



# Capital City Farmers Market

## 2019/2020 Member Registration and Vendor Application Form

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

**Applications are due January 31<sup>st</sup>** (postmarked by the 31<sup>st</sup> and sent via US post (paper copies). **Late applications will not be accepted.** Acceptance and space assignments will be emailed by the end of February. This application covers **ALL THREE** markets coordinated by the Capital City Farmers Market. If you want to apply for our Thanksgiving Market or Indoor Farmers Market, now is the time. There will not be another application specific to these markets.

*CCFM does not accept vendors offering services (i.e. chair massage, tarot reading, etc.).*

After the application deadline on January 31<sup>st</sup>, the market board will review applications. Please list **all** products you plan to bring to market throughout the entire year (Outdoor, Thanksgiving, and Indoor).

- **Market fees are non-refundable. Please select only those dates that you will be able to vend at.**
- **Submit copies of all applicable licenses needed to vend at the market, along with your application.**
- **Please read the [2019 Rules and Policies](#) before filling out your application.**

### General Information:

Date \_\_\_\_\_ Name \_\_\_\_\_ Business Name \_\_\_\_\_  
 Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (home) \_\_\_\_\_ (cell) \_\_\_\_\_  
 E-mail address \_\_\_\_\_  
 Website: \_\_\_\_\_  
 \_\_\_\_\_  
 Other Social Media (Facebook, Instagram) \_\_\_\_\_

### Applicant Type: (Check one category):

**New Applicant:** New applicants need to enclose a non-refundable \$10 New Application Fee. Do not include the \$40 membership fee now. 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:** (required for all full season outdoor and indoor vendors) **\$40 membership fee is due with your application.** Market members receive space discounts at markets. Members who attend at least six markets in a year can vote at the annual and special meetings.

**I can't participate this year.** Please place/keep my name on your mailing list. (Vendors can take a season's leave of absence without forfeiting their points, provided they continue to pay their \$40 annual member fee)

**Non-member Vendor**

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**

**Market(s) you are applying for:**

Outdoor Market (May-Oct. This season our goal is to hold the outdoor market in a combined location of both the 60 State parking lot and State Street. See attached map for greater details.)

Thanksgiving Market (Nov. 16th, Montpelier High School)

Indoor Market Saturday dates and location(s) between Dec-April still to be determined.

**Your primary vendor category: (agriculture, food, craft)**

Agriculture (For our reporting, are your products certified organic? \_\_\_\_\_)

Prepared Food

Craft

**Vendor Items for Sale:** (please review "criteria" listed in Market's 2019 Rules and Policies):

Please list **all** agriculture, food, and craft items you intend to sell at the market and **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], types of cheese [soft spreadable, bloomy-rinded cheeses, aged hard cheeses, etc], and other types of milk products, eggs, cut flowers, pottery, note cards, preserves, baked goods [pies, cookies, breads, etc], jewelry, etc...). *If you are applying for more than one market season, please list items you intend to sell during each market season (may indicate "same as above").* Use additional paper if necessary.

**RETURNING VENDORS:** *List all the items you have been previously approved to sell at market and underline any new items you want to bring.*

**ALL VENDORS:** *If you plan to add new or significantly change the products you are offering over the course of the season, you must first get approval from the market board (i.e. a potter selling candles, a bread baker selling pies, a produce grower adding a craft).*

**Outdoor Market:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thanksgiving Market:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Indoor Market:** \_\_\_\_\_  
\_\_\_\_\_

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## Craft Vendors:

*New applicants applying for a craft space must 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
<i>For example: soap</i> _____	<i>honey from Old Macdonald's Farm</i> _____	<i>small batches, home preparation</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 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.** *Vendors purchasing local farm products retail are required to submit receipts once a month to demonstrate local products being used. Prepared food vendors are required to display a sign, provided by the Market, listing local ingredients used. This sign must be updated weekly. Board members or the market manager may conduct spot checks of food producers growing their own food for market. **Attach copies of all licenses required for your product(s).***

Item(s)	Local Ingredient(s)	Source
<i>(for example) pie</i> _____	<i>blueberries</i> _____	<i>Old MacDonald's Farm</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Merchandise Item:

Vendors are allowed to sell one (1) item of merchandise. This item does not need to be locally produced, but does still need to be approved by the board. It must display your farm/business name or logo to be considered vendor merchandise. Please list the item and also include an image.

Item

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**Producers (business owners) are required to attend a minimum of 50% of the markets they sign up for and attend the entire duration of the market.** If you plan on substitutes vending for you some of the time, who will they be and what is their relationship to your business?

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

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**Please list CCFM Activities or Volunteer Jobs held by members of your farm business in 2018:**

Name: \_\_\_\_\_ Activity: \_\_\_\_\_  
\_\_\_\_\_

**Vendor Jobs:**

Electing to perform market duties on market days reduces fees (“working member”). Volunteer positions are available to full season summer vendors only. If you do not choose to volunteer, you will pay a higher fee (“non-working member”). If you choose to volunteer, please select your top two positions from the list below. If multiple vendors select the same job, the vendor with the highest seniority points will be selected for the position.

- Music Tent Setup (May-July)
- Music Tent Breakdown (May-July)
- Music Tent Setup (Aug-Oct)
- Music Tent Breakdown (Aug-Oct)
- Demo Tent Setup & Breakdown
- Garbage Can Setup
- Garbage Can Breakdown
- Picnic Table Setup (three vendors)
- Picnic Table Breakdown (three vendors)
- Umbrella Setup
- Umbrella Breakdown
- Market Signs Route 2 Setup
- Market Signs Route 2 Breakdown
- Market Flags Setup
- Market Flags Breakdown
- Market Banner Setup
- Market Banner Breakdown
- Music Chalk Sign Setup & Takedown
- Cones & Detour Signs Setup (two vendors) (May-July)
- Cones & Detour Signs Breakdown (two vendors) (May-July)

- Cones & Detour Signs Setup (two vendors) (Aug-Oct)
- Cones & Detour Signs Takedown (two vendors) (Aug-Oct)
- EBT/Token Table Setup & EBT/Token Table Takedown
- Event Prep & Execution May 2019 (three vendors)
- Event Prep & Execution June 2019 (three vendors)
- Event Prep & Execution July 2019 (three vendors)
- Event Prep & Execution Aug 2019 (three vendors)
- Event Prep & Execution Sept 2019 (three vendors)
- Event Prep & Execution Oct 2019 (three vendors)
- Please assign me a job, I have no preference
- I choose to pay the non-working member fee

**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” in the form of \$5 and \$1 wooden tokens and \$1 Crop Cash coupons. Vendors are reimbursed 100% for market cash received.

**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 the outdoor market season begins.

**Gross Sales Reporting:** The market requires each vendor to report sales for each market attended using our online system. The market tracks sales in the categories of agricultural products (broken out by produce, meat, dairy, other), prepared foods, ready-to-eat foods, wine/beer/spirits, 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 2019 Rules and Policies of the Capital City Farmers Market and agree to abide by them.**

\_\_\_\_\_ Signature of applicant(s) \_\_\_\_\_ Date

**Outdoor Market**

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

May 4, 11, 18, 25                      June 1, 8, 15, 22, 29                      July 6, 13, 20, 27  
 August 3, 10, 17, 24, 31                      September 7, 14, 21, 28                      October 5, 12, 19, 26

**During 2018, I vended:** (please check one)

Full-season (20+ weeks)     Part-season (10-20 weeks)     Less than 10 weeks     I was not a vendor in 2018

**Space Preferences:** Please refer to the attached map for vending space selection, or specify an area below. **You may select your top three choices in space selection, but we cannot guarantee that everyone will get their top choices.**

Areas:

Heney Lot 1

State Street 1

Heney Lot 2

State Street 2

Space requests: Only agricultural vendors are eligible for more than 10 feet. Food vendors may request additional space from the market board. 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.):

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If we are unable to assign you a space, do you want to be on a waiting list and be notified of available spaces?

YES  NO

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

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## Thanksgiving Market—Nov. 16, 2019

Returning Vendor

New Vendor (*New applications for this market will only be considered if applicants currently vend at the indoor or outdoor markets.*)

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

**Frontage Requested:** *Frontage at the Thanksgiving market varies and regular spaces are typically 8' to 10' wide and 6' to 7' deep. Fees are determined by the square footage.*

Single Space (8 to 10 ft x 6 ft)  Mini Space (6 ft x 6 ft) Additional Frontage

Requested:  feet. If you are selected as a substitute vendor in 2017, space size will vary based on availability.

Electrical outlet requested?  YES  NO

**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.

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## Indoor Market 2019/2020

**At this time, we don't have specific dates for the indoor market. However, the market's goal is for the first and third Saturday of each month.**

**Please circle the weeks you would like to attend:** ALL of them (11 in all)

December #1 market, #2, #3    January #1, #2    February #1, #2    March #1, #2    April #1, #2

**Space Preferences:** Please specify space preferences such as: need electrical outlet, corner space, left side, right side, middle aisle, same as last year, etc. New vendors may not be assigned their choice spots.

**Frontage requested:**

Single space (8' frontage) \_\_\_\_\_ space and ½ (12' frontage) \_\_\_\_\_

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, etc.) \_\_\_\_\_

If we are unable to assign you a space, do you want to be notified if a space becomes available?

   **YES**       **NO**

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**Capital City Farmers Market Vendor Fees:**

**Note: Market fees are non-refundable. Note: please select only those dates that you will be able to vend at, as the market cannot refund vending fees paid for reserved market dates. Signing the application on page four acknowledges that you understand this agreement with the market concerning refunds. Refunds may be considered for emergency medical or family needs so long as they fall within the market budget.**

**Outdoor Market Fees:** Except with special permission from the market board, all vendors accepted for full or partial season vending spaces at the outdoor market are required to pay 50% of their season's fee upon acceptance into the market and 50% by June 30<sup>th</sup>. The discount rate is only available to members who attended the 2018 annual meeting. Spaces are 10 feet wide and the depth of the parking space.

<b>Outdoor Market Season Rates</b>	<b>Single Space</b>	<b>Space and ½</b>	<b>Double Space</b>
Full season working member with discount	\$490.00	\$760.00	\$1,030.00
Full season working member without discount	\$540.00	\$810.00	\$1,080.00
Full season non-working member with discount	\$539.00	\$836.00	\$1,133.00
Full season non-working member without discount	\$594.00	\$891.00	\$1,188.00

**Outdoor Market Daily Rates**

Weekly Member Vendor	\$28.00
Weekly Nonmember Vendor	\$37.00

**Thanksgiving Market Fees:** Vendors must pay for their space by September 30th. *In addition to the space fee, vendors are charged a fee of 5% of their gross sales, payable at the end of the market.*

**Rates:** Fees will be based on square footage.

\$0.80 per square foot (i.e. for a single space 10' X 7' = 70 square feet X \$0.80 = \$56.00 fee). *Non-member vendors pay an additional \$10 non-member fee.*

**Indoor Market Fees:** Except with special permission from the market board, all vendors accepted for a full or partial season vending space at the indoor market are required to pay 50% of their season's fee by October 31st and 50% by February 1st. All fees must be paid by February 1st and are non-refundable. Full season vendors who pay in full by November 30th receive a prepay discount.

**Daily Rates**

Single space (8 ft)	\$36.00	
Space and ½ (12 ft)	\$54.00	
Full Indoor Season discount if paid by Nov 30 <sup>th</sup> Single Space		\$357.00
Full Indoor Season discount if paid by Nov 30 <sup>th</sup> Space & ½		\$535.00