**INSTRUCTIONS FOR APPLICATION PROCESS**

Thank you for your interest in becoming a Specialty Vendor of the Chapel Hill Farmers' Market. We are now accepting vendor applications for the 2022-2023 season for the Saturday and Tuesday markets. We are accepting applications in all vendor categories: farm, prepared foods, baked goods, and crafts.

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

**Specialty vendors** must have very specific seasonal crops or products that are not represented or are under-represented by regular members.Specialty vendors’ farm/facilities must be inspected. Specialty vendors may attend the market on a ‘space available’ basis and will be assigned a weekly stall fee for the privilege of participating in the Chapel Hill Farmers’ Market. Specialty vendors are not **Members** of the Chapel Hill Farmers’ Market.

**Please use the following steps to apply:**

1. Read the **Farmers’ Market Rules and Regulations** available 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. Incomplete forms are not considered.
4. Please carefully read, initial, and sign the **Acknowledgement of Responsibilities and Conditions** on Page 8 of this packet. Your initials and signature will indicate your awareness and willingness to abide by these terms.
5. Specialty Vendor Applications will be accepting on a quarterly basis for consideration by the board.
6. Submit your application along with a non-refundable $30 application fee made payable to **Farmers of Orange**. *Returning specialty vendors from 2021 DO NOT have to submit an application fee.* Applications from potential new vendors will not be processed without the $30 application fee. Submit your completed application and non-refundable fee to:

**Farmers of Orange**

P.O. Box 4244

Chapel Hill, NC 27515

**Application Review Time Line:**

* Applications received will be brought to the board for consideration at the January, April, July and November board meetings. The application deadline is the last day of the month prior to these meetings.
* Following review, letters of rejection or provisional acceptance are sent.
* Market representatives will inspect the farm/business.
* Final letters of acceptance or rejection are sent following the next board meeting if necessary.
* Newly accepted vendors may begin selling at the market on the date specified in the acceptance letter.

**CONTACT INFORMATION**

|  |  |
| --- | --- |
| Farm or Business Name |  |
| Name(s) of owner(s)  |  |
| Names and phone #s of any persons who will be selling on your behalf |  |
| Mailing Address |  |
| City ST ZIP |  |
| Phone Number |  |
| Cell Phone Number |  |
| Email Address |  |
| Address of production location, if different from above |  |
| Social media links |  |

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

**PRODUCTS YOU INTEND TO SELL THIS YEAR**

Check all categories that apply, indicate approximate % of total sales, and **check off specific products** that you 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 |  |  |  |  | Other |  |  |  |  |
| Onions |  |  |  |  | Other |  |  |  |  |
| Peas |  |  |  |  | Other |  |  |  |  |
| Peppers |  |  |  |  |  |  |  |  |  |
| Potatoes |  |  |  |  |  |  |  |  |  |
| Radishes |  |  |  |  |  |  |  |  |  |
| Salad Greens |  |  |  |  |  |  |  |  |  |
| Spinach |  |  |  |  |  |  |  |  |  |
| Squash |  |  |  |  |  |  |  |  |  |
| Sweet Corn |  |  |  |  |  |  |  |  |  |
| Tomatoes |  |  |  |  |  |  |  |  |  |

**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 NCDA kitchen inspection required. Acidified foods certificate required for pickles, etc.)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| Baked Goods (describe below) |  |  |  |  | Jams and/or Preserves |  |  |  |  |
| Juices |  |  |  |  | Pickles |  |  |  |  |
| Coffee |  |  |  |  | Beer and/or Wine |  |  |  |  |
| Tea |  |  |  |  | Other (describe below) |  |  |  |  |

**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:

**Crafts**: \_\_\_%

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

**BACKGROUND INFORMATION**

What products are the focus of your business? What is the scale of your operation?

Please describe your production location and facilities: Include your acreage, greenhouses, storage

facilities, kitchen space, available equipment, etc.

For farmers, please describe your growing practices. For all other types of vendors, describe your

production practices.

How long have you been farming/practicing your craft? What is the history of your business?

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, have a U-pick, CSA, etc.?

List any other markets you are applying to this year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been to the Chapel Hill Farmers Market? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**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

**ACKNOWLEDGEMENT OF RESPONSIBILITIES AND**

**CONDITIONS**

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

vendor status to be reevaluated by the board of directors and may result in termination.

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 termination.

Applicant’s Signature Date