

# 2026 FARMERS MARKET VENDOR AGREEMENT



**Williams Family Markets, also known as The LOCAL Colorado, exists to facilitate direct commerce between Colorado producers and the communities they serve. Our markets prioritize locally grown food, agricultural products, and locally made goods, creating reliable opportunities for producers to sell directly to customers.**

**This agreement outlines the expectations, fees, and guidelines for vendors participating in the market and is intended to support a well-run, balanced, and successful marketplace for all participants.**

# Markets & Dates

<b>Location</b>	<b>Dates</b>	<b>Times</b>	<b>Load-In</b>	<b>Load-Out</b>	<b>Special Notes</b>
<b>Parker</b> 19565 E Mainstreet Parker, CO 80138	Sundays May 10 <sup>th</sup> - Oct 25 <sup>th</sup>	8AM - 1PM	5:00AM – 7:30AM	1:15PM – 2:30PM	*No market on June 14 <sup>th</sup>
<b>Southlands</b> 23975 E Town Square Ave Aurora, CO 80016	Saturdays May 9 <sup>th</sup> – Sep 26 <sup>th</sup>	8AM – 1PM	5:30AM – 7:30AM	1:15PM – 2:30PM	
<b>Festival Park</b> 300 Second St Castle Rock, CO 80104	Sundays May 24 <sup>th</sup> - Oct 11 <sup>th</sup>	9AM – 2PM	6:30AM – 8:30AM	2:15PM – 3:30PM	* June 28 <sup>th</sup> - Rotary Event – limited space * Sep 13 <sup>th</sup> - Market moves to 301 Wilcox St. for one day – limited space
<u><b>*NEW MARKET!*</b></u> <b>Downtown            Littleton</b> 5671 S Nevada St Littleton, CO 80120	Saturdays May 23 <sup>rd</sup> – Sep 26 <sup>th</sup>	8AM – 1PM	5:30AM – 7:30AM	1:15PM – 2:30PM	

# Applications & Selection

## Vendor Selection Criteria

- **Local Agriculture First**  
Our highest priority is local agricultural producers. Preference is given to farmers, ranchers, and growers producing food and agricultural products in Colorado.
- **Local Food and Value-Added Products**  
We also look for food vendors and makers offering value-added or prepared products, especially those using locally sourced ingredients and products that complement our agricultural vendors.
- **Marketplace Balance**  
Vendor selection is based on creating a balanced, locally focused marketplace. While local agriculture and food producers receive the highest priority, we also accept artisan vendors to complement the overall market mix.
- **Returning Vendors**  
Returning vendors in good standing receive significant priority. Vendors are evaluated based on past attendance, compliance with market rules, professionalism, and overall contribution to the market.
- **Limited Space**  
Vendor space is limited. Acceptance is not guaranteed and is determined by market needs, space availability, and overall vendor mix.

# Vendor Application Process

- **Application Submission**

All vendors, new and returning, must submit an application online to be considered for participation. There is no application deadline, as applications are reviewed and accepted on a rolling basis according to the selection criteria, even after the season has begun.

- **When selecting dates on the application-**

Select only your preferred market schedule. Then, in the following section, you may explain what (if any) alternative markets/dates you're willing to consider if we're unable to approve your preferred schedule.

- **When listing products for sale on your application-**

Be specific and include any/all products you intend to sell. We are more likely to consider vendors with detailed and specific product offerings as they aid in our attempts to create diverse marketplaces.

- **Conditional Approval & Confirmation**

Approved vendors will receive an email to review the market schedule and product list they have been approved for. Approval is considered conditional until the vendor takes one of the following actions within ten (10) days of notification:

- **Confirm participation** by submitting the required season fee, which secures the vendor's space for the approved dates; or
  - **Request changes** to the proposed schedule or product list for market review and consideration.

If no action is taken within the ten-day review period, the vendor's approval may be forfeited and the space offered to another applicant. Once the season fee is paid, the approved dates are considered confirmed and committed, subject to the market's schedule change policies.

- **Vendors Not Approved**

Due to the volume of applications received, vendors who are not approved will not receive individual notification. All applications will remain on file and may be reconsidered throughout the season as space becomes available or market needs change.

## **Vendor Categories and Market Fees**

### **Full-Time Vendors**

Full-time vendors are those approved to attend 7 or more scheduled market dates for a given market.

Full-time vendors are required to pay a **season fee** to confirm their approved dates, which includes:

- A **non-refundable season participation fee**; and
- A **refundable attendance deposit**

The attendance deposit will be credited at the end of the season provided the vendor misses no more than **two (2)** approved market dates. Missed dates beyond this threshold will result in forfeiture of the deposit.

In addition to the season fee, full-time vendors are required to remit a **daily fee** for each market date attended.

	<b>Littleton</b>	<b>Parker</b>	<b>Southlands</b>	<b>Festival Park</b>
<p><b>100% LOCAL Grower/Rancher</b></p> <p>Product offerings consist of ONLY raw agricultural products independently grown/raised by the vendor in Colorado.</p>	<p><b>Season Fee:</b> \$50</p> <p><b>Attendance Deposit:</b> \$50</p> <p><b>Daily Fee:</b> 5% of sales</p>	<p><b>Season Fee:</b> \$100</p> <p><b>Attendance Deposit:</b> \$100</p> <p><b>Daily Fee:</b> 5% of sales</p>	<p><b>Season Fee:</b> \$100</p> <p><b>Attendance Deposit:</b> \$100</p> <p><b>Daily Fee:</b> 5% of sales</p>	<p><b>Season Fee:</b> \$100</p> <p><b>Attendance Deposit:</b> \$100</p> <p><b>Daily Fee:</b> 5% of sales</p>
<p><b>Local Agriculture Vendor</b></p> <p>Agricultural products grown/raised regionally. Products may be grown/raised by the vendor and/or resold from other operations, so long as the vendor is <u><i>honest and transparent</i></u> with advertising and communication with customers on the sourcing of all products sold.</p>	<p><b>Season Fee:</b> \$75</p> <p><b>Attendance Deposit:</b> \$75</p> <p><b>Daily Fee:</b> 10% of sales</p>	<p><b>Season Fee:</b> \$150</p> <p><b>Attendance Deposit:</b> \$150</p> <p><b>Daily Fee:</b> 10% of sales</p>	<p><b>Season Fee:</b> \$100</p> <p><b>Attendance Deposit:</b> \$100</p> <p><b>Daily Fee:</b> 10% of sales</p>	<p><b>Season Fee:</b> \$100</p> <p><b>Attendance Deposit:</b> \$100</p> <p><b>Daily Fee:</b> 10% of sales</p>

<p><b>Food/Artisan Vendor</b> Includes but is not limited to: value-added food products, food trucks, cottage foods, coffee/tea, pet treats/food, health/beauty products, jewelry, artwork, clothing, locally made artisan products.</p>	<p><b>Season Fee:</b> \$100 <b>Attendance Deposit:</b> \$100 <b>Daily Fee:</b> 10% of sales <i>(\$30 minimum per 10'x10' space)</i></p>	<p><b>Season Fee:</b> \$200 <b>Attendance Deposit:</b> \$200 <b>Daily Fee:</b> 10% of sales <i>(\$50 minimum per 10'x10' space)</i></p>	<p><b>Season Fee:</b> \$150 <b>Attendance Deposit:</b> \$150 <b>Daily Fee:</b> 10% of sales <i>(\$35 minimum per 10'x10' space)</i></p>	<p><b>Season Fee:</b> \$150 <b>Attendance Deposit:</b> \$150 <b>Daily Fee:</b> 10% of sales <i>(\$35 minimum per 10'x10' space)</i></p>
<p><b>Local Service Vendor</b> Includes vendors who do not sell a physical product, but instead promote their business on the condition they provide a service to market customers. Including but not limited to: knife sharpening, trash/recycling services, education, entertainment, etc.</p>	<p><b>Season Fee:</b> \$100 <b>Attendance Deposit:</b> \$100 <b>Daily Fee:</b> \$30</p>	<p><b>Season Fee:</b> \$200 <b>Attendance Deposit:</b> \$200 <b>Daily Fee:</b> \$75</p>	<p><b>Season Fee:</b> \$150 <b>Attendance Deposit:</b> \$150 <b>Daily Fee:</b> \$50</p>	<p><b>Season Fee:</b> \$150 <b>Attendance Deposit:</b> \$150 <b>Daily Fee:</b> \$50</p>

## Part-Time Vendors

Part-time vendors are those approved to attend 6 or fewer scheduled market dates for a given market.

Part-time vendors pay a non-refundable \$10 **season fee** per market to confirm their date(s) plus a flat **daily fee** due prior to each approved market date.

	Littleton	Parker	Southlands	Festival Park
<p><b>100% LOCAL Grower/Rancher</b></p> <p>Product offerings consist of ONLY raw agricultural products independently grown/raised by the vendor in Colorado.</p>	<p><b>Season Fee:</b></p> <p>\$10</p> <p><b>Daily Fee:</b></p> <p>\$10</p>	<p><b>Season Fee:</b></p> <p>\$10</p> <p><b>Daily Fee:</b></p> <p>\$35</p>	<p><b>Season Fee:</b></p> <p>\$10</p> <p><b>Daily Fee:</b></p> <p>\$15</p>	<p><b>Season Fee:</b></p> <p>\$10</p> <p><b>Daily Fee:</b></p> <p>\$15</p>
<p><b>Local Agriculture Vendor</b></p> <p>Agricultural products grown/raised regionally. Products may be grown/raised by the vendor and/or resold from other operations, so long as the vendor is <i>honest and transparent</i> with advertising and communication with customers on the sourcing of all products sold.</p>	<p><b>Season Fee:</b></p> <p>\$10</p> <p><b>Daily Fee:</b></p> <p>\$20</p>	<p><b>Season Fee:</b></p> <p>\$10</p> <p><b>Daily Fee:</b></p> <p>\$40</p>	<p><b>Season Fee:</b></p> <p>\$10</p> <p><b>Daily Fee:</b></p> <p>\$20</p>	<p><b>Season Fee:</b></p> <p>\$10</p> <p><b>Daily Fee:</b></p> <p>\$20</p>

<p><b>Food/Artisan Vendor</b> Includes but is not limited to: value-added food products, food trucks, cottage foods, coffee/tea, pet treats/food, health/beauty products, jewelry, artwork, clothing, locally made artisan products.</p>	<p><b>Season Fee:</b> \$10</p> <p><b>Daily Fee:</b> \$40</p>	<p><b>Season Fee:</b> \$10</p> <p><b>Daily Fee:</b> \$85</p>	<p><b>Season Fee:</b> \$10</p> <p><b>Daily Fee:</b> \$70</p>	<p><b>Season Fee:</b> \$10</p> <p><b>Daily Fee:</b> \$70</p>
<p><b>Local Service Vendor</b> Includes vendors who do not sell a physical product, but instead promote their business on the condition they provide a service to market customers. Including but not limited to: knife sharpening, trash/recycling services, education, entertainment, etc.</p>	<p><b>Season Fee:</b> \$10</p> <p><b>Daily Fee:</b> \$40</p>	<p><b>Season Fee:</b> \$10</p> <p><b>Daily Fee:</b> \$85</p>	<p><b>Season Fee:</b> \$10</p> <p><b>Daily Fee:</b> \$70</p>	<p><b>Season Fee:</b> \$10</p> <p><b>Daily Fee:</b> \$70</p>

- *Full-time/part-time status is denoted per market. Vendors may be full-time at one market and part-time at another.*
- *Full-time/part-time fees are charged according to approved schedules, which may not be the schedule initially requested.*
- *Procedures for daily fee payments will be shared with approved vendors prior to the beginning of the season.*

# **Attendance & Schedules**

## **Attendance Expectations**

Vendors are expected to attend all approved and confirmed market dates. Consistent attendance is essential to maintaining a strong and reliable marketplace for customers, fellow vendors, and market operations.

## **Full-Time Vendors**

Full-time vendors may cancel up to **two (2)** approved dates during the season without penalty, provided they give at least one month's notice. Missed dates beyond this allowance will result in full forfeiture of the attendance deposit and may impact future participation.

## **Part-Time Vendors**

Part-time vendors are expected to attend all approved dates. Failure to attend an approved date will result in forfeiture of the drop-in fee for that date and may affect future acceptance.

## **Notice of Absence**

Vendors must notify market management as soon as possible if they are unable to attend a scheduled market. Advance notice does not guarantee that penalties will be waived but is required for good standing.

## **Cancellations & No-Shows**

Cancellations made within one month of a given date will be charged a cancellation fee equal to the minimum daily fee if the vendor were present. Last minute cancellations within 48 hours of a date, and outright no-shows, will be charged double the vendor's minimum daily fee.

## **Weather**

Vendors are expected to be prepared for and commit to all possible weather conditions. In the rare instance that conditions are deemed too extreme or intolerable for a market to go on, vendors will be notified via their provided contact email as soon as a decision is made.

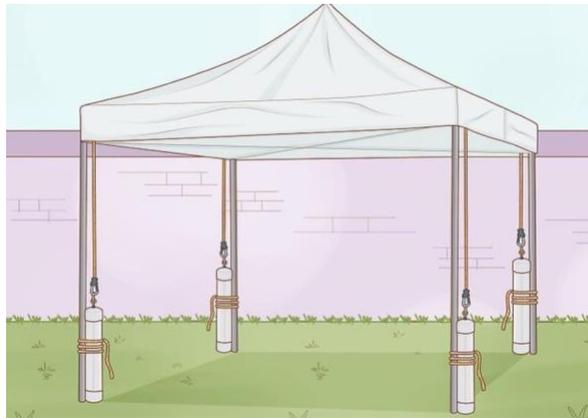
# Market Operations

## Booth Space Usage and Assignment

- Booth spaces are assigned based on market needs and vendor categories. While efforts will be made to accommodate preferences and consistency, all booth assignments are subject to change for market balance or other operational needs.
- Full-time vendors with consistent attendance are more likely to receive priority for preferred booth locations.
- Vendors must leave booth spaces as they were found, and shall remain responsible for any cleanup or repair due to their actions.

## Equipment and Supplies

- Vendors are required to provide all of their own supplies and materials. Unless arranged otherwise, vendors are always required to bring and set up:
  - A 10x10 canopy
    - Must be fully functional and safe as designed.
    - Smaller and larger tents permitted upon request.
  - Large and visible signage naming your business or products.
  - **40+lbs of weight PER leg** (120lbs total) for each 10x10 canopy. Weights must be securely attached to each leg, preferably top corners, by rigid straps/ropes that do not stretch. Underweight vendors are subject to be removed from the market at any point.



## **Products**

- Vendors may be restricted from selling any product at any point at market managers discretion if that product is not explicitly listed and approved in the product section of the vendor's profile.
- No vendor is ever granted exclusive rights to be the sole provider of any product to any market.
- Vendors are required to be HONEST about where their products come from and how they are produced. Lying to or providing misinformation to customers or market management is grounds for termination.

## **Vendor Staff**

- Vendors shall take full responsibility for the actions and conduct of any staff delegated by them to the market.
- Vendors are responsible for ensuring all market communication, guidelines, and information is provided to and understood by their staff.

## **Conduct**

- Vendors shall be present and attentive to customers for the entire duration of the market, with the exceptions of bathroom breaks and extenuating circumstances.
- No vendor shall interfere with the business of another. No shouting or wandering the market outside of assigned booth locations to solicit sales.
- All vendors are expected to maintain a professional, respectful, and cooperative attitude toward customers, fellow vendors, and market staff.

## **Compliance**

- All vendors are solely responsible for complying with all local laws, regulations, and guidelines that apply to their business operations. Compliance includes licensing, labeling, product safety, taxation, and any statutory or regulatory requirements relevant to the vendor's business.

- Vendors are required to provide proof of compliance upon request, including but not limited to health department licenses, sales tax licenses, etc.
- All vendors must furthermore comply with all guidelines or rules enforced by entities that we are contracted to our space with. Market real estate is made possible by agreements with local town/city centers, which dictate details such as times, dates, locations, parking, etc.
- Vendors must always comply with all rules, guidelines, and fees included in this agreement in order to participate. The market manager may make amendments on individual basis's at any time to ensure a safe, successful, and enjoyable market experience for all.
- Vendors may terminate their participation at any time but remain responsible for any unpaid market fees. Similarly, the market manager reserves the right to terminate a vendor's participation at their discretion to uphold market standards and operations.

### **Insurance and Liability:**

- **General Liability Insurance:**
  - Vendors must obtain and maintain general liability insurance, listing Williams Family Markets as an additional insured party. The Vendor must obtain such insurance prior to selling at the Market and upload a copy to their vendor profile upon approval. The Market does not provide any insurance coverage for Vendor.
  - **Williams Family Markets**
    - *19565 E Mainstreet  
Parker, CO 80138*
- **Indemnification:**
  - By participating, vendors agree to indemnify and hold harmless the market organizers, staff, and property owners from any claims, damages, or liabilities arising from their participation, including but not limited to personal injury, property damage, or product-related issues.