



# 2021 Nocobox NoCo Market Vendor Guide

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## Greetings & Welcome!

Thank you for your interest in participating as a vendor at the Nocobox organized NoCo Pop-Up Markets! The excitement and fun of pop-up markets is that they can pop anywhere, at any time, and are organized in a less formal fashion than traditional outdoor markets. Even with the decreased formality, we do need to communicate and establish a few ground rules to make sure that the event goes as smoothly as possible. This document is written to be short and straight to the point. If you have any questions at all, please email [aisha@nocobox.com](mailto:aisha@nocobox.com).

## Who can apply to be a vendor?

We are looking for Northern Colorado based small businesses who are legally licensed to sell their high quality Colorado made goods. Nocobox wants to consistently work with businesses who practice strong business ethics and share high integrity. We have no tolerance for fraud, corruption, exploitative practices, and unlawfulness.

## Vendor Requirements:

1. Products sold must be made or sourced locally by a small business
2. Small businesses must be able to provide proof of Colorado sales tax license or special event sales license upon request
3. Products sold are of high quality
4. As a vendor, it is your responsibility to comply with all applicable regulatory requirements governing the production and sale of your goods. Nocobox is happy to assist where able to by sending relevant information, however the sole responsibility for compliance is on the vendor.
5. We do not accept MLMs. This includes LulaRoe, Mary Kay, Color Street, Pampered Chef, and other similar businesses.

## What is the application process to be a vendor?

Each market will have a unique application landing page. Applying online includes submitting payment for the application. Your order receipt serves as confirmation of registration and participation. Acceptance is on a first come, first serve basis. Priority is given to hyper local small businesses if we cannot accept all vendors due to meeting maximum capacity.

You can find upcoming market details here: <https://www.nocobox.com/nocomarket>

## What is the application fee and what is it used for?

The application fee per event is a fixed \$75. You can submit the application and payment [here](#). There is no percentage of sales fees or any other cost associated with having a 10x10 booth space at the Nocobox pop up. 100% of the application fee is used for organizing and promoting the market event to be safe and successful. The fees will be used to **attain required event permitting, market the popup through digital and in person campaigns, produce signage, attain special events insurance, and staff the event.**

## What is the space set up like?

Each vendor is allotted a 10ft x 10ft outdoor space. Every market is organized at a different location, therefore each event set up will be unique to that venue. Your vendor space will be marked with a space number that will be assigned to you two weeks prior to the market date. The final layout will not be produced until two weeks prior to the market date when applications to participate will be closed. Each vendor is to provide individual tables, chairs, and individual marketing displays. It is encouraged to bring a pop-up tent due to unpredictable weather. If you have a tent, your tent **must** be appropriately anchored on all four corners for safety.

### **Can I share my booth space with another small business?**

Yes - you may share your booth space with another small business vendor as long as both vendors submit an application and meet the requirements to participate.

### **What is your cancellation policy?**

In the event that you choose to cancel, the application fee is non-refundable. In the event of an emergency situation that led to event cancellation, a refund may be issued. If you commit to attending, please try your best to follow through. A no-show means that we will not select you to participate in the future. Refund requests due to emergency situations will be handled on an individual basis.

### **What if the weather does not cooperate?**

Rain or shine, the pop-up market will take place. In the event of **unsafe** weather conditions, the event will be cancelled and all application fees refunded. Unsafe weather conditions include hail, tornadoes, and severe thunderstorms. We advise you to come prepared for unexpected weather conditions such as sudden rain. A plastic sheet to cover your merchandise and a well anchored canopy tent will generally be adequate in such a circumstance of unexpected rain showers.

### **What are the Day-Of Procedures?**

Please be set up and ready-to-go 30 minutes prior to the pop up market start time. A Nocobox staff member will walk around the event space to check in all participants 15 minutes prior to the market start time. Throughout the event, you may be approached by an event photographer who will snap photos of your set up. If you do not wish to be photographed, please let Aisha know in advance. Look out for an email a week before the pop-up with specific day-of unloading instructions with a finalized event map. Please plan to stay at the market until the scheduled end time. Let's have some fun too!

## **Where is Vendor Parking?**

Depending on the venue, there may or may not be designated vendor parking. For markets organized on private property, we will have designated vendor parking. Once you are signed up and confirmed for the market, parking details will be e-mailed to you two weeks prior to the event date.

## **Professionalism Standards**

We expect all participating vendors to practice professional conduct which prohibits unruly behavior as well as the use of any abusive, profane, and/or disrespectful language at our markets. If there is a matter of concern and/or upset at one of our market events, we require that you discreetly bring this to the attention of Nocobox staff. Causing a scene or commotion will result in future disqualification to participate in any future Nocobox NoCo Market events. Additionally, use or possession of drugs at our market events is prohibited. Once the market is complete, vendors are required to clean up their assigned spaces leaving them in the condition they were in prior to the event.

## **COVID-19 Safety**

All frequently touched surfaces will be regularly cleaned and sanitized. The pop up is organized outdoors in the open air. We will always abide by all current county and state regulations. In the event of a public health emergency or change in event guidelines that prohibits public gatherings, Nocobox pop-up markets will be cancelled and all application fees will be refunded.