



Vendor Rules CWFM 2023-2024

2023-2024 Cheyenne Winter  
Farmers' Market Rules  
Vendor Logistics and Procedures

## 1. INSURANCE:

a. ALL VENDORS are now required to maintain a commercial general liability policy in their business name.

- **Policy limit should be a minimum of 1 million per occurrence with a 2 million aggregate limit** (more is fine, less is not).
- **CWFM must be listed as an additional insured** or the policy must contain a blanket additional insured endorsement. As an additional insured, list CWFM as:
  - Cheyenne Winter Farmers' Market, 7404 Denise Road, Cheyenne, WY 82009
- **Each vendor must provide CWFM with a certificate of insurance** confirming coverage. (Most policies provide Free Certificates once your premium is paid – check your policy).
- Provide your certificate of insurance to CWFM as soon as possible, and **NO LATER THAN 72 hours** before attending market. If your certificate is not approved by CWFM's insurer, you will not be permitted to attend market as a vendor. No booth refunds will be given for failure to provide an acceptable certificate of insurance in a timely manner.
- CWFM reserves the right to reject any insurance policy.
- A sample certificate is provided [at the CWFM website](#) for your review.
- It is also recommended that you carry insurance against loss or theft. Organizers are not responsible for replacement of lost or stolen goods.
- For your convenience, here are some links for finding typical farmers' market and event policies. CWFM neither endorses nor warrants these companies nor their products, and this is not intended to be a complete listing of insurance options. This is merely a starting point for you.
  - FLIP <https://www.flipprogram.com/farmers-market-insurance> This company is all online although you can call for more info. They have policies designed for food vendors, artisans, and Beauty and Body Care products.
  - Campbell Risk Management <https://www.campbellriskmanagement.com/for-markets/>. Policies for CSA, Market, and Store sales.
  - If you carry a policy that covers on-farm sales, you may be able to expand that policy to cover your market activities and products. Contact your insurance provider.

- For occasional vendors seeking to insure 1-2 markets: you can check <https://www.theeventhelper.com/> for one-day policies.

2. Vendor Fees: please note a minimum sales fee.

- a. Booth Fees are \$35 per booth, per market date prior to October 15 (\$420 for all 12 markets), \$40 per booth after October 15. Early bird vendors meeting the requirements pay \$30 per market.
- b. Sales Fees are 5% of market sales, payable at the end of each market. Minimum Sales Fees are \$10 per booth per market.
- c. "Market sale" is defined as a transaction at market in which both product and payment change hands on market day. If you have any questions about your particular situation, please contact the Market Manager or Board President with your questions.

3. SETUP & TEAR DOWN: Markets are held inside the Historic Train Depot in downtown Cheyenne, 121 West 15<sup>th</sup> Street (at the corner of Capitol and 15<sup>th</sup>). All vendors must check in with the market manager at the beginning of each market before setting up for market. Vendors may arrive starting at 7:00 AM and should arrive no later than 8:30 AM. **Habitual latecomers may be permanently relocated within the market or have attendance privileges revoked without refund.** Please plan to be ready for early shoppers by 8:30. Official hours for the market are 9 am – 1 pm. Plan to begin tear down and clean up promptly after close of market. Early tear-down is *not* permitted without prior consent from market manager.

Please note: The Depot is an historic building and will assess you charges for any damage that you cause to surfaces. Please keep all belongings away from the walls to avoid scratches. Please be sure your hand carts do not leave marks on the floor and be careful bringing equipment through the doors. Most chairs and tables have rubber feet. If you plan to place stands, chairs or other equipment without rubber feet on the floor, please place them on carpet squares – available from Depot personnel during setup.

SIGNS: No signs may be hung or leaned on the walls. NO EXCEPTIONS. Please hang all signs from your tables or use easels that do not touch the walls.

4. UNLOADING & PARKING: Vendors may temporarily park along the sidewalk in front of the Depot to load and unload, and then all vendors should park all vehicles in a parking lot located two blocks west of the Depot, at 15<sup>th</sup> and Pioneer and west. **Do NOT park vendor vehicles along the street, in the restaurant parking lot in front of the building, or in the parking lot just west of the building.** These spaces are for restaurant patrons and for your customers. If it becomes necessary, in the future we will fine vendors who park close to the Depot - please help us to avoid starting such a policy.

5. BOOTH SPACE: Vendors are assigned spaces. Booths are approximately 9' x 7' but will be irregular in shape. Due to the limitations of an indoor market, not all spaces are equivalent. Vendors agree to accept the space assigned by the Market Manager. Vendors must provide their own table(s) and chair(s). Booth spaces will NOT be marked on the floor – be sure to check in with event volunteers prior to beginning set-up. Space assignments may change between markets. Check in for your assignment at each market.

6. **PRODUCT LINES:** Each vendor is approved for products listed on their application. Vendors may not expand their product lines without prior approval of the Market Manager. For example, a vendor approved to sell vegetables and cheese may not sell breads or crafts without prior approval.
7. **SAMPLING:** If you are sampling food product you must have a temporary food service license for sampling unless you are selling under the guidelines of the Wyoming Food Freedom Act (WFFA). You must have your own trash can.
8. **ALL PACKAGED Multi-ingredient FOODS** must be labeled with ingredients. The Market requires that all packaged multi-ingredient foods must be labeled according to the guidelines set forth within the Wyoming Food Safety Rule (<http://wyagric.state.wy.us/divisions/chs/food-safety/>). Foods not properly labeled may not be sold at market. This includes packaged foods sold under WFFA.
9. **FOODS** that are made and sold without license under the guidelines of the Wyoming Cottage Food Bill or the WFFA must be labeled as such and **MUST** be labeled in accordance with the Wyoming Food Safety Rule.

All vendors selling products covered under the WFFA must comply fully with the act and must fully inform the end consumer that the product is not certified, labeled, licensed, packaged, regulated, or inspected.

10. **FOOD SERVICE LICENSE:** if your products require a food service license, you must post said license at your booth. Volunteers will verify that your license is present, current, and posted.
11. **CHEYENNE FOOD WAGON - stand PERMIT:** If you are selling food, you **MUST BE IN POSSESSION** of your Cheyenne Wagon-stand Permit. **NO EXCEPTIONS.**
12. **POWER:** Power is available in many places inside the Depot, but you should make prior arrangements before planning to use power.
13. **LIMITATION OF LIABILITY:** By participating in the Market, the Vendor agrees to make no claim for any reason whatsoever, including negligence, against the organizers, its members or agents or employees or the owner of the premises for loss, theft, damage or destruction of property, or for any injury to exhibitor or its employees while at the event or on the premises.
14. **COMPLIANCE WITH LAWS/STANDARDS:** Vendors are responsible for knowing and complying with all applicable city, county, state and federal requirements, including but not limited to regulations, inspections, all licensing requirements, and all tax requirements. Vendors are responsible for collecting and remitting the required Sales Tax.
15. **BOOTH FEE REFUNDS:** will **NOT** be given for any reason. Plan accordingly. Additionally, due to the advance cost of advertising and rent, booth fee refunds will not be given for cancellation of the market due to weather or other unpredictable event.
16. **ANY VENDOR WHO MISSES A MARKET** without notifying the Market prior to the start of market, or who repeatedly withdraws from the market within 24 hours of market start,

may have selling privileges revoked, at the sole discretion of the Market, and will be moved from active to wait-list status. Previously paid booth fees will not be refunded should the Market need to take this action.

17. **VENDOR PROFESSIONALISM:** All vendors, their employees and guests are expected to conduct their business in a professional manner. Vendors, their employees, guests, and representatives shall:
  - a. Be neat, suitably dressed, and deal with the public and fellow vendors in a courteous and appropriate manner;
  - b. Respect the space allocated to them, and shall not block the view of other vendors or the flow of traffic or encroach on areas assigned to other vendors;
  - c. Display their products neatly and attractively, with consideration for the other vendors and the general public, and shall leave their site clean at the end of market;
  - d. Not hawk products at the market; nor engage in false advertising.

Furthermore, no person shall be permitted to conduct political campaigning at market due to the market's not-for-profit status.

No rummage-sale or second-hand items may be sold at the market by any person.

18. No person shall consume alcohol or smoke at the market.
19. CWFM reserves the right to refuse acceptance of any vendor or product line. After acceptance as a Vendor by CWFM, vendors must meet all Federal, State, Local regulations and CWFM requirements prior to attending market. Products and vendors must adhere to all rules outlined herein. CWFM has sole discretion to determine the appropriate mix of products and vendors at each market. Acceptance as a Vendor is not a guarantee of attendance at market.
20. CWFM reserves the right to immediately revoke acceptance status of any Vendor who does not meet Federal, State, or Local regulatory requirements to vend at the market, violates Cheyenne Depot Museum policies, or fails to meet the board's requirements for the Vendor to attend market, including but not limited to: Vendor failing to obtain or renew required licenses and/or permits prior to attending market, Vendor violating Federal, State, or Local regulations, Vendor failing to properly label products, Vendor failing to provide proper proof of liability insurance prior to attending market, Vendor causing damage to Cheyenne Depot Museum property, Vendor repeatedly failing to appear on-time on market day with or without prior notice, Vendor failing to follow Market Rules, or Vendor failing to pay fees in a timely manner. CWFM incurs costs and opportunity costs to reserve space for Vendors accepted to the market, therefore no fees shall be reimbursed to Vendor if CWFM revokes acceptance status for any reason.
21. CWFM reserves the right to modify and/or amend these Rules at any time, as necessary. Temporary Rule changes may be made without modifying this document (for example, temporary COVID compliance rules), so long as Vendors are notified.