



EDGEWATER MARKET AND MUSIC VENDOR PACKET RULES

Our annual Market and Music will be held at Memorial Park off of our Historic 25th St downtown area.

Edgewater is located just minutes from downtown Denver bordered by Wheat Ridge, Lakewood and Denver. Edgewater prides itself on its small town atmosphere within the Denver Metropolitan area. Just west of Sloan's Lake, Edgewater offers many restaurants and pubs well attended by people from all over Colorado.

The Edgewater Market and Music is held every Thursday evening from 5:00pm to 8:00pm from July 7th through September 8th. Music will start at 6:00pm and play until 8:00pm. Attendance for this weekly summer event has become a great way for residents and people walking down our Historic 25th ave a place to unwind and chat with their neighbors, politicians, city staff, and people walking by. We have a lot of crowd that sticks around to listen to the music drawing more people to the vendor booths while they listen.

VENDOR APPLICATION PROCESS

Please complete the application and return it to the listed address. Once the application has been received and approved, your organization will be contacted. Payment is due at the time of application. Deadline for vendors is June 17th, but space is limited so please do not wait to get your application turned in. After the deadline we will still accept vendors (space dependent) but cannot guarantee maximized publicity through pre-event printed publicity or vendor placement.

Don't forget to like us on Facebook as well. We will be posting your information on our Facebook page as well following approval. <https://www.facebook.com/cityofedgewaterfarmersmarket>

VENDOR POLICIES AND PROCEDURES:

No Vendors will have exclusivity, other competing vendor's products and services will be allowed. The event will not place vendors with identical products or services next to one another for the benefit of all.

Vending Time: The length of time an exhibitor must remain at location is, every Thursday they have signed up for from July 7 through September 8th from 5:00pm – 8:00pm. All locations at the event will have great traffic flow so extra fees for corner booths will not be necessary. Following approval of vendor application and one week prior to the event, vendors will be given a packet listing vendor location and a copy of the rules. Vendors can access the event space with vehicles for both set-up and tear down. Vehicles will only be allowed inside the event space between these times of 3:00pm and 4:45pm for set-up. And from 8:00pm-9:00pm for tear down.

Staff: We will have a parks and recreation staff member at our information booth who will be your event contact during the days of the event. If you have any problems or issues, please contact our staff. They are there for your safety, our patrons safety, and the safety over everyone involved. Edgewater Market and

Music is not responsible for any theft, damage, etc. that may occur during the event and all related event activities at the grounds.

Vendor Sales: All vendor sales are limited to the space designated by the event manager for each vendor. Vendors will not be permitted to walk around the event selling merchandise or services.

Sales Tax: All vendors are required to pay their own sales tax from any sales made on any day at the Edgewater Market and Music. The City of Edgewater will provide an envelope for the vendors to document and pay their city sales taxes. The current city sales tax rate in Edgewater is 3.5%.

Credit Card Sales: At the Edgewater Market and Music we do not provide ATM's or ways to pay with credit card. Please come prepared with your own machine if you would like to accept cards as payment.

Change: Please make sure to bring your own change to make sure you have what is needed as we will have no spare change to give.

Signage: No signs outside of the tent or outside of the vendor space assigned to each vendor.

Parking: Please be careful of where you are parking. We are located in a neighborhood so please do not block driveways and obey traffic laws. During set up time is also when the daycare center located to the south east of the event is getting out. Please be mindful of children around and vehicles coming in and out.

Vendor Logos: All approved vendors will have the option to submit vendor logos to event for posting use in event material and on our Facebook page.