



Berthoud Local Farmers Market Rules and Regulations

Your compliance with these rules is required and will ensure
your opportunity to participate in the market

Market Manager Phone: 970-670-0141 Call or Text

Full compliance of these rules is required.

Self-Insured: Vendors must provide their own liability insurance coverage – general liability for all vendors, as well as product liability for food vendors. The policy must name “Berthoud Local, PO Box, 1331, Berthoud, CO 80513” as an additional insured on your policy, and a certificate of such must provided to Berthoud Local with your registration.

Local Products / Services: Vendor products, both food and artisanal, must be local. Sustainable and handmade products, crafts and services are preferred. Corporate Vendors are defined as those whose products are manufactured outside of Colorado and / or are direct sales representatives for commercial businesses. Corporate Vendors will be limited in number and specific dates that they can have booths. In all cases, all vendors must be approved by the Farmers Market Management and only products listed on the Vendor Application may be sold. Berthoud Local reserves the right to decline any vendor.

Political booths displaying partisan posters or engaging in partisan discourse will not be allowed. Non partisan voter registration booths conforming to the above restrictions will be allowed.

Pre-Registration is required for all vendors – walk up vendors will not be allowed.

Licensing: All vendors are responsible for the necessary licensing and permits for their booth and must have copies on hand at each Market. The Berthoud Local Farmers Market reserves the right to revoke vendor privileges from vendors who do not obtain proper documents. **The examples provided below are for informational purposes only, they are NOT all inclusive. It is the vendors' responsibility to abide by the Larimer Department of Health Guidelines concerning the exposure of potentially hazardous products.**

- Produce Only – no licensing required
- Cottage Foods Vendors – Certificate of completed food safety course displayed at market
 - Baked goods without dairy
 - Jams / Jellies
 - Dehydrated fruits, vegetables, herbs
 - Pickles
 - Whole Eggs
- Foods intended to be consumed onsite need a restaurant license
 - Food Trucks
 - Drinks with ice
 - Baked goods with dairy (cheese/cream cheese in them) etc.
- Vendors offering food samples will comply with food sampling guidelines. See:
<https://www.colorado.gov/pacific/sites/default/files/CSU%20Food%20Safety%20Tips%20for%20Farmers'%20Market%20Vendors.pdf>





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Booth Assignment / Attendance: While we will do our best to ensure season vendors have a regular booth location, vendors are not guaranteed the space they want for each market. Vendors who use propane or other heated equipment may be required to take additional steps to preserve the grass -- including rotating your booth location throughout the season or providing a surface to protect the grass from heat or oil. Non-Season vendors are required to RSVP your attendance no later than Thursday to have an assigned space.

All Vendors must check in with the Market Manager at their arrival. Vendors without assigned spaces will get them at this time.

Switching, adding or dropping markets within the season is allowed only with 7 day's notice of the date and with the Market Manager's approval. **There will be no refunds for no-shows and late cancellations.**

Set up / Break Down: Setup period is 7:30 – 9:00 – all vendors are expected to be ready for business by 9:00 am. Vendors must provide all their own equipment, this includes: tables, chairs, proper signage, money, packaging, drop cloths, tents, canopies, etc. and must fit within the designated space.

Vehicles may be parked on the street to load / unload - Vendors are prohibited from driving on the grass. After unloading – please move your vehicle. As space is available, vendors are encouraged to park in the parking lot of Milestone Medical Group - 549 Mountain Ave (SE corner of Main / 6th) during the hours of the market. Please do not park directly adjacent to the market.

Sales made by weight must be measured with scales that have a current valid seal of approval from the "Colorado State Department of Agriculture Weights & Measures Division."

No signage shall impede or hide other spaces.

All tents must be securely weighted with a minimum of 20 lbs. at each corner to withstand rainy or windy conditions.

Booths must be removed and space must be completely cleaned no later than one hour after the close of the Market. **Vendor must collect all trash originating from your booth and remove it from the site when you leave.**

Vendors may not break down before 1:00 pm unless you are out of product. Vendors are required to checkout with the Market Manager to report your total sales, before leaving the area else risk losing your assigned space.