# Pagosa Farmers Market Rules and Regulations

###### Spring 2025

(keep this document for reference)

*The Pagosa Farmers Market is a subsidiary of the Southwest Organization for Sustainability (SOS). The mission of SOS is to promote a sustainable community—one which balances the needs of the economy, society and environment. The mission of the Pagosa Farmers Market is to provide a venue for local and regional food producers, and select non-food producers to sell their products to benefit our community and the Earth.*

### A Coordinator will be on hand each week to ensure the smooth operation of the Market, answer your questions, and enforce these Rules and Regulations. The Pagosa Farmers Market Committee will interpret these regulations according to the best interest of the Market. The site coordinator will be available at the SOS booth on site.

I.: Application deadline

Vendors may enter the Market at anytime during the season. However, applications must be received the Monday prior to the Saturday of selling. Failure to observe this deadline may result in refusal to allow you to participate.

II. Location and Times

 Location: St. Patrick’s Episcopal Church parking lot

 Day: Saturdays from June 14 to September 30.

Time: 9:00 a.m. to 1:00 p.m. The Market opens with an announcement by the Site Coordinator. Sales begin at the opening time. All vendors are expected to stay until closing time.

# III. Vendors

## A. Local farmers, gardeners, producers and select makers in Archuleta County.

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## B. Regional farmers and producers in the Four Corners area.

C. Brokers of produce will be accepted at the discretion of the Market Manager.

# IV. Merchandise

1. Edibles: vegetables, fruit, meat, milk, cheese, eggs, herbs, bread, honey, etc.
2. Select jewelry, photos, hand-sewn items, pottery, etc.,
3. All food sold shall comply with Colorado Health Regulations. Food prepared in compliance with the Cottage Food Bill is accepted. Food meeting requirements prepared in commercial kitchens is accepted. (See section VI,B)
4. The use of sample food products must be cleared with the Market Manager prior to market time
5. The Market Advisory Committee reserves the right to approve additional selections of merchandise

V. Fees

1. Cost of one 10’ x 10’ space is $30 per week with a one week discount if the season is paid in advance.
2. Cost of one 10’ x 20’ space is $50 per week with a one week discount if the season is paid in advance
3. A one-time fee of $15.00 shall be charged to each vendor operating under the Pagosa Farmers Market umbrella Colorado sales tax. Vendors will submit collected sales tax at end of each market.
4. A one-time fee of $10.00 shall be charged to each vendor operating under the Pagosa Farmers Market Town of Pagosa umbrella business license.

**VI. Licenses**

A. Vendors are responsible for the necessary licenses and permits required for their booth.

B. The Pagosa Farmers Market will provide 1) an umbrella Colorado sales tax license ($15 fee) and/or 2) an umbrella Town of Pagosa Springs Business License ($10 fee). Vendors operating under the Market umbrella sales tax license must report their income and pay sales taxes weekly to the Market. In turn, the market will report sales income info & remit sales taxes to the State of Colorado.

**VII. State Regulations**

A. Vendors must follow Colorado Regulations governing Farmers Markets and it is their responsibility to be in compliance.

B. Any prepared foods sold at the market must be prepared in compliance with the Colorado Department of Public Health and Environment (CDPHE) [www.cdphe.state.co.us](http://www.cdphe.state.co.us) (search “farmers markets” ), the Cottage Food Bill [www.cofarmtomarket.com](http://www.cotofarmtomarket.com) or Archuleta Public Health Department tel:970-264-8309.

## C. Food vendors are responsible for the appropriate inspections by CDPHE or training required under the Cottage Food Bill and must have the appropriate certification, permits, and licenses.

D. Liability for all such products rests solely with the vendor producing and selling them.

E. Smoking by vendors is not permitted at the Market**.**

 **VIII. Set Up**

A. The Market Coordinator will assign booth spaces.

B. Vendors **must** weigh or staked to the ground their tent. (A 10’ x 10’ canopy requires 40 lb. weights at each corner.)

C. Vendors must arrive to set up a minimum of 30 minutes prior to opening. The Vendor Coordinator will advise of any special requirements on a given day.

D. Vendors will drive up to their location, unload and drive out of the market space to find parking.

VX.. Upkeep

A. Vendors are responsible for the upkeep of the general market area located near or in their booth area.

B. Vendors must remove all of their own garbage from the site. A dumpster will not be available.

# X. Consumer Comments

## A. Consumer comments should be directed to the Market Coordinator to be brought before the Market Advisory Committee for response.

# XI. Vendor Comments and Concerns

## A. Suggestions, complaints, and comments that cannot be resolved on Market Day must be presented in writing and given to the Market Coordinator, signed by the vendor with their name, address and telephone number. Resolution will be considered at the next scheduled Committee meeting and the vendor will be contacted.

B. Bulletins may be sent by e-mail to vendors to address any issues that need attention or resolution.

**Your signature on the Vendor Application signifies that you have read, understood and accepted the Pagosa Farmers Market Rules and Regulations. Please keep this for your personal reference. Questions?** **pfmarket2021@gmail.com** **or 970-382-1526. Thank you. Market Management**