



## DEPARTMENT OF HEALTH AND ENVIRONMENT

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### FARMER'S MARKET COORDINATORS APPLICATION

Dear Farmer's Market Coordinator,

The Farmer's Market Coordinator is responsible for completing this application and returning it along with the following items in one packet **a minimum of 10 working days prior to the 1<sup>st</sup> week of the farmers market:**

1. A list of all the food booth vendors which includes the name, address, and a phone number where the vendor can be reached before and during the event.
2. Completed food vendor applications and food vendor worksheets for each food operation that will be participating in your event.
3. A site map that clearly shows, the location of all;
  - Food booth vendors
  - Public restrooms
  - Trash cans and trash dumpsters
  - Potable water taps for vendors
  - Wastewater disposal points or sites
  - Electrical hook-up points and generator locations,

FARMERS MARKET NAME \_\_\_\_\_

COORDINATOR'S NAME \_\_\_\_\_

DATES THAT FARMERS MARKET WILL RUN \_\_\_\_\_

\_\_\_\_\_

HOURS OF THE MARKET \_\_\_\_\_

VENDOR SET UP TIME \_\_\_\_\_

CITY \_\_\_\_\_ MARKET LOCATION \_\_\_\_\_

SPONSORING ORGANIZATION \_\_\_\_\_

COORDINATOR'S MAILING ADDRESS \_\_\_\_\_

CONTACT PHONE \_\_\_\_\_

PROJECTED ATTENDANCE \_\_\_\_\_

NUMBER OF FOOD VENDORS \_\_\_\_\_

(Attach completed food vendor applications and food vendor worksheets for each food operation that will be selling foods other than whole uncut produce. Applications may not be accepted if received less than 10 working days prior to the event. Please be aware that if vendor information is not submitted, vendors will not be allowed to operate! **Office hours are Monday through Friday 8:00am-4:30pm.**

**SERVICES PROVIDED ON SITE TO THE FOOD VENDORS** (Check all that apply):

**Water Supply:**       There is access to a potable water taps on site.  
 Vendors must bring their own water supplies.

**Wastewater:**       There will be liquid waste collection tanks / receptacles on site.  
 Vendors must arrange for their own wastewater disposal.

**Electricity:**       There is access to electricity on site.  
 Generators will be provided for vendor use.  
 Vendors are allowed to use generators on site.  
 There will be no electricity supplied on site.

**Trash / Refuse:**       There will be trash containers and pick up on site.  
 Vendors must remove their own trash.

**Other Services:**       Refrigerated storage  
 Commissary kitchen  
 Ice

**Toilet Facilities:**       Number available \_\_\_\_\_  
 Water carrying public restrooms  
 Portable toilets

Please be aware that food vendor requirements will vary depending on types of foods, packaging and menus.

**AS EVENT COORDINATOR, I UNDERSTAND THAT I AM RESPONSIBLE FOR ENSURING COMPLIANCE WITH THE COLORADO RETAIL FOOD ESTABLISHMENT RULES AND REGULATIONS BY THE FOOD VENDORS OPERATING AT THIS FARMERS MARKET.**

Applicant/Coordinator  
Printed Name: \_\_\_\_\_ Title \_\_\_\_\_

Applicant/Coordinator  
Signature: \_\_\_\_\_ Date \_\_\_\_\_

