



Larimer County Farmers' Market

2025 Vendor Rules & Regulations

Updated: April 24, 2025

Table of Contents

1.0 INTRODUCTION	3
2.0 ELIGIBILITY OF SELLERS	7
3.0 ELIGIBILITY OF PRODUCTS	12
4.0 VENDOR RESPONSIBILITIES	17
5.0 MARKET CURRENCY	20
6.0 ASSIGNED SELLING AREAS	24
7.0 PARKING	24
8.0 NON-ATTENDANCE (NO-SHOW) & LATE NOTIFICATION	26
9.0 MARKET DAY FEE CALCULATION & COLLECTION	27
10.0 RESTROOMS AND WASH STATIONS	28
11.0 EDUCATIONAL MATERIALS	28

2025 Vendor Rules and Regulations

Si habla español y le gustaría conversar o preguntar sobre el proceso de aplicación del mercado de agricultores del Condado de Larimer, por favor contáctese con la coordinadora del mercado Maggie Switzer, que habla español. Puede mandar un correo electrónico: switzemj@co.larimer.co.us o llamar 970-498-6031.

1.0 INTRODUCTION

The Larimer County Farmers' Market (LCFM) is operated by CSU Extension in Larimer County and Master Gardener volunteers. Larimer County Extension and Larimer County Master Gardeners have adopted the following Rules and Regulations, and at any time, may amend, delete, or modify these to meet the needs of the LCFM. In order to promote the LCFM to the community, we ask that all participants in the LCFM treat customers, staff, and volunteers in a professional manner to foster community and cooperative involvement. The LCFM will kick off its 49th season on May 17th, 2025 in Fort Collins! Thank you for keeping us a positive and appreciated aspect of the community.

Significant changes for the 2025 market season are highlighted in yellow in this document.

2025 Season:

May 17th - October 25th

9 a.m. - 1 p.m.

Market Location: 200 W. Oak Street, Fort Collins, CO 80521

Larimer County CSU Extension Office*:

1525 Blue Spruce Dr.
Fort Collins, CO 80524

*Any relevant mail should be sent to the Larimer County CSU Extension Office address

2025 Application Timeline:

- Application opens: January 15, 2025
- "Early Decision" application due: February 21, 2025
 - Produce vendors are strongly encouraged to apply by this date

- General application due: March 14, 2025
- ALL vendor acceptance/denial and notification: (On or before) March 28, 2025
- Licenses and other application documents due for all accepted vendors: April 30, 2025

Infractions of any of the selling rules and regulations listed in this document will be cause to suspend or deny a vendor's selling privilege. The LCFM will attempt to resolve vendor complaints in a professional manner; when issues are addressed to the best of the LCFM's abilities, continued complaints may result in loss of selling privileges.

1.1 STATEMENT OF PURPOSE

The Larimer County Farmers' Market has four primary purposes:

1. To connect Colorado and nearby Wyoming producers and artisans with consumers;
2. To provide an outlet for large and small businesses, as well as small urban gardeners or youth who wish to sell their products;
3. To provide an inclusive space for all community members to access healthy, nutritious, and local foods;
4. And, to educate the public on CSU Extension resources, including horticulture and food safety information from the Master Gardeners and the Master Food Safety Advisors.

1.2 SELLING REGULATIONS

Vendors are governed by:

- Larimer County Farmers' Market "Rules and Regulations"
- Larimer County Health Department Regulations
- Colorado Cottage Food Act
- Colorado State Agriculture Regulations

1.3 HOURS, DATES AND LOCATION

- The LCFM will operate Saturdays, 9:00 a.m. to 1:00 p.m., May 17th through October 25th 2025.

- The LCFM is located at the Larimer County Administrative Services building parking lot, 200 W. Oak Street, Fort Collins, Colorado, 80521.
- Vendor setup begins at 6:45 a.m. and the LCFM requires vendors to arrive no later than 8:30 a.m. Vendors with large trucks requiring three (3) or more spaces and food trucks must be parked by 8:00 a.m.
 - Vendors are required to comply with market management on arrival time windows.
 - If you are assigned an arrival window time, you must be in your assigned space by the end of the designated time.
- Vehicles arriving after 8:30 a.m. will not be allowed to drive into the market - late vendors must park outside the market and hand-carry items into their stall space. **THIS IS STRICTLY ENFORCED.**
- Vehicles within the market must remain parked until after 1:15 p.m. as a measure of safety for customers, volunteers, vendors and staff. The market closes at 1:00 p.m. and although vendors may have their materials and equipment packed up, they are not permitted to move their vehicles before 1:15 p.m. as a safety precaution. Driving through the market when it is in operation will not be tolerated. The LCFM staff will impose a financial penalty of \$25.00 on vendors that violate this rule.

1.4 MARKET ETIQUETTE AND PROFESSIONALISM

Vendors, market staff, market volunteers, visitors and customers are expected to uphold a professional and respectful demeanor at all times. Any instances of inappropriate, discriminatory or rude behavior will not be tolerated.

- If a vendor encounters an issue with another vendor, market staff, market volunteer, or customer, they should immediately notify the on-site Market staff.
 - If you wish to report an incident outside of the operating hours of the LCFM please reach out via email to larimercountyfm@gmail.com.
- If a vendor is found to repeatedly disregard the Rules & Regulations, challenge the authority of a staff member or inspector, or behave or communicate in a disrespectful, degrading, rude, threatening, harassing or intimidating manner

toward vendors, customers, volunteers, or LCFM staff, they will be assessed a Conduct Violation which may affect selling privileges up to and including expulsion from the LCFM. Each issue will be reviewed and addressed on an individual basis.

1.5 NO SMOKING POLICY

Smoking and vaping are prohibited inside the LCFM boundaries from 6:00 a.m. to 2:00 p.m.; this policy is strictly enforced and applies to all vendors, customers, staff, and volunteers. Smoking and vaping are prohibited at all times inside the County Administration building at 200 W. Oak Street.

1.6 APPLICATION FEE

- The 2025 application fee is \$60. This is a one-time fee. **The application fee is non-refundable, even if the vendor is not accepted to the market.**
- Applicants under the age of 18 are exempt from the application fee.

1.7 PET POLICY

The Larimer county Farmers Market is a pet-friendly market, however pets and livestock are not allowed behind vending tables of vendors selling food items during the LCFM's operating hours of 9:00 a.m. to 1:00 p.m. Customers are allowed to bring their pets to the market if they are leashed, non-aggressive, and do not interfere with market operations. **The LCFM strongly encourages pet owners to be aware of pet health and safety, including heat precautions related to pavement temperature on pet paws at the market during hot days.**

2.0 ELIGIBILITY OF SELLERS

2.1 GROWERS ONLY POLICY

Agricultural products sold at the LCFM must be grown or produced by the vendor or a cooperating farm. If a vendor chooses to sell products from a cooperating farm, those

products must be clearly labeled during the market with their place of origin. Vendors must provide the LCFM with background information on the cooperating farm, and are responsible for providing additional details if requested. All value added products and crafts must be made or produced by the vendor. No resale of products is allowed and is strictly enforced - inspections of businesses may occur if this policy is in question. If vendors are found to be re-selling items, they will be suspended and fined \$250; a second occurrence will result in the permanent loss of selling privileges at the LCFM.

If catastrophic climate conditions affect yields, agricultural products from other Colorado or Wyoming farms may be sold temporarily, but only if they are pre-approved by the LCFM and only if products are labeled with the originating place of origin. If products are not properly labeled or pre-approved, vendors will be fined \$250 and may lose selling privileges.

For vendors participating in produce consignment or exchange and wish to sell these products at the market, the LCFM requires prior written permission from the LCFM, a copy of the vendor's current Farm Products Dealers License, a complete list of traded products that the vendor wishes to sell at the market, and the name, address, phone number, and email address of the trading partner. All consignment or exchanged produce sold at the market must be Colorado or Wyoming-grown, and cannot have been purchased from a wholesale facility or warehouse. When selling these products at the market, a sign must be placed next to the product that clearly states the farm name and location where the product was grown. Please see [Appendix I](#), "Instructions to Vendors on Produce Consignment or Exchanging." This policy was updated in 2024.

Alternatively, the vendor and the trading/consignment partner may submit separate applications and each pay \$60.00 application fees, and indicate that they will be sharing space at the LCFM. This is a cheaper alternative to obtaining a Farm Products Dealer license. One employee may represent both vendors at the market and all sales must be submitted under the primary vendor and include sales from cooperating partners.

2.2 VENDOR SELECTION

Due to the popularity of the market and space limitations, the LCFM cannot accept all applications submitted. Market dates and space assignments will be listed for each vendor in Manage My Market. If a vendor does not have a space assignment for a market day, the vendor is not currently scheduled for that date. Vendors will be emailed if/when space becomes available.

The LCFM does not allow any companies that offer “services” to be regular market vendors - such as landscaping, massage, therapeutic, dog sitting, grooming, etc, unless they have a previous agreement with the LCFM for an exchange of services or program sponsorship. Please email larimercountyfm@gmail.com for more information.

This list outlines the levels of prioritization of acceptance into the market from top to bottom. The LCFM strives to keep **farmers** in the farmers market, thus it prioritizes the presence of agricultural vendors first. Prioritization in the LCFM is indicated in descending order on the list below.

The LCFM prioritizes vendors that are located within, or operate in, Larimer County.

Vendor Prioritization for Larimer County Farmers' Market Vendors:

1. Fresh Produce Growers:

- Returning fresh, edible produce growers will be given priority.
- New fresh produce growers will be accepted based on availability after returning vendors are accommodated.
- We recognize the diversity of agricultural products outside of Larimer County, thus, for fresh produce, the Larimer County restriction will not be considered as rigorously.

2. Agricultural Products (e.g. meat, milk, flowers):

- Returning vendors of agricultural products with weekly sales over \$1000 in 2024 will be prioritized.
- New vendors of agricultural products will be considered based on space availability and product diversity.

3. Returning Value-Added Vendors:

- Value-added vendors (e.g. packaged honey, cheese, jams, baked goods) with weekly sales over \$1000 in 2024 will be given priority.
 - New value-added vendors will be considered after accommodating returning value-added vendors.
4. Returning Hot Foods Vendors:
- Hot foods vendors with weekly sales exceeding \$1000 in 2024 will be prioritized.
 - New hot foods vendors will be considered after accommodating returning hot foods vendors.
5. Returning Craft Vendors:
- Craft vendors who participated in the market in 2024 with weekly sales over \$1000 will be given preference.
 - New craft vendors will be considered based on space availability and product uniqueness after accommodating returning craft vendors.
 - i. Returning craft vendors with weekly sales lower than \$300 will be ranked as low priority for attendance at the market.
6. New Value-Added Vendors:
- Acceptance of new value-added vendors will be based on available space and product diversity.
 - Priority will be given to those offering unique products that complement the market.
7. New Hot Foods Vendors:
- New hot foods vendors will be considered based on available space and the diversity they bring to the market.
 - Priority may be given to vendors offering a variety of cuisines to support more diverse food options.
8. New Craft Vendors:
- New craft vendors will be accepted based on available space and the uniqueness of their products.
 - Priority may be given to crafts that enhance the overall diversity and appeal of the market.

The LCFM recognizes the existence of many craft and artisanal vendors in the community, and strives to create the availability and opportunity for all to be present at the market. However, the LCFM prioritizes farmers at the farmers market, and craft vendors' presence and assigned dates are more likely to be more limited than any type of food vendors.

Space assignments and number of selling opportunities also adhere to the prioritization list above.

All new vendors must comply with the LCFM Rules and Regulations, and acceptance is subject to meeting the market's standards for quality and authenticity. The final selection will be made by the LCFM management, taking into consideration the market's goals and objectives.

All vendor decisions made by the LCFM are final.

2.3 INSPECTIONS

Inspections for vendors may occur prior to and/or during the market season. Inspections are a method of ensuring businesses are producing sufficient quantities of products and that products are being made or grown on-site. Inspections may be performed by an independent consultant; some vendors may not receive an inspection. Vendors will be notified of the inspection and work with the consultant and the LCFM management to set up a date and time that accommodates the vendor's schedule.

Market vendors selling food may be subject to additional inspection from local Larimer County Department of Public Health and Environment officials in order to maintain compliance with local public health and food safety regulations. Vendors are expected to comply with these regulations and subject themselves respectfully to inspection from these officials. Failure to do so may result in dismissal from the market.

2.4 MARKET DATES AND ATTENDANCE

Vendors do not have to attend all 24 market dates. Vendors must select dates in the application process that they can commit to attending. All vendors must pay a \$60.00 application fee except for youth vendors. See Section 1.6 above.

Vendors that select fewer than 12 market dates have a lower chance of acceptance to the market, due to the difficulty in coordination. Furthermore, vendors with fewer selling opportunities may not be assigned to their preferred market locations.

Vendors may not be assigned a spot for all requested dates. Vendors are eligible to be offered more selling opportunities throughout the market season based on availability. Acceptance to the market overall does not guarantee acceptance and placement for all requested dates.

Selecting blocks of consistent dates is easier for management to schedule than random dates. Consistency is appreciated, and the likelihood of market acceptance is higher for vendors that can attend for consistent blocks of weeks.

2.5 COMMUNITY SUPPORTED AGRICULTURE (CSA)

The LCFM allows community supported agriculture (CSA) share pick-up during the market's operating hours. However, if a vendor sells an entire CSA share at the market during operation hours, this would be considered a sale and included in the vendor's gross sales at the end of the market day.

2.6 SALES TAX

The LCFM is located within the City of Fort Collins and sales tax is collected based on the products the vendor sells. The vendor is responsible for paying their own sales tax and obtaining a City of Fort Collins Sales Tax License. Find out more information at the [City's website](#).

The LCFM is located within the state of Colorado and if applicable, vendors are also responsible for their own [Colorado State Sales Tax License](#).

3.0 ELIGIBILITY OF PRODUCTS

Only those products listed on the vendor's application will be allowed for sale. Vendors wishing to sell a new product not listed on their original application must obtain permission from the LCFM before selling any new products.

Vendors should never expect, nor is it appropriate to ask for, exclusive rights to products or services.

Marijuana or products containing marijuana, as well as products containing CBD may not be sold.

LCFM management has the right to disallow or ban any products from being sold at the market.

3.1 RAW AGRICULTURAL PRODUCTS

All products listed below are considered to be "Raw Agricultural Products" by the LCFM and are subject to a 6.5% weekly selling fee. Applicable sales tax is the responsibility of the vendors, to be paid to the City of Fort Collins.

- Fruits, vegetables, herbs, grains, flowers, bedding plants, potted plants, dried beans, cultivated mushrooms, microgreens, and compost grown or produced by the seller are all eligible for sale at the LCFM.
 - Wild-collected mushrooms and/or foraged items in any form are prohibited at the LCFM.
- Egg sales at farmers' markets are exempt from licensing and inspection by the Colorado Cottage Foods Act (CCFA) if there are fewer than 250 dozen sold per month. The CCFA requires that eggs be transported and stored in a clean and sanitary environment that is between 33° and 41° F. Labels must include the address at which the egg originated and the date the eggs were packaged. Any eggs not treated for salmonella (through pasteurization) must have the following statement on each package: "SAFE HANDLING INSTRUCTIONS: TO PREVENT ILLNESS FROM BACTERIA, KEEP EGGS REFRIGERATED, COOK EGGS UNTIL YOLKS ARE FIRM, AND COOK ANY FOODS CONTAINING EGGS THOROUGHLY." The package must also

contain the statement: “These eggs do not come from a government-approved source”.

- If you plan to sell eggs for “retail only” and you produce less than 250 dozen per month, then your operation would be exempt from regulation by the Department of Agriculture.
 - “Retail only” means a stand at your home, selling to friends and neighbors at the place of production, or at a farmers’ market, CSA, or similar venue where the eggs are sold directly to the final household consumer of the eggs.
- All eggs must be washed and sanitized as per the Colorado Department of Agriculture guidelines.
- Egg cartons may not be reused; all eggs must be in new cartons.
- All fresh milk must be pasteurized and be processed in a USDA-inspected facility. No sales of raw milk or milk shares of any type are allowed at the LCFM.
- Any meat that is packaged for sale must have the USDA stamp (bug) indicating that it was processed in a federally inspected plant. The dye used to stamp the grade and inspection marks onto a meat carcass is made from a food-grade vegetable dye and is not harmful.
 - The inspection mark is put on carcasses and major cuts. After trimming, the mark might not appear on retail cuts such as roasts and steaks. However, meat that is packaged in an inspected facility will have an inspection mark that identifies the plant on the label.
 - Only federally inspected meat may be sold across state lines.
 - Vendors selling processed and packaged meat from animals they own at a farmers’ market need to obtain a retail food establishment license, issued by the Larimer County Health Department.
 - Meat and poultry products sold at the market must be kept frozen at a temperature of 0 degrees F° or below. Calibrated thermometers are to be kept in freezers/storage containers for meat and poultry products at all times when selling and will be checked for appropriate temperature by Market Management.

- Honey is only considered a “raw agricultural product” when it does not have the addition of any other substance. This includes, but is not limited to: water, flavorings, or other sweeteners.
 - To qualify under the Colorado Cottage Foods Act, gross sales must not exceed \$10,000 per type of item sold. Potential products include comb honey, cut comb honey, liquid honey, and whipped or creamed honey.
 - Any additional processing or flavorings added to honey will require a retail food establishment license through the Larimer County Health Department.

3.2 VALUE-ADDED AGRICULTURAL PRODUCTS (RAW AGRICULTURAL PRODUCTS THAT HAVE BEEN PROCESSED)

All products listed below are considered to be “Value Added Products” by the LCFM and are subject to a 8.5% weekly selling fee. Applicable sales tax is the responsibility of the vendors and will be paid to the City of Fort Collins.

- Baked goods, flavored honey, cheese, jams, jellies, popcorn, confectionaries, and roasted chilies must be produced in a commercial kitchen or facility that has a current Retail Food Establishment (RFE) license or produced under the Colorado Cottage Food Act (CFA). Copies of required documentation must be included with the vendor’s application.
- Packaged jerky, cheeses, or other animal products exhibiting the USDA seal may be sold.
- Any pre-packed processed greens (e.g. lettuce, spinach, kale) must be processed in a commercial facility and have proper licensing.
- Only those products listed on the vendor’s application will be allowed for sale. Vendors wishing to sell products not on their original application must fill out an addendum to their application. New products must be approved by the LCFM.

Please contact the Larimer County Health Department with questions about licensing. The phone number for the Larimer County Health Department is 970-498-6775.

3.3 HOT READY-TO-EAT FOODS

Products listed below are considered to be hot ready-to-eat foods by the LCFM and are subject to a 8.5% weekly selling fee. Applicable sales tax is the responsibility of the vendors and will be paid to the City of Fort Collins.

- Hot ready-to-eat foods are items that are intended to be consumed on site and may include, but are not limited to: tamales, breakfast burritos, hot sandwiches, kolaches, quiche, etc.
 - Frozen versions of these items are considered value added products.
- These items require a Retail Food Establishment License from the Larimer County Health Department and are NOT covered under the Colorado Cottage Foods Act (CCFA).
- Only those products listed on the vendor's application will be allowed for sale. Vendors wishing to sell products not on their original application must fill out an addendum to their application. New products must be approved by the LCFM.

Please contact the Larimer County Health Department with questions about licensing. The phone number for the Larimer County Health Department is 970-498-6775.

3.4 ALCOHOL AND FERMENTED BEVERAGES

The LCFM allows sales of wine and fermented beverages (i.e. kombucha). Alcoholic beverages are defined as any fermented liquor, such as wine, beer, or distilled spirit, that contains ethyl alcohol, or ethanol ($\text{CH}_3\text{CH}_2\text{OH}$). Alcohol is produced by the fermentation of yeast, sugars, and starches. These products are subject to a 8.5% weekly selling fee. Applicable sales tax is the responsibility of the vendors and will be paid to the City of Fort Collins.

Beer and distilled spirits/alcohol are not allowed for sale at the LCFM.

Wine may be sold with the following regulations:

- The winery must apply to the State Liquor Licensing Authority for an off-site manufacturer's sales room permit (reg. 47-428).
- The LCFM will provide a written letter of approval, plus the space and location where the vendor will sell each week, which will be the same for the entire market season.
- The winery must pay for and provide all licensing required in order to sell products directly to consumers - please consult with the Colorado State Liquor Licensing Authority. It is the responsibility of the vendor to check for age identification if providing samples and sell all products legally. Vendors violating any policies will be dismissed from the market.
- If the winery plans to do sampling, there are additional restrictions and regulations. Only sealed containers may be purchased at the LCFM and leave the premises.
- Kombucha is allowed for sale and the vendor must obtain a Retail Food Establishment License (kombucha is not considered to be a cottage food). Please contact the Larimer County Health Department at 970-498-6700.

3.5 CRAFTS AND NON-FOOD ITEMS

Crafts and Non-Food Items are subject to a 8.5% weekly selling fee. Applicable sales tax is the responsibility of the vendors and will be paid to the City of Fort Collins.

High quality crafts made by the vendor may be sold at the LCFM. Craft producers who have sold at the market in the past will be given priority; however, this is not a guarantee. There may not be space available for new craft vendors.

Crafts must be produced, created or crafted by the vendor selling the crafts. The resale of craft and artisanal goods is not permitted and the vendor is subject to dismissal.

4.0 VENDOR RESPONSIBILITIES

4.1 PUNCTUALITY AND CRITICAL TIMES

- Vendors with large trucks requiring three (3) or more spaces must be parked by 7:30 a.m at the latest.
- All vendors must arrive between 6:45 a.m. and 8:30 a.m., with set-up complete by 8:30 a.m. Vendors can begin selling before 9:00 a.m.
 - If you are assigned an arrival window you must be in your assigned space by the end of the designated time.
- Vendors arriving after 8:30 a.m. will not be allowed to drive into the market; vendors must hand-carry products and booth items to their space. MOVING TRAFFIC CONES AT THE MARKET ENTRANCE IS UNACCEPTABLE.
- To ensure the safety of farmers' market patrons, vendors are not allowed to move vehicles within the market between 8:30 a.m. and 1:15 p.m. Please be aware of pedestrian traffic within the market area.
- Vendors may continue to sell to customers beyond the 1:00 p.m. closing time to accommodate customers, but may not continue to sell to customers beyond 1:15 p.m. at the latest.
- Vendors are required to comply with additional load-in, setup and cleanup protocol as delegated by the Market Management Team.

4.2 VENDOR BOOTHS AND DISPLAYS

- Vendors must provide their own change. The LCFM does not have change on-site. It's strongly encouraged that all vendors accept online payments (e.g. Square, Venmo, Zelle, PayPal). WiFi is largely non-existent in the parking lot, so transactions should run on the device's (cell phone, iPad, etc) data plan.
- Vendors must provide their own signs, money, packaging, tables, tents, tent weights, and chairs for sale of products.
- Produce should be priced by piece, package, bunch, etc. Sales made by weight must be measured with scales that have a current valid seal of approval from the Colorado State Department of Agriculture Weights and Measures Division.
- The LCFM requires that each corner of a 10' X 10' vendor tent be weighed down with at least 40 pounds (equivalent to a five-gallon bucket of water). Vendors must equip their tents with weights regardless of weather conditions, at all market

opportunities. The LCFM has the right to require a vendor to take down their tent if they are not properly secured and/or weather conditions pose a threat to the safety of the market. Please refer to the LCFM website for instructions on making tent weights.

- Using full paint cans or other hazardous materials as tent weights is strictly prohibited.
- Vendors must leave their sales areas clean or a \$50 clean-up charge will be deducted from the following week's sales.
 - To assist with the cleaning of vendor stalls, vendors may borrow the market broom and dustpan from the on-site managers.
- Vendors must provide their own trash receptacles and haul away their garbage.

Trash cans on-site are not for vendor garbage.

4.3 QUALITY STANDARD

- Produce must be clean and fresh; vehicles, tables, and containers must be clean. No products will be sold directly off the ground or pavement. If blankets or tarps are used underneath products, please make sure they are clean and stay clear from customer traffic.
- Vendors should make every effort to provide wholesome products to the consumer. If chemicals are used, please follow proper harvest intervals before their sale. This information should be listed on all labels for the products used.
- Be cordial and courteous to vendors, volunteers, market staff, visitors, and customers.
- Vendors should remain within their designated selling areas - vendor "creep" into spaces is not allowed. **Vendor complaints regarding space should be directed to market management and remain cordial, collaborative and civil.**
- Keep display areas clean and attractive.

4.4 PERMITS AND LICENSES

- All vendors are responsible for obtaining necessary public health and food safety licenses and permits and having a copy available at each market.

- An **original copy** of the business' Retail Food Establishment License (if applicable) must be available at each market.
- Vendors selling goods under the Colorado Cottage Food Act must **either**:
 - A. Attend and complete a Cottage Food Safety Training (3-year certification) workshop with CSU Extension, which are offered statewide and via online formats **OR**
 - B. Obtain a Food Handlers Certificate (2-year certification), from any certified issuing company or institution. A recommended course is the Food Safety Works training with Larimer County CSU Extension.
 - Copies of the **current** certificate of completion of **either** a Cottage Food Safety Training or the Food Handlers Certificate are required to submit to the LCFM.
- Copies of **current licenses and permits** must be uploaded to Manage My Market by April 30th, 2025. The LCFM reserves the right to refuse vendor sales if documents are not obtained. If there are delays with your paperwork, please notify the LCFM at larimercountyfm@gmail.com.

4.5 INSURANCE

- ***All vendors are required to obtain and carry liability insurance.*** Please contact an insurance agent for pricing and options. Visit CO Farm to Market for additional insurance information. For a list of possible insurance providers, please visit the LCFM website. It is required you include the Larimer County Farmers' Market as an additional insured. Insurance policies must be uploaded to Manage My Market by April 30, 2025 to be accepted AND assigned a space at the market.
 - LCFM address for additional insured (NOT market location):
 - 1525 Blue Spruce Dr. Fort Collins, CO 80524
 - Minimum insurance requirement: \$1,000,000.00.
- The LCFM carries a liability policy that covers personal injury and property damage caused by market-owned or operated activities. This policy does not cover vendor-owned equipment or vendor products. Individual market sellers and their

employees are not covered for claims related to their products, equipment malfunctions or any damage they may cause while at the market.

- For example, a vendor-owned canopy blowing over and damaging a car would not be covered by the LCFM's general liability policy. A canopy owned by the LCFM is covered.

5.0 MARKET CURRENCY

5.1 CASH

Vendors are responsible for their own cash box and change. The LCFM does not have any currency at the market. In addition to vendors having cash, we strongly encourage you to allow for credit card or online payments (e.g. Square, Venmo, PayPal, Zelle). **The LCFM does not provide access to electricity.**

5.2 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

- The LCFM is committed to improving food access and food insecurity in the Larimer County community. Thus, vendors that sell at the LCFM are required to comply with the various food access programs implemented at the LCFM, or are subject to dismissal.
- Vendors who sell products that qualify for the Supplemental Nutrition Assistance Program (SNAP) must agree to accept SNAP vouchers at their booth.
 - SNAP vouchers can be used to purchase items such as breads, baked goods, fruits, vegetables, meats, fish, dairy products, honey, jams, salsa, and seeds and plants intended to grow food.
 - SNAP vouchers **cannot** be used to purchase hot foods (including tamales and breakfast burritos), jewelry, pet food, soaps, cosmetics, lotions, pottery, and other nonfood items. If a vendor accepts SNAP vouchers for non-qualifying products, they will not be reimbursed.
- SNAP vouchers must be marked for the "2025 Larimer County Farmers' Market"; if the vendor accepts SNAP from another market, the vendor will not be reimbursed.
- SNAP purchases, as per federal law, cannot be charged state or local sales tax.

- Vendors, regardless of whether or not they can process SNAP/EBT cards at their booths, will still accept paper LCFM-specific SNAP vouchers as currency for payment. SNAP transactions can be processed by the Larimer County Farmers' Market information tent, located under the flagpole.
- SNAP vouchers are in \$1 amounts; change (cash) cannot be given back for purchases with SNAP (e.g. If the total price of vegetables comes to \$3.50, the purchase must be either rounded down to \$3.00, or up to \$4.00).
 - Vendors who are able to process SNAP transactions directly do not have to round customer purchases to the nearest dollar.
- All collected SNAP vouchers must be turned in to LCFM staff at the end of the market each day in the envelope provided; please count your SNAP vouchers and record it on the envelope.
- SNAP transactions will be recorded separately at check-out; do not include SNAP sales in daily gross sales; there is a separate line to record SNAP on the check-out form.
- SNAP vouchers will be reimbursed to vendors during check-out on a weekly basis.
 - The value of the SNAP vouchers turned in to the market will first be deducted from the vendor's selling fees for the week. Any additional balance will be sent via Larimer County check weekly.

5.3 DOUBLE UP FOOD BUCKS (DUFEB) AND PRODUCE BONUS

Colorado SNAP Produce Bonus is a new program being piloted by the Colorado Department of Human Services and Nourish Colorado as an alternative to Double Up Food Bucks. When SNAP shoppers buy fruits and vegetables from market vendors, they will receive an immediate reimbursement directly back to their electronic benefits (EBT) card. Shoppers can receive up to \$20 per transaction and up to \$60 per month, which they can use to buy any SNAP-eligible product from any SNAP-authorized vendor. When shoppers spend these reimbursement funds, they are deposited in vendors' linked bank accounts like other SNAP dollars. Vouchers can also be used to purchase products via the exchange of SNAP vouchers at the LCFM management booth.

In the 2025 season, the Larimer County Farmers Market will be one of a few markets in the region where SNAP shoppers will be able to easily and conveniently maximize their SNAP dollars in this way. The State will be promoting the LCFM directly to SNAP participants, and we expect to see an increase in SNAP shoppers and a bump in sales to participating vendors.

The USDA is moving toward a model where individual farmers market vendors are SNAP-authorized and have the equipment to run their own SNAP transactions, which will reduce administrative costs, so more program money can go to SNAP participants shopping at the market. By participating in this program, **all** LCFM produce vendors will receive free equipment, in-person assistance with the SNAP authorization process, and hands-on training and support. Vendors will start the market season ready to serve more SNAP customers and equipped for whatever changes may come to markets in the future. The LCFM will provide more detailed information to produce vendors following market acceptance.

Vendors selling eligible Produce Bonus products (raw vegetables and fruit) are **highly encouraged** to participate in the Produce Bonus program.

For 2025, the LCFM will continue to distribute DUFB paper vouchers **AND** continue its participation in the CO SNAP Produce Bonus Program.

5.4 MARKET DAYS FOR OLDER ADULTS PROGRAM

Since 2018, the Larimer County Farmers' Market has organized and implemented an annual program called Market Days for Older Adults. This unique program helps provide access to fresh, healthy and local food to low-income older adults in Larimer County, and supports local farmers. Vendors that sell Market Days eligible products (fresh fruits and vegetables) are required to participate in this voucher program at the LCFM, and are reimbursed for the transactions just as they are for SNAP, Double-Up Food Bucks and other voucher programs.

5.5 MARKET CURRENCY FROM PREVIOUS YEARS

Vendors may accept currency labeled only for the Larimer County Farmers' Market from previous years. This includes SNAP vouchers last printed in 2022. Vendors will not be reimbursed for any SNAP currency labeled for other markets.

Eligible vendors may accept paper Double-Up Food Bucks (DUFb) vouchers (eligible vendors are vendors that sell DUFb-specific products) from 2024 and 2025.

5.6 WOMEN, INFANTS AND CHILDREN: FARMERS MARKET NUTRITION PROGRAM

The Farmers Market Nutrition Program (FMNP) which partnered with the Colorado Special Supplemental Nutrition Program for Women, Infants and Children (WIC) will no longer be in operation for 2025. The LCFM will not be able to accept or process any remaining 2024 WIC FMNP vouchers turned in at the market.

5.6 CREDIT CARDS, DEBITS CARDS, CHECKS, AND MARKET BUCKS

The LCFM does NOT have the ability to process any credit card transactions for customers and provide Market Bucks. We strongly encourage vendors to accept online payment, such as Square, Venmo, PayPal, Zelle, etc.

- Currency from other markets (wooden coins, paper coupons, etc.) cannot be accepted and the LCFM will only reimburse currency distributed by the LCFM.
- Vendors may accept credit/debit cards and checks at their own discretion. These sales, along with cash, must be included in the vendor's total gross sales.

6.0 ASSIGNED SELLING AREAS

- If accepted to the market, vendors will receive a confirmation email by March 28, 2025. Dates and assigned selling spaces will be in Manage My Market, so please check your account for updates. Spaces and assigned dates are subject to change.
- All vendors will be assigned a selling area, approximately ten (10) feet wide and the length of a typical parking space.
- Vendors may not extend more than three (3) feet beyond the parking stall painted lines.

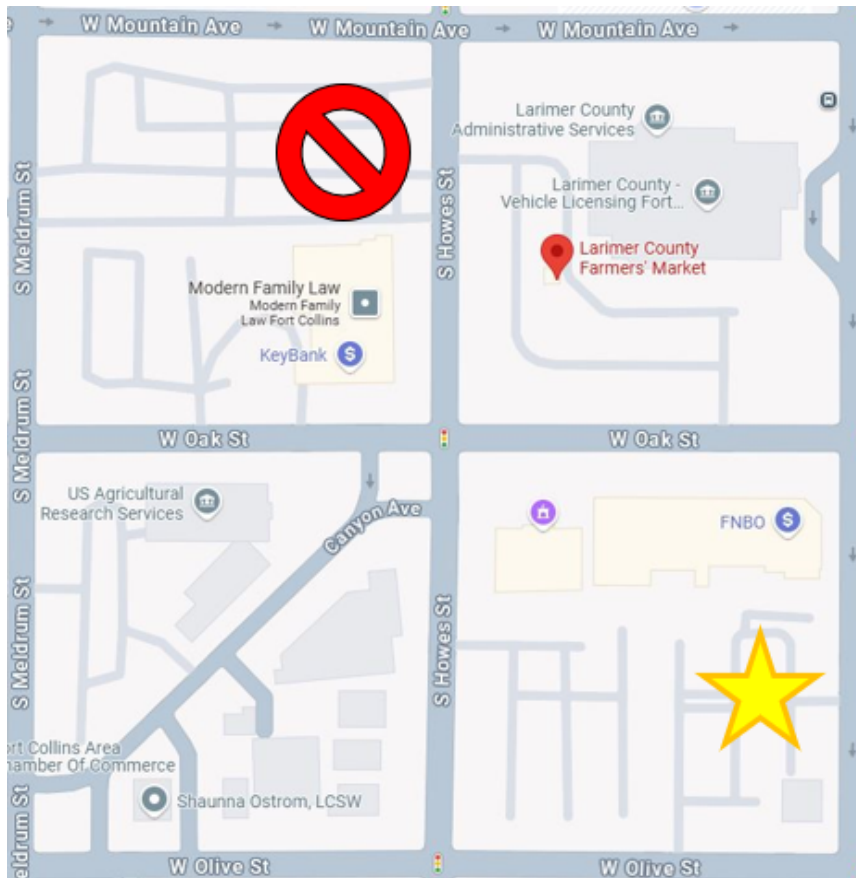
- Additional spaces will cost \$10.00 per ten (10) feet wide space per market for non-agricultural product vendors. For agricultural product vendors, the extra space fee is \$5.00 weekly, per extra space. Requests for additional spaces on the application should be accompanied by justification of necessity; requests will be granted on a case-by-case basis by LCFM management. The extra space fee only applies when the vendor is physically present at the market.
- Space assignments will be marked in chalk on the pavement at the market. Please be respectful of adjacent neighbors and stay within the allotted space. Vendor “creep” into additional space is not permitted.
- If there are vendor conflicts, please discuss them in a professional manner with both the vendor and LCFM management. If neighborly discussions do not resolve the issue(s), the LCFM will arbitrate.
- **The LCFM has the final say regarding all selling areas, and reserves the right to schedule, assign, and move vendors as necessary to accommodate the LCFM’s needs.**
- Vendors selling crafts or artisanal (non-food) goods do not have priority on spot assignment or delegation.

7.0 PARKING

- There are two entrances for vendor check-in: Howes Street and Oak Street.
- Vendors are typically able to park one vehicle in their assigned space providing the vendor’s vehicle, tables, tent, and product all fit within the assigned space and do not extend beyond three (3) feet beyond the parking stall painted lines.
- Parking along Oak and Howes Streets is **only for customer parking**. Vendors parking in these spaces will be asked to move by market staff. Vendor parking is available on the south side of the First National Bank Building on Mason Street and Olive Street. The LCFM has an annual contract with FNBO to allow vendors and market affiliates to park in this lot.

- The parking lot on the corner of Howes St and Mountain Ave is a private lot and does not “belong” to the LCFM - the LCFM is not responsible for any ticketing, citations or towing that may occur in this lot.

- **Parking map:**



8.0 NON-ATTENDANCE (NO-SHOW) & LATE NOTIFICATION

- Absences must be provided in writing by sending an email to larimercountyfm@gmail.com. Verbal notifications are not permitted.
- Adding dates to a vendor's schedule is allowable - please email larimercountyfm@gmail.com to add dates. Adding dates does not guarantee a selling space, but the LCFM will accommodate requests as much as possible.
- All vendors, regardless of how many dates they are scheduled, have two “free passes” for the season for no-show. After two no-show dates, vendors are dismissed from the market for the season.

- Vendors that notify the market manager of their inability to attend a market **during the week of that market** may be subject to a \$25.00 fee. Exceptions may be made for emergencies and will be handled on a case-by-case basis.
- Vendors that notify the market manager of their inability to attend a market fewer than 72 hours before the market day are subject to the same regulations as a no-show: After two “free passes”, they may be dismissed from the market for the season. Exceptions may be granted on a case-by-case basis for illness or emergencies.
- Vendors may be fined \$25.00 for any missed market dates. Exceptions may be made for emergencies and will be handled on a case-by-case basis. Please communicate with the market regarding your situation.
- Repeated failure to attend the market will result in suspension or loss of selling privileges at the LCFM. Furthermore, it may affect the vendors’ eligibility for acceptance in future seasons.
- The LCFM operates in ALL weather conditions. It is our expectation that vendors will attend, regardless of the forecast.
- It is the vendors’ responsibility to remember, coordinate and maintain their selling schedule using their Manage My Market system. Vendors are only responsible for attending markets when they have been assigned a space, not approved for the market overall. Please reach out to larimercountyfm@gmail.com with questions or clarifications on your assigned selling dates.

9.0 MARKET DAY FEE CALCULATION AND COLLECTION

- Each Saturday, all vendors must check-in at the entrance and provide their business name to the volunteer staffing the front entrance.
 - If applicable, vendors must check-in at their designated time slot by the LCFM.
- **After each market, vendors must complete an online check-out form by 11:59 p.m. on the Monday following the market. Late submissions are subject to a \$50.00 fine.**

- Check-out invoices will calculate the 6.5% or 8.5% selling fee depending on products sold. The market will reimburse vendors for any nutrition program (see section 5.0 above) vouchers collected. All vendors must pay their own sales tax based on their total gross sales for each market day.
 - Vendors in the Produce Bonus program (See section 5.3 above) are not required to include SNAP sales in their gross sales reported to the market.
- On the Tuesday immediately following the market, vendors will receive an invoice of their total market fees via email. Vendors are required to pay all fees owed to the LCFM by Friday following each market. Late payments may be subject to a \$50.00 fee.
 - If the LCFM owes a vendor payment, it will be reimbursed to the individual vendor each week via Larimer County check.
 - If a vendor requires reimbursement, the LCFM may request a W-9 from the vendor in order to write and send a check from Larimer County.
 - Repeated failure to pay invoices by the deadline may result in suspension or dismissal from the market.
- Vendors must honestly report all sales made by the vendor or vendor's staff at each market. "Total gross sales" is defined as total sales for the day prior to paying booth staff salaries and city sales tax.

Revenue generated from the LCFM helps support the necessary LCFM logistical costs, such as personnel, insurance, marketing, rental supplies, management, software, supplies, etc. Therefore, it is required that all vendors report their sales and pay their sales percentage honestly. If discrepancies are suspected, the Larimer County Accounting Personnel will have the authority to audit receipts for verification of sales.

10.0 RESTROOMS AND WASH STATIONS

- The LCFM vendors, staff and customers have access to the indoor bathrooms located inside the County Administration building at 200 W. Oak St. Smoking or vaping is

strictly prohibited in the building. Please alert market staff if anything in the building needs housekeeping or security attention.

- There will be 1 wash station with soap, water, and paper towels located in the market, near the musician tent. If supplies are running low, please alert market staff or a volunteer.

11.0 EDUCATIONAL MATERIALS

Educational materials from Colorado State University Extension are provided by Master Gardeners and Master Food Safety Advisors during the Farmers' Market. Try to direct people with gardening or food preservation questions to these groups—they will be happy to help!

The Larimer County Farmers' Market reserves the right to add to, subtract, and/or modify its regulations in order to comply with policies established by local, state, and national entities.