



# Market on Main

## Rules & Regulations 2023

### Thursdays 7/6-9/21

Changes from past Rules & Regulations have been highlighted in yellow.

COVID-19 DISCLAIMER: Our primary goal is to keep our community safe and healthy, so Downtown GJ will be implementing safety and social distancing measures at our events. Downtown GJ has been working closely with the State of Colorado, Mesa County Public Health, and the Colorado Farmers Market Association to determine best practices for the Market on Main.

The Downtown Grand Junction Market on Main is produced by the Business Improvement District. The Business Improvement District has adopted the following rules and regulations, and at any time may amend, delete, or modify these to meet the needs of the market. In order to promote the market and the community, we ask that all participants in the Downtown Market on Main treat customers, staff, and volunteers in courtesy to foster community and cooperative involvement.

Infractions of any rule and/or regulation will be cause to suspend vendor's selling privileges. The Event Coordinator has full authority to deny selling privileges.

#### **Operating Hours, Dates and Location:**

- The market will run every Thursday from 5:30pm - 8:30pm, July 6 - August 10, 2023
- The market closes at 8:00pm beginning August 17- September 21
- The market will be located on Main Street between 3<sup>rd</sup> and 7<sup>th</sup> Street
- Vendors will not begin setup earlier than 4:00pm each Thursday

#### **Vendor Qualifications:**

- The Downtown Grand Junction Market on Main is limited to vendors selling food, crafts or artwork grown or produced regionally, as well as a limited number of non-profit organizations. The market committee may address requests for variances from this regulation on a case by case basis.

For farmers, pre-packaged food, health & beauty, entertainment, non-profits, etc., please see below for qualifications needed to be approved for the market.

- City of Grand Junction sales tax license (Farmers exempt)
- State of Colorado sales tax license (Farmers exempt)
- Retail Food Establishment License (for Food vendors only)
- Food Vendor Disclosure Form (Vendors that sell produce, salsas, baked items not for immediate consumption)
- Service Vendor Disclosure (Vendors that are providing informational packets, handouts, demonstrations, etc.)
- Mesa County Health Dept. approval letter (for Food vendors only)

- Tax-exempt letter (Non-profits only)

If you are preparing food as a concession server at the market, please visit the section titled “Concessionaire Process / Food Vendor Qualification Packet” for further instructions.

### **Vendor Categories:**

**FARMERS-** Farmers that sell fresh produce such as fruits, vegetables, herbs, flowers, meat, poultry and fish. IF selling fruits, vegetables, meat, poultry, and fish, please contact the Mesa County Health Department regarding further requirements.

**BID BUSINESS -** Any business within the Business Improvement District will be allowed to participate in the Market on Main. There will be 2 locations per block per market (8 total). Participation is based on a first come, first serve basis, and based on number of BID businesses wanting to participate, will be rotated throughout the season of the market. If more BID businesses enter the rotation later in the market season, those BID businesses who signed up first will be locked in for their promised remaining markets, and those BID businesses who sign up at later dates will be rotated through.

**PACKAGED FOOD-** Food or drinks produced and/or packaged locally. Examples include beef jerky and herbs or spices. Not for immediate consumption. Packaged food vendors are required to be under the cottage food bill or must be an approved source.

**ARTS & CRAFTS-** Original handcrafted items. This includes jewelry, woodworking, pottery, metal art, garden sculptures, quilts, clothing, etc.

**BODY & HEALTH PRODUCTS-** Handmade products such as lotions, soaps, and essential oils.

**HOME & GARDEN –** Products such as seeds, plants, flowers, home décor, home furnishings, etc.

**FOOD CONCESSIONS-** Food for immediate consumption prepared in a commercially licensed kitchen according to Mesa County Health Regulations. Food vendors fall into two categories- Food concessions have multiple items for sale, while a snack vendor typically only has one or two items for sale. Hot dogs would be a food vendor, while shaved ice would be a snack vendor.

**ENTERTAINMENT-** Persons or groups that add value to the market by providing free entertainment to market attendees. Entertainers are allowed to display a tip container and sell CD's of their music. Entertainment groups could be compensated by Downtown Grand Junction.

**NON-PROFIT -** Any non-profit organization within the region is allowed to participate in the Market on Main up to two (2) times per season, depending on amount of other non-profits. There will be one non-profit allowed per block per market, allowing for 4 total per week. Non-profits are given equal access to the market and are on a first come, first serve basis. In order to promote sales for our food vendors, nonprofits are not allowed to give away prepared food or bottled beverages for free (candy allowed). Selling food to benefit a nonprofit is allowed, however, the sale of food is still subject to the same rules as for-profit businesses. For example, bake sales are allowed under the cottage food act, but hot prepared foods are not. If you have any questions, please ask the event coordinator.

The Downtown Market on Main has the right to prohibit anyone from selling at the market. Vendors that are considered multi-level marketing are not permitted to participate in the market. All applicants will be notified by e-mail if they are accepted or not for the Downtown Market on Main.

### **Concessionaire Process / Food Vendor Qualification Packet:**

The concessionaire process is controlled through the City of Grand Junction Parks and Recreation department. This process must be completed annually and entitles a concession vendor to participate in the market each year. This process **MUST** be completed for concession vendors before they are accepted into the market and is **ONLY** for those vendors who are preparing food at the market.

For information regarding the concessionaire process, please contact Jennifer Howard at jenniferh@gjcity.org or 970-254-3841.

To obtain a Food Vendor Qualification Packet for the Market on Main, please contact Jennifer, or follow this link to get started: <https://gjcity.org/765/Food-Beverage-Vendor-Information>

### **Marketing Organic Produce or Products:**

If a grower markets produce or products as being “organic”, they must have the USDA approved certification clearly displayed on-site.

### **Samples:**

- Samples must be kept in clean, covered containers.
- Toothpicks or disposable utensils must be used to distribute the samples.
- Clean, disposable plastic gloves must be used when cutting and serving samples.
- Cutting surfaces must be smooth, non-absorbent and easily cleanable.
- Vendor must have control over samples at all times.
- There must be a waste container in a prominent place directly next to the sampling area for public use.
- Health Department rules and regulations require hand washing station for all vendors offering samples.

Failure to abide by these requirements may result in the suspension of sampling privileges. A second offense will result in revocation of all sampling privileges.

### **Booth Spaces / Assigned Selling Areas:**

- All vendors will be assigned a selling area.
- All vendors will be granted one selling area with application acceptances. The Booth space is approximately 10'x10'; additional 10' x 10' spaces are available per request in application. Please see fee for additional cost for additional space in “Vendor Fees” section.
- Vendors are required to note the maximum spaces needed during the market on their application form.
- A vendor may request a maximum of four spaces. Once applications are in and the market has additional space, then more than four spaces may be allowed.
- Although vendors are assigned a selling area, the Event Coordinator reserves the right to move or relocate vendors as necessary to accommodate the market’s needs.
- Attention will be given during space assignments to maintain an even distribution of vendors and products.
- If accepted to the market, vendors will receive a confirmation e-mail.

- All parts of the display must be within the limits of the assigned area.
- Electricity may be provided to those that request it in their application, there are a limited number of booth spaces with access to electricity.
- All booths are required to have a tent and vendors will be responsible for providing their own equipment.
- 30 lbs of weight are required on each tent pole. Tents without weights will not be allowed to set up.
- Because the Market on Main is held outside, suitable protection from the sun, wind and rain is encouraged.
- Vendors are required to remove their own trash.
- The name of the business must be displayed on or in the booth.
- The market is a rain or shine event and no refunds will be issued to any vendor for weather circumstances.

### **EBT / SNAP / DUFV Vouchers:**

The Downtown Market on Main will have a booth with an EBT machine on site. All SNAP and DUFV vouchers will be reimbursed to vendors selling SNAP authorized products will be reimbursed at the end of the season and will be given a check for the amount collected.

### **Sales Tax:**

Colorado state law requires participating vendors to register with the CO State Department of Taxation, and also requires market participants to account for and report sales tax collected. Vendors must have both a Colorado State and City of Grand Junction Sales Tax License. To register with the City to attend a special event or remit any taxes collected, please visit <https://grandjunctiononline.gentaxcpc.net/TAP/>. Farmers selling food for home consumption and service only vendors are exempt from Sales Tax. For more information, please contact the State of Colorado Sales Tax Office at (303)238-7378 or the City of Grand Junction Sales Tax Office at (970)244-1521.

For more information regarding sales tax please see our FAQ page: [downtowngj.org/sales\\_tax\\_faq/](http://downtowngj.org/sales_tax_faq/)

### **Licenses and Health Regulations / Permits:**

- All vendors are responsible for the necessary licenses and permits for their booth and to display them at each market.
- The Downtown Market on Main requires proof of proper licensing and permits for vendor products if applicable. Please upload documents to your vendor profile on Manage My Market. The Downtown Market on Main reserves the right to refuse vendor sales if documents are not obtained.

### **Cancellation / No Show / Attendance Policy and Fees:**

- All vendor cancellations must be received by phone call, text (970-852-7915) or e-mail to [kyra@downtowngj.org](mailto:kyra@downtowngj.org) two weeks before the Market on Main date that will be missed in order to receive a refund for that given date. If notice is not given two weeks before, a refund will not be issued to the vendor.
- 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 a \$50 fine per occurrence.

- Leaving a market early or setting up late will also result in a fee of \$50/market.
- Vendors must attend all markets for which they have signed up for unless pre-approved by the Event Coordinator.
- Repeated failure to attend markets will result in the review of eligibility in the Downtown Grand Junction Market on Main and may result in suspension or dismissal from the market without refund.
- In case the Downtown Grand Junction Market on Main must cancel due to unforeseen circumstances, you will be contacted by phone and e-mail ASAP.
- On the application, vendors must specify dates they will be attending the market. Vendor’s additional spaces will be charged at each market that is categorized as “attending”.
- A vendor that is penalized, suspended, or revoked may appear to the Business Improvement District Board.

**Arrival, Departure and Selling Time:**

Vendors shall not begin to set up earlier than 4:00pm on market days. Vendors can use their vehicles to load their equipment in, but must IMMEDIATELY move their vehicles once they have unloaded them, no exceptions. A lane must be open for other vendors to get in and out as well.

**Farmers are the only vendors allowed to keep a vehicle at their booth due to the nature of their product.** All other vehicles must be removed from Main Street by 5pm. Vendors arriving after 5:10pm will not be allowed to set up. Vendors must remain open until the market closes. Vehicles are not allowed back on Main Street to load their products until 8:30pm (and 8:00pm beginning August 18). Vendors who break down early will be assessed a \$50 penalty, and run the risk of not being able to return (please see “Cancellation / No Show / Attendance Policy and Fees”).

Cooperation in taking directions from Market on Main staff is required. Those who choose not to follow directions from market staff will not be allowed to return.

- In order to allow customers to park close to the Downtown Market on Main, please park vendor vehicles in the parking garage on the upper levels.
- Parking for Market on Main vendors is free in the parking garage on Rood Ave between 4th and 5th Streets.
- Vendors are prohibited from driving in the Market on Main area from 5:00pm - 8:45pm July 6 - August 17 and 5:00pm - 8:15pm August 24 -September 21.
- Vendors are able to drive on Main Street and load their vehicles at 8:45pm July 6 -August 17, and 8:15pm August 24-September 21.

**Vendor Fees:**

Payment in full is due by June 16, 2023 in order to receive the full and half season discount. Vendors who do not pay by June 16, 2023 will be moved to the weekly payment plan. Invoices will be sent out at the time of approval. Vendors who do not pay fees by the due date will not be admitted into the market. Vendors paying weekly must have fees paid by the Monday preceding their scheduled market.

VENDOR FEES	Weekly	Half Season (6 wks)	Full Season (12 wks)
Farmer (1 space)	\$40	\$210	\$360

<b>VENDOR FEES</b>	<b>Weekly</b>	<b>Half Season (6 wks)</b>	<b>Full Season (12 wks)</b>
BID Business	\$40	\$210	\$360
Packaged Food	\$60	\$330	\$600
Arts & Crafts	\$60	\$330	\$600
Body & Health	\$60	\$330	\$600
Home & Garden	\$60	\$330	\$600
Snack Concessions	\$75	\$420	\$780
Food Concessions	\$100	\$570	\$960
Non-Profits	\$40	N/A	N/A
Additional Space (FARMERS AND BID BUSINESSES ONLY) (10x10)	\$15	\$90	\$165
Additional Space (All other booths except Non-Profits) (10'x10')	\$25	\$100	\$175

### **Health Regulations (FOOD ONLY):**

All food vendors must comply with the Mesa County Health Department, which requires a Retail Food Establishment License, and Mesa County Health Department Approval Letter. For more information, contact the Mesa County Health Department at 970-248-6900.

### **COVID-19 Health Regulations:**

All vendors agree to comply with any and all COVID-19 guidelines for outdoor events set by the State of Colorado and Mesa County Public Health.

### **Trash Clean Up:**

- Vendors are responsible for their booth space and its surrounding perimeter. Before leaving, be sure your area is clean and trash-free. Vendors must remove their own trash.
- Please check with the Event Coordinator or other staff as to where compost receptacles are located in the park as well as recyclable trash may be placed.
- **Food trucks: If you want to dispose of trash produced within your food truck during the event there is a dumpster located near the permanent restrooms on S. 5<sup>th</sup> Street. Please do not add your trash bags from inside your trucks to the cans on the street, take them to the dumpster.**

### **Insurance Requirements:**

All applicants selling food or beverage must have a Liability Insurance Policy. It must have a minimum coverage of 1 Million dollars per occurrence. A certificate of insurance must be included with the concessionaire application if you are a food truck, snack vendor.

If you are a farmer, pre-packaged food vendor, arts & crafts vendor, health & beauty, non-profit, entertainment, etc, proof of insurance is recommended and is also recommended that vendors seek advice from insurance consultant regarding coverage.

### **Signage and Vendor Set-up:**

- Sellers must furnish their own signage, money, packaging, chairs, drop cloths, tents, canopies, tables, and displays. All must fit within the assigned space. The use of drop cloths is suggested for all vendors selling products that can potentially cause damage to, or stain, street and sidewalk surfaces.
- No signage shall impede or hide other spaces.

### **General Rules:**

- No smoking is allowed at the market.
- Pets must be leashed at all times. Please clean up after your pet.
- Volume level at a vendor booth must not interfere with other vendor booth business or the general public. Entertainment/music will not be allowed in the vendor booths. Any vendor failing to comply will be asked to leave the market immediately without a refund and will not be allowed to return.
- Sale produce must be clean and fresh. This includes vehicles, tables, and containers. No products will be sold off the ground or pavement. If you are using a blanket underneath your products, please make sure it is clean, and that it stays clear from customer traffic.
- Vineyards involved in the market and wanting to give samples must be consistent with their license and must be in accordance with all applicable law.
- All vendors, clubs, groups, or persons participating in the market must comply with all of the rules. Non-compliance may result in immediate expulsion from the market.
- Applying for the market does not guarantee placement in the market. All applicants will be notified of acceptance into the market after the committee review.
- The Market on Main information booth is located at 4th and Main near Rockslide Brewery.
- The number of spaces allotted to food vendors and other participants is determined by the event management staff, who reserves the right to limit the number of vendors selling similar products.
- By submitting an application, the vendor understands all terms and conditions in this document and agrees to abide by all.

### **Standards of Conduct:**

- Be knowledgeable about your products (how it is grown, used, produced, made, etc.).
- Unreasonable, outrageous, or disruptive activities and behavior are prohibited.
- Be courteous, professional, and presentable at all times. No drinking alcohol, smoking, yelling, hawking, throwing of objects, swearing, name-calling, slanderous remarks about others or negative comments about other people and/or products will not be tolerated.
- Vendors experiencing difficulty with customers are encouraged to refer the matter to the Event Coordinator.
- Complaints about other vendors or the Market Rules and Regulations must be made in writing to the Event Coordinator.
- Distribution of printed materials (other than pre-approved vendor brochures), petitions, or political or religious advertisements is disallowed.
- Committing a criminal act will cause immediate expulsion from the market and is subject to appropriate legal action.
- Loitering or solicitation is strictly prohibited.

### **Discipline or Removal of a Vendor from the Market:**

- Vendors who do not comply with the market rules and regulations shall forfeit selling privileges at the market and may be subject to fines, penalties, and in some cases, immediate action. Any vendor who experiences disciplinary action has the right to be heard by the Business Improvement District Board. Downtown Grand Junction Market on Main will provide adequate written warning prior to taking any disciplinary action during the market season. Appropriate County Agricultural Commissioner's and State Department Food and Agricultural inspection services will also be notified. A vendor may be removed or suspended from any market or have selling privileges in the market limited by the Downtown Grand Junction Market on Main for any of the following reasons:
  - Failure to obey and conform to State, local government or Downtown Grand Junction Market on Main rules and regulations.
  - Inadequate documentation of product not produced by the vendor. It is the vendor's responsibility to provide proper documentation if requested in connection with any in a written appeal of a suspension or dismissal.
  - Causing or maintaining unsafe or unsanitary conditions in accordance with Mesa County Health Department.
  - Repeated failure to attend markets.
  - Behavior that obstructs any other vendor's commerce or ability to transact business.
- If Downtown Grand Junction Market on Main receives a written complaint pertaining to questionable quality, conduct, or business practices about a vendor, the following actions will be taken:
  - The written complaint will be given to the vendor, including the date, time, and nature of the complaint.
  - A second complaint may result in the vendor being subject to a two-week suspension of selling privileges.
  - A third complaint may result in a minimum 30-day suspension and/or permanent removal from the Downtown Grand Junction Market on Main.
- Vendors or producers are required to satisfy any complaint in any circumstance.

To apply for the Downtown Market on Main, go to [www.downtowngj.org/event-calendar](http://www.downtowngj.org/event-calendar)

Email: [kyra@downtowngj.org](mailto:kyra@downtowngj.org)  
Call 970-255-4923 for more information