



# ASPEN SATURDAY MARKET

## 2019 VENDOR APPLICATION

**Mail or Hand Deliver your completed application to:**  
City of Aspen, Attn: Aspen Saturday Market  
130 South Galena, Aspen CO. 81611

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**Application Deadline:** Dec. 28, 2018 @ 5:00 p.m.

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Thank you for your interest in becoming a vendor with Aspen Saturday Market (ASM) for 2019, its 21st year. ASM oversees the operations of 17 weekly markets serving the Aspen community. ASM aims to create a local infrastructure for long-term sustainability and meaningful community impact.

Each vendor within our community is carefully screened as we aim to select a diverse group of vendors who provide customers with the highest quality products that are grown or produced in COLORADO.

**Please fill out the form below to be considered:**

**Business Name:** *(print legibly)*

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**Contact Person:**

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**Address:**

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**City:**

**State & Zip:**

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**Phone Number:**

**Email Address:**

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**Website:**

**Instagram:**

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**Aspen Business License:**

*(Provide number or apply after acceptance.)*

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**CO. Tax ID #:**

*(Provide number or apply after accepted.)*

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**2018 Vendors Gross Sales for returning vendors:**

*(Please name products.)*

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**NO APPLICATION WILL BE CONSIDERED FOR THE 2019 ASPEN SATURDAY MARKET UNLESS IT IS RECEIVED BY THE DUE DATE, COMPLETED & INCLUDE THE BOOTH FEE**

Please remit the required booth fee along with your application, in accordance with the following schedule:

**Single Artisan Booth Fee:**  
\$460 for a 10x10 booth

**Shared booth or Alternating Weeks:**  
Two vendors can share a 10x10 booth on alternating weeks.

The fee is **\$330** for each vendor (for a combined total of \$660)

**MAKE CHECKS PAYABLE TO: ASPEN SATURDAY MARKET**

The selection process is highly competitive. There is **no guarantee** that an applicant will be offered an opportunity to participate in the 2019 Aspen Saturday Market.

Vendor applicants will be screened by the Commercial Core and Lodging Commission (CCLC) based upon the criteria outlined in the attached evaluation scorecard.

All applicants will be notified by **February 1, 2019** regarding their acceptance or rejection to participate in the 2019 Aspen Saturday Market. Booth fee checks submitted with the completed application will be returned to all applicants not accepted to participate in the 2019 Aspen Saturday Market

Photographs or a layout for your booth as well as a portfolio of products proposed to be sold are required to be included with your application. **If these are not included with your application it will be considered incomplete and will be rejected.**

**Please select which products you will be presenting at the Aspen Saturday Market:**

- |                                     |   |                                  |
|-------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Jewelry    | <input type="checkbox"/> Agriculture            | <input type="checkbox"/> Leather |
| <input type="checkbox"/> Weaving    | <input type="checkbox"/> Services               | <input type="checkbox"/> Wood    |
| <input type="checkbox"/> Apparel    | <input type="checkbox"/> Glass                  | <input type="checkbox"/> Pottery |
| <input type="checkbox"/> Paper      | <input type="checkbox"/> Furniture              | <input type="checkbox"/> Other   |
| <input type="checkbox"/> ACRA booth | <input type="checkbox"/> Paintings/ Photography |                                  |
| <input type="checkbox"/> Sculpture  | <input type="checkbox"/> Bath/Body              |                                  |





# ASPEN SATURDAY MARKET™ HOLD HARMLESS AGREEMENT

- A. In consideration for being permitted to perform the below-described activities, the undersigned agrees to indemnify and hold harmless the Aspen Saturday Market, it's sponsors and co-sponsors, the City of Aspen, its officers, employees, board members, and insurers, from and against all liability, claims and demands, on account of injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the below-described activities, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, negligence, or other fault on the part of the person performing the activity.
- B. The person performing the undersigned activities understands that the activities may involve risks of injury, loss or damage to the person performing the activities, including but not limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage. By signing this agreement, the person performing the activity expressly agrees to assume any and all such risks. In addition, in consideration for being permitted to perform the below described activities, the person performing the activity expressly exempts and releases the City of Aspen, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands on account of injury, loss or damage to the person performing the activity including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, or property loss or damage, that the person performing the activity may incur as a result of being upon the premises of the City of Aspen or as a result of performing the below-described activities, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City of Aspen, its officers, or its employees, or from any other cause whatsoever.
- C. The undersigned agree(s) to comply with all the rules, regulations, laws, ordinances, and statutes of the City of Aspen and of the Aspen Saturday Market.
- D. The City Attorney's office has advised the Commercial Core & Lodging Commission (CCLC) that if any Saturday Market Vendor commits an infraction you will receive a written warning. A second infraction will lead to suspension from the market.
- E. The Aspen Saturday Market may publish images of market participant's products in promotional materials or the media. Signing this contract permits ASM to publish images.

By signing, applicant affirms they have read and agrees to abide by the Hold Harmless Agreement and Rules and Regulations of the Aspen Saturday Market.

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# ASPEN SATURDAY MARKET 2019 MARKET RULES AND REGULATIONS AND WHO QUALIFIES TO APPLY

To create a diverse marketplace for our Community and visitors! The Aspen Saturday Market was approved by City Council in 1998. The 2019 Aspen Saturday Market will be our twenty first year.

- The Aspen Saturday Market only accepts Colorado grown, made and produced products.
- We cannot promise full booths for any new vendors. It all depends on the availability of space.
- Jewelers – Please see the attached regulations.
- No drop in artists will be accepted – we select artists from a pre-approved reserve list
- It is a privilege to be accepted into the Saturday Market!

## Market Rules:

- The market runs from June 15, 2019 through Oct. 4<sup>th</sup> 2019 (17 weeks)
- Market Hours are from 8:30 a.m. to 3:00 p.m., However, after Labor Day market hours are 9:00 a.m. to 3:00 p.m.
- Set up time for the market is 7:30 to 8:30 a.m. Vendors are expected to be open for business from 8:30 a.m. until 3:00 p.m.
- If you arrive after 8:30 you will not be allowed to participate in the market that day.
- Please pack up and unload your car near your designated spot and immediately move your CAR! Do not block the emergency exit center of the street or the alley. Large produce rigs have priority parking. Please let them pull in first.
- Electricity is only provided for agriculture booths. If you need electricity contact the nearest business and get permission to use their electricity.
- Vendors are required to commit to the ENTIRE SEASON. You can have someone else sell your product.
- Failure to comply with the stated rules will result in immediate expulsion from the Aspen Saturday Market be eliminated from participating in future markets.
- All vendors/owners must be onsite at the market and sell and explain their products. If a vendor pulls out of the market after being accepted and the check was deposited the check will not be refunded. Exceptions for absence, vehicle breakdown, illness and death.
- You may only sell what has been approved prior to the market. If you want to bring a new item it must be reviewed by the CCLC or the market manager.
- Vendors applying to be included on the ASM Reserve List must apply and be approved by the Commercial Core & Lodging Commission. Vendors on the reserve list must purchase an Aspen business license through the Finance Department.
- Tents are mandatory. Any exceptions to this requirement must be approved, in advance, by the market manager. Signage on tents must comply with the City of Aspen Sign Code.
- If a vendor has an infraction they must sign the attached form and appear in front of the CCLC.
- Booth: We aim for an attractive look to your booth. Tent size should be 10x10. Please bring weights and tent sides in case of high winds and rain.
- No umbrellas or shade items are permitted into the fire lane! No exceptions. The center of the streets are 18 feet and that is the fire lane on all three streets. When setting up please do not leave your vehicle in the center, pull off to the side.
- ACRA Booth: Booth to be coordinated through the Aspen Chamber Resort Association. In order to support the ACRA membership, ACRA members are allowed to sign up for the ACRA booth one or two times during the season. Criteria: Must have a City of Aspen business license and sell merchandise that is displayed in your store only. Must display the ACRA banner. ACRA list of weekly vendors will be submitted to the market manager.



- Trash: Vendors cannot use local businesses dumpsters or trash containers. The City of Aspen has a compactor and cardboard recycling bin in the alley. The manager has a key. Vendors must remove their own trash.
- ALL VEHICLES MUST BE OUT OF THE STREET 15 MINUTES PRIOR TO OPENING FOR SAFETY REASONS.
- In your booth you must have available
  - City of Aspen Business License.
  - Colo. Sales Tax license (Please note that in shared booths, each business must have their own business license).
- All vendors must pay their City of Aspen sales tax monthly. If a vendor does not pay his/her sales tax, he or she will be excluded from further participation in our market. Deadline for payment is November 20, 2019.
- City sign code: A 10 x 10 booth sign may not exceed six square feet (examples, 1' x 6' or 2' x 3'). All signs needs to be professional.
- Produce trucks signage cannot exceed 14 square feet (e.g. 2'x7').

Single Artisan Booth Fee: \$460 (10x10 booth)

Shared booth or alternating weeks: two people share the same 10x10 booth or alternate weeks. Fee is \$330 each = total \$660.00. Each artist needs to fill out an application. Each artist should submit photographs etc. Artist must purchase individual business licenses. If you are applying for every other week we will choose your alternate person.

To apply please submit: Applicants must submit printed photographs of ALL representation of art. Any changes must be submitted to the CCLC for approval.



# ASPEN SATURDAY MARKET INFRACTION COMPLAINT FORM

**Date of infraction:**

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**Type of infraction:**

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**Complaining party signature:**

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# NOTICE TO VENDOR OF COMPLAINT ASPEN SATURDAY MARKET

Date of Complaint:

Date of Alleged Infraction:

Description of Alleged Infraction:

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PLEASE TAKE NOTICE THAT you are required to attend a hearing before the CCLC on the alleged infraction that is described above on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**IF YOU DO NOT ATTEND THE HEARING, YOUR RIGHT TO CONTINUE AS A PARTICIPANT IN THE MARKET MAY BE TERMINATED PURSUANT TO THE TERMS OF YOUR AGREEMENT WITH THE MARKET.**

If a written complaint was provided to the CCLC, a copy is attached.

Please signify your receipt of the notice and acknowledgement of the date of hearing by signing below.

**Aspen Saturday Market**

**Vendor Acknowledgement**

Name:

Vendor:

Title:

Date:





## JEWELRY REQUIREMENTS FOR SATURDAY MARKET VENDORS FOR 2019

The creative aspect of the Saturday Market is in danger of being consumed by the pursuit of greater profits through some of our vendors selling “pre made” (not by them) jewelry. This trend does not respect the artistic requirements for participation in the market. Aspen retailers are paying crazy-high rents in a tough seasonal business climate and some market vendors were competing with their product. Each jewelry vendor is now required to have contributed a minimum of 80% effort to each piece of jewelry (be it a necklace, earring, ring, bracelet etc.) sold as their own. We are no longer accepting pre-made pendants dropped on pre-made chain with a clasp attached as “Aspen original jewelry” suitable for the market.

Please remember, participation in the market is a privilege not a right. The City of Aspen only allows us to have the market because it's believed we are helping the local economy not hurt businesses through competing with the existing stores. We achieve this by offering ORIGINAL COLORADO PRODUCTS SOLD BY THE ACTUAL ARTIST. Meaning, YOU design it, YOU construct it, (a reasonable amount of help with labor is allowed, but you need to be the primary constructor of your product, no “design only”, no factories) YOU sell it yourself.

### **For example:**

- If making a simple chain necklace with pre-made chain, (even a pre-clasped chain would be allowed) IF YOU CRAFTED the bead/metal component on it, or decorated a pre-made bead with a fancy wire wrap which hangs on the chain. Extra points if you made the clasp also, but a focal component must be PRIMARILY or ENTIRELY your own creation.
- Hang an array of beads on headpins where the pre-made pendant would hang from the chain making it an ORIGINAL DESIGN piece.
- Roll a selection of pre-made beads and pendants over a thin chain (or multi thin chains) making it an ORIGINAL DESIGN piece.
- Use a few inches of chain and WIRE WRAP and connecting component yourself.
- Use an entire length of chain and WIRE WRAP bead dangles on it yourself, connecting to links adding fullness at the sides.
- Take another chain or ribbon or leather and perhaps beads and weave that through the chain to make something original happen making an ORIGINAL DESIGN PIECE.

If you have questions please ask us. A first infraction will result in a written warning. A second infraction will lead to suspension and another new designer can come in who can better understand what the market desires to accomplish. The market gets better and better each year and if you are a return artist your designs need to change. Jewelers must submit a representation of ALL JEWELRY STYLES for acceptances to the market. If you create something new, you are required to photo it and email it in for an OK before the next Saturday begins.

Any violation of these rules i.e. the selling of 100% not your jewelry will result in an immediate ban from the market. We do want to support you. If you sell “pre-made” jewelry at another location, you are allowed to give someone who asks about it your business card. You are not allowed to deliver goods of this type during market hours at your booth. You are not allowed to bring catalogs to show people “what else you do” at the market. Please just offer your card and follow up other retail business at your store location, online, meet for coffee or over the phone.

Sincerely,

The Commercial Core & Lodging Commission



**THIS SCORE CARD WILL BE USED BY CCLC TO EVALUATE VENDOR APPLICANTS  
PLEASE DO NOT COMPLETE THIS FORM**

# ASPEN SATURDAY MARKET VENDOR EVALUATIONS



	PERCENTAGE WEIGHT	VENDOR SCORE	WEIGHTED SCORE
<b>MINIMUM QUALIFICATIONS</b>			
Sales tax payments up to date	<b>yes/no</b>		
Application is complete and received on time	<b>yes/no</b>		
Colorado made/grown	<b>yes/no</b>		

*Minimum Qualifications must be met to advance to evaluations*

<b>EVALUATION CRITERIA</b>			
<b>Application Presentation</b>	<b>20%</b>		<b>0</b>
Photos of Product/Description/The Hook			
<b>Adheres to Market Goals</b>	<b>30%</b>		<b>0</b>
Local artisan			
Full attendance required (full or half booth)			
Product Quality			



<b>Uniqueness of Product</b>	<b>20%</b>		<b>0</b>
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<b>Booth Quality</b>	<b>10%</b>		<b>0</b>
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Overall look and feel of display, inviting			
Set up is within boundaries of space			
Photos or Drawings			

<b>Past Aspen Market Vendors</b>	<b>20%</b>		<b>0</b>
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Getting along with others			
Current paying sales tax			
Customer relations			
Dedication to market: tardiness/not showing up			
Abiding by the market rules			
Complaints: market vendors, retailers, customers, city			
Likelihood of success in the market (applicable to new vendor applicants only)			

<b>TOTAL SCORE</b>			<b>0</b>
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