

FARMERS' MARKET at Poplar Grove

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Application to sell at the 2020 FARMERS' MARKET at Poplar Grove

Wednesdays, April 15, 2020– Sept. 29, 2020 from 8AM – 1PM

Thank you for your interest in the Wednesday morning FARMERS' MARKET at Poplar Grove.

- Please carefully read the *By-Laws and Fees, Rules & Regulations* on the website before filling out this application. If you are applying for craft vendor status, you must also read the *Non-Farm Crafts Guidelines* on the website.
- All **returning** vendors must submit the completed application and annual membership fee (non-refundable, payable to Poplar Grove Foundation, Inc.) ALL RETURNING VENDORS IN GOOD STANDING HAVE FIRST RIGHT OF REFUSAL BEFORE NEW SPACES ARE OPENED UP TO GENERAL APPLICATIONS. ANY RETURNING VENDORS OWING FEES FROM THE 2019 SEASON MUST FIRST PAY THEIR ACCOUNT BALANCE BEFORE BEING CONSIDERED FOR THE 2020 SEASON.
- All **new** market applicants must submit the completed application, photographs, and non-refundable \$20.00 application fee, payable to Poplar Grove Foundation, Inc. Vendors are encouraged to submit applications early as the market reserves the right to limit entries to avoid repetition. Annual membership fee is due upon acceptance.
- Please fill out the application form **completely**, including the listing of all products to be sold. **Incomplete applications will not be considered. Final acceptance/rejection may require a farm/business visit.**
- You will be notified by email, unless you include a self-addressed stamped envelope. Submit your application to: Poplar Grove ▪ FARMERS' MARKET ▪ 10200 HWY 17N ▪ Wilmington, NC 28411

Submit questions and/or inquiries to suzette@poplargo.org. No phone calls, please.

Farm/Business Name _____

Name of Owner(s) _____

Mailing Address _____ City _____ State _____

Zip _____ County _____

Phone (____) _____ - _____ Email _____

Website/Facebook/Social Media Address _____

If someone else will be working your booth, please provide name(s), phone # & email address:

All vendors are required to provide a copy of your NC Department of Revenue Certificate of Registration or the certificate of registration number.

Attach a copy of your CoR, or provide the number here: _____

Farmers that sell only product they grow themselves and have an exemption are required to either attach a copy of the exemption, or provide the exemption number here: _____

NC Department of Revenue requires your CoR or exemption to be prominently displayed during the Farmers' Market hours of operation.

For which vendor category are you applying? Please check one. (See *Fees, Rules & Regulations* for more information).

_____ *Full-time NEW VENDOR 2020: 18 – 24 markets: annual membership fee \$75.00; daily rate \$18.00

_____ *Full-time RETURNING 2019 VENDORS: annual membership fee \$75.00; daily rate \$15.00

_____ Part-time: 8 – 14 markets: annual membership fee \$35.00; daily rate \$22.00

_____ Non-profit: 1 – 7 markets no charge; 7+ markets \$10.00 daily rate; no annual fee

_____ Guest limited to 2 markets. No charge. Please contact suzette@poplargrove.org requesting to participate as a guest vendor.

_____ Guests 3 – 7 visits; \$25.00 daily rate; no annual fee. Pre-approved as a guest vendor.

***2 or more consecutive cancellations will forfeit your assigned booth space.**

Product Categories: Let us know what you intend to sell at the market & generally what percentage will comprise the total products to be sold. ***Please be as specific and thorough as possible when listing your individual products to sell. Any products not listed here require review for future approval.***

Category 1: Raw or minimally processed farm products:

Raw Vegetables & Fruits, Eggs, Honey, Herbs, Bedding Plants, Landscape Plants
Cut Flowers, Other

Estimated Sale % _____ Carry % _____ Grown yourself % _____

Category 2: Processed foods that require a NCDA (North Carolina Department of Agriculture) kitchen inspection: YOU MUST PROVIDE ME ALL DOCUMENTATION OF KITCHEN INSPECTION!

Baked Goods, Jams, Jellies, Preserves, Vinegars, Juices, Coffee, Tea

Estimated Sales % _____ Carry% _____ Produced/Grown yourself % _____

Category 3: Products that require more stringent inspections, regulation and usually refrigeration:

Acidified foods (pickles, relishes, tomato products requiring FDA short course certification)
Cheeses and other dairy products, Meat & Seafood:

YOU MUST PROVIDE ALL DOCUMENTS INCLUDING YOUR MEAT HANDLER'S LICENSE, KITCHEN INSPECTION ET. AL

Estimated Sales % _____ Carry% _____ Produced/Grown yourself % _____

***CARRIED PRODUCTS MUST BE APPROVED AND MUST BE LOCALLY GROWN AND OR PRODUCED!**

Category 4: Fine Arts and Heritage Crafts

Fine Arts must be composed and/or constructed by the applying artist and subject to review for quality and originality. Heritage Crafts must be hand-made by the applying artist and subject to review. Upcycling is permitted but is subject to review.

Composed, constructed, and/or hand-made is defined as those artists and heritage crafts persons using a mix of concrete materials and/or ingredients to create something original based upon the core principles and foundation of the subject area.

If you are applying for Fine Arts and Heritage Crafts Vendor status, you must also read **Arts/Crafts Guidelines** on the website. All fine art and heritage crafts applications must include at least 5 examples of the items to be sold; digital photos are preferred. Email to: suzette@poplargrove.org. Examples may be required in some cases.

You will only be allowed to sell items that are specifically listed on the supplied page. Any products that are added during the year will have to be approved by the market manager prior to selling.

**Operating dates for the 2020 FARMERS' MARKET
Wednesday, April 15 – Wednesday, Sept. 29 2020**

Please indicate the months/days you will be able to participate as accurately as possible.

| APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | |
|-------|-----|------|------|--------|-----------|--|
| 15 | 6 | 3 | 1 | 5 | 2 | |
| 22 | 13 | 10 | 8 | 12 | 9 | |
| 29 | 20 | 17 | 15 | 19 | 16 | |
| | 27 | 24 | 22 | 26 | 23 | |
| | | | 29 | | 30 | |

Full-time vendors indicate a minimum of 18-24 market days; part-time vendors 8-17 days. We realize that produce vendors may not be able to predict the exact dates, so please do the best you can.

All booth spaces are 10x10; vendors must provide own tent (weighted), chairs & display items. All **OVERSIZED TRAILERS USED FOR SELLING GOODS WILL BE SUBJECT TO AN UPCHARGE BASED ON EXTRA SPACE REQUIRED.**

Full-time vendors will be designated permanent booth assignments. Please note that full-time booth assignments may or may not have space for a vehicle; please provide the approximate size of your vehicle, plus trailer (if any, include trailer tongue) you would be selling from if such space is available_____. *applicable to farm vehicles only, spaced limited.

Part-time fine arts and heritage craft vendors, seasonal vendors and guest and non-profit vendors booth assignments are assigned the Monday prior to the market. *Special consideration will be given to part-time or guest farmers only.*

Layouts will be emailed on the Monday before each market Wednesday.

Do you require electricity? _____ yes _____ no *limited spots available

PRODUCT INFORMATION

Please provide a **complete** list of products that you intend to sell at the market, including the beginning and end dates (months) of availability for each product (attach additional pages if necessary). **Please be as specific and thorough as possible when listing your individual products to sell, include varieties and types.** Do not just list herbs or vegetables, canned products, baked goods or meat, but instead **list what types of herbs, vegetables, canned products, baked goods or meat.** Carried products must list the original grower/producer along with the address and contact information of the original grower/ producer. **Any products not listed on this application require review by the Advisory Board and/or Market Manager for approval to be sold at the FARMERS' MARKET.**

If you are selling a product that requires inspection, certification and/or license, you must include a copy of such with this application.

Please include background information: We'd like to know a little about you and your business, such as when and how you got started, other markets and places that you sell these products, and anything else you'd like us to know about your products, experiences or plans. All information and photos will be used for promotional purposes only.

Please attach farm/business address, and if necessary written directions or a map, to your farm/business location.

Do you carry product liability insurance for your business?

yes no

If yes, please attach a copy of your policy. It is strongly recommended that all food/meat/produce vendors carry product liability. The FARMERS' MARKET at Poplar Grove must be listed as a named additional insured on the policy.

I, _____, acknowledge that I have been provided a copy of the *Fees, Rules & Regulations* for the FARMERS' MARKET at Poplar Grove, and that I will abide by these rules. I also understand that my participation may be terminated for violation of the *Fees, Rules and Regulations* or the *By-Laws*. I further agree to allow representatives of the FARMERS' MARKET at Poplar Grove to visit the premises where the products I intend to sell are produced at any time requested.

HOLD HARMLESS CLAUSE AND INSURANCE

All authorized vendors participating in the FARMERS' MARKET at Poplar Grove shall be individually and severally responsible to Poplar Grove Foundation, Inc. for any loss, bodily or personal injury, deaths and/or property damage that may occur as a result of the vendor's negligence or that of its servants, agents and employees. All vendors hereby agree to indemnify and hold Poplar Grove Foundation, Inc., its owners, employees, volunteers, directors and associates harmless from any and all claims, loss, cost, damages and other expenses, including attorneys' fees, suffered or incurred by Poplar Grove Foundation, Inc. by reason of the vendors' participation or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify the FARMERS' Market at Poplar Grove for any claims, loss, cost, damages and other expenses resulting from the sole negligence of Poplar Grove Foundation, Inc., its employees, volunteers, directors or associates.

Print Name

Signature

Date