



# Dillon Farmers Market Vendor Packet 2024

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**Fridays - June 7 through Sept 13**

9 a.m. to 2 p.m.

Dillon Town Park

## Contact

**Website** [www.townofdillon.com](http://www.townofdillon.com)

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## Intro to the 2024 Market

The Dillon Farmers Market team is excited to have you apply for the 2024 Dillon Farmers Market! The Dillon Farmers Market takes place in the beautiful, newly-renovated Dillon Town Park with sweeping views of the Ten Mile and Gore ranges, a large open space for gathering and activities, a dedicated food court, and amenities for vendors. The market draws an average of 3,500 attendees on a weekly basis, consisting of both local community members and visitors to the area. The Farmers Market is staffed by a professional team responsible for market operations and customer service.



The Dillon Farmers Market prides itself on creating a fun, exciting community event, offering a variety of produce, arts, jewelry, processed food items, clothing, crafts, prepared foods and much more. The Dillon Farmers Market Committee strives for a mix of high-quality vendors that provide Colorado-grown or crafted goods. The committee has adopted the following rules and expectations to foster a sense of community, camaraderie, and a spirit of cooperation.



# Contents

**02. INTRODUCTION**

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**04. DATES, TIMES, LOCATION &  
WHAT WE SELL**

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**05. TAXES, LICENSING &  
FEES**

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**07. OPERATING  
PROCEDURES**

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**09. VENDOR CONDUCT &  
VIOLATION PENALTIES**

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**10. VENDOR CHECKLIST**

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## **Dates, Times & Location**

The Dillon Farmers Market takes place on Fridays from 9:00 am to 2:00 pm beginning on June 7, 2024 through September 13, 2024. The Dillon Farmers Market will be held in the Dillon Town Park along Buffalo and LaBonte streets.

## **What We Sell**

The Dillon Farmers Market strives to provide a variety of goods that are locally-produced and harvested. Farm products that may be sold include vegetables, fruits, berries, herbs, nuts, flowers, plants, honey, seafood, meat, poultry, eggs, and dairy products. It is preferred that all products be grown, raised, produced, or gathered by the vendor within Colorado or states bordering Colorado. On occasion, to increase the variety of goods at the market, the committee may allow resale of produce not grown directly by the vendor.

Processed foods that may be sold include baked goods, preserves, cheese, sausage, and smoked meats or fish. All processed foods must be labeled with the appropriate state-required information including product name, ingredients, net weight, vendor name and address. The committee encourages sampling of your products to patrons.

All craft products must be handcrafted by the vendor and approved by the Farmers Market Committee. On occasion, to increase the variety of goods available at the market, the committee may allow the sale of products not crafted by the vendor. Returning craft vendors must have all new items approved prior to the items being offered for sale at the market.

Prepared food vendors must provide appropriate health certification documents prior to selling at the Dillon Farmers Market. These permits must also be displayed in public view during the Dillon Farmers Market hours. All prepared food vendor's equipment must comply with Summit County Health Department regulations. Please reference the attached vendor checklist for additional permits required for prepared food vendors.

## Taxes, Licensing & Fees

Vendors will need to complete and remit a Multiple Event License Application Form 0589, as well as a Special Event Tax Return Form 0098. Both can be accessed on the Colorado Department of Revenue [website](#). Sales tax paid to the Town of Dillon must be reported on this return. Returning vendors will also be required to provide proof of taxes paid from the year prior with a DR100 form.

Please reference the below table for tax responsibilities for the Dillon Farmers Market.

Tax Responsibilities for all other sales	Tax Responsibilities for Food Sales for Home Consumption
Town of Dillon – 2.5%	Town of Dillon – 2.5%
Summit County – 2.75%	Summit County – 2.75%
Summit Housing Authority – 0.725%	
State of Colorado – 2.9%	
<b>Total Tax – 8.875%</b>	<b>Total Tax – 5.25%</b>

All vendors will need to have a valid Town of Dillon business license for the 2024 year. The Dillon Farmers Market application serves as a vendor's business license application. The fee for a Town of Dillon business license is \$60 and will be billed to each vendor's account as applicable.

### 2024 Dillon Farmers Market Vendor Fees

Please reference the fees below for your market fee. Vendors will be invoiced by the Market Manager for online payment. Payments may also be made via check made to the "Town of Dillon." Payment is due by May 31, 2024 or vendors will be removed from the market.

Vendors may select which dates they would like to attend on their application. Priority for spaces will be given to full-time vendors, but the Market Manager will strive to accommodate dates as requested. Drop-in vendors will receive a weekly email indicating any additional space available for that week's market and may drop-in as available.

<b>Vendor Fees</b>	<b>Cost</b>
Application Fee	\$20 (non-refundable)
Business License	\$60 (non-refundable)
Market Fee	\$50 per market (non-refundable but may reschedule)
Second Booth Space	\$40 per market
Third Booth Space	\$30 per market
Booth Preference Fee	\$200 for season
Electricity Fee	\$15 per market
Parking Fee	\$15 per market (available to vendors that require restocking during market, limited quantity available)
Full-Time Discount	10% off if signed up for all market dates
Non-Profit Discount	50% off for eligible non-profits

**New for 2024!**

**Vendors may submit requests for booth location including requests such as corner spaces, location within market, side of street, etc for a \$200 fee for the season. Requests will be granted within the parameters of the market operations and in order of applications. If vendor does not submit a request and pay request fee, booth spaces will be assigned at the discretion of the Market Manager.**

# Operating Procedures

## Payment

Vendors will be issued an invoice for their market fee upon acceptance to the market. This fee must be paid by May 31, 2024 or vendors will be removed from the market. Vendors may add additional dates for the market fee and pending availability. Market fees will not be refunded for missed dates, but dates may be rescheduled for no penalty as long as the Market Manager is notified at least 48 hours in advance of the market.

## Booth Assignments

The Dillon Farmers Market staff will make all booth assignments. Vendors may make requests for booth location with a \$200 season fee. Booth spaces may move dependent on market conditions, including vendor absences, weather, traffic patterns, construction, or any other unforeseen market disruption.

## Punctuality

All vendors with assigned booths must arrive to their booths by 8 a.m. or have contacted the Dillon Farmers Market staff to make alternative arrangements. After 8 a.m., the booth will no longer be held for the assigned vendor. Repeat violations of this policy will result in penalty fees and/or expulsion from the market. If you cannot attend the Dillon Farmers Market on an assigned day, please contact the Dillon Farmers Market staff at least 48 hours prior to the market date. No shows may incur penalty fees.

## Setup/Takedown

Load-in and load-out instructions will be provided prior to the first market.

## Cleanup

Each vendor is responsible for cleaning their booth at the end of each market. This includes removing all debris, sweeping, and if necessary, washing of booth area. Vendors are expected to remove all waste generated by the sale of their product. Vendors must not dump oil or debris into flowerbeds, garden areas, streets, sidewalks, storm drains, sinks, toilets or anywhere else within the Dillon Farmers Market site. All vendors must supply their own containers suitable for waste removal. Vendors that fail to comply with these policies may incur penalty fees.

## Garbage & Recycling

Vendors are responsible for removing their own trash at the end of the day and are not allowed to utilize Dillon Farmers Market trash bins for disposal. Any food waste must be set aside in separate containers for composting purposes.

**Please note, the Dillon Farmers Market has banned the use and distribution of single-use plastics. Please reference the sustainability document for banned items and suggested alternatives. Vendors that do not agree to this policy will not be accepted to the 2024 Dillon Farmers Market.**

## Tent Guidelines

All vendors must adhere to the tent and flammability guidelines as provided by Summit Fire and Emergency Services. Any vendor that does not adhere to these policies will be required to take their tent down for the market. Summit Fire and Emergency Services representatives will check all vendor tents at each market, and may ask vendors to remove their tent if the guidelines are not followed.

- All tents and canopies must have 40 pounds of weight per leg. Appropriate weights include filled, factory-supplied sandbags; filled PVC pipes with eye bolts; and filled five-gallon or greater water jugs. Each must weigh at least 40 pounds.
- Inadmissible weights include one-gallon water jugs or large water jugs without handles; concrete blocks or cinder blocks; coolers; bags of ice or water jugs from which water or product is removed; loose weightlifting plates or dumbbells that cannot be secured to tent canopy properly; stakes in the ground; and merchandise racks. **Buckets provided in previous years no longer meet Summit Fire & EMS regulations and will not be available for rent.**
- Weights must be secured to the canopy roof and the canopy legs separately with one or more acceptable attachments: nylon ratchet straps, high quality rope, factory supplied pins intended for use with compatible sandbags. Not acceptable: bungee cords and rubber straps.
- Your canopy should be fully secured before continuing with booth set up. Do not leave canopy unsecured at any time. A half-secured tent is as dangerous, if not more dangerous, than an unsecured tent. Secure your tent immediately upon setup, and take down your tent as soon as weights are removed at the end of the market.
- Food vendors are required to abide by Summit Fire & EMS rules regarding grills, open flames, etc. [You can find more information here.](#)



## **Vendor Conduct & Violation Penalties**

Vendors are expected to act in a professional manner and treat Dillon Farmers Market staff, other vendors, community members, customers, and all others with respect. Vendors may not bully, disrespect or publicly disparage other vendors, customers, community members or staff. Vendors are expected to take the direction of the Dillon Farmers Market staff to ensure attendee and vendor safety, and efficient market flow. Any adverse behavior may result in penalty fees or permanent expulsion from the Dillon Farmers Market. Vendors may issue complaints in person or in writing to the Market Manager or Dillon Farmers Market staff.

### **Violation Penalties**

Vendors will be invoiced on a weekly basis for any violations of our policies. A \$25 fee will be charged to the vendor account and must be paid prior to participation in the next scheduled market. Vendors will not be assigned a booth space for their next market until penalty fees are paid.

Penalties may be assessed for the following infractions:

- Market absences made with fewer than 48 hours of notice to market team
- Vendor no-call, no-show to market
- Arriving later than 8 a.m. and failure to remove vehicle from market area by 8:30 a.m.
- Breaking down prior to 2 p.m. unless otherwise instructed by Dillon Farmers Market staff
- Failure to follow proper load-in or load-out instructions, resulting in disturbance to market flow
- Improper disposal of vendor waste, recycling, food waste or other waste
- Violation of the Dillon Farmers Market vendor sustainability policy
- Violation of the vendor conduct expectations

**Continued violation of these rules and regulations may result in expulsion from the market without refund. It is your responsibility to know these rules and share them with your employees.**

# Vendor Checklist

Please use this checklist to ensure you have all proper documentation and payment submitted to participate in the 2024 Dillon Farmers Market.

## Non-Food Vendors

- Application
- \$20 Application Fee - time of application
- [Tax Documents](#) (for returning vendors)
- Final Payment - due by May 31, 2024

## Cottage & Pre-Packaged Food Vendors:

- Application
- \$20 Application Fee - time of application
- [Tax Documents](#) (for returning vendors)
- [Summit County Health Form & Permit Fee](#) - no fee for cottage food vendors
- Final Payment - due by May 31, 2024

## Farmers

- Application
- \$20 Application Fee - time of application
- [Tax Documents](#) (for returning vendors)
- [Summit County Health Form](#) – no permit fee
- Final Payment - due by May 31, 2024

## Prepared Food Vendors

- Application
- \$20 Application Fee - time of application
- [Tax Documents](#) (for returning vendors)
- [Summit County Health Form & Permit Fee](#)
- Health Handlers Certificate
- Final Payment - due by May 31, 2024

**Thank you!**

**We are looking forward to  
a great 2024 season!**

## **Contact**

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