



Capital City Farmers Market

2020/2021 Member Registration and Vendor Application Form

PO Box 515, Montpelier, VT 05601-0515.

www.montpelierfarmersmarket.com, manager@montpelierfarmersmarket.com

Applications are due January 31st (postmarked by the 31st and paper copies sent via US post.) **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.

After the application deadline on January 31st, 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 2020 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: (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

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

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, Weekly, May-Oct (2 Taylor Street, Montpelier)

Thanksgiving Market (Nov. 21st, Montpelier High School)

Indoor Market, Dec-April (Caledonia Spirits Distillery, Montpelier)

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

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

Prepared Food

Craft

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

Vendor Items for Sale

Please review "criteria" listed in Market's *2020 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 (e.g. a potter selling candles, a bread baker selling pies, a produce grower adding a craft, etc.).*

Outdoor Market: _____

Thanksgiving Market: _____

Indoor Market: _____

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 & 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: _____

At The Market: Volunteer Jobs and Market Programs

Please list CCFM Activities or Volunteer Jobs held by members of your farm business in 2019:

Name: _____ Activity: _____

Volunteer Jobs: Electing to perform market duties on market days reduces fees (“working Member”).

Volunteer positions are available to full season outdoor 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.

- | | |
|---|---|
| <input type="checkbox"/> Music Tent Setup (May-July) | <input type="checkbox"/> Market Signs Route 2 Setup |
| <input type="checkbox"/> Music Tent Breakdown (May-July) | <input type="checkbox"/> Market Signs Route 2 Breakdown |
| <input type="checkbox"/> Music Tent Setup (Aug-Oct) | <input type="checkbox"/> Market Flags Setup |
| <input type="checkbox"/> Music Tent Breakdown (Aug-Oct) | <input type="checkbox"/> Market Flags Breakdown |
| <input type="checkbox"/> Demo Tent Setup & Breakdown | <input type="checkbox"/> Market Banner Setup |
| <input type="checkbox"/> Garbage Can Setup | <input type="checkbox"/> Market Banner Breakdown |
| <input type="checkbox"/> Garbage Can Breakdown | <input type="checkbox"/> Music Chalk Sign Setup & Takedown |
| <input type="checkbox"/> Picnic Table Setup (three vendors) | <input type="checkbox"/> EBT Table Setup & EBT Table Takedown |
| <input type="checkbox"/> Picnic Table Breakdown (three vendors) | <input type="checkbox"/> Event Prep & Execution |
| <input type="checkbox"/> Umbrella Setup | <input type="checkbox"/> Please assign me a job, I have no preference |
| <input type="checkbox"/> Umbrella Breakdown | <input type="checkbox"/> 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 receive “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 VT Dept. 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 categories of agricultural products, 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.

At The Market: Attendance

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?

Name(s): _____

Outdoor Market 2020 - 2 Taylor Street, Montpelier - 9am - 2pm

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

May 2, 9, 16, 23

June 6, 13, 20, 27

July 4, 11, 18, 25

August 1, 8, 15, 22, 29

September 5, 12, 19, 26

October 3, 10, 17, 24

During 2019, I vended: (please check one)

Full-season (20+ weeks) Part-season (10-20 weeks) Less than 10 weeks I was not a vendor in 2019

Frontage requested: 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)

Location preference: Note: *We do not have a map ready to release for the 2020 outdoor market season.*

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

Prize Drawings: As part of market promotions, we ask that all regular Outdoor market vendors donate a prize for our prize drawings. Please list the prize you wish to donate and what month it will be available.

Item: _____

Vendor Substitutes: If we are unable to assign you a space at the Outdoor market, do you want to be on a waiting list and be notified of available spaces?

YES NO

Thanksgiving Market—Nov. 21, 2020 - 10am-2pm

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

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 (8-10 ft x 6 ft) Mini space (6 ft x 6 ft) Additional Frontage Requested: feet
If you are selected as a substitute vendor in 2020, space size will vary based on availability.

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

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.

Item: _____

Indoor Market 2020/2021 - Caledonia Spirits Distillery - 10am - 2pm

Please circle the weeks you would like to attend: ALL of them (12 in all)

December 5, 12, 19 January 2, 16, 30 February 13, 27 March 13, 27 April 10, 24

Frontage requested:

Single space (8 linear ft) Space and ½ (12 linear ft) Additional Frontage Requested: feet

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

Electrical outlet requested? YES NO

Vendor Substitutes: If we are unable to assign you a space at the market(s) of your choice, do you want to be on a waiting list and be notified of available spaces?

YES NO

I have read the 2020 Rules and Policies of the Capital City Farmers Market and agree to abide by them.

Signature of applicant(s) _____ Date

Capital City Farmers Market Vendor Fees

Market fees are non-refundable. 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 six 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.

New Application Fee: \$10 • For new applicants. Please enclose with this application.

Membership Fee: \$40

- Annual fee (May 1 - April 30), due with this application. New applicants do NOT include membership fee with their application.
- Required for full-season Outdoor and Indoor vendors.
- Discounted rates are available to all Members who attended the 2019 annual meeting, and also to Members who volunteer (“working Member”)

Outdoor Market Fees:

- 50% of market fee is due upon acceptance to the Outdoor Market
- 50% (remaining) is due by June 30th
- This payment schedule applies to both full and partial vendors

Outdoor Market Season Rates

Attended 2019 Annual Meeting (discount applies)

Full season working Member

Full season non-working

Did not attend 2019 Annual Meeting (no discount)

Full season working Member

Full season non-working

Single Space*

Space and ½

Double Space

*10 feet wide and the depth of the parking space.

\$490.00

\$760.00

\$1,030.00

\$539.00

\$836.00

\$1,133.00

\$540.00

\$810.00

\$1,080.00

\$594.00

\$891.00

\$1,188.00

Outdoor Market Daily Rates

Weekly Member Vendor \$28.00

Weekly Non-Member Vendor \$37.00

Thanksgiving Market Fees:

- Market space fees are due by September 30th and are based on square footage (\$0.80/sq. ft). Ex.: 10' x 7' = 70 sq. ft. x \$0.80 = \$56.00 fee
- Non-member vendors pay an additional \$10 space fee
- An additional fee of 5% gross sales is due and payable at the end of the Thanksgiving market (same day).

Indoor Market Fees:

- 50% of Indoor market fee is due by October 31st
- 50% (remaining) is due by February 1st
- This payment schedule applies to both full and partial vendors
- Full season vendors who pay in full by Nov. 30th receive a discount

Indoor Market Rates

Daily, Single space (8 ft) \$36.00 (\$432 = 12 @ \$36)

Daily, Space and ½ (12 ft) \$54.00 (\$648 = 12 @ \$54)

Full Season w/discount \$357.00 / \$573 (Pay by Nov. 30th, save \$75)

_____ I request special permission to pay Market fees outside the due dates listed; please contact me.