



Town of Minturn
PO Box 309
302 Pine St
Minturn, CO 81645
(970) 827-5645
market@minturn.org
www.minturnmarket.org

MINTURN MARKET RULES & REGULATIONS

ASSIGNMENT, SUBLETTING, SUBLICENSING OF SPACE IS PROHIBITED

Vendors MAY NOT assign any interest in this Contract or assign, sublet or sublicense any Vendor space allotted herein unless given express written permission from either the Minturn Market Manager or the Town of Minturn. Any attempt to do so will constitute default by Vendor and will result in fines, suspension and potential elimination from the Market.

Vendor may only offer for sale merchandise for which Vendor is the bona fide representative. Substantiation of representation is the responsibility of the Vendor. Vendors are assigned to a booth space of specific size and cannot move from assigned booth space or beyond space size without permission from the Market Organizer. All requests or complaints should be submitted in writing.

Definition of a Full & Part time Vendors: A Vendor who attends a minimum of 9 out of the 12 Market dates is considered full time. Attending fewer than nine (9) Market dates is considered part time. Any full time vendor who fails to attend a minimum of nine (9) Market dates will have their fees reassessed at the daily rate of \$75/day. Notice of absences must be received a minimum of 72 hours in advance of Market date missed or a \$50 fee may be imposed.

PAYMENTS, DEADLINES & FEES

Booth space will be charged based on the Market Vendor Map (included for reference at the end of this document). Checks should be payable to the Minturn Market. A check that is returned for non-sufficient funds, or any other reasons, is ground for immediate cancellation of booth space reservation. A \$30.00 NSF fee will be assessed to all returned checks. No postdated checks accepted. Market absences must be made a minimum of 72 hours in advance of the Market date; otherwise a \$50 fee will be imposed. The \$45 application fee is non-refundable.

CANCELLATIONS AND ABSENCES

Upon acceptance, the Market becomes non-refundable. If a vendor must cancel, a written notice of cancellation must be received by the Town of Minturn **prior to March 31, 2014** and a refund of the space rental fee will be considered (less the \$200 deposit). **After April 1, 2014 the entire amount will be retained by the Town of Minturn and will not result in a refund**, credit or transfer of exhibit space. The Minturn Market may cancel this contract without refund to Vendor, and may reassign any exhibit space previously assigned to Vendor, upon failure of vendor 1) to make payment required hereby, 2) to abide by these rules and policies provided herein or, 3) to claim its assigned exhibit space prior to the opening of the Market day. Vendors

are required to give notice of absence 5 days in advance of the opening time of the Minturn Market they will be absent from. No refunds will be given for absences. Emergencies are handled on a case-by-case basis by the Town of Minturn and the Market Organizer.

SET-UP 6:15 a.m - 8:15 a.m / TAKE-DOWN 2:05 p.m - 3:45 p.m

Vendors arriving and setting up after 8:15 am are considered late. Late arrivals will **not** be allowed to drive their vehicles into the market. A \$50.00 fee will be imposed on all vendors arriving after 8:15 a.m. All vehicles must be removed immediately following the unloading of merchandise & materials. Vehicles blocking the progress of other vendors during set up and break down will be towed at the discretion of the Minturn Market and/or the Town of Minturn or fined by the Minturn Market. No vehicles are allowed in the Market area after 8:15 a.m.

Vendors will not take down their booths before 2:05 pm. If the removal process occurs before these times, Vendors will be in violation and will incur a fine of \$50.00. Second violation will result in elimination for the Market season, with no refund. All vendors must be completely out of the market area by 4:00 p.m. or elimination from the market may become necessary.

In order to keep Vendor costs down, all vendors are responsible for and expected to set-up and take down of their own booth(s) and product display as assistance in this area has become too expensive to maintain.

As a required safety precaution, a minimum of 10-pound weights are required for all tent legs. Vendors not maintaining proper weights for their tents will be fined \$50/occurrence.

CLEAN-UP

Vendors are responsible for cleaning up their booth space and disposing of waste properly. Any vendor area not cleaned following the Market will result in fines and penalties to be determined by the Market. *Absolutely no grease or waste is to be poured on the ground or on the parking lot asphalt.*

PARKING

Vendors are required to park on the Minturn Road (county road). Absolutely NO Vendor parking is permitted anywhere other than Minturn Road unless you have paid the fee to park your vehicle behind your booth at the Market. A \$50 fee will be imposed to vendors parking anywhere other than Minturn Rd or behind their booth unless the vendor has purchased the \$100 parking pass, in which case, parking in the 4th row and beyond of the Municipal lot is permitted.

LICENSES

All vendors other than businesses physically located within Minturn, and holding a current, year-round Minturn business license, are required to have a Colorado Single or Multiple Events Sales Tax License from the state of Colorado. Proof of licensure must be provided to the Market no later than the first day of participation. A copy of the Single or Multiple Sales Tax application has been included in the welcome packet. For vendors who have applied for the single or multiple event license, but have not received it from the state, a copy of the pending application form may be submitted as temporary proof of licensure. Food vendors are required

to have a Special Event Retail Food License provided to the Town of Minturn prior to participation. *If licenses are not provided on time or are invalid, a \$500 fine may be imposed.*

VENDOR LOCATION

The Minturn Market and the Town of Minturn do not provide guarantees including but not limited to: booth location, provision of water, provision of electricity, use of market supplies, amount of sun or shade available, weather, and exclusive rights on any products or services. Vendors should never expect, nor is it appropriate to ask, for exclusive rights to products or services.

DON'T FORGET TO BRING:

- Tent
- Tent weights (at least 30-40lbs per tent leg)
- Tables
- Chairs
- Display items
- Business cards
- Trash Bags
- Clean-up supplies (broom & dust pan, etc.)
- Calculator
- Single or Multiple event licenses
- Retail food service license
- Sun block
- Rain plan
- Parking maps
- Extension cords (as necessary)
- Hand washing station (food vendors)