

**The Main Street Market** is operated by the Wellington Colorado Main Street Program, a 501(c)(3) non-profit organization. The Main Street 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 (referred to hereafter as MSM or simply ‘market.’) In order to promote the Main Street Market to the community, we ask that all participants treat customers, staff, and volunteers in a professional manner to foster community and cooperative involvement.

For initial consideration, applications must be submitted online via our [Market Registration Form](#) by **April 30, 2024**. Vendors will be notified of acceptance via email within 7 days of application being submitted. Please use [wcmainstreetmarket@gmail.com](mailto:wcmainstreetmarket@gmail.com) for all correspondence or assistance with your application.

**The market will be held on Thursdays, 4:30–7:30 p.m. from July 11th-September 19<sup>th</sup>, 2024 in Centennial Park in Wellington, Colorado.**

### **Fees**

- **Vendor fees are \$25/week or \$275 for full season registration.**
- This year if you would like to reserve a specific location during the market you may do so for an additional \$5 fee per week.
- Fees for the market are non-refundable unless..
  - Vendor will receive a partial refund for weather related cancellations
  - Vendor will receive a full refund for **1** missed market with 48 hour notice
  - All other cancellations are non-refundable
- Drop-in fee is \$50, and vendors must have a current Wellington business license and valid Colorado State sales tax ID number.
- Infractions of any of the selling rules and regulations listed in this document will be cause to suspend a vendor’s selling privilege.

The Wellington Main Street Program will try to resolve vendor complaints professionally; 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)

### **2024 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 nonprofits are also encouraged to participate, particularly on themed weekends. We give priority placement to food and food-related products.
- 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.
- The Market is located at the Centennial Park, 3815 Harrison Ave; Wellington, CO 80549. See the Google Map under the Market Info section on our website <https://wellingtonmainstreet.org/mainstreetmarket>. Setup time will begin at 3:00 p.m. The MSM requires vendors to arrive no later than 3:30 p.m. Vendors with large trucks requiring three (3) or more spaces must be parked and unloaded by 3:15 p.m.

- Vehicles arriving after 4:30 p.m. will not be permitted to park bordering the park; late vendors must park outside the market area and hand-carry items to their assigned space. No exceptions.
- **Vendor Documentation:**
  - Food vendors must be registered with the 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>.
  - 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 must have a Town of Wellington Business License and pay 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/489/Business-Licensing> (As of 2024 a TOW Business License will not be required due to the restructure of the business application process)
  - All Vendors will be subject to a Fire Inspection and food vendors will be subject to a Health Inspection. All vendors are expected to comply and must 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.
  - Colorado Special Event Permit (<https://tax.colorado.gov/special-event-license>)
- Space size is 10 foot by 10 foot.
  - 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). These weights **MUST** be attached to each leg of the canopy. 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 the end of the market at 7:30 p.m. Vendors are responsible for cleaning the area after use. You must remove trash. Bring a broom, if necessary, to clean your area during and/or after the market.
- **You may only bring to sell what has been approved prior to market.** All items must be included in your business description during registration.
- 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 your 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 during registration.

- 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 operators 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 the market manager to return.
  
- **WEATHER POLICY**
  - In the event of inclement weather all vendors will be notified by email by noon on the official day of the market.
  - Should the market be canceled due to inclement weather all vendors will receive a partial refund (50%).