



Fall Craft & Kids Market

Event Vendor Application

(valid for the 2019 Craft/Artisan Events)

FALL CRAFT MARKET: Saturday, September 7, 2019, 8 a.m. - 12 noon
APPLICATION DUE BY AUGUST 24, 2019

Acceptable Products:

All crafts must be handmade (or substantially altered or embellished) by you. We do not allow merchandise reselling, Direct Marketing, or Multi-Level Marketing.

Application and Acceptance:

Applications must be submitted electronically to the Market Manager, by mail or in person to the Market Manager prior to the application deadline. All applicants will be notified of their acceptance, denial, or placement on the waiting list.

\$10 **NON-REFUNDABLE** application fee is due at time of application.

\$35 event booth fee is due once formally notified of acceptance into the event

Application and event booth fees are non-refundable.

Fees and Payment Options:

\$45 full payment is due upon formal acceptance into event.

No application will be considered without full payment of the \$10 non-refundable application fee.

No application will be considered if incomplete.

All applications must provide a valid NC Sales Tax ID #.

Applicants may choose to pay by:

In person :

by check, cash or credit card during market hours to the Market Manager (Ginger Sykes).

By Mail :

Mail a personal/cashier's check made to:
Wake Forest Farmers Market
PO Box 1522
Wake Forest, NC 27588

Electronically : Payment by Paypal

BOOTH SPACES AND REQUIREMENTS:

- Booth space allocation is at the sole discretion of the Market Manager.
- Booth spaces are 10x10
- Booth spaces are OUTDOORS
- Vendors must provide tents, tables, chairs, table coverings and all material needed for their display.
- Displays must fit within the designated 10x10 space with room to maneuver appropriately around and within the display.
- Vehicles will need to be parked either on Elm Street or in the lot near the Police Station. Do not park in spaces directly behind the Market Area.

NOTE: Using an EZ-UP (or comparable 10/10 product) is highly recommended to enhance your market space. All EZ-UP style tents MUST be weighed down.

SALES: Vendors must remain with their booths during sales hours or arrange to have someone cover their brief absence. All sales will be transacted by and will go directly to the vendors. All applicants are required to provide a valid NC Sales Tax ID #. The Wake Forest Farmers Market makes no guarantees as to the amount of profit that will be generated by vendors. Vendors are responsible for independently marketing and promoting their businesses and product offerings.

SETUP AND BREAKDOWN:

- The vendor setup window begins 90 minutes prior to the event. You will need to check in with the Market Manager upon arrival to verify your booth location prior to unloading your product.
- All Booths must be fully set up no later than 15 minutes prior to the event start time.
- All vendors are responsible for the complete setup and breakdown of their booth.
- The vendor breakdown window is for 60 minutes after the event has ended. All booths must be broken down and all items completely removed from the premises within the time frame after the event has ended.
- A site map will be emailed to all vendors.

Craft/Artisan Event Vendor Application

1. Please select the category that describes your business/products:

- Jewelry
- Home Goods/Personalized Goods
- Furniture/Wood
- Graphics/Photography/Art/Drawing/Painting
- Pottery/Ceramics
- Candles
- Glass/Metal
- Fiber Art/Fabric/Needlecraft
- Body Products (soap, lotion, oils, bath bombs, scrubs)
- Paper Goods
- Sculptures
- Baker/Prepared Food
- Other: _____

2. Business Name:

3. Business Mailing Address:

4. Business Operating Address:

5. Contact Numbers:

Business: _____

Personal (cell phone): _____

Personal (home phone): _____

6. Business E-mail address:

7. Business Website:

8. Business Social Media Handles:

Instagram: _____

Facebook: _____

Twitter: _____

Other online marketing presence:

9. Please select the forms of payment your business accepts:

____ Credit Cards (via SquareSpace, Stripe, PayPal or other cellular data based portable sales system)

____ Checks

____ Cash

10. Will you be representing your business at Market? Or will you be sending a representative of your business? (If sending a representative please list their name, title, and contact information.)

11. Please list all products you plan to offer/sell at Market, please indicate what percentage of your inventory will be made up of each product category.

12. For Craft/Artisan vendors: Please describe your production practices.

13. How long has your business been in operation?

14. What inspired you to start your business?

15. Do you buy and resell products at other Markets or locations?

16. In reviewing your application, if asked, would you be willing to submit a sample of your product? All Craft/Artisan vendors are required to submit a minimum of 6 photos of products they have produced.

17. Please select which Craft/Artisan Event you are applying for:

September 7, 2019 (Application deadline: August 17, 2019)

November 23, 2019 (Application deadline: November 10, 2019)

18. Would you be interested in joining the Market as a Part-Time vendor? We offer a limited amount of rotational Craft/Artisan spots each market.

Yes, that sounds awesome!

Maybe, I would like more information.

No, I am only interested in attending the Craft/Artisan events.

Application Fee

All vendors are required to pay a \$10 non-refundable application fee. This is valid for 2019 Craft/Artisan Events. Your application will not be considered by the Board of Directors until the fee has been paid. Application fees are non-refundable.

_____ Initial here that you have read, understood, and agree to the above information.

Attendance

Application to the Craft/Artisan Events indicates an attendance commitment (pending acceptance into the event). Once formal acceptance into the event has been issued by the Market Manager the booth fees will be due. No refunds will be given after formal acceptance.

_____ Initial here that you have read, understood, and agree to the above information.

Communications

In order for the Market Manager to efficiently distribute, organize and manage communications with vendors, communications will primarily be done via e-mail.

For event marketing purposes: The vendor is responsible for communicating their current product offerings, promotional blurbs, and providing current product photos to the Market Manager via e-mail.

_____ Initial here that you have read, understood, and agree to the above information.

Waiver of Liability

Your signature further indicates that you have read and understand and agree to the following waiver of liability:

The undersigned does hereby release from all liability and agree to hold harmless the Wake Forest Farmers Market, the Market's Board of Directors, and/or the Market Manager, for any injury or loss suffered or incurred by the undersigned or by employees, volunteers, or representatives of the undersigned in their activities upon the premises of the Wake Forest Farmers Market.

The undersigned also agrees to exonerate and hold harmless both the property owners and lessees from any and all liability for injury or damage to their persons caused by the activities of the undersigned or its employees, volunteers, or representatives upon said premises, including, but not limited to, any costs, including attorneys' fees.

Vendor Name (printed):

Vendor Signature:

Date: _____

NC Sales Tax ID #: _____

Craft/Artisan Event Vendor Application Checklist

(for ALL Craft/Artisan Vendors)

- _____ Completed Craft/Artisan Vendor Application
- _____ \$10 Non-Refundable Application Fee
- _____ Photos of products produced by the vendor attached
- _____ NC State Tax ID # provided
- _____ Valid kitchen inspection attached (if applicable)