. The Town of Windsor is excited to bring an opportunity for artisans, crafters, service offerings, and direct sales representatives to sell their products and services.

### 2. Application

- a. All vendors will apply to the Windsor Artisan Market by visiting <http://www.managemymarket.com/landing.aspx?orgID=1097>.
- b. All approved vendors are subject to a \$15 application fee.

### 3. Hours, Dates and Location

- a. The WAM will operate First Saturdays, 9:00 a.m. – 1:00 p.m. from July – September (3 markets).
- b. WAM is located at the Grass area west of the Market Pavilion at Boardwalk Park (approximately 111 5<sup>th</sup> Street, Windsor, CO 80550).

### 4. Set-up and Take-Down

- a. Setup time will begin at 7:15 a.m. Vendors with large trucks are encouraged to arrive early. All vendors must be unloaded by 8:30 a.m.
- b. No sales before 9:00 a.m. (this helps keep order in the market).
- c. Vendors are encouraged to bring their own tents as they will not be under the shelter.
- d. Displays must be neat and orderly at all times.
- e. Display tables must be freshly painted or cornered with a clean cloth and in good repair.
- f. Displays cannot block nearby spaces or create a hazardous condition. Items shall remain within the lines of the space rented.
- g. Takedown begins at the close of the market (1:00 p.m.) and must not interfere with customer traffic. Vendors must clean their display area after each use. Early tear down will not be allowed! A fee of \$30 will be assessed to any vendor that leaves a market early.
- h. Vendors are responsible for the removal of their own trash.
  - A. Before leaving the market, each vendor must remove all matter and debris from their area. This includes the area around the stall, common walkway and parking areas. Trash must be completely removed without regard to whether the litter originated in the vendor's area and must be disposed of. Vendors who fail to clean up properly face fines of \$50 that will be added to the following week's fees. Trash receptacles will be provided on site.
- i. Market will operate rain-or –shine and no refunds will be given due to weather cancellations.
- j. Sellers must furnish their own tents, signage, money, packaging, chairs, drop cloths, tables and displays must fit within the assigned space.
- k. All tents (if present) must be securely weighted with a minimum of 10 lbs. at each corner, to withstand rainy or windy conditions or be subject to immediate removal.
- l. No signage shall impede or hide other spaces.

## **5. Parking/Vehicles**

- a. For safety reasons, driving into market sales area after 8:30 a.m. for loading and unloading is not allowed.
- b. Vendors are encouraged to park in the DDA parking lot on the south side of the railroad tracks, just east of 5<sup>th</sup> Street after unloading. Do not park within ten feet of the railroad tracks.
- c. The roundabout is for immediate unloading and loading only.
- d. No vehicles will be allowed in or around the Market Pavilion during the market (unless parked prior to 8:30 a.m. and approved previously by Event Supervisor).
- e. Vehicles with fluid leaks are NOT permitted on the concrete. Vehicles that leave visible puddles of fluid on the concrete surface are required to clean up prior to departing. Failure to do so will result in a \$150 fine, no exceptions.
- f. See Appendix A for map.

## **6. General Rules of the Market**

- a. Smoking is prohibited in the Market Pavilion.
- b. Sale of marijuana/edible marijuana products is prohibited.
- c. Alcohol is not allowed within the Market Pavilion.
- d. The use of televisions or stereo systems is prohibited.
- e. Use of abusive language will not be tolerated on the market grounds.
- f. No one may beg, loiter, solicit, or place any poster, advertisement or billboard on the market premises.
- g. No one may sell or attempt to sell any merchandise on the market grounds without the express permission of the market manager.
- h. The Town of Windsor is not liable for theft or damage of any merchandise before, during or after market hours.
- i. The Town of Windsor assumes no responsibility and is not liable for any injuries, which may occur within an individual stall.
- j. Vendors are expected to keep their merchandise in reasonable order and allow unimpeded access to customers.
- k. For health and safety reasons, vendor's personal pets are not allowed at any market. The sale or giving away of animals at any market is also prohibited.

## **7. Standards of Conduct**

- a. Be knowledgeable about products.
- b. Unreasonable, outrageous or disruptive activities and behavior are prohibited.
- c. Be courteous, professional and presentable at all times.
- d. No drinking alcohol or smoking
- e. Yelling, hawking, throwing of objects, swearing, name-calling, slanderous remarks about others or disparaging comments about other products and/or people will not be tolerated.
- f. Vendors experiencing difficulty with customers are encouraged to refer the matter to the Market Manager.
- g. Complaints about other vendors or the Market Rules and Regulations must be made in writing to WAM Manager.
- h. Distribution of printed materials (other than pre-approved vendor brochures), petitions, or political advertisements is prohibited.
- i. Committing a criminal act will cause immediate expulsion from the market and is subject to appropriate legal action.
- j. Loitering or solicitation is strictly prohibited.
- k. The Market Manager/Staff will have the final determination on the number/type of vendors allowed to participate in the WAM.

## 8. Vendors are regulated by:

- a. Windsor Artisan Market Rules and Regulations

## 9. What can be sold:

- a. Food/consumable goods cannot be sold at the WAM.
- b. Only those products listed on the vendor's application and below will be allowed for sale. Vendors must notify the Windsor Artisan Market in writing of any proposed changes before bringing previously unlisted items to the market.
  - A. Bath and Body -Lotions, creams, soaps, candles, essential oils, perfumes, etc.
  - B. Service- Massage, spa services, personal care, etc.
  - C. Artisan/Craft
  - D. Non-Profit (Proof of 501(c)(3) status)

## 10. Assigned selling areas:

- a. All vendors will be assigned a selling area.
- b. All vendors will be granted one selling area with application acceptances. This space will be approximately 10' x 10'; additional 10 x 10 spaces as requested in your application will cost \$10 per space per market.
- c. Vendors are required to note the maximum spaces needed during the market on their application form; vendors who rent more than one space shall rent that space for the entire season (During times with fewer sale items, this may require vendors to spread out product in order to utilize all spaces). For example if a vendor needs a maximum of three spaces in August, but only uses one space in July, that vendor needs to pay for the additional two spaces at each market in July. A maximum of three spaces will be allowed.
- d. Although vendors are assigned a selling area, the Market Manager reserves the right to move or relocate vendors as necessary to accommodate the Market's needs.
- e. Attention will be given during space assignments to maintain an even distribution of vendors and products.
- f. If accepted to the market, vendors will receive a confirmation letter, including a map with the vendors selling area assignment.
- g. Market Manager will have the final say regarding all selling areas.
- h. Electricity is available at no extra fee.
- i. Vendors are allowed to sell from their designated space only or with authorization from Market manager.

## 11. Licenses/Permits:

- a. All vendors are responsible for the necessary licenses and permits for their booth and to display them at each Market.

## 12. Percentage of Gross Sales and Sales Tax

- a. Each day upon arrival at the Market, all vendors must check-in with the Market Manager and retrieve a Town of Windsor sales tax envelope. The Market Manager will collect 3.95% town sales tax on all items sold.
- b. A separate envelope will be given to each vendor to collect 5% gross sales due at the end of each Market.
- c. Remit your fees by placing a check or cash in your sales tax/gross sales envelopes and submit to the Market Manager. A \$25.00 fee will be charged for any checks returned due to insufficient funds.
- d. Vendors must honestly and completely report all sales made by the vendor or vendor's agents at each Market. If discrepancies are suspected, the Market manager will have the authority to confront, question and possibly remove vendor from market.
- e. State sales tax will be the responsibility of the vendor.

### **13. Cancellation Policy**

- a. Vendors who do not show up two or more times at a market during their designated season may lose their space reservation and are subject to dismissal from the Market. No refunds will be given.
- b. In case Windsor Artisan Market has to cancel a market due to unforeseen circumstances, you will be contacted by phone and e-mail.
- c. If you are unable to attend a market due to unforeseen circumstances or emergency, you must e-mail or call the Recreation Coordinator.

### **14. Discipline or Removal of a Vendor from the Market**

- a. Vendors who do not comply with Market rules and regulations shall forfeit selling privileges at WAM and may be subject to fines and penalties.
- b. A vendor may be removed or suspended from any market or have selling privileges in the market limited by WAM for any of the following reasons:
  - A. Failure to obey and conform to State, local government or WAM Market rules and regulations.
  - B. Causing or maintaining unsafe or unsanitary conditions.
  - C. Repeated failure to attend markets.
  - D. Behavior that obstructs any other vendor's commerce or ability to transact business.
- c. If WAM receives a legitimate complaint pertaining to questionable quality, conduct or business practices about a vendor, the following actions will be taken:
  - A. A written warning will be given to the vendor, including the date, time and nature of complaint.
  - B. A second complaint may result in the vendor being subject to a two-week suspension of selling privileges.
  - C. A third complaint from a customer may result in a minimum 30-day suspension and/or permanent removal from the WAM.
- d. Vendors are required to satisfy any customer complaint in any circumstance. Vendors must accept returned product.
- e. No refunds will be given as a result of any infraction of any local or State government laws or Market rules and regulations.

### **15. Waiver**

- a. By participating in the Artisan Market, vendor hereby release and forever discharge the Town of Windsor, its employees and agents, the Market Manager, assistants to the Market Manager and other persons as set forth from any responsibility, liability, claims, demands, loss or damage arising out of, or in conjunction with my participation in the Windsor Artisan Market. I further agree to indemnify and hold harmless the Town of Windsor, its employees and agents, the Market Manager and assistants to the Market Manager from and against any and all suits, claims, demands, damages, injuries and actions, theft, costs and expenses, including attorney's fees, of any kind or nature whatsoever relating to premises. Vendor assumes all liability for Vendor's display, market stand and products sold. Vendor agrees to abide by all policies and rules set forth in this document. Violations may result in immediate expulsion from the market.

### **16. Important Contact Information**

- a. Lexie Spykstra  
Recreation Coordinator  
Town of Windsor  
250 N. 11<sup>th</sup> Street, Windsor, CO 80550  
(970) 674-3510  
[aspikstra@windsorgov.com](mailto:aspikstra@windsorgov.com)

Appendix A – Parking/Site Map

