

# **Manitou Springs Midweek Farmers Market Festival**

**Located in Soda Springs Park  
1000 Block of Manitou Avenue**

## **Rules and Regulations 2009**

**Manitou Springs Farmer's Market  
Samantha Sloan, Market Manager  
825 Midland Ave.  
Manitou Springs, CO 80829**

**719-358-7845 office  
719-685-2577 fax**

**[manitoumarket@gmail.com](mailto:manitoumarket@gmail.com)  
[www.80829.com](http://www.80829.com)**

# **Manitou Springs Midweek Market Rules & Regulations 2009**

The Manitou Springs Midweek Market will be held on Wednesday evenings in Soda Springs Park for 12 weeks, June 10 through August 26. This event promotes a feeling of community pride and enthusiasm for Downtown Manitou Springs and our surrounding community.

This event is unique because it has a festival atmosphere created by the arts & crafts vendors, non-profit groups, children's entertainment and snack food vendors, in addition to Colorado's finest fruits, vegetables and other food products offered by local farmers.

Operating hours for the Manitou Springs Midweek Market are 4p.m. – 8 p.m. Many downtown business owners participate by extending shopping hours, providing activities in front of their business, or having a sale.

These rules and regulations apply to all participants. Management has compiled these guidelines to aid you in planning your participation. Because of the many participants and thousands of visitors who will attend, it is important that all involved understand and adhere to these rules. The staff will assist you with your plans and logistics. Please contact Market Manager, Samantha Sloan if you have any concerns.

Wednesday night in downtown Manitou Springs is a special experience for people of all ages – residents, tourists and participants alike. Your cooperation in helping us maintain the family – and community – oriented atmosphere, so essential to our continued success, is greatly appreciated.

## **EVENT PURPOSE**

A. The purpose of the Manitou Springs Midweek Market is to promote business in the downtown core and to promote a feeling of community pride and enthusiasm for Manitou Springs. The event is specifically designed to:

- Enhance the image of downtown Manitou Springs as a gathering place for the community.
- Stimulate downtown vitality by showcasing business establishments, local artists, farmers, and products in a relaxed atmosphere.
- Attract surrounding community residents.
- Provide a forum for community activities.
- Maintain downtown as the center of retail, social and civic activities in the community.
- Enhance the community as a whole.

B. Downtown business owners are encouraged to participate in the Market, both to enhance the event and to benefit their business.

C. The goal behind the Midweek Market is to stage an event with activities that promote a wholesome, family atmosphere. All activities should appeal to both young and old and provide a consumer mix which reaches all aspects of the marketplace.

D. All activities are under the auspices of the Midweek Market Management Team, which is directed by the Market Manager. These rules may be revised at the discretion of the Team. The Midweek Market Management Team retains the right to be the final authority in any and all decisions regarding the Midweek Market in order to preserve the best interests of the Market.

### **GENERAL RULES FOR ALL PARTICIPANTS**

A. Participants in the Market shall be appropriately dressed (e.g. shirts and shoes) and conduct themselves with proper decorum.

B. No person shall deface or otherwise abuse the downtown buildings or streetscape. All participants shall keep their area clean during the Market and leave the space surrounding their area clean after the event.

C. The Manitou Springs Midweek Market is not responsible for theft or damages to property belonging to persons participating in the Market.

D. No person participating in the Market shall state, imply or otherwise suggest the Market or its managing entities endorse, sponsor or support the view of his or her organization.

E. Any vendor, club, group or persons participating in the Market must comply with all of the rules. Non-compliance, including offensive conduct, may result in immediate revocation of participation to any participant based on these rules. The vendor is responsible for all of the content in this manual.

F. The Manitou Springs Midweek Market will not discriminate on the basis of race, religion, creed, color, sex or national origin.

G. The Market retains the right to all beverage sales in the park. Food vendors must purchase their beverages from the Market for sales in their booths.

H. Downtown merchants' storefront windows may not be obscured at any time by committees, banners or other large displays (except with the merchants' permission).

I. The Manitou Springs Midweek Market Management Team reserve the right to revoke the permit and/or the removal of all equipment and material (belonging to a participant) from the street for any reason to better meet the goals and purposes of the Market, or for public health, safety or welfare.

J. No pets are allowed at the Midweek Market. This includes vendors and visitors.

H. No smoking in your booth space. Please move to outer perimeters.

## APPLICATIONS AND PERMITS

- A. All applications for the Market must contain business name (if applicable), contact persons name, mailing address, phone number, e-mail address (whenever possible) and signature of a responsible person. The applicant shall acknowledge the applicant organizations' liability for damages (including the costs for clean-up and/or damages to property belonging to merchants, tenants, or the City of Manitou Springs). A complete list of items being sold must also be completed and included.
- B. If the activity involves food sales, the participants must have all relevant documents or permits from the El Paso County Health Department, as well as product liability insurance. All such permits must be attached to this application.
- C. Sales taxes must be remitted to a member of the Market Management Team at the end of each Market. Bring your checkbook with you to each Market. Do not leave the park without making payment of sales taxes collected to a member of the Market Management Team. Failure to do so will result in expulsion from the Market.** A form for you to complete and submit with your check for sales taxes will be provided to you each week. All organizations and individuals wishing to sell must have all valid sales tax licenses and attach copies to the application. **Product sellers need not have a sales tax license if they sell only is "food for home consumption".**

## EQUIPMENT AND SERVICES

- A. The Market Management Team are under no obligation to provide water, tables, or any equipment to participants. An applicant that needs specific services such as electricity must make their needs known on their application.
- B. All vendors are required to have a canopy: either 10'x10' or 8'x8' or multiples thereof. Suitable weights are to be used to keep tents stable in the event of wind gusts. Market Management suggests using a minimum of two 30 lb. weights.
- C. Absolutely NO generators will be allowed to operate during the Manitou Springs Midweek Market.
- D. Power cords must be covered/taped and conform to Manitou Springs Fire Department regulations.
- E. The name of the business and prices must be displayed somewhere on or in the booth.

## SET UP/VENDOR PARKING/TEARDOWN

A. Check in with a member of our Market Management Team upon arrival at Soda Springs Park. Vendors are allowed to use the public parking surrounding the Park for set up and tear down only. **Immediately upon completion of set up and PRIOR TO 3:45 p.m., all vendors must relocate their vehicles to our pre-arranged vendor parking lot located at the west end of Manitou Avenue, to allow the public access to the parking places surrounding the Park. To assure pedestrian safety, ABSOLUTELY NO VEHICLES will be allowed in the Park between the hours of 3:45 p.m. & 8:00 p.m.**

B. A walk-through inspection will take place each week at approximately 3:50 pm. All participants shall have their set-up complete by that time.

C. All Market activities end at 8 p.m. Booths must be removed from the park at that time (no earlier/no later). The barricades will be removed by 8:30 p.m.

## PARTICIPATION AND SPACE ALLOCATION

A. Participation in the Manitou Springs Midweek Market is open to businesses, organizations, groups or individuals wishing to offer food items, farm products, new merchandise, or prepackaged food products for sale; or wish to dispense information; or wish to sell locally produced arts.

B. For participation in the Manitou Springs Midweek Market, all participants must file an application and receive approval from the Market Manager 48 hours before the first Market they wish to attend.

C. All approved applications will receive a space assignment. A space corresponds to a 10'x10'space in Soda Springs Park. For pricing information, refer to the section of this document labeled "Fee Schedule". Participants must stay within their assigned space and out of fire lanes at all times. It is the participant's responsibility to be aware of the fire lanes, as specified by Market Management.

D. Once space is allocated, **participation is required** or future applications may be denied. Participation privileges may NOT be reassigned or sold by participants. **If you are not able to participate in a Market in which we have reserved a space for you, you MUST contact Market Management no later than 72 hours before the start of the event to cancel.**

E. The number of spaces to be allotted to food vendors and other participants is determined by Market Management. Market Management reserves the right to limit the number of vendors selling similar products.

F. **Participants will be assigned space locations at the discretion of the Market Manager. Vendors must check in with the Market Manager EACH WEEK.**

G. Participants shall limit sales and activities to items specified on the application.

H. Financial commitment for a full season will guarantee that booth location will not be changed (barring unforeseen circumstances beyond the control of Market Management.)

**I. Non attendance during the last 3 weeks of the market, will jeopardize your right as first choice in space or categories for the next years market.**

J. Vendors who return their application with a check for their first week's payment will be considered for participation in the Manitou Springs Midweek Market. Any vendors not accepted will have this payment returned to them.

K. Vendors are not allowed to bring pets into the market area, this includes pets contained within their booth space.

## **VENDOR CATEGORIES**

**\*Acceptance into the Manitou Springs Midweek Market is at the discretion of Market Management.**

**Farmers:** This classification includes farmers that sell fresh produce such as fruits, vegetables, herbs, and flowers.

**Food:** This classification includes vendors selling on-site refreshments and "homemade" foods (not mass produced). "Homemade" food items must be prepared in a commercially licensed kitchen as per El Paso County Health Department regulations. **A copy of the license must be posted at the booth and returned with the application.** Perishables must be held at the proper temperatures. Items not allowed include national brand prepared food products. There are State Health Department regulations for "Prepared Food" vendors, we strongly urge you to follow these regulations in order to protect our customers as well as yourself.

**Manufactured/Imported:** These items include commercially prepared products (both food and textile) from local and non-local origin. Booths in this category must have the product available at the Market (i.e. no order taking). The primary focus of the Market is farm-fresh produce so items offered in this category must have a connection to this focus.

**Art/Craft/Handcrafted/Vineyard:** This classification includes vendors selling original handcrafted items. This includes, woodworking, pottery, metal art, garden sculptures, quilts, clothing, wine, etc. The Market emphasis is on natural crafts and local arts.

**Healthy Living:** These vendors provide products and/or services for the enhancement of personal well-being including nutritional supplements, health products, anti-aging, herbal and sports supplements, natural personal care products and massage therapy.

**Non-profit:** These organizations are encouraged to participate in the Market. As a secondary activity, the non-profit may offer organizational merchandise for sale. A non-profit rate is available. Each non-profit will be allowed one free entry per Market season.

## **FARMERS**

A. The Manitou Springs Midweek Market Festival operates on a direct marketing principle to benefit the farmer and consumer alike. The goal of the Midweek Market is to provide an easy and convenient method for the farmer to sell and the consumer to buy fresh farm produce.

B. Farmers are expected to comply with all other general rules for the Market, including cleaning up assigned space before leaving. **However, farmers selling only produce need not obtain a sales tax license if they sell only "food for home consumption".**

C. Farmers are encouraged to participate for the entire 12 week season. As with other vendors, farmers committing to the entire season will get to keep their space for the entire season (excluding circumstances that arise and are beyond the control of the Midweek Market Management). Due to the variance in size requirements for different farmers, please call the managers office at 719-358-7845 for specific pricing or see fee structure below.

### **FUNDRAISING FOR/BY NON-PROFIT ORGANIZATIONS**

A. At the discretion of Midweek Market, a limited number of non-profit organizations may be permitted to participate if the Market Management determines their participation will provide a public service or will serve to promote the purposes and goals of the Market.

B. Organizations wishing to raise funds during the Market must have non-profit status. Verification of this status must be provided at the time of application.

C. All monies generated by sales or solicitations, excluding direct material costs, must go to the non-profit group. Market Management may request a full accounting.

D. If food items are to be sold, the organization must have the necessary approvals from the El Paso County Health Department prior to submitting the application. All such documents must be included with the application.

### **POLITICAL, RELIGIOUS AND INFORMATION GROUPS**

A. The value and need for public outreach by tax exempt and other non-profit community organizations is recognized by the Midweek Market Management. We strongly support entrepreneurship, individual initiative and the free enterprise system.

B. All groups or individuals wishing to disseminate information, pass petitions, or promote political, religious or personal beliefs must submit a signed application. Entry into the Market is at the discretion of Market Management.

C. Participants will not harass, follow or intimidate Market visitors. Activities that are conducted in such a manner as to interfere with the goals or purposes of the Midweek Market will result in immediate revocation of the permit. **The area around the booth must be cleared of any pamphlets, promotional information, papers, etc. after each Market. Failure to do so may result in the refusal of the group's requests to participate in any future Markets.**

D. Anyone who wishes to walk the Market and have petitions signed may do so, as it is your constitutional right. These parties may not have a stationary booth of any kind if they have not applied through the Market. Any and all groups are encouraged to apply for a space at the Market.

## **FEES**

**The Vendors committing for a half season (6 weeks) will receive one free week. Vendors committing to a full (12 weeks) season will receive three free weeks. Payment for the first half season or pre-payment on a full season commitment must be made by April 30, 2009.**

### **2009 VENDOR FEE STRUCTURE**

<u>Number of Spaces</u>	<u>Weekly Rate</u>	<u>Full Season Rate (12weeks)</u>
One	\$30	\$270 (last 3 free with prepay)
Two	\$50	\$510 (last 3 free with prepay)
Non-Profit/Governmental	\$25	\$225 (last three free with prepay)

### **IMPORTANT MIDWEEK MARKET MANAGEMENT CONTACT INFORMATION**

**Samantha Sloan, Market Manager  
825 Midland Avenue  
Manitou Springs, CO 80829**

**719-358-7845 office  
719-685-2577 fax  
[manitoumarket@gmail.com](mailto:manitoumarket@gmail.com)  
[www.80829.com](http://www.80829.com)**