

**LEADVILLE COMMUNITY MARKET**  
**Vendor Application 2015**  
**BE A VENDOR AT THIS GREAT EVENT!**

Event takes place every Saturday, August 22<sup>nd</sup>-September 19<sup>th</sup>, 2015 9am-2pm at:  
First Mountain Bank, 409 Harrison Avenue, Leadville, CO 80461

Organization Name(s) \_\_\_\_\_

Are you a Nonprofit? (circle) YES NO

Colorado Sales Tax Number(s) \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Do you have a website? YES NO If yes, Web Address \_\_\_\_\_

Please describe your business / products: \_\_\_\_\_

\_\_\_\_\_

Will you be selling food items? YES NO

If yes, do you have a Retail Food License? YES NO

If no, are you working under the Colorado Cottage Foods Act? YES NO

(Vendors working under this Act will be required to sign a consent form)

Applying for:

FULL TIME Vendor (5 weeks, option to miss one)

Please CIRCLE dates you will attend, CROSS OFF any you expect to miss:

8/22, 8/29, 9/5, 9/12, 9/19

PART-TIME / FILL-IN Vendor (\$30 per week)

Please CIRCLE dates you'd like to attend; last minute options also available:

8/22, 8/29, 9/5, 9/12, 9/19

## Vendor Registration Information

Application fee: \$25, non-refundable but applicable towards booth fee upon acceptance

Full-Time For Profit Businesses 10' x 10' Space: \$100.00

Part-time / Fill-In Vendor Fees: \$30/week

- *Leadville Community Market Inc. reserves the right to accept or refuse any vendor. We strive to have diversity in our Market; if two or more of the same type of Vendors apply, Leadville Community Market will decide which one is accepted, based upon our criteria, including Local First, Diversity, and Commitment Level. Any other Vendors of the same type will then be placed on our fill-in Vendor list, where if an approved Vendor of the same type cannot make a particular week of the Market, the fill-in Vendor may take that spot for a \$30 fee.*
- *A maximum of two (2) Vendors may share a booth; Vendors sharing booth may then participate on same or alternate weeks at their discretion.*
- *All Vendors must provide copies of City of Leadville business license (special event or annual).*
- *All food vendors must have appropriate food licenses and certificates; if working under the Colorado Cottage Foods Act, the Vendor must sign an agreement to adhere to the rules of this Act (contact Leadville Community Market for more information).*
- *All Vendors will be responsible for reporting and paying their own sales tax.*
- *No deposit will be collected, however Vendor must provide a credit card number to be held by Leadville Community Market. If a Vendor does not attend at least four of the five weeks of the Market and/or does not provide at least two weeks notice that a date will be missed, the credit card provided will be charged a fee of \$50 for each date missed. If two weeks prior notice is given the Vendor will not be charged.*

Return to:

Fax: 877-604-9088

Mail: PO Box 1914, Leadville, CO 80461

Email: [info@leadvillemarket.com](mailto:info@leadvillemarket.com)

[WWW.LEADVILLEMARKE.COM](http://WWW.LEADVILLEMARKE.COM)

## Vendor Contract

Vendor hereby agrees to the following terms and conditions:

1. Booth Assignments will be given upon acceptance.
2. Event takes place weekly, on Saturdays from August 22<sup>nd</sup> through September 19<sup>th</sup>, 2015, 9am-2pm.
3. Location: First Mountain Bank parking lot, 409 Harrison Ave, Leadville, CO 80461
4. Set up is from 7:30 to 8:30 am each day. All Vendors must be set up and vehicles moved no later than 8:45 a.m.
5. Vendors may not break down before 2:00 p.m., rain or shine.
6. Event organizers will assign each Vendor a booth space. Tables and canopies will be provided on a first come, first serve basis; Vendors should be prepared to provide their own. Electricity, water, and chairs will **not** be provided.
7. Vendors requiring power may use their gas generator with permission of organizers.
8. Each 10' x 10' space includes: listing on website and social media, and assigned space (location based on availability within Vendor zone).
9. Vehicles may not be left near booth and must be parked in legal parking areas / street parking / etc.
10. Vendors using pop-up tents or canopies must use weights. No stakes or spikes are allowed.
11. Vendors must conduct their business within the confines of their assigned space.
12. Event organizers reserve the right to restrict Vendors with respect to methods of operation and display materials if, for any reason, a Vendor's booth or its contents are deemed inappropriate. If this occurs, Vendor will

be asked to leave the event. This is a family friendly event; products, literature, or signage bearing profanity or inappropriate content may not be displayed.

13. In the interest of diversity, we reserve the right to limit the number of Vendors providing similar type of products or services.
14. Vendors are expected to conduct business as presented on initial application.
15. All Vendors, upon request, must provide necessary sales tax, health certifications (for food vendors), and copies of licenses according to the laws of Leadville, Colorado. It is the responsibility of all Vendors to be in compliance with City, County and State law and taxes and to provide documentation. If Vendors are working under the Colorado Cottage Foods Act, they must sign agreement to abide by said Act.
16. All Vendors are responsible for filing and paying their own sales tax.
17. Leadville Community Market Inc., volunteers, or individual members, and event organizers are not responsible for damage or loss of Vendor property. Vendors are expected to take reasonable precautions to protect their own property, and are required to have proper business insurance, which shall present upon request.
18. Cancellation/Refund Policy: Event is rain or shine. NO REFUNDS WILL BE PROVIDED.
19. Vendor agrees to hold harmless and indemnify any directors, officers, members, agents, volunteers, Vendors or the owners of any Market-related property from and against any and all liabilities, costs, damages, expenses and attorney fees resulting from or attributable to any and all acts and/or omissions of Vendor, its directors, offices, employees, agents, volunteers, Vendors or the owners of any Market-related property associated with Vendor's booth and the booth's operations.
20. Vendor represents that all information provided in this application is true and correct, and that they have read and understand all policies and procedures outlined in this application. It is agreed that no other agreement shall be binding upon the parties unless in writing and signed by an authorized representative.

21. Well-behaved dogs are allowed at the Leadville Community Market.

For questions please call 970-471-1204 or email [thdproductions@mac.com](mailto:thdproductions@mac.com).

All paperwork and payments may be submitted to:

Leadville Community Market Inc., PO Box 1914, Leadville, CO 80461

Email: [info@leadvillemarket.com](mailto:info@leadvillemarket.com)

Secure Fax 877-604-9088

I have read and agree to abide by this contract.

Printed Name \_\_\_\_\_

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

**Application Fee of \$25 via Check \_\_\_\_\_ or Credit Card \_\_\_\_\_**

**CREDIT CARD PAYMENT AUTHORIZATION \*  
(\* required in lieu of deposit once application is approved)**

VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

CCV NUMBER (ON BACK OF CARD 3 OR 4 DIGITS) \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ BILLING ZIP CODE: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

**I agree to have my credit card charged \$25 for the application fee by  
Leadville Community Market, Inc.**

**SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

**I agree to have my credit card number kept on file in lieu of a deposit for  
any violations of this contract.**

**SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

\*\*\*\*\*

For Office Use Only:

TRANSACTION DATE: \_\_\_\_\_ AUTHORIZATION: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_

\*\*\*\*\*

**PLEASE FAX TO 1-877-604-9088 (This is a secure fax)**