The Great Love Company presents

The Market @Windsor – Ted’s Sweetwater Grill Location

In partnership with The Water Valley Co. & Pelican Lakes LLC/RainDance

**HERE’S OUR PART!**

* Professional Marketing on all social media outlets, print, billboard (when available), events pages for Windsor Area Chamber & RainDance HOA news.
* Liability insurance for the Event
* Safe and clean space for merchants to display their goods/services
* Snack & welcome bag for each merchant space
* Market staff
* Restrooms inside Ted’s
* Trash receptacles within the Market area
* Kid’s free craft booth
* Live music or DJ
* Cones to delineate merchant space
* Marketing & business support within our merchant network

**HERE’S YOUR PART!**

* 10 X 10 display tent (you provide)
* Any tables & chairs needed
* Banners and branding materials for your business
* Employees or market representatives for your Market space
* Inventory
* POS system-cash/credit card
* Exposure for the market on social media/selling outlets
* Insurance and required business certificates (this is optional. We are NOT a governing agency)

**SETUP FOR THE MARKET**

* Furniture and large item merchants are allowed to begin setup @ 3:30 p.m. Market day
* All other vendors are allowed to set up at 4:00 p.m. Market day.
* Vendor parking is in the cul-de-sac just north of The Market area and on the streets in RainDance as allowed
* Please no parking in Ted’s parking area. That is for guests.
* Please check in at The Market welcome table to receive your market swag & badge
* Tear down and clean up begins at 8:00 p.m. Feel free to stay and do business with attendees as long as you are out of Ted’s parking lot by no later than 9:00 p.m. There will be a $50 late charge to anyone not cleaned up and out by 9:00 p.m.

**HERE’S THE SCOOP ON THE MARKET**…

Merchants reserve space for our website [www.thegreatloveco.com](http://www.thegreatloveco.com). Display space at The Market is assigned by reservation number. You will receive your merchant space assignment and the map prior to Market day, however, all merchants must check in at the welcome table to be directed to their set up space. We will scan your QR code for identity. You must wear or display your Market badge during The Market. Don’t forget to pick up your welcome bag.

Merchants set up a 10 X 10 tent, and any tables, chairs, merchandise, banners etc. in the designated, numbered, assigned space only. Make friends with your neighbors. If you need to extend outside of your merchant space, ask your neighbor before placing any banners, flags, tables, chairs or extra merchandise or people outside of your designated area. All tents must be weighted with Sand bags or concrete blocks.

**DAMAGE, THEFT & TAXES**

\*\*The Market is **NOT** responsible for the following, **damage or theft**. All merchants are responsible for making sure their merchandise is set up in a way as not to be damaged, and for keeping an eye on any suspicious patrons, ***paying all applicable city, county and state sales tax***. We are a third party host and hold a retail tax license for goods and services sold under The Great Love Company & at our events. Upon checkout, vendors will be expected to give us a total of the taxes owed to the town of Windsor. We will pay all of the town of Windsor retail taxes owed. We do not retain a portion of your sales for our profit. We do not anticipate being targeted for crime, however if theft becomes a problem, we will request a community service officer to attend our events moving forward.

**PERCENTAGE OF SALES**

The Market is also **NOT** retaining a percentage of your sales. We are here to flourish you and your business, provide marketing, celebrate and help you thrive. You pay a fair rental fee for The Market space and that is all we require. This policy is subject to change.

**ELECTRICITY:**

If you require electricity to your Market space, you must bring a generator (a very quiet one). There is a noise ordinance in place for RainDance residents. No other electricity is available.

**KEEP IT CLEAN!**

Merchants are expected to leave their space exactly how they found it. Pick up any trash, haul out your merchandise, tent, chairs, tables, marketing materials etc. The Great Love Company is renting our Market space from Pelican Lakes LLC and they have a very strict premises policy we must adhere to. Please place trash in the receptacles within The Market space.

**CANCELLATIONS HAPPEN!**

We understand that life happens. If you cancel for any reason a week ahead (the Wednesday before) of The Market, you may reschedule to another future Market with your Market credit from the cancelled Market. There are NO REFUNDS for any reason. YOU MUST CANCEL IN WRITING EITHER BY EMAIL OR TEXT to thegreatlovecompany@gmail.com or 970-888-1840. We will go off of the time stamp on the text or email.

If you cancel Wednesday after midnight of the week prior to The Market you are reserved for, you forfeit your space for that Market. There are NO REFUNDS. You can however, without penalty, donate your space to another merchant of your choice. This is just a nice thing to do. Special circumstances may be considered as an exception to this policy, however, we maintain a rolling cash flow that includes huge rental, insurance and marketing fees, band fees etc., and chances are, your fees have already been absorbed by our budget.

**LICENSES & PERMITS**

We are **not** a governing authority and The Great Love Company is doing business as a small business host in Weld County called The Market. We will not hold or require your paperwork prior to our event. Please be sure your certificates, food handling, cottage industry certifications, insurance, etc. are up to date and available during the market, either digitally (on your phone or computer) or old school paper. This is also subject to change should we use external hosting for our markets in the future.

Thanks for your interest in joining us as a merchant at the Market @ Windsor!

Our Markets run from May through October rain or shine!

Set up begins @ 3:30 and tear down begins @ 8:00 p.m.

$25 penalty for early tear down \*unless extremely inclement weather

$50 penalty for being in the lot past 9:00 p.m.

Here's a breakdown of our current pricing\*

\*pricing subject to change without notice

Small Goods Merchant 10 X 10 tent (you provide) $75 per market (price point $5 & under)

Standard Merchant 10 X 10 tent (you provide) $100 per market

\*Discount if reserving @ multiple markets see merchant rules for more information

If you sign up and pay for 4 markets (Does not need to be consecutive dates) , your 5th market is free! We will provide you with a code to use at checkout when we receive your registration from our shop page. Keep in mind that it takes a minimum of three markets for your customers to remember what you offer and make a relationship with you.

This is a true Mom and Pop business and we believe in honesty in your word and integrity in your actions. We have felt and lived through the devastation of owning a small business that failed. Because we care so deeply about the prosperity of others, we never want anyone of our vendors to suffer that heartbreak. That is why a portion of our vendor rental fees is going to benefit the Windsor Area Chamber of Commerce to fund a small business incubator in the hopes that we can provide the support that you and your business needs, especially when struggling with growth, or the lack thereof. We are here for you. This is a merchant community that we want to connect with, provide growth for and find true purpose and value within our markets. Please reach out if you have questions or would like more information. 970-888-1840.

Our goal is to become the largest outdoor night market in Northern Colorado & to prosper your business! Come be a part of our fantastic events!!

With Great Love,

Kate & Roger