

Chapel Hill Farmers' Market
NEW MEMBERSHIP APPLICATION PACKET (2022-2023)



INSTRUCTIONS FOR APPLICATION PROCESS

Thank you for your interest in becoming a Member of the Chapel Hill Farmers' Market. We are now accepting vendor applications for the 2022-2023 season for the Saturday and Tuesday markets.

The Chapel Hill Farmers' Market is a producer only market. Vendors may only sell what they grow or make themselves.

Please use the following steps to apply:

1. Read the **Farmers' Market Rules and Regulations** at <http://www.thechapelhillfarmersmarket.com/become-a-vendor.html>
2. **Read the Covid-19 Safety Precautions** at <https://www.thechapelhillfarmersmarket.com/safety.html>
3. Completely fill out the attached application form. Forms not completely filled out are not considered.
4. Please carefully read, initial, and sign the **Acknowledgement of Responsibilities and Conditions of Membership** on the last page of this packet. Your initials and signature will indicate your awareness and willingness to abide by these terms throughout the course of your membership with Chapel Hill Farmers' Market.
5. Applications should be emailed or postmarked by December 31, 2021 to begin selling at the first market of the season on April 2, 2022. Late applications may be considered if space permits.
6. Submit your completed application along with separate checks for the non-refundable \$30 application fee and the \$100 annual membership fee to:

Farmers of Orange
P.O. Box 4244
Chapel Hill, NC 27515

The membership fee will be returned if you are not accepted.

7. Email a copy of your application to the Market Manager: farmersoforange@gmail.com

Chapel Hill Farmers' Market
NEW MEMBERSHIP APPLICATION PACKET (2022-2023)



Farm/Business Name:

Owner(s)/Operator(s):

Names of others who might be selling for you at Market (interns, employees, family members, etc.): Provide a phone number for each person that will sell for you. Provide name and email addresses for any of your employees or representatives who should receive emails from the market manager.

Mailing Address:

Address of production location, if different from above:

Tele:

Cell:

Email:

Website:

Social Media:

Chapel Hill Farmers' Market
NEW MEMBERSHIP APPLICATION PACKET (2022-2023)



Please mark which Market(s) you are applying for:

- Saturday morning market (year-round starting April 2, 2022)
 Tuesday market *only* (April 5, 2022 through November 22, 2022)
 Both markets (Saturday and Tuesday)

Please circle all markets that you expect to attend:

2022 Saturdays

April 2, 9, 16, 23, 30
May 7, 14, 21, 28
June 4, 11, 18, 25
July 2, 9, 16, 23, 30
August 6, 13, 20, 27
September 3, 10, 17, 24
October 1, 8, 15, 22, 29
November 5, 12, 19
December 3, 10, 17, 24, 31

2023 Saturdays

January 7, 14, 21, 28
February 4, 11, 18, 25
March 4, 11, 18, 25

2022 Tuesdays

April 5, 12, 19, 26
May 3, 10, 17, 24, 31
June 7, 14, 21, 28
July 5, 12, 19, 26
August 2, 9, 16, 23, 30
September 6, 13, 20, 27
October 4, 11, 18, 25
November 1, 8, 15, 22

Chapel Hill Farmers' Market
NEW MEMBERSHIP APPLICATION PACKET (2022-2023)



PRODUCTS YOU INTEND TO SELL THIS YEAR

Check all categories that apply, indicate approximate % of total sales, and **check off specific products** that you plan to sell in each category. Indicate any products that you consider to be your major focus. Indicate the seasonality of all products. Please attach descriptions if you need more space.

Produce: _____%

Crop	Spring (Mar-May)	Summer (Jun-Aug)	Fall (Sep-Nov)	Winter (Dec-Feb)	Crop	Spring (Mar-May)	Summer (Jun-Aug)	Fall (Sep-Nov)	Winter (Dec-Feb)
Asparagus					Apples				
Beans					Blackberries				
Beets					Blueberries				
Broccoli					Cherries				
Brussels Sprouts					Figs				
Cabbage					Grapes				
Carrots					Melons				
Cauliflower					Peaches				
Celery					Pears				
Collards					Persimmons				
Cucumbers					Plums				
Eggplant					Raspberries				
Garlic					Strawberries				
Greens (specify)					Nuts (specify)				
Lettuce					Herbs (specify)				
Mushrooms					Grain (specify)				
Okra					Tomatoes				
Onions					Watermelons				
Peas					Zucchini				
Peppers					Other				
Potatoes					Other				
Radishes					Other				
Salad Greens					Other				
Spinach					Other				
Squash					Other				
Sweet Corn					Other				

Chapel Hill Farmers' Market
NEW MEMBERSHIP APPLICATION PACKET (2022-2023)



Flowers and Plants _____%

Crop	Spring (Mar-May)	Summer (Jun-Aug)	Fall (Sep-Nov)	Winter (Dec-Feb)	Crop	Spring (Mar-May)	Summer (Jun-Aug)	Fall (Sep-Nov)	Winter (Dec-Feb)
Cut Flowers					House Plants				
Bedding Plants					Trees				
Vegetable Starts					Other				
Herb Starts					Other				

Value-Added/Processed Foods _____%

(Copy of NCD kitchen inspection required. Acidified foods certificate required for pickles, etc.)

Crop	Spring (Mar-May)	Summer (Jun-Aug)	Fall (Sep-Nov)	Winter (Dec-Feb)	Crop	Spring (Mar-May)	Summer (Jun-Aug)	Fall (Sep-Nov)	Winter (Dec-Feb)
Baked Goods					Jams and/or Preserves				
Juices					Pickles				
Coffee					Beer and/or Wine				
Tea					Other				

Bee products: ____% (e.g. honey, candles)

Eggs: ____%

Indicate type of birds, number in flock, and seasonality of production:

Dairy products: ____% *(Copies of necessary inspections are required.)*

Meats: ____% *(Copies of necessary inspections are required.)*

Indicate animals and finished products:

Chapel Hill Farmers' Market
NEW MEMBERSHIP APPLICATION PACKET (2022-2023)



Crafts: ___%

Please indicate if crafts produced are predominately from materials grown or harvested by craft person and/or obtained locally.

Branded Merchandise: ___%

Vendors are allowed to sell branded merchandise (t-shirts with the business logo, etc.) but sales of branded merchandise may not exceed 2% of the vendor's sales.

BACKGROUND INFORMATION

What products are the focus of your business?

How much land do you have in production?

Describe your growing practices

Chapel Hill Farmers' Market
NEW MEMBERSHIP APPLICATION PACKET (2022-2023)



How long have you been farming/practicing your craft?

Do you use a production facility? If so, where and what is it?

What were your gross sales in 2021?

- less than \$1,000
- \$1,000 - \$10,000
- \$10,001 - \$50,000
- \$50,001 - \$100,000
- \$100,001 - \$500,000
- \$500,001 - \$1,000,000
- more than \$1,000,000

How does the Chapel Hill Farmers' Market fit into your marketing plans?

How do you currently market your products? For example, do you sell at other farmers' markets in the area? If so, which ones and for how long? Do you sell at other locations, to restaurants, have a U-pick, CSA, etc.?

Have you been to the Chapel Hill Farmers Market? How/why do you think your participation in the Chapel Hill Farmers Market would benefit the market as a whole? _____

Chapel Hill Farmers' Market
NEW MEMBERSHIP APPLICATION PACKET (2022-2023)



Are you applying to other markets this year? If yes, list which ones. _____

If an employee will be selling for you at market, please describe their role in and knowledge of your farm or business.

In what ways do you contribute to the local farming community or promote local and/or sustainable agriculture to the greater community?

Is there anything else you want us to know about your products, experiences, or plans?

Chapel Hill Farmers' Market
NEW MEMBERSHIP APPLICATION PACKET (2022-2023)



Market Practices

Market Tokens

Customers can use their Credit, Debit or EBT Cards to purchase Market tokens at the information tent.

We currently use 4 different types of tokens/checks. *CASH and SNAP/EBT tokens look the same. Please check them before you make a sale.*

- CASH –\$10, \$5 and \$1 Plastic tokens (You CAN give change)
- SNAP/EBT –\$5 and \$1 Plastic tokens (For approved food items only, DO NOT give change)
- Fresh Bucks –\$5 and \$1 Wooden tokens (same as SNAP)
- WIC/SR FMNP checks - Vendors MUST BE CERTIFIED to accept these checks

Please refer customers to a Market Manager for Gift Certificates and any other coupons.

A Market Manager will reimburse vendors for tokens at each market during their collection rounds.

Sales Data Collection

The Chapel Hill Farmers Market collects anonymized sales data from every vendor. We use this data to assess the effectiveness of our marketing strategies and to apply for grants. Please indicate which method you will use to participate:

I will email our weekly sales numbers to the market manager every quarter.

or

I will give my weekly sales number for the prior week to the market manager each time I come to market.

Liability Insurance

Do you carry product liability insurance? YES NO

Tax ID

The North Carolina Department of Revenue requires that we keep on file a copy of an official document from the NCDOR with your printed on it. Some farmers are exempt from paying state sales tax on their goods and in place of the Tax ID may provide us with a signed, dated letter stating that they are exempt. **Your application must include either a copy of your State Sales Tax ID Number, or a signed letter stating that you are exempt.**

Chapel Hill Farmers' Market
NEW MEMBERSHIP APPLICATION PACKET (2022-2023)



ACKNOWLEDGEMENT OF RESPONSIBILITIES AND
CONDITIONS OF MEMBERSHIP

Please initial by each statement:

_____ I certify that I and everyone representing my farm or business, who may sell at the Chapel Hill Farmers' Market, have been provided with and have read the Chapel Hill Farmers' Market rules and regulations, and that we will abide by these rules.

_____ I certify that I will grow, produce, or make all the products that I intend to sell.

_____ I agree to allow representatives of the Chapel Hill Farmers' Market to visit the premises where the products I intend to sell are produced.

_____ If my application is accepted, I agree to bring only the products listed in this application and in quantities that closely match my estimates.

_____ I understand that any major change in product quantities will cause my membership status to be reevaluated by the board of directors and may result in membership termination.

_____ I understand that failure to comply with market rules may result in my membership being terminated.

I certify that the statements contained in this application are true and complete to the best of my knowledge. I understand that, if accepted, falsified statements on this application shall be grounds for membership termination. I certify that I and everyone representing my farm or business, who may sell at the Chapel Hill Farmers Market, has been provided with and has read the Chapel Hill Farmers Market rules and regulations, and that we will abide by these rules.

Applicant's Signature

Date