# Pagosa Farmers Market Online

2023 Vendor Application

Dear Vendor,

2021 marked the launch of the Pagosa Farmers Market Online Our vision for the Market is that it will become an economic boost for our vendors and for our small town and the immediate region. For the year 2023, at a minimum, the Market will not collect registration or setup fees from vendors.

For ease of online product location we have organized by these three groups:

1. Under *Growers* are fresh vegetables and fruit as well as vegetable starts and trees.
2. Under *Producers* are eggs or USDA processed beef or baked bread or pastries or Cottage Food Certified foods such as preserved jams, jellies … for example.
3. Under *Makers* are \*Crafters who engage in the assembly of handmade goods that can be fun, useful and attractive. \*Artisans who design and hand make *functional* pieces such as textiles, ceramics, leather goods, glassware, furniture, jewelry, etc. \*Artists who creates aesthetically pleasing (non-functional) works such as paintings, sculpture, carvings, photography, etc.

Market Operations **Your signature on page 2 signifies agreement with the following:**

1. For Producer and Makers, online inventory update is due Sunday noon, ordering opens Monday 1:00 am through Thursday midnight; closed Friday through Sunday;
2. For Growers, inventory update is due Wednesday noon, ordering opens Wednesday at 5:00 pm and closes Friday noon,
3. The Inventory Rollover Feature (new this year): If you know that your inventory is stable you *may select* this feature to have the system automatically open with your closing inventory numbers *instead* of reducing them to zero which eliminates the need for you to update.  HOWEVER if you select Inventory Rollover and your inventory does change, *for any reason*, then you must go in to the Vendor Product Update page and change it… as required before this system feature (Next Steps memo from Support Admin will provide instruction on how to activate the Inventory Rollover feature).
4. Orders are delivered & picked up on Saturday at the summer Market from 9-1 or off season at the Geothermal Greenhouse Partnership site in Centennial Park between 10-12 noon unless vendor and customer have made other arrangements; you are available at the delivery point until all orders have been picked up.
5. Customer payment is made through the Market’s e-commerce functionality.
6. Market Admin forwards sales minus credit card fees to vendors on a weekly schedule. **Food coupons and subsidies are reimbursed by the Market Admin with regular sales payment.**
7. **Orders can be cancelled and reordered up to 2 hours prior to closing but once orders are submitted they cannot be altered**

Market Requirements \_\_\_\_ **Your signature on page 3 signifies acceptance of the following**:

1. Vendors are residents of Archuleta County or the local region as determined by Market management.
2. Product price structure includes sales tax; vendors are expected to remit own sales tax.
3. Vendors agree to an online Directory of Vendors available to users; entries include name of individual vendor or business name, address, phone number, web site, email address and other relevant information.
4. Vendors are responsible for inventory accuracy whether they update on a weekly basis (see Market Operations #1 & #2 above) or chose the Inventory Rollover feature (see Market Operations #3 above).
5. **Refund arrangements whether for missing or damaged products are between vendor and customer.**
6. Food vendors are responsible for the appropriate requirements and/or training issued by CDPHE or USDA or the Cottage Food Bill and must have the appropriate certification; all vendors are responsible for the required licenses. Liability for all such products rests solely with the vendor producing and selling them.
7. Products containing any measurable amount of THC and/or CBD in any form may not be sold at the Market.

**KEEP THIS PAGE**

**On this page you will sign that you understand & agree to the above Market Practices and Market Requirements**

**Please print and sign Affidavit #1 and #2 below and complete registration (page 3); then return page 2 & 3 to:**

Pagosa Farmers Market Online, c/o SOS; P.O. Box 2491; Pagosa Springs, CO

Or scan in and email to [paulineb@pagosafarmersmarket.net](mailto:paulineb@pagosafarmersmarket.net)

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1. **Affidavit to be signed by all vendors**

**I have read and understood Market Operations & Market Requirements and agree to abide by both the Operations & Requirements of the Pagosa Farmers Market Online. I understand that failure to abide by any of the Operations or Requirement could result in my loss of ability to sell at the online market. I further agree not to hold the Pagosa Farmers Market Online, the Market staff, or the Southwest Organization for Sustainability responsible for any damages arising out of the sales of my products or from my presence on the Market website.**

**Signature of Vendor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(actual signature required)**

**Business Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Affidavit to be signed by all vendors**

**I have read and understood Market Requirement #3 as stated:**

*Vendors agree to an online Directory of Vendors available to users; entries include name of individual vendor or business name, address, phone number, web site, email address and other relevant information*

**I agree to allowing my contact information to be publically available on the Pagosa Farmers Market Online website.**

**Signature of Vendor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(actual signature required)**

**Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application on next page.**

**Pagosa Farmers Market Online**

**Vendor Application**

**Pagosa Springs, CO**

##### *Vendors may enter the Online Market at anytime during the year once they have submitted an application, been accepted and. uploaded product.*

Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Owner Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business physical address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address if different from above\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please* ***initial*** *the appropriate spaces below.)*

Do you have a Colorado Sales Tax License \_\_\_\_\_\_\_\_\_\_\_\_yes \_\_\_\_\_\_\_\_\_\_\_No

If yes, please enter number here. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please list ALL products/items that you will be offering for sale at the Pagosa Farmers Market Online** *(use reverse side if needed)*

Questions? please contact

**Market Manager, Pauline Benetti at** [**paulineb@pagosafarmersmarket.net**](mailto:paulineb@pagosafarmersmarket.net)