

**Aspen Saturday Market – Non-profit
2012 Application
Application Deadline - Dec. 30, 2011 @ 5:00 p.m.
Make checks payable to: Aspen Saturday Market**

Business Name: print legibly
Contact Person(s)
Physical Address:
Mailing Address:
Telephone:
Cell Phone:
Email Address:
Aspen Business License –Apply after acceptance.
CO. Tax ID # Apply after accepted.

Remit booth fee with application \$ _____ Agriculture indicate footage _____

Booth fee check will be refunded to those vendors not accepted. All checks will be deposited in **January** for the 2012 business year.

Artisan applicants must submit **photographs** of products and artisan at work.
Agriculture applicants need not submit photographs. Category: Check One

	Jewelry		Glass
	Weaving		Furniture
	Apparel		Paintings/ Photography
	Paper		Bath/Body
	Other		Leather
	Sculpture		Wood
	Agriculture		Pottery
	Services		ACRA booth

Vendor Signature: _____ **Date:** _____

By signing, applicant affirms they have read and agrees to abide by the Hold Harmless Agreement and Rules and Regulations of the Aspen Saturday Market.

Make checks payable to Aspen Saturday Market

Mail application to:

City of Aspen, Attn: Kathy Strickland
130 South Galena, Aspen CO. 81611
Fax: 970-920-5197 Phone: 970-429-2687

Describe products and source of materials:

Agriculture and Artisan Contract:

Application will not be considered without payment, completely filled out application and signature.

Aspen Saturday Market™ Hold Harmless

- A. In consideration for being permitted to perform the below-described activities, the undersigned agrees to indemnify and hold harmless the Aspen Saturday Market, it's sponsors and co-sponsors, the City of Aspen, its officers, employees, board members, and insurers, from and against all liability, claims and demands, on account of injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the below-described activities, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, negligence, or other fault on the part of the person performing the activity.
- B. The person performing the undersigned activities understands that the activities may involve risks of injury, loss or damage to the person performing the activities, including but not limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage. By signing this agreement, the person performing the activity expressly agrees to assume any and all such risks. In addition, in consideration for being permitted to perform the below described activities, the person performing the activity expressly exempts and releases the City of Aspen, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands on account of injury, loss or damage to the person performing the activity including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, or property loss or damage, that the person performing the activity may incur as a result of being upon the premises of the City of Aspen or as a result of performing the below-described activities, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City of Aspen, its officers, or its employees, or from any other cause whatsoever.
- C. The undersigned agree(s) to comply with all the rules, regulations, laws, ordinances, and statutes of the City of Aspen and of the Aspen Saturday Market.
- D. The Aspen Saturday Market may publish images of market participant's products in promotional materials or the media. Signing this contract permits ASM to publish images.

Signature _____

ASPEN SATURDAY MARKET

2012 MARKET RULES AND REGULATIONS

Create a diverse market place for our Community and visitors!
The Aspen Saturday Market was approved by City Council in 1998. This will be our thirteenth year.

- **"Colorado"** made, grown or produced.
- **"Brokered"** items will not be accepted.
- You are not permitted to sell someone else's product. You need to design the goods and supervise assembly on-site. **No farming out production!**
- We cannot promise full booths for any new vendors.
- **Jewelers** – " No pre-strung chain by itself." Cannot sell chain as an independent sale or use it for displays.

Market Rules:

- The market runs from **June 16, 2012** through **Oct. 13th 2012**.
- Set up time for the market is 7:30 to 8:30 a.m. Vendors are expected to be open for business from 8:30 a.m. until 3:00 p.m.
- If you arrive after 8:30 you will not be allowed to participate in the market that day.
- Please pack up and unload your car near your designated spot and immediately move your CAR! Do not block the emergency exit **center** of the street. Large produce rigs have priority parking.
- **Electricity** is only provided for agriculture booths. If you need electricity contact the nearest business and get permission to use their electricity.
- **Credit cards** – New technology – <https://squareup.com> – vendor with a small phone can scan a credit card into their smart phone.
- **Vendors are required to commit to the entire season.** If a vendor pulls out of the market after being accepted and the check deposited the check will not be refunded. Vendors can only miss **TWO** market dates.
- ***NOTE*** After Labor Day market hours are **9:00 a.m. to 3:00 p.m.**
- **Vendor Reserve List** - Applicants must apply and be approved by the Commercial Core & Lodging Commission (CCLC). The reserve list is for those vendors who cannot make market dates due to conflicts. Vendors call people from the reserve list for their replacement or contact the market manager. Jewelers are not permitted to be on the reserve unless approved by the market manager. Vendors on the reserve list must purchase a one or two day Aspen business license through the manager, \$15. or \$25. Booth space is \$40. a day.
- You may only sell what has been **approved** prior to the market. If you want to bring a new item it must be reviewed by the CCLC or market manager.
- **All vendors** must be onsite at the market and sell and explain their products.
- If vendor is admonished **twice** from either the market manager or farmer's designee vendor will be asked to leave the market (no refund).
- **Booth:** We aim for an attractive look to your booth. Tent size should be 10x10. Please bring weights and tent sides in case of high winds and rain.
- **No umbrellas or shade items are permitted into the fire lane! No exceptions.**
- **ACRA Booth:** Booth to be coordinated through the Aspen Chamber Resort. Local businesses are affected by the market. In order to support the ACRA membership, ACRA members are allowed to sign up for the ACRA booth. Criteria: Must have a City of Aspen business license and sell merchandise that is displayed in your store only.

- **Trash:** Vendors cannot use local businesses dumpsters or trash containers. The City of Aspen has a compactor and cardboard recycling bin in the alley. The manager has a key. Vendors must remove their own trash.

Additional information:

- New exhibitor meeting for accepted artisans will be held June 8th 2012, 3:00 p.m. at City Hall. If artisan cannot attend please contact manager.
- In your booth you must have available
 - a. City of Aspen Business License.
 - b. Colo. Sales Tax license (Please note that in shared booths, each business must have their own business license).
- All vendors must pay their City of Aspen sales tax monthly. If a vendor does not pay his/her sales tax, he or she will be excluded from further participation in our market.
- City sign code: A 10 x 10 booth sign may not exceed six square feet (examples, 1' x 6' or 2' x 3'). Needs to be professional.
- Produce trucks signage cannot exceed 14 square feet, 2'x7'.
- Returning vendors are asked to attend this meeting. We will be assigning booth space.

Single Artisan Booth Fee: \$460 (10x10 booth)

Shared booth or alternating weeks: two people share the same 10 x 10 booth or alternate weeks. Fee is **\$330 each** = total **\$660.00**. Each artist needs to fill out an application and indicate who they are alternating or sharing with. Each artist should submit photographs etc. Artist must purchase individual business licenses.

Agriculture Vendor: up to 30 feet. **\$575**. Additional ten-foot increments are \$20. Identify footage required on application.

Assessment: The CCLC reserves the right to assess each vendor up to \$50. per year.

Vendor Reserve list: Submit application and photographs. If selected Manager will notify the vendor of the appropriate fee.

To apply please submit: Artisan applicants must submit **photographs** of representation of art and artist at work. Agriculture vendors must submit a product list. Make checks payable to **Aspen Saturday Market**. Booth fee will be returned if you are not accepted into the Saturday Market. Photographs will not be returned.

NOTE: Agriculture applications will be reviewed and subject to approval by the agriculture board in February.

***Incomplete applications (artisans and agriculture) will not be considered even if you are a returning vendor.**