

# NORWICH FARMERS MARKET 2010 APPLICATION

*Applications must be postmarked by Feb 17  
Applications for Sunday Craft Fairs postmarked by Apr 1*

MARKETS YOU ARE APPLYING FOR:	CHECKLIST OF ITEMS YOU NEED					
	Part 1	Part 2	Part 3	Part 4	Part 5	Part 6
Summer Market (May-Oct)						
Returning Reserved Vendors	X	X				X
Returning Unreserved Vendor	X		X			X
All New Summer Vendors	X		X			X
Winter '10-11 & Holiday '10 Market	X			X		X
Sunday Craft Fairs	X				X	X

- Please include one \$20 annual application fee to cover all markets for which you are applying.
- Applications to the summer market, winter market, and Sunday Craft Fairs are considered independently.
- Only Sunday Craft Fair applicants need to submit space fees with their application. All other fees will be billed later.

## **PART 1. THE BASICS**

Your name/s \_\_\_\_\_

Business name \_\_\_\_\_

Mailing address \_\_\_\_\_

Town, state, zip \_\_\_\_\_ County \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Best way/time to contact you \_\_\_\_\_

Your website (to add to the NFM website) \_\_\_\_\_

All products you intend to sell and a description of how, where, and by whom they are made or grown.  
*Prepared food vendors should consult the Prepared Food Guidelines on the NFM website. New food vendors please describe on an extra page the extent to which you will meet the guidelines.*

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If you are a returning vendor, please specify if you intend to sell any new products this year.  
\_\_\_\_\_

Sales by category: If you sell products in more than one category, estimate your percent sales in each category based on last season's average.

- Agricultural \_\_\_\_\_% (including items primarily featuring your own value-added ag products)
- Prepared food \_\_\_\_\_%
- Craft \_\_\_\_\_%

## **PART 2. RETURNING SUMMER RESERVED VENDORS**

(complete this section ONLY if you were a reserved vendor in 2009)

**A. BUSINESS NAME:** \_\_\_\_\_

**B. PREFERRED OCCUPANCY:** \_\_\_ 1st quarter \_\_\_ 2nd quarter \_\_\_ 3rd quarter \_\_\_ 4th quarter

Would this be a change from your occupancy last year? YES NO

1<sup>st</sup> Quarter     May 1–June 5  
2<sup>nd</sup> Quarter     June 12–July 24  
3<sup>rd</sup> Quarter     July 31–Sept 11  
4<sup>th</sup> Quarter     Sept 18–Oct 30

**C. PREFERRED SPACE:** Please indicate below your preference for your market space and schedule for the season.

\_\_\_\_\_ same space and front footage as last year  
\_\_\_\_\_ additional adjacent space (if available)  
\_\_\_\_\_ other space (please specify)

**D. CONFIRMATION and FEES:** Space confirmations will be made at the Spring Membership Meeting. Bills for the first quarter rent will be distributed at the first market of the season. (See Market Rules for details.)

**PROPOSED FEES** (pending approval at Spring Membership Meeting)

(a) Inner space (10' x 10')	\$16.00
(b) Outer space	\$1.60/linear ft

## **PART 3. RETURNING SUMMER UNRESERVED VENDORS & ALL NEW SUMMER VENDOR APPLICANTS**

**A. BUSINESS NAME:** \_\_\_\_\_

**B. NEW CRAFT VENDORS:** Please provide 3 digital or hard-copy photographs of your work. Enclose a SASE if you want your photos returned to you. *Please note that the Summer/Winter Farmers Markets and the Sunday Craft Fairs use separate juries.*

**C. SCHEDULE:** Returning unreserved vendors may be pre-scheduled for up to 3 dates, and new unreserved vendors for 2 dates. List 3 (or 2) dates you would like to attend the market and up to 3 alternate dates. If you do not specify dates, they will be chosen for you.

\_\_\_\_\_

\_\_\_\_\_

**D. CONFIRMATION and FEES:** Space confirmations and bills for pre-scheduled, unreserved dates will be mailed after the Spring Membership Meeting in March. (See Market Rules for details.)

**PROPOSED FEES** (pending approval at Spring Membership Meeting) are \$21 per market.

**E. WAITING LIST:** List all dates you would like to be on the waiting list for cancellations. You will be added only to those waiting list dates you specify. **Things change—please keep a copy of this page for your records, so you can update your waiting list availability throughout the season.**

___	5/1	___	6/5	___	7/3	___	8/7	___	9/4	___	10/2
___	5/8	___	6/12	___	7/10	___	8/14	___	9/11	___	10/9
___	5/15	___	6/19	___	7/17	___	8/21	___	9/18	___	10/16
___	5/22	___	6/26	___	7/24	___	8/28	___	9/25	___	10/23
___	5/29	___	7/31	___	7/31	___		___		___	10/30

**F. SPACE PREFERENCE:** Please list any space preferences. *Note that all pre-scheduled dates are ONLY in spaces C/E//K/M. Outer spaces are only available when you are filling a cancellation.*

\_\_\_\_\_

**G. ADVANCE NOTICE:** How much notice do you need to be able to substitute for a cancellation?  
 \_\_\_\_\_ last minute                      \_\_\_\_\_ 3 days                      \_\_\_\_\_ 1 week

**H. BECOMING A RESERVED VENDOR:** Would you like to be considered for a reserved vendor space, should a space become available? YES NO  
 If yes, for which quarters? (see dates listed in Part 2) \_\_\_\_\_

## **PART 4. HOLIDAY & WINTER FARMERS MARKET 2010-2011**

*NOTE: Winter market applications from agricultural vendors will be accepted throughout the year.*

**A. BUSINESS NAME** \_\_\_\_\_

**B. NEW or RETURNING?** Did you vend at the Winter Market last year? \_\_\_\_ Holiday Market? \_\_\_\_

**C. SCHEDULE & FEES:** Please check the market dates you would like to attend.

\_\_\_ November 6, 2010 Norwich Grange \$30

\_\_\_ November 20, 2010 Norwich Grange \$30

\_\_\_ December 4, 2010 Norwich Grange \$30

\_\_\_ December 11, 2010 Tracy Hall \$20-50 HOLIDAY MARKET

*(Note: you must be a vendor at the summer Farmers Market to be eligible for the Holiday Market.)*

\_\_\_ January 8, 2011 Tracy Hall \$30

\_\_\_ February 12, 2011 Tracy Hall \$30

\_\_\_ March 12, 2011 Tracy Hall \$30

\_\_\_ April 9, 2011 Tracy Hall \$30

*Note: The Tracy Hall dates will be confirmed in summer 2010. Fees are pending approval at the Spring Membership Meeting.*

**D. CONFIRMATION & BILLS:** Your acceptance to the above markets will be confirmed by May 1. Payment is due Sept 1 and will confirm your space in these markets.

**E. PRODUCTS YOU INTEND TO SELL:** if you also sell at the summer market, do you intend to sell any different products at the winter markets? (otherwise skip this question)

\_\_\_\_\_  
\_\_\_\_\_

**F. WINTER SALES BY CATEGORY:** If you sell WINTER products in more than one category, estimate your percent sales in each category based on last season's average.

Agricultural \_\_\_\_\_% (including items primarily featuring your own value-added ag products)

Prepared food \_\_\_\_\_%

Craft \_\_\_\_\_%

**G. SPACE PREFERENCE:** Please list any space preferences (space numbering may have changed—see maps at [www.norwichfarmersmarket.org](http://www.norwichfarmersmarket.org), click on “Forms and Downloads”).

NORWICH GRANGE HALL

1<sup>st</sup> choice space \_\_\_\_\_ 2<sup>nd</sup> choice space \_\_\_\_\_ 3<sup>rd</sup> choice space \_\_\_\_\_

TRACY HALL – WINTER FARMERS MARKET

1<sup>st</sup> choice space \_\_\_\_\_ 2<sup>nd</sup> choice space \_\_\_\_\_ 3<sup>rd</sup> choice space \_\_\_\_\_

TRACY HALL – HOLIDAY MARKET

1<sup>st</sup> choice space \_\_\_\_\_ 2<sup>nd</sup> choice space \_\_\_\_\_ 3<sup>rd</sup> choice space \_\_\_\_\_

**G. SPACE SHARING:** Would you consider sharing a space (ag vendors only)? YES NO

**PART 5. SUNDAY CRAFT FAIRS** (Note: Part 5 gets mailed to a separate address and requires a separate check. See instructions below.)

**DEADLINE: April 1 2010**

The Sunday Craft Fairs run from 10:00–3:00 at the Norwich Farmers Market grounds. See specific dates below. These fairs are primarily a crafts and food market, although agriculture vendors with crafts or prepared food products are welcome to apply.

**A. THE BASICS** (Please repeat this information, even though you already completed Part 1.)

Your name/s \_\_\_\_\_

Business name \_\_\_\_\_

Mailing address \_\_\_\_\_

Town, state, zip \_\_\_\_\_ County \_\_\_\_\_

Phone/s \_\_\_\_\_ E-mail \_\_\_\_\_

Website \_\_\_\_\_

Best way/time to contact you \_\_\_\_\_

Products you intend to sell and a description of how, where, and by whom they are made.

\_\_\_\_\_

**B. DATES:** Please check the fair dates you would like to attend.

\_\_\_ May 30 \_\_\_ July 4 \_\_\_ Aug 1 \_\_\_ Sept 5 \_\_\_ Oct 10

**C. FEES:**

- **Craft vendors** may sign up for individual fairs for **\$50/fair**. A **discounted rate of \$40/fair** is offered to craft vendors who register for **at least 4 shows** and pay by April 1.
- The fee for **food vendors** is **\$20/fair**.
- Vendors who do not also sell at the Saturday Summer Farmers Market must pay an **annual \$20 application fee**.
- NOTE: Craft fairs take place rain or shine, and once you are accepted as a vendor, all fees are non-refundable. Space fees will be refunded only if you are not accepted as a vendor.

**D. SPACE PREFERENCE:** Please list any space preferences. (A market map can be viewed at [www.norwichfarmersmarket.org](http://www.norwichfarmersmarket.org), click on “Forms and Downloads”).

*Note: Reserved vendors at the Saturday Summer market have right of first refusal of their own space until April 1.*

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**Enclosures:**

Number of fairsx\$50 per fair (or, if 4 or 5 fairs, # of fairsx\$40 per fair) = \$\_\_\_\_\_

\$20 application fee (if not also applying to the Norwich Farmers Market) =\$\_\_\_\_\_

TOTAL FEE ENCLOSED = \$\_\_\_\_\_

***If you are also applying for other NFM markets, you need to pay the Sunday Craft Fair fees with a separate check, payable to Norwich Farmers Market and write "Sunday Craft Fairs" in the memo.***

Please mail your Craft Fair Application (Part 5 only) and fees to:

NORWICH FARMERS MARKET - SUNDAY CRAFT FAIRS

6903 Evergreen Ct, Woodstock, VT 05091

*Information:* Deb Heimann, Craft Fair Coordinator, [dhremote@earthlink.net](mailto:dhremote@earthlink.net) or (802) 356-2082

**PART 6. COMPLETING YOUR APPLICATION** (all vendors)

**A. APPLICATION FOR MEMBERSHIP, 2010**

I hereby apply to become a vendor in the NORWICH FARMERS MARKET for the current year.

As a vendor of the NORWICH FARMERS MARKET, I agree that prior to offering any products for sale at the market, I am/will become familiar with the Bylaws and applicable Market Rules and agree to comply with the provisions of these documents.

I further agree to pay the market both the annual application fee and space rental fees as required.

I authorize release of my contact information to the Vermont Farmers' Market Association (information will not be used for fundraising).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**B. PRODUCT LIABILITY RELEASE, 2010**

The Norwich Farmers Market is covered by a limited liability insurance plan. This insurance does not cover product liability for individual vendors.

I understand that individual product liability is my responsibility. I do hereby release the Norwich Farmers Market, Inc., its Board of Directors, and Market Manager from liability due to my product(s).

I have read and agree to comply with the Market Rules and By-Laws of the Norwich Farmers Market.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name signed above

\_\_\_\_\_  
Business name

**YOUR APPLICATION FORMS must be postmarked  
by February 17, 2010. Make checks payable to:  
NORWICH FARMERS MARKET  
P.O. BOX 51  
NORWICH, VT 05055**

Information: Deb Jones, Norwich Farmers Market Manager  
manager@norwichfarmersmarket.org or (802) 436-1630