

The Main Street Market is operated by the Wellington Colorado Main Streets Program, a 501(c)(3) non-profit organization. The Main Streets Program has adopted the following rules and regulations, and at any time, may amend, delete, or modify these to meet the needs of the Main Street Market. In order to promote the Market to the community, we ask that all participants in the Main Street Market treat customers, staff, and volunteers in a professional manner to foster community and cooperative involvement.

The MSM will kick off its first season on July 1st, 2021 in Wellington!

For initial consideration, applications must be submitted online at www.wellingtonmainstreet.org/mainstreetmarket by April 30, 2021. Vendors will be notified of acceptance by early May 2021. Please use market@wellingtonmainstreet.org for all correspondence or assistance with your application.

The market will be open on Thursdays, 5:30 - 8:30 pm; July 1st – August 26th, 2021

Fees

- **Vendor fees are \$25/week or \$180 for the season.**
- There is a \$25.00 non-refundable registration fee due at the time of submission. You are welcome to send a check, made payable to “Wellington CO Main Street” to PO Box 1021; Wellington, CO 80549 or use [this link](#) to pay for registration.
- Single week vendor fees are non-refundable.
- Seasonal vendor fees will only be refunded by half-season (four weeks) upon official request.
- Vendors must notify the Market of an absence by 8 am on the Thursday of the missed market to avoid fees.
- Vendors will be charged a \$20 fee for no shows. Two no shows will result in removal from the market and the forfeit of vendor fees.
- Seasonal vendors will be allowed a maximum of one missed week *with 48 hours notice*.
- Infractions of any of the selling rules and regulations listed in this document will be cause to suspend a vendor’s selling privilege.

Participants will be sent an invoice for registered days via email upon approval into the Market.

The Wellington Main Streets Program will attempt to resolve vendor complaints in a professional manner; when issues are addressed to the best of the Main Street Market’s abilities, continued complaints may result in loss of selling privileges.

Due to COVID 19, certain Mitigation Protocols are in place via county, and state orders. We will update our COVID 19 Mitigation Plan as we approach our opening date of July 1st, 2021.

Follow us on Facebook and Instagram (@mainstreetmarketwellington)

2021 Market Rules and Policies

These rules are to help make a smooth running market. Your suggestions are always welcome and your compliance will help all of us to have a fun and successful season.

- Vendors are selected on a first-come, first-serve basis. Vendors in good standing are given first opportunity to return the following year. Vendors who register for the entire season will be given priority over those who pick and choose market days.
- **All absences require notification to the Main Streets Program in writing by email (market@wellingtonmainstreet.org) or text (970-568-4985) by 8:00 am on the Thursday of the absence to avoid the \$20 no-show fee.**

- Emergency situations will be addressed on a case-by-case basis
- The Market is located at the Centennial Park, 8548 4th St, Wellington, CO 80549. See the map on the Main Street Market webpage for details.
 - Setup time will begin at 4:30 p.m. The MSM requires vendors to arrive no later than 5:00 p.m. Vendors with large trucks requiring three (3) or more spaces must be parked and unloaded by 4:45 p.m.
 - Vehicles arriving after 5:00 p.m. will not be allowed to drive into the market; late vendors must park outside the market and hand-carry items to their assigned space. No exceptions.
 - Vehicles within the market must remain parked until after 8:30 p.m. when the market closes. Driving through the market when it is in operation will not be tolerated.
- **Vendor Documentation:**
 - Food vendors must be registered with Larimer County Health Department. For more information and to set up licensing please contact Food Safety Program of the Larimer County Environmental Health department. hyounger@larimer.org or (970) 498-6775. Here is a link to Larimer County Farmers Market Vendor Application: <https://www.larimer.org/sites/default/files/uploads/2017/lcdhe-farmers-vendor-application.pdf> Form must be returned to the Health Department **at least 10 days prior to THE 1st week of the Market (June 21, 2021)**
 - Colorado state law requires anyone selling cottage foods (foods made in a personal residence) to be certified and to recertify every three years. For information on certification training use this link: <https://cdphe.colorado.gov/cottage-foods-act>
 - All Vendors are required to have a Town of Wellington Sales Tax License and a Colorado Sales Tax License and are responsible for paying sales tax on items sold. Only those vendors in good standing will be allowed to participate in the market. A fee required. <http://townofwellington.com/DocumentCenter/View/2872/Business-and-Sales-Tax-License-Application>
 - All Vendors will be subject to a Fire Inspection and food vendors will be subject to a Health Inspection. All vendors are expected to be in compliance and will need to pay any fees or fines associated with these inspections.
 - Vendors will be held liable for not meeting county/state guidelines. Vendors will be asked to upload copies of the appropriate forms in their application.
- Space size is 10 foot by 10 foot. Extending beyond allotted space will result in additional fees.
 - The Main Street Market requires that each corner of a 10' X 10' vendor tent be weighed down with 40 pounds (equivalent to a five-gallon bucket of water). In questionable weather, the Main Street Market has the right to close vendor stalls if booths are not properly secured.
 - If you require a larger space, you will need to select "double space" on the Market application.
- No dissemination of fliers, handbills, posters, signage etc. is permitted without prior approval of the Main Street Market in writing. Barking or shouting out to attract customers is not allowed.
- Tear down may commence at end of market (8:30 p.m.) Vendors are responsible for cleaning area after use. You must remove trash. Bring a broom, if necessary, to clean your area during and/or after market. Vehicles may not drive through the market area until after 8:30 p.m. for the safety of our customers.
- **You may only bring to sell what has been approved prior to market.** If you want to bring a new item, you must make a request in writing to the Main Street Market prior to bringing it.
- The Main Street Market will not provide change for vendors. Vendors are responsible for the processing and fees associated with credit and debit charges.
- Vendors must provide their own signs, money, packaging, tables, tents, chairs, etc. for sale of products.

- You must handle you own taxes, insurance and health permits. Please check with each city and/or county and find out their requirements to see if this applies to you. Main Street Market will not be held liable for vendors' actions. The Main Street Market will not be responsible for accidents or lost articles. Liability insurance is the responsibility of each vendor.
- Any scales used in the market must have a current valid inspection seal from Weights and Measures.
- Any sampling or tasting of products will not be allowed at the 2021 Market due to ongoing COVID-19 concerns.
- No smoking in the market area. This is strictly enforced.
- No pets allowed.
- Marijuana or products containing marijuana may not be sold. At this time, products containing CBD oil may not be sold at the market due to potential liability.
- Any disruptive behavior by booth operator and/ or their employees will not be tolerated. You will be asked to leave and not be able to sell until permission is granted by market manager to return.