



# ARE YOU INTERESTED IN VENDING AT CIVIC CENTER EATS?

Vending space at Civic Center EATS is allocated prior to the season. These spaces are allocated through an application and curation process. The application for the upcoming season is typically available in mid-January and due in mid-February. The application window for 2017 is now closed.

For vendors who missed the application window and are interested in vending during the current season there is a process to get on our “drop-in vending” list.

Getting on the Civic Center EATS Drop-In list in 2017 is a four-step process. You must complete all four steps before we can consider you for an open shift. The steps are outlined below and in detail on the following pages.

**Step 1:** Create a ManageMyMarket Vendor Profile – Here you will create an account on Manage My Market.com and enter information about your business and the products you sell. Please note that this “system” was designed for farmers’ markets, so some of the questions may seem odd – do your best to answer them. You do not need to list all your products, but please at least include your five bestsellers to give us a sense of your menu.

**Step 2:** Apply for Civic Center EATS – Once you complete your profile, you will be given the option to apply to “markets” in your area. Find “Civic Center EATS” on the options and complete the application.

**Step 3:** Upload licenses, insurance, photos, and other documentation – After you submit your application, you will upload various required documents into your profile at ManageMyMarket.com.

**Step 4:** Pay the application fee – When you submit your application, you will automatically be invoiced the \$25 application fee. This must be paid on-line following the instructions in your invoice.

Once these steps are completed, let you know you have been added to the drop-in list. Being on the drop-in list does not guarantee you any shifts at Civic Center EATS, but does mean you will be considered for drop in shifts during the current season.

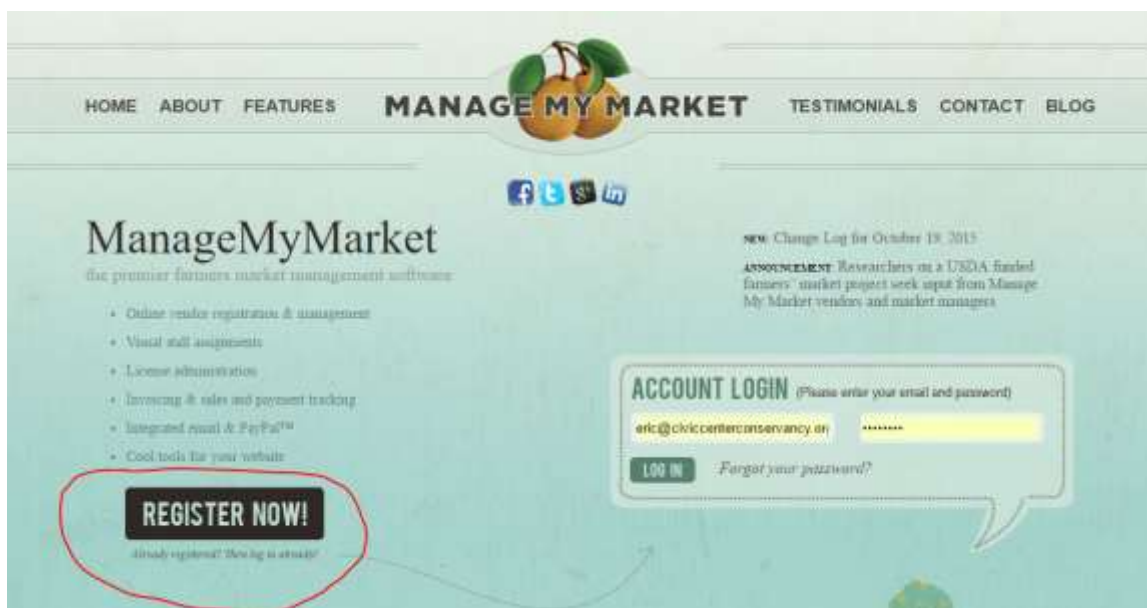
# 2017 Civic Center EATS Application Instructions

Applying for Civic Center EATS is a four-step process. Below are additional details and resources on each of the steps. If you experience technical issues, you may reach out to the ManageMyMarket.com helpline at 503.878.8466. If you need clarification on any application questions, please email [eric@civiccenterconservancy.org](mailto:eric@civiccenterconservancy.org); we will do our best to respond within one business day, but often sooner. We anticipate the entire process taking about 20 minutes to complete. You can save and come back to your application as necessary.

## Step 1: Create a ManageMyMarket Vendor Profile

In this step, you will create an account on Manage My Market, enter information about your business and the products (ie: menu items) you sell. Please note that this “system” is set-up for farmers’ markets, so some of the questions may seem odd – do your best to answer them.

Visit <https://managemymarket.com/> and click REGISTER NOW to get started.



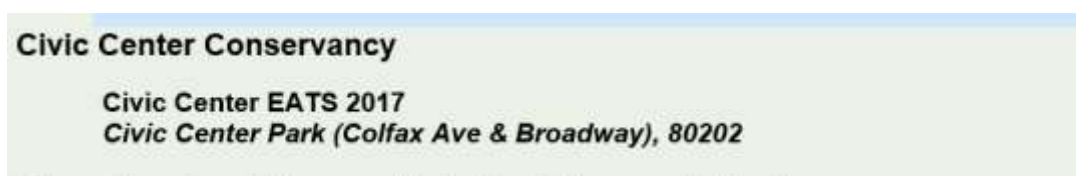
The following link is a great tutorial from Manage My Market on how to set-up your vendor profile:

<http://portal.sliderocket.com/mmm/Creating-a-Profile-and-Applying-to-a-Market>

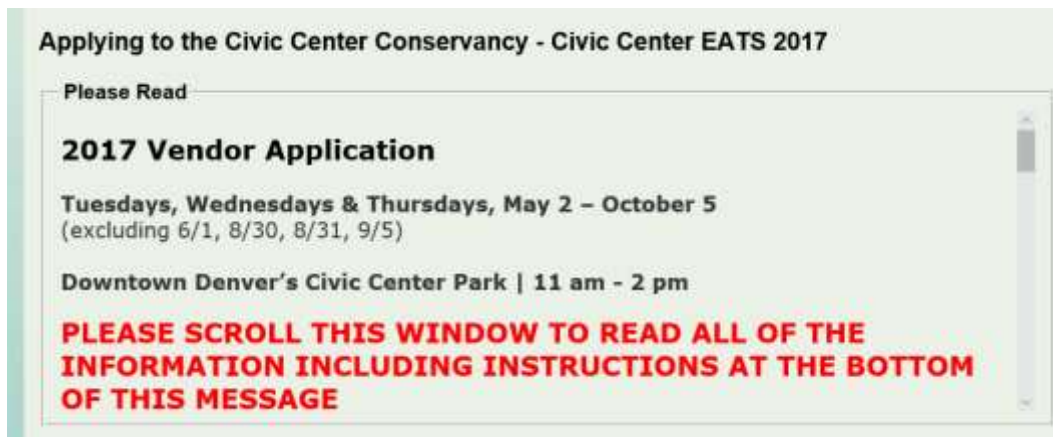
Please note that when you get to the product section - you do not need to list everything you will be selling. Please list at least five menu items for which you are best known. There is a chance that these products may be part of a public vendor profile listing and will be used when we review the applications. You can also update this section as your menu offerings change through the season.

## Step 2: Apply for Civic Center EATS

After you complete your vendor profile, you will be given the option to apply to markets in your area. Find “Civic Center EATS” in the listing and click the “apply now” button.



The top of the application page looks like the following:

A screenshot of a web page header for the Civic Center Conservancy's 2017 EATS event. The header is titled "Applying to the Civic Center Conservancy - Civic Center EATS 2017" and contains a "Please Read" section. The main heading is "2017 Vendor Application". Below this, the dates are listed as "Tuesdays, Wednesdays & Thursdays, May 2 – October 5" with exclusions for 6/1, 8/30, 8/31, and 9/5. The location and time are "Downtown Denver's Civic Center Park | 11 am - 2 pm". A prominent red text instruction reads: "PLEASE SCROLL THIS WINDOW TO READ ALL OF THE INFORMATION INCLUDING INSTRUCTIONS AT THE BOTTOM OF THIS MESSAGE".

**Applying to the Civic Center Conservancy - Civic Center EATS 2017**

**Please Read**

**2017 Vendor Application**

**Tuesdays, Wednesdays & Thursdays, May 2 – October 5**  
(excluding 6/1, 8/30, 8/31, 9/5)

**Downtown Denver's Civic Center Park | 11 am - 2 pm**

**PLEASE SCROLL THIS WINDOW TO READ ALL OF THE INFORMATION INCLUDING INSTRUCTIONS AT THE BOTTOM OF THIS MESSAGE**

Please be sure to scroll through the entire "Please Read" section for important information about the event and application process.

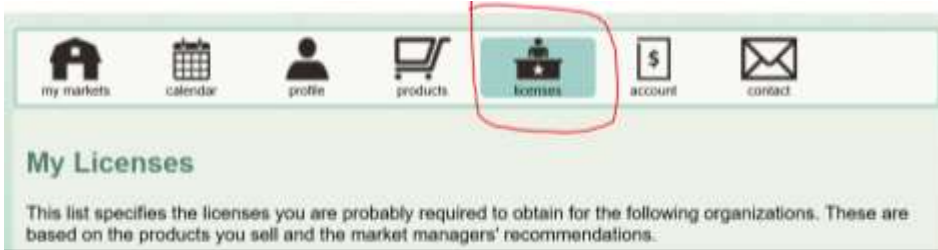
A few notes about other parts of the application:

- 1) Market Dates: Please note that when selecting dates in the Market Dates section below, please select any dates you are available for the rest of the season.
- 2) Market Staff: If you have this set-up in your profile, please check the staff who will be working at Civic Center EATS. If you do not know names at this point, that is fine.
- 3) Stall Type: This is the first place where you indicate how much space you need. Please select the category that best applies to you from the drop-down menu.
- 4) Application Fee: Please check this box as all vendors are required to pay the fee.
- 5) Type of Food – Additional Question #5 – please select the type of food you serve from the listed categories. Do not list something that is not on the options. This is the category we put you in on our marketing materials.
- 6) Measurements – Additional Questions 11,12,&13 – We need the exact measurements of your set-up. Please get out a tape measure and get the measurements asked for in the application.
- 7) Statements and Market Legal Agreement – Please read these carefully as these are the rules, policies and procedures that will be enforced during the 2017 season.

Once you submit your application you will be taken to a confirmation screen and should receive a confirmation email that your application has been submitted. Please review the information on the email for what is required in steps 3 and 4.

## Step 3: Upload licenses, insurance, photos, and other documentation

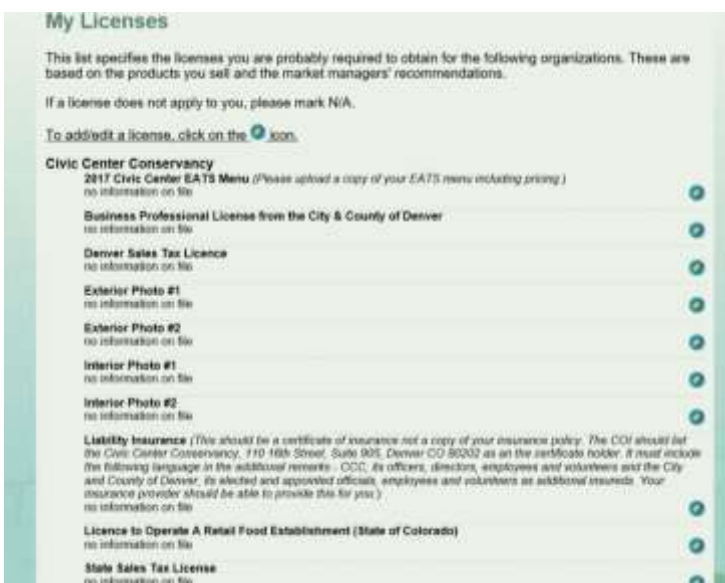
After you submit your application, go to the menu bar at the top of your Manage My Market profile and click on the licenses tab.



Here you will see a list of the documents we require you have in your profile. Please follow the on-screen instructions to upload each of the documents. If you do not have the required document, please upload a letter with an explanation as to when we can expect to receive the document.

Below is a list of the documents you will need to upload. If a document will expire before the start of the EATS season, please upload your most current version of the document and then update when you have a current version. Please pay special attention to the detail asked for in the Proof of Liability Insurance.

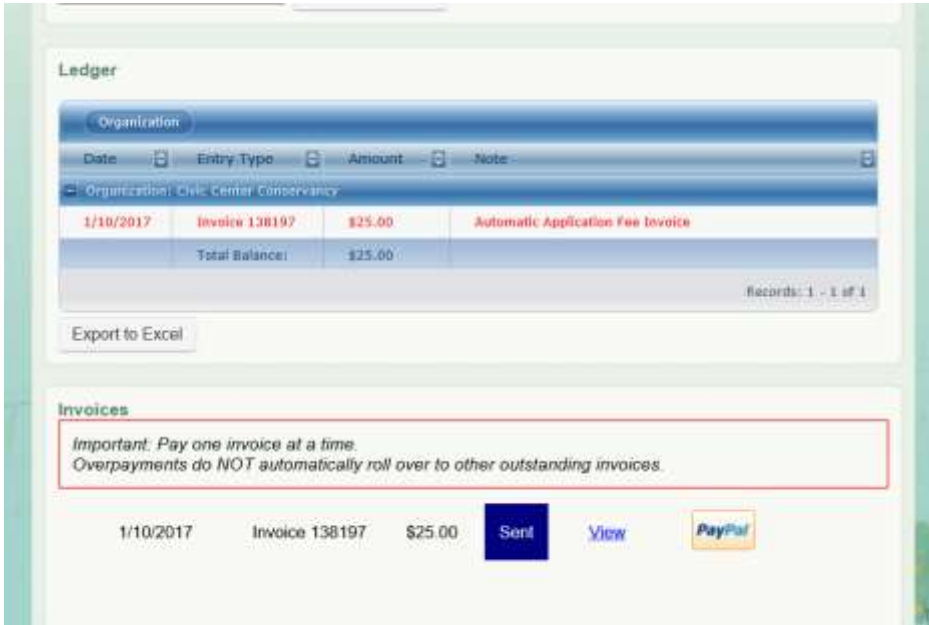
- A .PDF of your menu
- A copy of your State Sales Tax License
- A copy of your Denver Sales Tax License
- A copy of your License to Operate a Retail Food Establishment (State of Colorado)
- A copy of your Business Professional License from the City & County of Denver
- Photo(s) of your mobile food set-up – both interior and exterior or rendering of your set-up if still under construction.
- Proof of Liability Insurance - This should be a **certificate of insurance** not a copy of your insurance policy. The COI should list the **Civic Center Conservancy, 110 16<sup>th</sup> Street, Suite 905, Denver CO 80202** as the certificate holder. It must include the following language in the additional remarks: **CCC, its officers, directors, employees and volunteers and the City and County of Denver, its elected and appointed officials, employees and volunteers as additional insureds.** Your insurance provider should be able to provide this for you.



As you upload your documents. If they expire, please be sure to enter the expiration date. The system is set-up to let both you and the event organizer know a document is approaching an expiration date.

## Step 4: Pay the application fee

When you submit your application, an invoice for the \$25 application fee will automatically be emailed to you. Please click the link in this email to pay via PayPal. You will be able to pay with a debit card, credit card or via your PayPal account. Your application will be considered incomplete until this fee is paid. Incomplete applications will not be considered at selection time. **Application fees are not refundable, even if you are not selected for a shift at Civic Center EATS in 2017.**



The screenshot shows a web interface with two main sections: 'Ledger' and 'Invoices'.

**Ledger Section:**

- Organization: Civic Center Conservancy
- Table with columns: Date, Entry Type, Amount, Note
- Record: 1/10/2017, Invoice 138197, \$25.00, Automatic Application Fee Invoice
- Total Balance: \$25.00
- Records: 1 - 1 of 1
- Export to Excel button

**Invoices Section:**

- Important: Pay one invoice at a time. Overpayments do NOT automatically roll over to other outstanding invoices.
- Table with columns: Date, Invoice, Amount, Action
- Record: 1/10/2017, Invoice 138197, \$25.00, Send, View, PayPal button