

Applying to the WFM as a New Vendor

If you are thinking about being a vendor at the WFM, this information packet will explain just about everything you ever wanted to know about the Wilmot Farmers' Market. Please take the time to read the Handbook thoroughly. If accepted as a vendor, you will be expected to be familiar with and follow the Market guidelines and operating policies and your signature on the application signifies that you have read the guidelines, understand them, and will abide by them.

Please note that our market management is governed by the Board of Directors who are vendors, therefore, please respect their time and efforts as vendors and do not expect to discuss in detail during market hours your request to vend – this packet has been created to address the pertinent information you need to know and answers most, if not all, of the questions you may have about vending. If you find you want/need to talk to a Board member, please wait until after market hours. In addition, a wealth of information about vending and becoming a new vendor is available on the website at www.wilmotfarmersmarket.com.

Step #1. Read the WFM Handbook *thoroughly*.

Step #2. Determine if you qualify to apply to the WFM as set forth in the guidelines (MUST produce all items you will sell, etc.)

Step #3. Fill in, sign and submit a completed WFM Application for New Vendors with required photos (minimum 3 showing products plus display) to the market's mailing address (PO Box 385, Wilmot, NH 03287) Do not send fees unless notified your application has been accepted.



Once the WFM has your application, it will be reviewed and you may be contacted for more information. *No decision is made without a thorough review of a completed application and photos by the Board, so allow time for this process.*

A. If you are an artisan, be aware that there are VERY limited “craft” spaces available. Be prepared to submit a minimum of three photos of your work, plus at least one photo of your display. AG and PREPARED FOOD VENDORS: Be prepared to submit at least one photo showing your stand/display/items.

B. Applications will not be accepted “on the spot” at the market or otherwise, you will be expected to thoroughly review the New Vendor information, including the WFM Handbook, and submit a completed application to our PO Box after which you will be notified if your application is approved or if more information is needed.

C. If accepted, payment for the required vendor fees MUST be paid in full a minimum 48 hours before your first day of set up at the Market.

D. the WFM is open rain or shine and, if accepted as a full time vendor, you will be expected to fulfill your attendance requirements including being there in inclement weather and having no more than three scheduled absences for the season. If you cannot or will not attend in inclement weather or your products do not hold up in this weather, or if you cannot attend for a minimum of 10 out of the 13 weeks, you do not qualify to be a full time vendor and should discuss the potential of part time opportunities with WFM management.

E. An EZ up style straight leg canopy is required for FT vendors in order to enable the vendor's participation in inclement weather and to create a unified look at the market.

F. Vendor contact: Marguerite Conley – (603) 523-7013

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**Wilmot Farmers' Market NEW VENDOR
2010 Application & Liability Waiver Form**

Your Name	
Your Business or Farm Name	Check here if this is a registered ___ Non-Profit Organization
Mailing Address	
City, State, Zip	
Email OK to publish on our website? ___ Yes	
Web Site Address (URL): OK to publish on our website? ___ Yes	http://
Phone OK to publish on our website? ___ Yes	
List ALL products you request to sell (use back of form if necessary)	
I am applying to be a:	___ " Full Season" Vendor ___ "Part-Time" Vendor

Vendor Fees and Information
Your completed application must be received **BEFORE** you will be considered for membership in the WFM. **DO NOT SEND FEES at this time.**
You will be notified regarding your acceptance/application and given instructions for payment at a later date.

FULL TIME VENDOR FEE - \$100 for one 10 x 10 foot space. "Full-Season" Membership requires vendors be absent no more than 3 times during the season. The Wilmot Farmers' Market is held rain or shine and FT vendors shall attend regardless of the weather conditions. If your product will not stand up in inclement weather or you cannot meet attendance requirements, you do not qualify to be a full time vendor.

PART-TIME VENDOR FEE - \$15 per week for one 10' x 10' space ~ Weekly fees for part-time vendors must be paid in full no later than the Thursday before the date of the market in which the vendor will participate. PT participation may be limited based on products represented by FT vendors.

Rules & Health Statement

I certify that I am 18 years of age or older and have thoroughly read and understand both this Application and WFM Handbook which includes WFM rules, procedures & product guidelines. If accepted into this Market, I hereby agree to abide by said rules, procedures and guidelines. Further, I agree to sell at the WFM only such items as those listed on this Application unless an additional request is granted by the WFM at a later date. I also acknowledge application does not guarantee acceptance to sell all products listed within, that saleable products are determined by the board, and that those products must be of my own production.

I also certify that any chemicals used in the production of the produce I grew were used in accordance with the current label instructions (if applicable). Processed food such as jam, jelly, preserves or baked goods shall conform to the New Hampshire Labeling Laws and Sanitary Code. (Bureau of Consumer Protection, Division of Public Health, Concord, NH 603-271-4589) Vendors selling by weight shall use certified scales; this is the responsibility of the vendor. (Bureau of Weights and Measures, 603-271-3700)

Indemnification and Release of Liability

The undersigned hereby agrees to release and hold harmless from all liability the Town of Wilmot and The Wilmot Farmers' Market for property being exhibited and from any personal injury claims which might arise as a direct result of the vendor's property being exhibited on the Wilmot Town Green and vendor's participation in the Market. Vendor hereby waives, releases, and discharges any and all claims for damages for personal injury, death, or property damages which it may have or which may hereafter accrue as a result of its activity at the Wilmot Farmers' Market

!! IMPORTANT !!

Your signature below denotes your acceptance of the terms set forth in this application and the Market Handbook.

Print Name: _____ Signature: _____ Date: _____

Mail Completed Application Form (do not send fees at this time) to: Wilmot Farmers' Market, PO Box 385, Wilmot, NH 03287

Wilmot Farmers' Market Use ONLY Applicants – Do Not Write in These Spaces	Date Received	Date Of Decision
Notes:	Date Vendor Notified	___ Approved ___ Not Approved

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There is a lot of work that went into designing and authoring this documentation. Please respect the author's work and do not "take" it for your own use whether as an individual or organization.