

# Application and Agreement

## Watauga County Farmers' Market 2014

This application must be postmarked to:

Watauga County Farmers' Market  
PO Box 2177  
Boone, NC 28607

no later than **January 31, 2014.**

Please read carefully and fill out all pages of the application form front and back completely. Application is invalid without signature. Print legibly or type. Illegible applications will not be accepted. You will be notified of the acceptance or denial of your application **by email** on or before February 21, 2014.

### Vendor Information:

Business Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

County: \_\_\_\_\_

Telephone 1: \_\_\_\_\_ Telephone 2: \_\_\_\_\_

Email (required): \_\_\_\_\_

Website: \_\_\_\_\_

Location(s) of Production: (if different than above address)

Address(es): \_\_\_\_\_

\_\_\_\_\_

Check here if this location is a commercial kitchen: \_\_\_\_\_

This year we will be printing a vendor directory to be distributed to vendors only. Please check here if you DO NOT wish to be included in this directory: \_\_\_\_\_

## 2013 Permanent Vendors Only:

\_\_\_\_\_ I am interested in a different space in 2014. Check here if you wish to see a map of available spaces during space assignment. Space assignment for 2014 will take place in late March and April via email.

\_\_\_\_\_ I would like to be considered for a second space in 2014. If you attended at least 24 weeks in 2013 you are eligible to apply for a second space. Please see rule 4.b.viii for more details and rent rate.

## All Vendors:

Please describe your main product categories.

## New Vendors Only:

Please list any unusual or unique products that will add to the variety of the market:

How do you currently sell your products? (Other markets, stores, online, NROG, ect...)

**Produce vendors only:** please complete the following chart with as much detail as possible. You do not need to list specific varieties, but please try to list major crop groups. Please attach additional pages as needed.

2012 Product Availability							
Product	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
Ex. Arugula	x	x				x	x

## Documentation:

*It is the vendor's responsibility to comply with all applicable laws with respect to the production of their goods. The market requires documentation supporting all goods that are subject to regulation. Copies of all certifications must be attached to your application. Any additional items added to your product line during the year must have supporting documentation on file with the market manager.*

\_\_\_ I sell processed foods (such as, but not limited to, baked goods, dried fruit, jams, jellies and preserves, vinegars, juices, coffee, tea, cider by the cup) that require a NCDA kitchen inspection.

If you produce at home:

\_\_\_ my NCDA inspection is attached.

The contact information for my inspector is:

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

Email/Phone: \_\_\_\_\_

Private water supplies must be tested annually by the county health department.

\_\_\_ I have city water OR \_\_\_ My yearly water inspection is attached

If you produce in a commercial kitchen:

\_\_\_ I produce in a commercial kitchen that I have identified on the first page of this application. The WCFM Commercial Kitchen Declaration is attached. (See market manager for this document)

\_\_\_ I sell pickles, canned vegetables, relishes, acidified foods, tomato products:

\_\_\_ My NCDA short course certification is attached

\_\_\_ I sell whole, processed chickens, turkeys, rabbits processed under the federal exemption P.L. 90-492

\_\_\_ I have been inspected and registered by the NCDA Meat and Poultry Division and I am listed as a "Poultry Exempt Firm" on the NCDA website.

\_\_\_ I sell any other meats that do not fall under the above exemption:

\_\_\_ I have my meat handlers license with me at all times and my products adhere to

USDA regulations for processing and packaging

The contact information for my inspector is:

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

Email/Phone: \_\_\_\_\_

\_\_\_ I sell dairy products

\_\_\_ My dairy certification is attached

The contact information for my inspector is:

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

Email/Phone: \_\_\_\_\_

\_\_\_ I sell livestock

\_\_\_ Proof of liability insurance is attached (see rule 3.f.)

\_\_\_ I use the word "Organic" in any representation of my produce or other product.

\_\_\_ My current USDA Organic Certificate is attached

\_\_\_ I sell less than \$5,000 of organic produce per year and my "Small Scale Organic Grower's Declaration of Exemption from Certification" is attached. (You may contact the market manager for this document)

## Planned Attendance:

There are 26 Saturdays during the regular 2014 market season (May 3 through October 25). It is the Watauga County Farmers Market's goal to have the most vendors and the greatest possible product diversity throughout the market season. **Please check the boxes adjacent to the Saturdays that you expect to be in attendance:**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Sat May 3  | <input type="checkbox"/> Sat Aug 2  |
| <input type="checkbox"/> Sat May 10 | <input type="checkbox"/> Sat Aug 9  |
| <input type="checkbox"/> Sat May 17 | <input type="checkbox"/> Sat Aug 16 |
| <input type="checkbox"/> Sat May 24 | <input type="checkbox"/> Sat Aug 23 |
| <input type="checkbox"/> Sat May 31 | <input type="checkbox"/> Sat Aug 30 |
| <input type="checkbox"/> Sat Jun 7  | <input type="checkbox"/> Sat Sep 6  |
| <input type="checkbox"/> Sat Jun 14 | <input type="checkbox"/> Sat Sep 13 |
| <input type="checkbox"/> Sat Jun 21 | <input type="checkbox"/> Sat Sep 20 |
| <input type="checkbox"/> Sat Jun 28 | <input type="checkbox"/> Sat Sep 27 |
| <input type="checkbox"/> Sat Jul 5  | <input type="checkbox"/> Sat Oct 4  |
| <input type="checkbox"/> Sat Jul 12 | <input type="checkbox"/> Sat Oct 11 |
| <input type="checkbox"/> Sat Jul 19 | <input type="checkbox"/> Sat Oct 18 |
| <input type="checkbox"/> Sat Jul 26 | <input type="checkbox"/> Sat Oct 25 |

\*\*Please note that this chart does not fulfill the notification rule! You must still notify the market manager via email, phone call or text message by 5pm the Thursday before any Saturday you will be absent.\*\*

## 2014 Schedule of Fees and Rent

**A \$25 non-refundable application fee is due with this application.** The annual membership fee is \$100. Members who pre-pay for all 26 weeks in advance will receive a \$50 discount on the membership fee. **Rents are due on the last Saturday of the preceding month.** Payment of rents must be made a month at a time in advance. No partial month rentals are allowed. Space rentals are \$14 per week for a tent space and \$18 per week under the shed. See rule 4.b.viii for an explanation of rent for vendors who have second spaces.

### For those paying the year up front:

Due:

1/31/14 - **\$25** non-refundable application fee, with this application

4/29/14 - \$50 membership fee (reduced from \$100)

plus 26 weeks of rent (either \$14/\$18 per week) = **\$414/\$518**

### For those paying monthly:

Due:

1/31/14 - **\$25** non-refundable application fee, with this application

4/29/14 - \$100 membership fee plus May rent (5 Saturdays at either \$14/\$18 per week) = **\$170/\$190**

5/31/14 - June Rent (4 Saturdays at either \$14/\$18 per week) = **\$56/\$72**

6/28/14 - July Rent (4 Saturdays at either \$14/\$18 per week) = **\$56/\$72**

7/26/14 - August Rent (5 Saturdays at either \$14/\$18 per week) = **\$70/\$90**

8/30/14 - September Rent (4 Saturdays at either \$14/\$18 per week) = **\$56/\$72**

9/27/14 - October Rent (4 Saturdays at either \$14/\$18 per week) = **\$56/\$72**

Please read the 2014 Rules of the Market. The Rules are subject to change at any time during the season and vendors will be notified of these changes in writing.

The market requires that all vendors comply with standards of professionalism that promote open communication, mutual respect and the best interests of the market. Disruptive actions or remarks that undermine the shared success of any or all of our community of vendors are unprofessional and unacceptable. Failure to comply with these standards could result in suspension or removal from the market.

For the Watauga County Farmers' Market to be successful, vendor attendance is necessary. Members must attend the market at least 20 weeks in 2014 in order to qualify for a permanent space in 2015.

Each vendor participating in the market shall be responsible for any loss, personal injury and/or damage that may occur as a result of the vendor's actions and agrees to hold harmless the WCFM from any losses, damages, claims, suits or actions, judgments and attorney fees.

Vendors are encouraged to maintain their own liability insurance.

I agree to allow representatives of the WCFM to visit the premises where the products I intend to sell are produced.

Rule 7.a.: All suggestions, complaints, and comments must be presented in writing to the Board of Directors and signed by the member with their name, address and telephone number.

I acknowledge that I have been provided with a copy of the Rules for the WCFM and that I will abide by these rules. I also understand my membership can be terminated for violation of any of the Rules.

Agreed to:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date