

Watauga County Farmers' Market - **Non-Profit Policy and Application 2018**

To apply for space at the market, you must submit this form **via email** to the market manager: wataugacountyfarmersmarket@gmail.com. Your organization must adhere to this Non-Profit Policy and any applicable market rules plus any other requirements the market board requires. Any complaints or suggestions must be given to the board in written form.

Non-profit Policy

1. **Cost:** There are 4 tiers of non-profits:
 - a. Tier 1: Local food partners – Local food related organizations. No charge for space at the market. Examples: (PHARMN, BRWIA, ASAP, CFSA, etc.)
 - b. Tier 2: Partner organizations – Other non-profits with missions that are aligned with that of WCFM including organizations working in the areas of nutrition, hunger, local economy, agriculture etc. No charge for space at the market.
 - c. Tier 3: Other non-political non-profits such as educational organizations. No charge for space at the market.
 - d. Tier 4: Political and issue advocacy entities – Political parties and issue advocacy groups are charged a fee of \$25 per week for space at the market
2. **Trash:** All trash generated by non-profit activities is the responsibility of the non-profit organization. The market trash cans are for customer use only. The non-profit is responsible for cleaning their space at the end of the market day.
3. **Parking:** One parking space is allotted for the non-profit. All other persons representing the nonprofit at the market are required to park off-site at either the maintenance yard or First Citizens Bank.
4. **Items for sale:** Non-profits should not sell items that compete with vendor sales.
 - a. No baked goods, coffee, breakfast items. Non-profits are not permitted to sell crafts. Suggested menu for hot-food fundraisers: Lunch items, Burritos, Salads, Wraps, BBQ, Frittata/Quiche
 - b. All non-profits serving food must adhere to good food handling practices and must be in compliance with all applicable North Carolina state and local laws. It is requested that as much local food as possible be used.
5. **Equipment:** Non-profits must provide their own tables, chairs, tents, and cooking equipment.
6. **Market Tokens:** Non-profits may not accept Beet Bucks or Carrot Credit Tokens that are issued to customers. The market will not facilitate debit or EBT transactions for nonprofits.
7. **Hours:** The market is open from 8am until 12pm on Saturday mornings during our regular season. Non-profits are required to be present during the hours the market is open.
8. **Scheduling:**
 - a. **Pre-scheduled Spaces:** A very limited number of guaranteed, pre-scheduled spaces will be offered to non-profits in Tier 1, then Tier 2 etc... The schedule will be created at the end of each month for the following month and the non-profit will receive an email with their schedule. Non-profits will not be offered more than one pre-scheduled space per month.
 - b. **As-available Spaces:** Any non-profits not scheduled for a guaranteed space may contact the market manager via email on Friday mornings to see if there is a space available for the following day.
 - c. Non-profits should list the dates they would like to be considered for on their application
 - d. **If the non-profit organization is not able to attend the scheduled Saturday market they were offered, they must notify the market manager no later than 5:00 p.m. on the Thursday before the market.**

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This application is for non-profit organizations that wish to apply for space at Watauga County Farmers' Market

Organization:

IRS NTEE Classification:

Website:

Contact Person:

Address:

Phone Number:

Email:

Date(s) requested:

Please describe your activity in detail (fundraiser, information, etc.), including any items you plan to sell:

My organization hereby agrees to read and comply with this Non-Profit Policy and applicable rules (including but not limited to 1, 2a, 3i, all of 5). Failure to comply with these and any other requirements the market issues will null and void this agreement. The Watauga County Farmers Market, Inc. reserves the right to change its rules and policies with written notice to participants.

Electronic Signature:

Date:

Email completed application to Michelle Slaton, Market Manager:
wataugacountyfarmersmarket@gmail.com