

# AM FARMERS' MARKET at Poplar Grove

10200 HWY 17N, Wilmington, North Carolina, 28411

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## Application to sell at the 2017 AM FARMERS' MARKET at Poplar Grove Wednesdays, April 19 – October 25, 2017 from 8AM – 1PM

Thank you for your interest in the AM FARMERS' MARKET at Poplar Grove.

- Please carefully read the *By-Laws and Fees, Rules & Regulations* on the website before filling out this application. If you are applying for craft vendor status, you must also read the *Non-Farm Crafts Guidelines* on the website.
- All **returning** vendors must submit the completed application and annual membership fee (non-refundable, payable to Poplar Grove Foundation, Inc.)
- All **new** market applicants must submit the completed application, photographs, and non-refundable \$20.00 application fee, payable to Poplar Grove Foundation, Inc. Vendors are encouraged to submit applications early as the market reserves the right to limit entries to avoid repetition. Annual membership fee is due upon acceptance.
- Please fill out the application form **completely**, including the listing of all products to be sold. **Incomplete applications will not be considered. Final acceptance/rejection may require a farm/business visit.**
- You will be notified by email, unless you include a self-addressed stamped envelope. Submit your application to: Poplar Grove ▪ AM FARMERS' MARKET ▪ 10200 HWY 17N ▪ Wilmington, NC 28411

Submit questions and/or inquiries to [suzette@poplargo.org](mailto:suzette@poplargo.org). No phone calls, please.

Farm/Business Name \_\_\_\_\_

Name of Owner(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ County \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Website/Facebook/Social Media Address \_\_\_\_\_

***If someone else will be working your booth, please provide name(s), phone # & email address:***

\_\_\_\_\_

All vendors are required to provide a copy of your NC Department of Revenue Certificate of Registration or the certificate of registration number.

Attach a copy of your CoR, or provide the number here: \_\_\_\_\_

Farmers that sell only product they grow themselves and have an exemption are required to either attach a copy of the exemption, or provide the exemption number here: \_\_\_\_\_

**NC Department of Revenue requires your CoR or exemption to be prominently displayed during the AM Farmers' Market hours of operation.**

Which vendor category are you applying for? Please check one. (See *Fees, Rules & Regulations* for more information).

\_\_\_\_\_ Full-time New 2017: 18 – 28 markets: annual membership fee \$100.00; daily rate \$15.00

\_\_\_\_\_ Full-time Returning 2016 Vendors: annual membership fee \$100.00; daily rate \$12.00

\_\_\_\_\_ Part-time: 8 – 14 markets: annual membership fee \$50.00; daily rate \$20.00

\_\_\_\_\_ Guest: please contact [suzette@poplargo.org](mailto:suzette@poplargo.org) requesting to participate as a guest vendor

**Product Categories:** Let us know what you intend to sell at the market & generally what percentage will comprise the total products to be sold. ***Please be as specific and thorough as possible when listing your individual products to sell. Any products not listed here require review for future approval.***

**Category 1:** estimated % of sales \_\_\_\_\_

**Raw or minimally processed farm products:**

Raw Vegetables & Fruits, Eggs, Honey, Herbs, Bedding Plants, Landscape Plants

Cut Flowers, Other

**Category 2:** estimated % of sales \_\_\_\_\_

**Processed foods that require a NCDA (North Carolina Department of Agriculture) kitchen inspection:**

Baked Goods, Jams, Jellies, Preserves, Vinegars, Juices, Coffee, Tea

**Category 3:** estimated % of sales \_\_\_\_\_

**Products that require more stringent inspections, regulation and usually refrigeration:**

Acidified foods (pickles, relishes, tomato products requiring FDA short course certification)

Cheeses and other dairy products, Meat & Seafood

**Category 4:** estimated % of sales \_\_\_\_\_

**Crafts:** If you are applying for Craft Vendor status, you must also read *Non-Farm Crafts Guidelines* on the website. All craft/artisan applications must include at least 3 examples of the items to be sold; digital photos are preferred. Email to: [caroline@poplargo.org](mailto:caroline@poplargo.org). Printed photos and examples of your art/craft are also accepted, though examples may be required in some cases.

(Indicate % of Farm Crafts and/or Non-Farm Crafts for sell below)

\_\_\_\_\_ **Farm Crafts:** produced predominately from materials grown or harvested by the vendor

\_\_\_\_\_ **Non-Farm Crafts:** made with products not grown or harvested by the vendor

**Operating dates for the 2017 AM FARMERS' MARKET**  
**Wednesday, April 19 – Wednesday, October 25, 2017**

Please indicate the months/days you will be able to participate as accurately as possible.

✓	Apr	✓	May	✓	June	✓	July	✓	Aug	✓	Sept	✓	Oct
			3		4		5		2		6		4
			10		14		12		9		13		11
	19		17		21		19		16		20		18
	26		24		28		26		23		27		25
			31						30				

Full-time vendors indicate a minimum of 18-28 market days; part-time vendors 8-17 days. We realize that produce vendors may not be able to predict the exact dates, so please do the best you can.

**All vendor spaces are 10x10; vendors must provide own tent (weighted), chairs & display items.**

**Booth assignments will be designated based upon days of participation and product type via email each Monday before market Wednesday.**

**Booth spaces may or may not have space for a vehicle; please provide the approximate size of your vehicle, plus trailer (if any, include trailer tongue) you would be selling from if such space is available\_\_\_\_\_.**

Do you require electricity? \_\_\_\_ yes \_\_\_\_ no

**Please include background information:** We'd like to know a little about you and your business, such as when and how you got started, other markets and places that you sell these products, and anything else you'd like us to know about your products, experiences or plans. Digital photos of your products are desired and should be sent to caroline@poplargo.org. All information and photos will be used for promotional purposes only.

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**Please attach farm/business address, and if necessary written directions or a map, to your farm/business location.**

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**Do you carry product liability insurance for your business?**

\_\_\_\_\_ yes \_\_\_\_\_ no

**If yes, please attach a copy of your policy.** It is strongly recommended that all food/meat/produce vendors carry product liability. The FARMERS’ MARKET at Poplar Grove must be listed as a named additional insured on the policy.

I, \_\_\_\_\_, acknowledge that I have been provided a copy of the *Fees, Rules & Regulations* for the FARMERS’ MARKET at Poplar Grove, and that I will abide by these rules. I also understand that my participation may be terminated for violation of the *Fees, Rules and Regulations* or the *By-Laws*. I further agree to allow representatives of the FARMERS’ MARKET at Poplar Grove to visit the premises where the products I intend to sell are produced at any time requested.

**HOLD HARMLESS CLAUSE AND INSURANCE**

All authorized vendors participating in the FARMERS’ MARKET at Poplar Grove shall be individually and severally responsible to Poplar Grove Foundation, Inc. for any loss, bodily or personal injury, deaths and/or property damage that may occur as a result of the vendor’s negligence or that of its servants, agents and employees. All vendors hereby agree to indemnify and hold Poplar Grove Foundation, Inc., its owners, employees, volunteers, directors and associates harmless from any and all claims, loss, cost, damages and other expenses, including attorneys’ fees, suffered or incurred by Poplar Grove Foundation, Inc. by reason of the vendors’ participation or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify the FARMERS’ Market at Poplar Grove for any claims, loss, cost, damages and other expenses resulting from the sole negligence of Poplar Grove Foundation, Inc., its employees, volunteers, directors or associates.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PRODUCT INFORMATION**

Please provide a **complete** list of products that you intend to sell at the market, including the beginning and end dates (months) of availability for each product (attach additional pages if necessary). **Please be as specific and thorough as possible when listing your individual products to sell, include varieties and types.** Do not just list herbs or vegetables, canned products, baked goods or meat, but instead **list what types of herbs, vegetables, canned products, baked goods or meat.** Carried products must list the original grower/producer along with the address and contact information of the original grower/producer. **Any products not listed on this application require review by the Advisory Board and/or Market Manager for approval to be sold at the FARMERS’ MARKET.**

**If you are selling a product that requires inspection, certification and/or license,  
you must include a copy of such with this application.**

Farm/Business Name: \_\_\_\_\_

Item/Product	Grower/Producer (‘Self’ - or if a carried product - list name & contact info of grower/producer	Availability Dates Estimate