



## **Boulder County Farmers Markets**

### *2017 Community Group Application and Contract*

While the mission of the Boulder County Farmers Markets (BCFM) is to support local agriculture, BCFM allows tabling for nonprofit organizations during the market hours as a service to our community. Due to space constraints, participation is limited to nonprofits whose focus is on Boulder County. Primary consideration will be given to groups that are involved with issues directly related to the mission of BCFM – i.e. agriculture, local food, healthy eating, environmental issues, etc. In an effort to continue providing this service to the community without compromising BCFM’s mission, we have adopted “community group policies” listed below:

#### **Community Group Participation Limit**

The maximum number of community groups that shall table at any market is six. The total number of markets you can participate at in a season is six. BCFM reserves the right in determining the frequency of a community group’s participation.

#### **Terms and Attendance**

The fee for tabling at any farmers market is \$30. All payments must be made at least one week prior to attendance. All payments are nonrefundable. However, if a cancellation proves necessary, payment may be applied to another date if we are informed at least one week in advance of the scheduled date and if a replacement date is available.

The market is never closed due to inclement weather or holidays. We operate rain or shine from April to November.

#### **Tabling Privileges**

The BCFM Staff, Executive Director, and Board of Directors have the right to refuse tabling privileges to any organization for any reason.

#### **Scheduling**

Groups must schedule their attendance at markets and make payment arrangements one week in advance of the market day with the Market Coordinator. A signed “community group contract” is required at least one week prior to participation. Space reservation is not considered final until the signed contract and fees are received. Community groups that arrive on market day, that have not been previously scheduled, will be advised of the policy and denied attendance. All approved groups will be given equal opportunity, but

available slots will be filled on a “first-come, first serve” basis. A waiting list will be kept to fill slots that become available due to cancellations.

### **Space Assignment and Tabling Supplies**

Community groups are guaranteed a six-foot space upon approval. BCFM staff will be responsible for the assignment of space at the beginning of each market. Community groups are expected to bring their own table and chair(s), as well as any other materials needed to maximize outreach. When possible, a 10’ space with tent will be allowed.

### **Conduct and Acceptable Activities**

No sales of any kind are permitted. In some cases, solicitation for subscriptions or membership in an organization may be allowed with prior authorization from BCFM staff. Groups are expected to have someone at their tables at all times. No hawking (calling out) is allowed. Please do not stand in front of your space to engage customers. We encourage all attendees to read the “BCFM Rules and Regulations”, which are available at the Market’s information tent or posted on our website.

### **Arrival time**

Arrival and setup time is from 7:45 to 8:00 am on Saturdays and from 3:45 to 4:00 pm on Wednesdays. We do not assign space until vendors are set-up. Check-in is at the market’s information booth.

### **Parking Information**

Boulder: In an effort to provide the maximum amount of parking for our customers, community groups along with all vendors and employees are prohibited from parking in the lots on 14<sup>th</sup> St. between Arapahoe and Canyon Blvd. Free Saturday parking is available at the RTD parking structure at 14<sup>th</sup> and Walnut.

Longmont: Free Saturday parking is available in the North parking lot of the Boulder County Fairgrounds.

*Please inform all staff and volunteers of the BCFM Community Group policies.*



I would like to participate in the following markets:

Boulder-Sat    Boulder-Wed    Longmont-Sat

Name of Organization:

\_\_\_\_\_

Briefly explain how your group relates to the BCFM mission:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Total fee enclosed: \_\_\_\_\_

Check number: \_\_\_\_\_

Please mail checks to the following address:

Boulder County Farmers' Markets 1435 Yarmouth, Suite 102, Boulder, CO, 80304

I have read and agree to abide by the above requirements.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_