



2024 Community Group Application and Contract

While the mission of the Boulder County Farmers Markets (BCFM) is to support local agriculture, BCFM allows tabling for nonprofit organizations during the market hours as a service to our community. Due to space constraints, participation is limited to nonprofits whose focus is on Boulder County. Primary consideration will be given to groups that are involved with issues directly related to the mission of BCFM – i.e. agriculture, local food, healthy eating, environmental issues, etc.

In an effort to continue providing this service to the community without compromising BCFM's mission, we have adopted "community group policies" listed below:

Community Group Participation Limit

The maximum number of community groups that shall table at any market is six. The total number of markets you can participate in a season is six. BCFM reserves the right in determining the frequency of a community group's participation.

Terms and Attendance

The fee for tabling at any farmers market is \$50. You will be invoiced one month before each of your scheduled community group dates. Invoices must be paid within two weeks of receiving the invoice. All payments are nonrefundable. However, if a cancellation proves necessary, payment may be applied to another date if we are informed at least one week in advance of the scheduled date and if a replacement date is available. The market is never closed due to inclement weather or holidays. We operate rain or shine from April to November.

Tabling Privileges

The BCFM Staff, Executive Director, and Board of Directors have the right to refuse tabling privileges to any organization for any reason. Appeals can be made to the Board of Directors (board@bcfm.org).

Partnership & Programming Exchange

BCFM does offer a limited number of in-kind community partnership opportunities. Community partners provide interactive, high quality education to market customers that is directly connected to our mission. Partner demonstrates meaning “in-kind” donation of services, supplies, or education equal or greater than \$50 community group fee. Partner-led education is more selectively scheduled, via dedicated outreach, and promoted.

Scheduling

Groups must schedule their attendance at markets and make payment arrangements one month in advance of the market day with the Market Manager. A signed “community group contract” is required at least one week prior to participation. Space reservation is not considered final until the signed contract and fees are received. Community groups that arrive on market day that have not been previously scheduled will be advised of the policy and denied attendance. All approved groups will be given equal opportunity, but available slots will be filled on a “first-come, first serve” basis. A waiting list will be kept to fill slots that become available due to cancellations.

Space Assignment and Tabling Supplies Community groups are guaranteed a six-foot space upon approval. BCFM staff will be responsible for the assignment of space at the beginning of each market. Community groups are expected to bring their own table and chair(s), as well as any other materials needed to maximize outreach.

Conduct and Acceptable Activities

No sales of any kind are permitted. In some cases, solicitation for subscriptions or membership in an organization may be allowed with prior authorization from BCFM staff. Groups are expected to have someone at their tables at all times. No hawking (calling out) is allowed. Please do not stand in front of your space to engage customers. Please read and review the 2023 Rules and Regulations, which are available at the Market’s information tent or posted on our website. All warnings and fines are applicable to community group vendors.

Arrival Time

Arrival and setup time is from 7:00 am to 8:00 am on Saturdays in Boulder and Longmont, from and from 3:00 pm to 4:00 pm on Wednesdays in Boulder. We will email you your assigned location no later than the Thursday prior to a Saturday market and the Tuesday prior to a Wednesday market. You do not have to check in with market staff, but any questions or concerns can be directed to the onsite market manager.

Parking Information

Boulder: In an effort to provide the maximum amount of parking for our customers, community groups along with all vendors and employees are prohibited from parking in the lots on 14th St. between Arapahoe and Canyon Blvd. Free Saturday parking is available at the RTD parking structure at 14th and Walnut, the local library, and underneath the Chase building off of Canyon Boulevard.

Longmont: Free Saturday parking is available in the North parking lot of the Boulder County Fairgrounds.

Please inform all staff and volunteers of the BCFM Community Group policies.

I have read and agree to abide by the above requirements.

Name (please print): _____

Signature: _____

Date: _____