

Palisade Park Amphitheater Farmers' Market Managed by Palisade Metropolitan District No. 2 Vendor Handbook

Palisade Metropolitan District No. 2 is a quasi-municipal corporation and political subdivision of the State of Colorado (the “**District**”). The District is responsible for the operation, maintenance, and management of the Palisade Park Amphitheater and associated park (together, the “**Amphitheater**”) for the benefit of the residents of the Palisade Park community and the general public. The District, through its event manager (the “**Event Manager**”), will offer a variety of District sponsored programming, including the Palisade Park Amphitheater Farmers’ Market (the “**Market**”).

Our Mission: To be an inclusive, eco-friendly open-air market and community forum, creating a place where people can come together. To support local businesses, to celebrate art and music, and to engage with our distinctive and diverse community. Our goal is to promote opportunities for community members, artists, musicians, and nonprofits to gather in the spirit of celebration and connectedness.

Participation in the Market means you, as a vendor at the Market (a “Vendor”), accept and agree to a certain degree of good vibes and agree to partner with all marketers in creating a fun, friendly, leave no trace, zero-waste event. By submitting your application, you agree to support and adhere to this Vendor Handbook and all rules and regulations of the District, including but not limited to the Park and Amphitheater Rules and Regulations (collectively, the “Rules and Regulations”) which can be found on the District’s website: <https://palisademetropolitandistricts.specialdistrict.net/>.

APPLICATIONS:

- All Vendors are required to register and complete the [online application](#).
- If a Vendor is invited to join us for selected Market dates they will be sent an invoice for all Vendor Fees (see below); application status will only be marked ‘*approved*’ once all Vendor Fees are paid in full.
- Space in the Market is sold on a first-paid basis. NO REFUNDS for cancellations, changes and/or no-shows.
- Vendors are required to provide AT LEAST 72 hours advance notice if they will not attend a scheduled Market date. Notice must be sent **via email to market@palisadeparkamphitheater.com** prior to 5 p.m. the Monday before the scheduled Market date.

MERCHANDISE:

- Reselling / importing products is not permitted at this time.
- The Event Manager has the right to ask Vendors to add, remove, or rearrange products from their booth at any time without refund or adjustment to Vendor Fees.
- The Event Manager and the District do not provide or guarantee exclusivity for any Vendor and/or merchandise/product types.

VENDOR FEES & DAILY FEE (INCLUDES SALES TAX):

- Vendor Fee and Daily Fee per 10 ft. x 10 ft. space (except for food trucks). Market season is 10+ dates:

Vendor Type	Vendor Fee	Daily Fee
Artist / Crafter / Designer / Jeweler	\$100 per season or \$20 per day	10% Gross Sales
Food Truck/Onsite Cooking Vendor	No fee	10% Gross Sales
Snack Food or Gourmet Food Vendor	\$100 per season	10% Gross Sales
Service Vendor	\$100 per season	10% Gross Sales
Non-Profit	\$15 per day	N/A
Farmer	\$50 per season	5% Gross Sales
Youth Vendor (17 and under)	\$20 per season	5% Gross Sales

- All Vendors, except for non-profits, must remit the Daily Fee to the Event Manager at the close of each Market event. To determine your Daily Fee, round your gross daily sales to the nearest dollar (e.g., \$254.30 in gross sales rounds to \$254.00) and record that figure on the paper form located in your Market envelope. The Daily Fee for the day is 10% of that amount (e.g., \$254.00 x 10% = \$25.40).
- Submit your Daily Fee by placing the appropriate amount of funds in the fee envelope along with your paper form and return the fee envelope to the Event Manager prior to exiting the Market for the day.
- The Market Manager will verify that your information and Daily Fee are properly submitted and will assist with any necessary troubleshooting. Failure to submit your information and/or Daily Fee will result in a \$10 late fee for every week not provided.
- The Daily Fee (10% of gross sales) is for the operation and promotion of the Market and the Market's total portion of the City and County of Broomfield, Colorado (the "City") sales tax. Because the sales tax is included as part of your Daily Fee, do not charge City sales tax to your customers. Vendors are responsible for collecting any applicable state sales tax.
- Inaccurate or fraudulent reporting jeopardizes the Market's future and thus your individual success at the Market. Vendors are expected to accurately report all sales, and risk expulsion for failure to do so. The Event Manager reserves the right to audit Vendor's sales at any time without prior notice.
- Other fees/fines:
 - Cancellation Fee (less than 72 hour notice provided): \$20.00
 - Late Arrival or Early Departure Fee: \$25.00
 - Litter/Waste Fine: \$25.00
 - Electricity Fee: \$25.00

OPERATIONS:

- The Market operates on scheduled dates RAIN or SHINE, SNOW or WIND; NO REFUNDS for Vendor Fees for cancellations or no-shows and fines as outlined above will be charged.
- LOAD-IN: Vendor set-up begins promptly at 2:30 p.m. Access ends at 3:30 p.m. - no vehicles will be allowed into the venue after this time. All cars must be out of the venue by 3:45 p.m.
 - → Check-in with Event Manager to confirm booth assignment, starting at 2:30 p.m.
 - → Drive to your assigned space. Your space will always be to the south of the numbered stall. Pull to the curb to unload, leaving a clear lane for other vehicles to move past you. **Vendors with OVERSIZED VEHICLES or TRAILERS should be on-site for load-in no later than 2:30 p.m. so as not to interfere with traffic flow and neighboring booths.**
 - → Quickly unload equipment/merchandise to the sidewalk and remove your vehicle from the venue immediately – **DO NOT begin set-up until your vehicle has been removed from the venue.**
 - → Park vehicles in designated Vendor parking areas and return by foot to your space to continue with the booth set up.
- **VENDOR PARKING** is located at the east side of the soccer fields.
- A \$25 LATE ARRIVAL FEE will apply for any Vendor that has not checked in with the Event Manager by 3:30 p.m. *No special exceptions.
- Setup and display must be completed by 3:45 p.m. Market opens at 4:00 p.m.!
- Vendors are required to leave booths set up and on display until the event closes at 7:00 p.m. – again, rain or shine or snow. **Light packing may be done - consisting of consolidating and organizing small or unused items. All large items such as canopies and tables must remain set up until 7:00 pm.*
- CLOSE OF MARKET procedure:
 - Vendors must stop selling at 7:00 p.m.
 - Breakdown canopy & displays and move all equipment/merchandise to the sidewalk so that a vehicle can be pulled up to the space.
 - Vendor vehicle access is not allowed until 7:00 p.m. (see LOAD-OUT procedures).
- LOAD-OUT procedure:

- Vendor area will be opened no earlier than 7:00 p.m. to Vendor vehicles, when the Event Manager determines it is safe and Vendors have broken down their booths to create sufficient passage for vehicles and room for active loading.
- Vendors may not wait in line for the venue to re-open – all traffic must continue moving so as not to block traffic or cause fire lane and public safety issues.
- **DO NOT drive into the venue until your booth and merchandise has been packed up and ready for loading.**
- Always drive slowly and cautiously, follow all traffic laws – BE PATIENT.
- Vendors are required to carry out their own trash as part of our zero-waste efforts. Any trash/litter that is left and/or not properly disposed of will result in a \$25 LITTER FINE
- Vendors agree to help educate Market attendees on our zero-waste efforts by pointing out zero-waste stations, encouraging our attendees to use them, and by setting an EXCELLENT example. **PLASTIC bags and single use plastic bottles are NOT PERMITTED at the Market.** Vendors may provide paper bags or reusable bags for customers.
- Price, terms of sale, etc. are between buyer and Vendor only. All Vendors agree to abide by fair business practices. The Market makes no guarantees of sales/revenues to any Vendor.

FOOD VENDORS:

Temporary Event Permit Guidelines for Vendors

Please refer to the online [Temporary Event Application](#) for detailed information regarding the procedures and guidelines applicable to all temporary events held within the City and County of Broomfield. The application outlines the specific circumstances under which Vendors are required to complete the application and obtain approval from the Broomfield Department of Public Health and Environment, including the need to apply for a Temporary Event permit.

Who is Required to Apply for a Temporary Event Permit at the Market?

Any retail food Vendor intending to sell food on a temporary basis within the City and County of Broomfield must complete the online Temporary Event Application (*unless* they fall under one of the exempt categories listed under “Scenarios That Do not Require a Temporary Event Permit,” below.). This requirement applies to:

- Retail food Vendors not currently licensed as a mobile unit by any Colorado county (excluding the City and County of Denver).
- Vendors not operating under the State of Colorado Cottage Foods Act.
- Vendors selling meat products that are certified with the USDA approval label.
- Mobile Vendors licensed by the City and County of Denver who wish to operate in Broomfield on a temporary basis.
- Participants who wish to operate in temporary events, farmers markets, and other non-fixed retail food settings.
- Vendors with a valid 2025 Colorado Mobile Retail Food Establishment License (excluding licenses issued by the City and County of Denver): If your mobile retail food license was issued by the City and County of Broomfield or any other Colorado county (except Denver), you are approved to operate in Broomfield and do not need to reapply to operate at the farmer's market, however, **please note: you must provide proof of a valid 2025 Mobile Retail Food Establishment License by submitting a copy of the license to the Temporary Event Application.** If your mobile unit has a fire suppression system or has appliances that produce smoke or grease-laden vapors, proof of a fire inspection/permit issued within the last year may also be required to upload to the online application.

Scenarios That Do Not Require a Temporary Event Application

The following vendor categories are exempt from completing the Temporary Event Application:

- **Vendors operating under the Colorado Cottage Foods Act:** No health department approval is required, provided the products sold are eligible under the [Cottage Foods Act](#) and the operator complies with all associated requirements. Click [here](#) to access the state’s Cottage Foods checklist, which outlines approved (foods that do not require refrigeration for safety) versus non-approved food items.
- **Vendors selling raw, uncut agricultural products:** No permit is necessary for vendors selling whole, uncut products, such as fresh fruits and vegetables.

- **Microgreens** are considered raw agricultural products under the Produce Safety Rule. Cutting the edible portion during harvest is classified as a "harvest cut" and does not require a license. For more information, please visit the [Colorado Department of Agriculture Produce Safety page](#).
- All permits must be displayed in your booth or you will not be allowed to offer prepared or sampled foods on site.
- Food Vendors preparing items with the use of propane and/or electricity must be pre-approved in the application process. Space is limited. Additional fees may apply.
- Propane cooking equipment must be 5 ft. from the public and 5 ft. from both your & your neighbors' canopies or structure and be secured with caution tape. The Event Manager has allowed for these space requirements in your placement.
- All service items must be recyclable/compostable.
 - **No styrofoam.**
 - **No plastic swords, toothpicks or umbrellas.**
 - **No individual ketchup or other condiment packets.**
 - **No plastic straws**
 - **No single-use plastic (bottled water).**
- Canned drinks are permitted and encouraged! (NO single-use of plastic or glass bottles).
- Vendors **MAY NOT SELL** single use plastic water bottles. **FREE WATER** is offered by the Event Manager at the information booth. Vendors are encouraged to sell canned or boxed water.

BOOTH SET UP:

- All equipment needed, including canopies/umbrellas, umbrella stands & base weights, tables/chairs, power cords and items are the sole responsibility of the Vendor. **No equipment is provided by the District or the Event Manager.**
- Spaces are 10 ft. x 10 ft. in size on grass. Space dimensions are monitored and Vendors are not permitted to set up merchandise outside the dimension of the booth space they are assigned.
- Canopies and umbrellas are acceptable for use, assuming they fit within the 10 ft. x 10 ft. space. **A 50 lb. base weight is MANDATORY for EACH LEG of your canopy**, and will be checked upon arrival. Weight requirements are double if you have side-walls on your canopy. Vendors that do not have proper weights will not be permitted to use their canopy. Weights must be secured/tied to the top of each leg.
- Vendors are **NOT** permitted to play music in their booths or create any type of disturbance that is audible in an adjacent booth.
- Outside alcohol is not permitted anywhere in the event venue.
- The Event Manager reserves the right to move or reassign vendor locations to enhance or facilitate the event structure and/or safety as deemed necessary. **Booth requests and assignments are never guaranteed and are subject to change without notice/refunds.**

ELECTRICAL:

- A limited number of spaces are available with access to electricity, which must be requested and approved in the application process (be sure to select Electricity on your application – an additional \$25 **ELECTRICITY FEE** will apply).
- For those Vendors who applied, paid, and are approved for electricity, you will be provided access to **ONE** outlet with a **MAXIMUM DRAW of 1800 WATTS**. This is non-negotiable and additional wattage will not be permitted. **NO REFUNDS**.
- Power cords are **NOT** provided and are the sole responsibility of the Vendor. If you have been approved and paid for electrical, we recommend bringing:
 - Minimum 75-foot-long cord;
 - Designed for outdoor use;
 - 16 Amp rating;
 - 10 wire gauge (the lower the number the better); and
 - Rugs to cover your cords where it crosses pedestrian walkways.
- Generators are **NOT** permitted at the Market, with the exception of approved food trucks.

INDEMNITY:

The Palisade Metropolitan District No. 2, PPA Productions, LLC, as the Event Manager, Surf Palisade Amphitheater, LLC, as the underlying property owner, and their respective directors, trustees, officers, members, managers, agents and employees (collectively, the “**Indemnitees**”) are not liable for any injury, theft, or damage to the Vendor or their property, arising out of or pertaining to preparation for or participation in the Palisade Park Amphitheater Farmers’ Market; whether such injury, theft or damage occurred prior to, during, or after the hours of operation of Palisade Park Amphitheater Farmers’ Market. Vendor further agrees to indemnify and hold harmless the Indemnitees for and against any and all claims for such injury, theft and/or damages to the fullest extent permitted by law. Vendor assumes full liability for their vehicles, structures, fixtures and the product(s) they market or sell and, by participation in the Palisade Park Amphitheater Farmers’ Market, hereby agree to hold the Indemnitees harmless against any and all claims such as but not limited to: injury, theft, or damage by any buyer, seller, or other persons resulting from or pertaining to the use, consumption, marketing tactics, display, negligence, or disposition of Vendor’s products, vehicles, fixtures, or structures to the fullest extent permitted by law.

OTHER:

The Event Manager has the authority to ask any Vendor to remove himself/herself and/or any product from the Palisade Park Amphitheater Farmers’ Market and reserves the right to refuse acceptance, participation, and continued participation (without refund) to any Vendors who do not comply with the Vendor Handbook or the District’s Rules and Regulations and/or do not meet Palisade Park Amphitheater Farmers’ Market standards which include, but are not limited to, all local, City, state, and federal laws.

FEE SCHEDULE:

Vendor Type	Vendor Fee	Daily Fee
Artist / Crafter / Designer / Jeweler	\$100 per season / \$20 per day	10% Gross Sales
Food Truck/Onsite Cooking Vendor	No fee	10% Gross Sales
Snack Food or Gourmet Food Vendor	\$100 per season	10% Gross Sales
Service Vendor	\$100 per season	10% Gross Sales
Non-Profit	\$15 per day	N/A
Other Fees/Fines		
Cancellation Fee (less than 72 hour notice provided)		\$20

Vendor Type	Vendor Fee	Daily Fee
Late Arrival or Early Departure Fee		\$25
Litter/Waste Fine		\$25
Electricity Fee		\$25

By

applying to and participating in the Market, Vendors agree to all Rules and Rules outlined above and the following policies:

Non-Discrimination Policy:

The District and the Event Manager prohibit discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.

Commitment to Good Vibes:

In no way will my staff or I antagonize or mistreat another vendor or Market patron or the Event Manager during the Market.. Should this occur, I understand that I have waived my rights as a Vendor, shall be removed from the venue, and no refund shall be given.