

Matthews Community Farmers' Market

New Vendor Application Form

NON-GROWERS

Thank you for your interest in being a vendor at the Matthews Community Farmers' Market. Please read the market rules (available at www.matthewsfarmersmarket.com/becoming-a-vendor) before completing this application form. Remember to include the following when returning your form:

- \$25.00 **non-refundable** application fee
- any required documentation (kitchen inspections, meat handlers' license, etc)
- photos
- self-addressed, stamped, business-size envelope if you do not have an email address.

Email your application, photos and documentation to matthewsfarmersmarket@gmail.com by **December 31** for the attention of the Market Manager OR mail to Matthews Community Farmers' Market, P.O. Box 1963, Matthews, NC 28106.

Applications received after December 31 will not be considered nor retained.

Your application will be reviewed by the Board of Directors to determine if your product(s) comply with market rules and how your product(s) fits with the needs of the market. The Board will formally accept or reject applications based on information gathered. Newly accepted vendors must attend the market's annual membership meeting in March and pay their booth and membership fees at that time (checks/money order/cashier's check made payable to Matthews Community Farmers' Market).

BUSINESS INFORMATION

Name _____

Names of Owners _____

Phone _____

E-mail _____ Website _____

Social Media Platform & Handle(s) _____

Mailing Address _____

Physical Address (if different than above) _____

When did you start your business? _____

Names of helpers who may assist you at selling at market. Are they family members, employed by you on a regular basis and/or involved in the production process?

When do you intend to start selling? _____

How many weeks do you plan to sell? _____

Do you intend to sell every week or on an occasional basis? _____

What product(s) do you plan to sell at the market? Please give information about your production process, materials used and sourcing. Provide at least three photos.

BAKERS OR PRODUCERS OF SPECIALTY CONSUMABLE PRODUCTS:

What is your background regarding the production of these products?

Are you a formally trained chef? _____ If so, for how long?

Where are your products made or processed? At home or in a commercial kitchen? Please provide relevant kitchen inspection documentation (NC Department of Agriculture, local Health Department and/or FDA)

Provide details of ingredients used in your product. Are any locally-sourced? Would you be open to using ingredients purchased from MCFM vendors? Use a separate sheet, if necessary. _____

Do you sell at other farmers' markets in the area? _____ If so, which ones and for how long?

How do you currently market your products?

How does the Matthews Community Farmers' Market fit into your marketing plans?

Have you or any of your employees/assistants ever been convicted of a felony? ___Yes ___No

I acknowledge I have been provided with a copy of the policies and rules governing the operation of the Matthews Community Farmers' Market and I will abide by these market policies and rules. I further agree to allow representatives of the market to visit the premises where the products I intend to sell are produced. I certify the information contained in this application is true and accurate. As a condition of membership, I agree to release and hold harmless the Matthews Community Farmers' Market Inc., its directors, officers and employees from all claims relating to property damage or personal injury to myself, my family members and employees arising from such membership. I assume the sole risk of selling at the market site (188 Trade Street, Matthews, NC.). In addition, I agree to release and hold harmless David Blackley, lessor of the farmers' market site, from all claims relating to property damage or personal injury to myself, my family members and employees related to or arising from my presence on the market site or its parking areas.

Signature _____ Date _____

Print Name _____

-----**For market use only**-----

Application received on _____

Application Fee: Cash _____ Check # and Date _____ Date Fee Received _____

Site visit made by _____

_____ Date _____

Acceptance/decline email sent on _____