



## DFC Farmers Market

**Our purpose:** We organized this farmers market to create a community that promotes healthy living and eating while supporting our local businesses.

**Place, date, and times:** This year's market will be held at Bicentennial Park at the Denver Federal Center in Lakewood, Colorado. The market will be open in 2012, every Thursday, 11:00 a.m. – 1:00 p.m. starting in mid-June and running through the early fall (dates will be determined based on weather).

**Our rules:** For the market to be successful, it needs to run smoothly. We have set up some rules to help aid the process so that everyone knows what is permitted and what to expect.

- Vendors must be set up and ready to sell 15 minutes prior to market time, 10:45 a.m., and remain set up until 1:00 p.m. Vendors may pack up early if special arrangements have been made with the market manager ahead of time.
- In order to create a successful environment for everyone, we ask that Vendors check in at the beginning of each market to be directed to your space for the day. Failure to do so may result in moving your tent and products to a different location after set up.
- Vendors are responsible for bringing their own display table/tent/et cetera. Vendors will also be responsible for set-up and clean-up of their booths. We want to leave Bicentennial Park in the same shape that we find it. Space size is 10 ft. by 10 ft. unless otherwise agreed upon prior to set up at the Market.
- The daily vendor fee is \$5.00 and is due at the beginning of each market to the Market Manager. These fees will be used for such things as advertising and market supplies.
- We require that you indicate on the application form which days you plan to be in attendance. Consistency and professionalism are important; if customers know that they can find a particular vendor at the market each Thursday, they will feel more confident and make Market attendance a regular and scheduled part of their week. If a vendor is not able to attend on a scheduled day, that vendor must contact the Market Manager ahead of time — preferably the day before. Failure to notify the Market Manager may result in removal from future dates at the DFC Farmers Market.
- You may only sell what has been approved prior to market. If you want to sell a new item, you must make a request in writing (email is acceptable) to the Market Manager. Any sampling or tasting of products must be approved by Market Manager and all the Health Department guidelines must be adhered to.
- Vendors must comply with all State and Local Health regulations. Vendors must obtain any state and local permits (Jefferson County) and are responsible for any taxes (City of Lakewood). Vendors must handle their own taxes, insurance and health permits. GSA and the DFC Farmers Market will not be responsible.
- Please contact the following departments regarding local taxes and permit information.  
Lakewood Taxes, Contact the City of Lakewood Finance Department, 303.987.7630  
Jefferson County Health Permits, Jefferson County Public Health, 303.271.5760
- In order to create a healthy environment for all patrons of the market, no smoking is allowed in booths by vendors during operating hours.
- Any disruptive behavior by booth operator and/or their employees will not be tolerated. Vendors may be asked to leave and may not be able to sell until permission to return is granted by the Market Manager.

- DFC Market is water bottle free, that is, all Vendors cannot sell water in plastic bottles. If you sell bottles of water, you will be asked to stop. There is a booth with filtered water for both Vendors and customers to fill up reusable bottles supplied by the individual.
- Vendors must also comply with all rules and regulation governing federal property (Federal Rules and Regulations available upon request).

**Our General Conditions:** After acceptance in the 2012 DFC Farmers Market, vendor must sign and agree to conditions below per a GSA Form 1582, Revocable License for Non-Federal use of Real Property.

- a. **COMPLIANCE.** Any use made of property affected by the license, and any construction, maintenance, repair, or other work performed thereon by the licensee, including the installation and removal of any article or thing, shall be accomplished in a manner satisfactory to the General Services Administration, hereinafter referred to as GSA.
- b. **STRUCTURES.** The license shall not place or construct upon, over or under the property and installation or structure of any kind or character, except such as are specifically authorized herein.
- c. **LAWS AND ORDINANCES.** In the exercise of any privilege granted by this license, licensee shall comply with all applicable State, municipal and local laws, and the rules, orders, regulations and requirements of Federal governmental departments and bureaus.
- d. **SANITARY CONDITIONS.** If this license gives possession of United States property, the license shall at all times keep the premises in a sanitary condition satisfactory to GSA.
- e. **DAMAGE.** Except as may be otherwise provided by the Special Conditions above, no United States property shall be destroyed, displaced or damaged by the licensee in the exercise of the privilege granted by this license without the prior written consent of GSA and the express agreement of the license promptly to replace, return, repair and restore any such property to a condition satisfactory to GSA upon demand.
- f. **INDEMNIFICATION.** The licensee shall indemnify and save harmless the United States, its agents, and employees against any and all loss, damage, claim, or liability whatsoever, due to personal injury or death, or damage to property of others directly or indirectly due to the exercise by the licensee of the privilege granted by this license, or any other act or omission of license, including failure to comply with the obligations of said license.
- g. **STORAGE.** Any United States property which must be removed to permit exercise of the privilege granted by this license shall be stored, relocated or removed from the site, and returned to its original location upon termination of this license, at the sole cost and expense of the licensee, as directed by GSA.
- h. **OPERATION.** The licensee shall confine activities on the property strictly to those necessary for the enjoyment of the privilege hereby licensed, and shall refrain from marring or impairing the appearance of said property, obstructing access thereto, interfering with the transaction of Government business and the convenience of the public, or jeopardizing the safety of persons or property, or causing justifiable public criticism.
- i. **NOTICE.** Any property of the license installed or located on the property affected by the license shall be removed upon 30 days' written notice from GSA.
- j. **GUARANTEE DEPOSIT.** Any deposit which may be required to guarantee compliance with the terms and conditions of this license shall be in the form of a certified check, cashier's check or postal money order in the amount designated above, payable to GSA.
- k. **BOND.** Any bond required by this license shall be in the amount designated above, executed in manner and form and with sureties satisfactory to GSA.
- l. **EXPENSE.** Any cost, expense or liability connected with or in any manner incident to the granting , exercise, enjoyment or relinquishment of this license shall be assumed and discharged by the licensee.
- m. **FUTURE REQUIREMENTS.** The licensee shall promptly comply with such further conditions and requirements as GSA may hereafter prescribed.

n. ATTEMPTED VARIATIONS. There shall be no variation or departure from the terms of this license without prior written consent of GSA.

o. NONDISCRIMINATION. The licensee agrees that no person will be discriminated against in connection with the use made by the licensee of the property on the ground of race, color or national origin, nor will any person be denied the benefits of or be subjected to discrimination under any program or activity held, conducted or sponsored by the licensee in that any activity, program or use made of the property by the licensee will be in compliance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 238, 252; 42 U.S.C. 2000d) and the applicable regulations of GSA (41 CFR Subpart 101-6.2).

The licensee will obtain from each person or firm, who through contractual or other arrangements with the licensee, provides services, benefits or performs work on the property, a written agreement whereby the person or firm agrees to assume the same obligations with respect to nondiscrimination as those imposed upon the licensee by law and will furnish a copy of such agreement to the licensor.

The breach by the licensee of conditions relating to nondiscrimination shall constitute sufficient cause for cancellations revocation of the license.

**Our Application:** To submit an application to the Market Manager, vendors should print the application form and mail it to:  
Lauren Pittenger  
1 Denver Federal Center  
P.O. Box 25546 (8P2PM)  
Lakewood, CO 80225

Please return completed application to Lauren Pittenger no later than **April 10, 2012**.

Any further questions can be directed to the Market Manager, Lauren Pittenger at [lauren.pittenger@gsa.gov](mailto:lauren.pittenger@gsa.gov) or 303.236.2836.