



Capital City Farmers Market

2012/2013 Member Registration and Vendor Application Form

PO Box 515, Montpelier, VT 05601-0515. 802-223-2958
www.montpelierfarmersmarket.com, manager@montpelierfarmersmarket.com

This application covers **ALL** three markets coordinated by the Capital City Farmers Market. If you want to apply for our Thanksgiving Market or Winter Farmers Market, **NOW IS THE TIME**. There will not be another application process.

- If you are accepted into the Winter and Thanksgiving markets, we will send you a notice for space fee prior to the market. Payment for your space confirms your participation in the market.
- *CCFM does not accept vendors offering services (i.e. chair massage, tarot reading, etc.).*

Applications must be post marked by January 31st. Space assignments will be e-mailed around February 15th. Vendor applications post marked after January 31st will be given space as space allows, regardless of prior participation.

Please read the 2012 Rules and Policies before filling out your application.

General Information:

Date _____ Name _____ Business Name _____
Address _____ Town _____ Zip _____
Phone _____ (home) _____ (other) _____
E-mail Address _____ Website: _____

Do you give the Capital City Farmers' Market permission to release your name, address, phone number, email, and website for marketing purposes or customer contacts? **YES, I do** **NO, I do not**

Applicant Type: (Check one category):

New Applicant -- *New Applicants need to enclose a non-refundable \$10 new application fee. Do not include a membership fee. New Applicants can become members if they are accepted to vend at the market.*

Wait List/Returning Applicant -- *vendors who have applied in the past but have not yet vended at a market*

Member Vendor -- (include the \$40 membership fee.) Market members receive space discounts at markets.

Non-member Vendor

I can't participate this year. Please place/keep my name on your mailing list.

Market(s) you are applying for:

- ___ Summer Market (May-Oct, 60 State St Lot)
- ___ Thanksgiving Market (Nov. 17, Montpelier High School)
- ___ Winter Market (1st & 3rd Saturdays, Dec-April, VT College of Fine Arts Gym)

Your primary vendor category: (ag, food, craft)

- ___ Agriculture
- ___ Prepared Food
- ___ Craft

Vendor Items for Sale: (please review criteria listed in Market’s 2012 Rules and Policies on pages 5-6):

Agriculture, food, and craft applicants need to list **ALL** items they intend to sell at the market. **Please be as specific and detailed as possible**, (i.e. mixed vegetables, seedlings, type of berries [strawberries, blueberries, etc.] type of meat [chicken, beef, lamb etc], eggs, cut flowers, pottery, note cards, preserves, baked goods, jewelry, etc…) *If you are applying for more than one market, please list, items you intend to sell at each market (may indicate “same as above”).* Use additional paper if necessary.

Summer Market: _____

Thanksgiving Market: _____

Winter Market: _____

Returning Vendors -- List ALL NEW products you want to sell at the market:

Summer: _____
Thanksgiving: _____
Winter: _____

Applicants can add extra pages if needed. *If you plan to add new or change significantly the products you are offering, you must first get approval from the farmers market board. (i.e. a potter selling candles, a bread baker selling pies, a produce grower adding a craft)*

Food and Craft Vendors:

New applicants applying for a craft space must also include pictures of their work. If you would like them returned, please include a self-addressed, stamped envelope.

Material Sources and Method of Production -- please describe:

Item	Type and source of materials or ingredients	Method of production
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please use additional paper if necessary.

Prepared food vendors - What locally-grown items do you currently use or plan on using in your products during the upcoming season?

- *Vendors offering prepared food for sale must feature at least three locally grown ingredients or a local ingredient comprising 50 percent or more of at least one product they offer at market.*
- *Prepared food vendors are also required to post a sign listing their local ingredients and the source of these ingredients used in their products. (i.e. eggs, Old MacDonald Farm)*

If you do not use a local farm but purchase local products at retail, you will need to submit purchase receipts for these products. Board members or the market manager will conduct spot checks of food producers growing their own food for market.

Item(s)	Local Ingredient(s)	Source
(example) pie _____	blueberries _____	Old MacDonald's Farm _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please answer the following questions regarding your business.

Can you come to the market rain or shine, hot or cold, wind or snow?

___ YES ___ NO If no, please explain.

As the owner/producer, do you personally plan to attend at least 50% of the markets you have requested?
Producers are required to attend a minimum of 50% of the markets they sign up for. Attendance IS enforced.

___ YES ___ NO If no, please explain.

If you plan on substitutes vending for you some of the time, who will they be and what is their relationship to your business?

What is the ownership structure of your business? (i.e. business partners, family run, cooperative, incorporated)

Please list Farmers Market Activities or CCFM office held by members of your farm/business in 2011:

Name	Office/Activity
_____	_____
_____	_____

Market Programs: The market has several programs for promotion and low-income food access. To vend at the Capital City Farmers Market (CCFM), you must agree to participate in these programs.

“Market Cash”: The market provides a wireless EBT (food stamp) and Debit card machine for customers who get “market cash” from this machine in the form of \$5 and \$1 wooden tokens. Vendors are reimbursed 100% for market cash received.

\$2.00 CCFM EBT incentive coupons

Farm-to-Family Coupons: Low income Vermonters receive coupons in the summer to use at farmers markets for fresh produce. Farmers are reimbursed 100% for coupons redeemed. If you offer produce, contact the Vermont Department of Children and Families to sign up for this program before market begins at 802-241-2458 or mary.carlson@ahs.state.vt.us.

Gross Sales Reporting: The market asks each vendor to report sales anonymously for each market attended. The market tracks sales in the categories of agricultural products (broken out by produce, meat, dairy, other), baked goods/prepared foods, and crafts. This allows the market to assess growth from year to year and better understand the impacts of season, weather, and holidays on overall market sales.

I have read the 2012 rules and policies of the Capital City Farmers Market and agree to abide by them.

_____Signature of applicant(s) _____Date

Summer Market

Please circle the weeks you would like to attend: ALL of them (26 in all)

May 5, 12, 19, 26

June 2, 9, 16, 23, 30

July 7, 14, 21, 28

August 4, 11, 18, 25

September 1, 8, 15, 22, 29

October 6, 13, 20, 27

During 2010, I vended: (please check one)

Full-season (20+ weeks) Part-season (10-20 weeks) Less than 10 weeks I was not a vendor in '10

Space Preferences: Please refer to the map for selection or specify "area".

<http://www.montpelierfarmersmarket.com/applicationvendor-info/> Note: newer vendors are less likely to be assigned their choice spots.

Space requests: Only agricultural vendors are eligible for more than 10 feet. Please indicate if you are requesting:

single space (10 linear ft) space and ½ (15 linear ft) double space (20 linear ft)

First Choice spot # _____ Second Choice spot # _____ Third Choice spot # _____

If possible, I would prefer to be (describe location – front, back, shade side, etc.) _

If we are unable to assign you a spot, do you want to be on a waiting list and be notified of an available spot for the coming Saturday? YES NO

Do you want to be on a substitute list for openings of regular assigned spaces? YES NO

Payment of Space Fees: All vendors accepted for a full or partial season vending space at the Summer market are required to pay 50% of their season's fee by March 1st and 50% by the end of June. Member discounted fees only apply if members have volunteered or attended the annual meeting, and if they are paid before June 30th. Fees are non-refundable.

Prize Drawing-- As part of market promotion, we ask that all regular vendors at the market donate a prize for our monthly prize drawing. Please indicate what you wish to donate and what month it will be available.

Thanksgiving Market—Nov. 17, 2012

Returning Vendor

New Vendor

Space preference: Same as last year No preference Different (specify) *New vendors are assigned space where available.*

Frontage Requested: Single Space (10 ft x 6 ft) Mini Space (6 ft x 6 ft) Additional Frontage Requested: _____ feet

Electrical outlet requested? YES NO

If accepted, an invoice for your fee will be sent in September. Payment must be made by the end of September and will confirm your place at the Thanksgiving Farmers Market.

Prize Drawing-- As part of market promotion, we ask that Thanksgiving vendors donate a prize for our prize drawings selected each ½ hour during the market. Please list the prize you wish to donate.

Winter Market 2012/2013

Please circle the weeks you would like to attend: ALL of them (10 in all)

December 1, 15 January 5, 19 February 9, 16 March 2, 16 April 6, 27

NOTE: February 9th and April 27 dates are on different Saturdays because college gym not available on the first and third Saturday for those months.

During 2011/12, I anticipate vending: (please check one)

Full season # of markets I was not a vendor in 2011/12

Space Preferences Please refer to the Winter Market map, or specify "area". New vendors may not be assigned their choice spots.

Frontage requested:

Mini craft space (6 linear feet) single space (8 linear ft) space and ½ (12 linear ft)

Additional Frontage Requested: _____ feet

First Choice spot # _____ Second Choice spot # _____ Third Choice spot # _____

Electrical outlet requested? **YES** **NO**

If possible, I would prefer to be (describe location – front, back, middle, tc.) _____

If we are unable to assign you a space, do you want to be notified if a space becomes available? **YES** **NO**

Capital City Farmers Market Vendor Fees:

The membership discount is only available to vendors who pay a membership fee and had attended the 2011 annual meeting or completed at least 4 hours of volunteer service for the market during 2011.

Summer Market Fees: Except with special permission from the Board of Directors, all vendors accepted for a full or partial season vending space at the Summer market are required to pay 50% of their season's fee upon acceptance into the market and 50% by June 30th. *These member fees only apply if members have volunteered or attended the annual meeting, and if they are paid before June 30th. Fees are non-refundable.*

Summer Market Season Rates: (*Members who provide at least 4 hours of volunteer time, and/or attend the annual meeting, and pay by June 30th is \$450.00 for 10' of space.*)

Single space (10 ft) \$504.00
Space and ½ (15 ft) \$756.00
Double space (20 ft) \$1,008.00

Summer Market Daily Rates:	Members	Non-Members
Single space (10 ft)	\$21.00	\$28.00
Double space (20 ft)	\$42.00	\$56.00

Thanksgiving Market Fees: Vendors must pay for their space by September 31st. *In addition to this space fee, vendors are charged a fee of 2% of their gross sales payable at the end of the market.*

Rates: Fees will be based on square footage: \$0.60 per square foot (i.e. for a single space 10' X 7' = 70 sq feet X \$0.60 = \$42.00 fee)

- *Non-member vendors pay an additional \$10 non-member fee.*

Winter Market Fees: Except with special permission from the Board of Directors, all vendors accepted for a full or partial season vending space at the winter market are required to pay 50% of their season's fee by October 31st and 50% by February 1st. These fees only apply if paid before February 1st and they are non-refundable.

Daily Rates

Single space (8 ft) \$34.00
Space and ½ (12 ft) \$51.00
Double space (16 ft) \$68.00