



9th Annual Breckenridge Sunday Market

February , 2011

Dear Sunday Market Vendor,

Thank you for your interest in the 2011 Breckenridge Sunday Market at Main Street Station. I look forward to reviewing your application. This season will once again boast live entertainment, radio, television and newspaper advertising as well as the beauty of Main Street Station Plaza and the scenic surroundings.

General Information:

Note to returning vendors - many of these bullet points have changed. Please read carefully!

The Breckenridge Sunday Market is held every Sunday (12 markets).
June 19th through September 11th, 2011

EXCLUDING: July 3.

The market hours are from 9am to 2pm—rain or shine.

- All full-season vendors are expected to attend all markets with assigned permanent spaces.
- All applications must be postmarked by March 1, 2011. Notification of acceptance and rejection will be e-mailed by March 15th, 2011. Applications and payments received after March 1st will be considered only upon space availability. Past vendors who have not cleared up past obligations by January 1, 2011 will not be able to request a particular space and will not be permitted to set up until payment is made in full.
- All vendors with assigned spaces must be in their space unloaded with vehicle off the Plaza by 8:00 am. Set up of the tent and product should be no later than 8:30. After 8:00am the space will no longer be held for the assigned vendor unless prior arrangements have been made with Market Manager. Vendors will not be permitted to break down before 2pm.

Vendor Tents:

- Each vendor is assigned a 10'x10' space, which is permanent for full-season.
- Your assigned space will be finalized in the weeks prior to the Market via email.
- Drop – in vendors may request a particular space on a first come – first served basis by e-mailing coordinator at least three days in advance or along with their initial application and payment for specific dates.
- We ask that you bring your own tent and display items each week. If you would like to request a double-space, you will be charged double.

Tent Requirements:

- The plaza in the Main Street Station is concrete so vendors cannot spike their tents. Sand bags or weights for all four tent posts are required at least 40 lbs per leg. The Breckenridge Fire Department will be present on market days to ensure that your tent is weighted properly. Here is the information from the RWB Fire Department Chief:

“All tents and canopies shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. It is the Applicant’s responsibility to ensure that all tents are

roped, braced and anchored prior to inspection. If any tent is found without rope, bracing or anchoring, this permit will be void and no event permit will be issued for the DURATION of the summer.”

- Canopy Weight information is attached.
- **Vendor agreement must be signed and returned with your application.(attached)**

Health Permits – FOOD VENDORS ONLY

Summit County Health Department will once again be on hand to ensure that those vendors selling food items have all of the necessary requirements.

Please refer to http://www.co.summit.co.us/ehealth/special_events.htm for more details.

The necessary health permits are located at:

<http://www.co.summit.co.us/Ehealth/documents/SCVendorApplication.doc>

You MUST return your health permits along with this application or the application will not be accepted. If you have already received a health permit, please send a copy of it along with this application. Permits and applications are due by March 1, 2011.

Town of Breckenridge Sales Tax Licenses

The Town of Breckenridge, Wanda Creen, 970-453-3182, will also once again require licenses and permits.

The Town of Breckenridge Sales Tax License can be downloaded at:

<http://www.townofbreckenridge.com/Modules/ShowDocument.aspx?documentid=1304>

- Please return your payment and permit to her directly.
- Each vendor must have a Special Event Sales Tax License and is responsible for the collection of sales tax.

Judging Criteria :

- Preference will be made toward hand crafted and hand made products to help ensure the quality of our show.
- All NEW VENDORS are required to include 2 photographs, **preferably via email**, of their products or provide a website for the committee.
- If you are a returning vendor and are applying to sell something in addition to what has been sold in the past please email photos or provide a website for the committee to review.
- The review committee reserves the right to reject any product that is deemed inappropriate or similar to another vendor's product.

Jewelry will be allowed this year – four jewelers maximum. Judging criteria will be based upon style and uniqueness of product. A special jury will be reviewing jewelry applications.

Market Absences:

- If a vendor cannot attend a market due to an EMERGENCY, please contact the coordinator immediately via email or phone. All cancellations for other reasons must be submitted to the coordinator no later than 1 week in advance, in writing or by phone. Those who do not give timely notice of their absence will be assessed a \$25.00 fee.

Reserve Your Space Today!

EARLY REGISTRATION

- The full-season vendor fee is \$400.00 after December 1, 2010.
- The drop-in vendor fee is \$50.00 per Sunday and is due and payable on or before the day you arrive.
- To apply, please include fees with the application along with any health permits required.

Late applications will be assessed a \$50 late fee.

Sorry! Incomplete applications, including the Fire Department Vendor Agreement, without payment in full (and health permits if needed) will not be accepted.

APPLICATION

Company Name _____ ContactName _____

Mailing Address _____

City, State, Zip _____

Phone _____

E-mail _____

List of exactly what you wish to sell _____

Dates you wish to attend _____

Signature _____ Date _____

Please send your application, health permit application(if necessary) and Fire Department Vendor Agreement (attached) and check made payable to:

Main Street Station Merchants Association.

And mail to:

ResortQuest – Events Department

PO Box 2009

Breckenridge, CO 80424

Thank you and I look forward to working with you!

Karin Bearnarth – 970-453-4000 ext 3207

bearnarth@msn.com