

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.

For initial consideration, applications must be submitted online at [www.wellingtonmainstreet.org/mainstreetmarket](http://www.wellingtonmainstreet.org/mainstreetmarket) by April 30, 2022. Vendors will be notified of acceptance by early May 2022. Please use [market@wellingtonmainstreet.org](mailto:market@wellingtonmainstreet.org) for all correspondence or assistance with your application.

**The market will be open on Thursdays, 4:30 – 7:30 p.m. (July and August) and 4:30 – 7 p.m. (September); July 21<sup>st</sup> – September 22<sup>nd</sup>, 2022**

### **Fees**

- **Vendor fees are \$25/week or \$225 for full season registration.**
- There is a \$25.00 non-refundable registration fee due at the time of submission. This fee will cover your registration with Manage My Market <https://managemymarket.com/>. 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.
- 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 two missed weeks *with notice*. Seasonal vendors will still be charged fees for no shows.
- 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.

Follow us on Facebook and Instagram (@mainstreetmarketwellington)

### **2022 Market Rules and Policies**

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

- This market highlights local food and handmade crafts. Local businesses and non-profits are also encouraged to participate, particularly on themed weekends. We give priority placement to food and food-related products. Food-related vendors will be notified of acceptance by early May 2022. Non-food vendors will be notified by end of May 2022.
- 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](mailto: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 Google Map under the Market Info section our website <https://wellingtonmainstreet.org/mainstreetmarket>. Setup time will begin at 3:30 p.m.. The MSM requires vendors to arrive no later than 4:00 p.m. Vendors with large trucks requiring three (3) or more spaces must be parked and unloaded by 3:45 p.m.
  - Vehicles arriving after 4:30 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 7:30 p.m (7 p.m. in September) 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 visit the Larimer County Health website at <https://www.larimer.org/health/safety-sanitation-programs/food-safety-program/farmers-markets>. Forms must be returned **at least 10 days prior to the 1st week of the Market (July 21, 2022)**
  - 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 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 is 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 20 pounds on each leg (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 (7:30 p.m. (July and August) 7:00 p.m. (September)). 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 7:30 p.m. for the safety of our customers.
- **You may only bring to sell what has been approved prior to market.** All items must be uploaded into your 'Manage My Market' account.
- 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. All insurance forms can be uploaded into your 'Manage My Market' account.
- Any scales used in the market must have a current valid inspection seal from Weights and Measures.
- No smoking in the market area. This is strictly enforced.
- Marijuana or products containing marijuana may not be sold.
- 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.