

**Wake Forest Farmers Market
2019 Vendor Application**

Thank you for your interest in applying to the Wake Forest Farmers Market!

Before submitting this application, please take a moment to read the Market Bylaws and Market Rules, which are located on our website, <http://www.wakeforestmarket.org/vendor-information-application-packet.html>.

These documents contain detailed information including the fee structure for full-time, guest, and special event vendors.

Fill out this application form completely. Forms not filled out completely, including copies of any required NCDA inspections, will not be considered. Applications for the summer season must be received by January 31st to begin selling on the first Saturday in April.

Submit your non-refundable \$25.00 application fee and application by one of the following means:

- In Person: Visit the Wake Forest Farmers Market to speak with the Market Manager to submit your application.
- Electronically: E-mail your vendor application to farmersmarketmanagerwf@gmail.com
- Paypal: You may pay the application fee electronically via Paypal to farmersmarketmanagerwf@gmail.com
- Mail: Wake Forest Farmers Market
P.O. Box 1522
Wake Forest, NC 27588

All applications will be reviewed by the Board of Directors. The Board will conduct on-farm or production site inspections for all new vendors. Returning vendors are subject to inspections at any time at the discretion of the board. Once the Board has reached a decision, the Market Manager will notify you of acceptance or denial into the WFFM. The Board will do its best to review applications and provide a decision as soon as feasibly possible, generally before the end of February.

***Required**

1. *Business Name:

2. *NC Sales Tax ID:

3. *Business Category (check all that apply):
 - Farmer/Agriculture
 - Baker/Prepared Foods
 - Craft
 - Other (specify):

4. *Owner/Operator Name(s):

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5. *Business Mailing Address

6. *Production Address, if different from business mailing address:

7. *Contact Phone Number(s):

8. *Contact Email Address(es):

9. Business Website and Social Media (Facebook, Instagram, Twitter):

10. List names, contact numbers, and email of other staff members who will be representing your business and working at your booth.

11. *Market Attendance. Check the type of attendance you are applying for:
 - Full Time
 - Guest, 8 maximum attendance days
 - Craft/Artisan Special Event
 - Other (specify desired attendance dates):

12. Market Attendance. If you checked full time attendance, check the frequency you plan to attend the Market:
 - Weekly: Year-Round, Regular Season Only, Winter Season Only
 - Bi-Weekly: : Year-Round, Regular Season Only, Winter Season Only
 - Once a Month: : Year-Round, Regular Season Only, Winter Season Only
 - Other (specify):

13. Market Attendance. List known dates of absences:

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14. *List all products you plan to sell at the Market. This includes value-added products and prepared foods. Please indicate what percentage of your inventory will be made up of each product category (produce, meat, value-added products, craft/artisan products). Include a photo of value-added or artisan/craft products. NOTE: *If you need to add a product to your listing after this application has been submitted, the new item(s) must be submitted to the market manager and approved by the Board.*
15. Describe your business production practices (e.g., USDA Certified Organic, organically/sustainably grown, locally sourced ingredients, etc):
16. How long has your business been in operation?
17. Do you sell at other outlets in the Triangle area (e.g., other farmers markets, brick and mortar stores, wholesale accounts, etc)? If yes, list these outlets:
18. Do you buy and resell products at other markets or locations?
19. For new vendors: If products similar to yours are already being sold at the Market, what sets your products apart?

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20. Include a photo or description of your display or booth. If you have photos posted on your website or social media, include the specific link or instructions on where we can see these photos.

21. *Attach relevant inspection documentation, if applicable (e.g., NCDA inspections, kitchen inspection, well water testing, etc).

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ACKNOWLEDGEMENT OF CONDITIONS OF MEMBERSHIP AND WAIVER OF LIABILITY

1. I acknowledge that I have read the Market By-Laws and Market Rules and will abide by them.
2. I understand that failure to comply with the Market By-Laws and Market Rules may result in my membership being terminated.
3. I certify that I will grow, produce, or make all the products that I intend to sell.
4. I agree to allow representatives of the WFFM Board of Directors to visit the premises where the products I intend to sell are produced.
5. I understand that any major change in products I sell will cause my membership status to be reevaluated by the WFFM Board of Directors and may result in membership termination.

Waiver of Liability: The undersigned does hereby release from all liability and agree to hold harmless, the Wake Forest Farmers Market, their employees (Market Manager) or Boards of Directors 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.

Submitting this application indicates that you have read and agree to abide by all terms and requirements stated above.

Printed Name

Signature

Date