

LOWRY FARMERS' MARKET at HANGAR 2
SATURDAYS: JUNE through SEPTEMBER
hangar2lowry.com



VENDOR APPLICATION & GUIDELINES

Welcome to the second year of the Lowry Farmers' Market at Hangar 2! Thank you for your interest in participating as a vendor at the Market. We have attempted to include as many details as possible in this packet, so please read this in its entirety.

This summer we will host a total of eighteen markets, every Saturday from the start of June to the end of September, from 9 AM to 2 PM. Categories of vendors include:

- Produce/Farm/Flowers
- Gourmet/Bakery Items
- Lunch/Breakfast
- Health/Wellness
- Music
- Pet Oriented
- Clothing
- Imports
- Jewelry
- Handmade Crafts
- Face/Body
- Fine Art/Fine Craft
- Non-Profit Organization

Vendors have the option of signing up for individual event dates or for the entire season. The full chart of fees is listed on the application page.

While there is no application deadline, per se, it is recommended that you submit your application as soon as possible. Market policies dictate that there is a limit on similar products. If you are applying for a category that has been closed, you will be placed on a waiting list and invited to participate if a cancellation occurs.

Thank you in advance for your vital contribution!

Sincerely,

Beth Ashby
Market Manager
Direct: 303-246-6082
beth@eventfulpro.com

RETURN COMPLETED APPLICATIONS:

By Mail: c/o Eventful Productions
7375 S. Peoria St. #B9
Englewood, CO 80112

By Fax: 303-840-3648

By Email: beth@eventfulpro.com

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VENDOR APPLICATION

Business Name: _____ **Date of Application:** _____

Contact Name: _____ **Daytime Phone:** _____

Address: _____ **Cell Phone:** _____

City, ST Zip: _____

Email: _____ (required for market communications)

On-site Contact (if different than above): _____ **Cell Phone:** _____

CHECK ONE: SEASON APPLICANT DROP-IN APPLICANT

CHECK ALL DATES DESIRED: Vendors applying for the entire season should also indicate exactly which shows they will attend.

JUNE	<i>Check Below</i>	JULY	<i>Check Below</i>	AUGUST	<i>Check Below</i>	SEPTEMBER	<i>Check Below</i>
2		7		4		1	
9		14		11		8	
16		21		18		15	
23		28		25		22	
30						29	

MARK ALL CATEGORIES WITH PERCENTAGES RELATED TO YOUR OVERALL PRODUCT LINE: Total must equal 100%

- | | | |
|----------------------------|----------------------------|-----------------|
| _____ Produce/Farm/Flowers | _____ Gourmet/Bakery Items | _____ Clothing |
| _____ Lunch/Breakfast | _____ Health/Wellness | _____ Imports |
| _____ Music | _____ Pet Oriented | _____ Jewelry |
| _____ Fine Art/Fine Craft | _____ Handmade Crafts | _____ Face/Body |
| _____ Other | | |

DESCRIBE YOUR PRODUCT IN DETAIL: Attach 3-4 pictures of your product and 1-2 pictures of your booth set-up.

PRODUCT QUESTIONS:

Is your product organic? _____ Is your merchandise handmade? _____

Merchandise price range: _____

FEE SCHEDULE - SEASON:

	BOOTH SIZE	SEASON RATE	QUANTITY	SUBTOTAL
VENDOR FEES	10'X10'	\$150 + 10%		\$
VENDOR FEES	10'X20'	\$185 + 10%		\$
			TOTAL DUE	\$

Non-Profit and Corporate Booths are only available at the "Drop-In" rates, see below.

FEE SCHEDULE – DROP-IN:

	BOOTH SIZE	DROP-IN RATE	QUANTITY	SUBTOTAL
VENDOR FEES	10'X10'	\$35 + 10%		\$
VENDOR FEES	10'X20'	\$45 + 10%		\$
NON-PROFIT FEES	10'X10'	\$20		\$
CORPORATE FEES	10'X10'	\$250		\$
			TOTAL DUE	\$

PAYMENT INFORMATION:

Booth fees are due at the time of application. If an application is not accepted, payment will be held if the vendor is added to the waiting list, or returned to the vendor if the application is declined. We will not deposit your payment unless your application has been accepted.

- CHECK** enclosed, made payable to **EVENTFUL PRODUCTIONS, INC.**

PARTICIPATION AGREEMENT:

By signing below and submitting a completed application, vendors agree with the following statement:

“I have read, understand, and agree to uphold the Vendor Guidelines for any and all 2012 Hangar 2 Lowry Farmers’ Markets in which I participate. I understand that failure to uphold this agreement may result in the forfeit of booth space and rental fees associated with same.”

 Print Name

 Signature

 Date

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VENDOR GUIDELINES

BOOTH SIZE & LOCATION

Vendors can select either a 10'x10' space or a 10'x20' space. The size selected on the agreement will be the exact amount of space allocated to the vendor onsite. Vendors are not permitted to extend beyond their designated area. Booth location will be determined by H2FM and will be assigned at their discretion. Renting a booth space does not include rental of a tent, tables or other furniture. Vendors must supply their own tent(s), tent anchors (40 lbs for each leg) and display items each week. Only products listed on your application and approved in advance by the Market Manager may be sold. No vendor may "sell", "sublet" or "give" their space to anyone without the prior consent and knowledge of H2FM.

CLEANLINESS

Each vendor is responsible for keeping its booth area clean and free from trash. Cartons, boxes, etc. will not be allowed to pile up during the Market. You must supply your own trash containers for your booth; event trashcans are for the general public only. Failure to leave your booth area in the condition in which it was received may result in a \$50 cleaning fee. Vendors preparing food shall make sufficient plans to dispose of grey water and/or grease through approved methods. Grease and grey water cannot be dumped in trash receptacles, flower beds, drains, grass, etc. H2FM will direct vendors to deposit their own trash into the designated dumpster.

RAIN OR SHINE

The Market will take place regardless of weather conditions, and no refunds will be given due to inclement weather.

TAXES

Each vendor will be responsible for reporting and paying city and state taxes. Vendor must provide a copy of their Denver sales tax license or Denver special-event sales tax license in advance of the event.

BOOTH SALES

Vendor agrees to pay ten percent (10%) of gross receipts to the Hangar 2 Lowry Farmers' Market. This amount must be paid at the close of each market, along with completion of the accompanying paperwork. Only participants in the non-profit and corporate categories are exempt from paying this percentage.

EMPLOYEES

Vendor is not an employee of Eventful Productions, Hangar 2 Partners, or Larimer Associates and is not a subcontractor. Vendor's signature constitutes agreement of all employees and/or agents to the provisions of this contract.

HOURS OF OPERATION

Set-up for each market begins at 7:00 AM and the market opens promptly at 9:00 AM. ALL vendors must arrive prior to 8:00 AM in order to have sufficient time to set-up. Vendors arriving after 8:00 AM may not be able to set-up their booth and could forfeit their space if event management deems it necessary and/or appropriate. Vendors are expected to stay open and continue selling until the 2:00 PM closing time. Vendors who pack-up early may not be allowed to return for future markets.

PARKING

There is ample free parking in the Hangar 2 and area parking lots.

WE RESERVE

H2FM reserves the right to refuse participation or close down any vendor in violation of any of the terms of this contract at their discretion. Vendor shall be held responsible for all employees and agents shall comply with the rules and regulations governing Market premises, and with all laws of governmental regulations and authorities.

TEMPORARY FOOD VENDOR PERMITS

Vendors selling edible items are responsible for attending all classes/menu reviews and obtaining all special event temporary retail food establishment permits as designated by the City & County of Denver's Department of Environmental Health ten days prior to the Market at the latest. This license must be renewed every 12 months. Vendor must show proof of license to participate in the event. Vendor should be prepared for inspection of their vending location at any point in time during the event by and City & County agency.

INSURANCE: FOOD VENDORS ONLY

The Hangar 2 Farmers' Market (H2FM) requirements for Certificates of Insurance are listed below. H2FM requires proof of insurance from all vendors who will be selling food items, either for consumption onsite or for home consumption. Please request a Certificate of insurance as specified below from your insurance provider. Contact Beth Ashby, Market Manager, with any questions: 303-246-6082, beth@eventfulpro.com.

Vendors who need to purchase said insurance coverage are encouraged to contact:

Christine Simmons, Henry Ham Insurance Agency, Christine@henryham.com, 303-744-1341

All certificates of insurance must:

- Name Hangar 2 Farmers' Market as additional insured
- State minimum of \$1,000,000 in general liability
- State minimum of \$1,000,000 auto liability per accident for bodily injury and property damage
- State limits of \$100,000 / \$500,000 / \$100,000 for worker's compensation
- State Employer's Liability Insurance providing bodily injury by accident, bodily injury by disease per policy, and bodily injury by disease per employee, with liability limits of no less than \$1,000,000 per occurrence.
- State the Additional Insured coverage for the following: "Eventful Productions Inc; Hangar 2 Partners; Larimer Associates; Hartman Ely Investments; And all partners, trustees, members, managers, shareholders, directors, officers, employees, agents, and assigns of each of the above mentioned affiliates."

Send certificate to: Eventful Productions Inc, 7375 S. Peoria Street #B9, Englewood, CO 80112

Or fax to: 303-840-3648

The certificate will further confirm that at least thirty (30) days prior written notice will be furnished to Licensor by the insurer before any material change, cancellation, or non-renewal of the policy. It is further agreed that any coverage extended by reason of this paragraph shall be primary and that any similar insurance maintained by Licensor for its own protection shall secondary or excess and not contributing insurance.

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