



2017 Vendor Application

Existing Vendor
(must be received
by Dec 30, 2016)

New Vendor
(must be received
by Feb 15, 2017)

Legal Company/Farm Name

Officer or Principal of Company

Title

Your Primary Product Category (produce, prepared foods, etc.)

Your email address

Your Best Contact Phone Number

Second Contact Phone Number

Company Web Site

Company Address

City

State

Zip

The Physical City/Town Location of your farm, kitchen, facility, etc.

DO NOT WRITE IN THIS SPACE

Submittal Date

Approved Date

Approved By

On Site Visit Date

Approval Letter Sent Date

Date Fees Received Date

NOTE: The **Cotswold Farmers Market's (CFM)** Mission is to provide clean, environmentally nutritional, and healthy foods, etc, with vendors utilizing the best farming practices possible, the cleanest licensed facilities possible and provide quality foods or ingredients in the production process. All farms, kitchens, production facilities, etc are required to have a visit by CFM management prior to being admitted to the farmer's market.

ELIGIBLE VENDORS ARE:

- Primary vendors who are farmers (growers) of produce located within a 100 mile radius of CFM.
- Secondary Producers (within 100 miles of market) as requested by a primary vendor and approved by CFM management.
- Farmers (producers) of meats, cheese, other dairy products and eggs (see attached addendum for Meat Producers) all located within a 100 mile radius
- Bakers - makers of locally baked goods, cakes and pastries, with facilities within a 100 mile radius.
- Makers of specialty local, consumable products such as canned goods or prepared foods (see inspected kitchen and rules for prepared foods); preference is for locally sourced ingredients to be utilized as much as possible. NC Grown products are to be prominently labeled.
- Makers of soaps and body care products located within a 100 mile radius.
- Gatherers of wild herbs, fruits and mushrooms located within a 100 mile radius. Fishers of fresh caught fish or shellfish caught in NC/SC waters, or, by approval, approved sellers of fish or shellfish caught by another fisher from NC/SC waters.

NON-ELIGIBLE VENDORS ARE:

- Makers or sellers of crafts (farmers and other food vendors may bring up to 25% handmade crafts by prior approval).
- Commercial bakers.
- Primary vendors who provide secondary farmers/producers that do not follow CFM market guidelines.

Cotswold Farmers Market is a Community Project of the Charlotte Providence Rotary, a 501c4 Non-Profit Rotary, and is located at 309 S. Sharon Amity, Charlotte, NC 28211. The market season is every Saturday, May - October, with general market hours 8:00 -12:00 Noon. Hours may be adjusted as management deems necessary (example: possibly during Sep-Oct) The market provides all tents, tables and chairs, assembled by the Charlotte Providence Rotary Club, with all dismantle provided by each vendor, and stored in the Charlotte Providence Rotary storage facility on site.

Fees to participate in the Cotswold Framers Market

- \$50.00 Registration Fee is required by all vendors, once vendor is accepted into the market by a approval letter provided by CFM management.
- \$275.00 Full Season Vendor for 26 weeks, for one tent space
- \$165.00 Partial Vendor for 13 weeks. You must provide a second vendor to take the remaining 13 weeks, in order for the two vendors to provide one full season with 26 weeks total. The CFM management will assist you in locating that second vendor, BUT the two vendors who comprise that full season, must determine the dates that each vendor will be in the market. Those dates must be provided to the CFM management immediately upon determination of who the two combined vendors will be.
- \$25.00/ day for a day vendor, if tent space is available. You must provide 7 days notice if you desire to be in a market. No guarantees are made of availability until 2 days prior to the Market Day.

All fees are due within 30 days upon your acceptance into the market by Management Letter. NO letter of acceptance will be forthcoming until all necessary completed application, all necessary government inspection documents, including NC tax ID, are submitted with this application.

Your expected fees calculation for 2017: **(Make all checks payable to Cotswold Farmers Market)**

_____ Full Season Tent Space(s) @ \$275.00 each + \$50.00 Registration = \$ _____

_____ Partial Season Tent space @ \$165.00 + \$50.00 Registration = \$ _____

Signature below indicates a certification that all information provided in this application is complete, accurate and completely true. The management of Cotswold Farmers Market, and the Charlotte Providence Rotary will rely on this certification in deciding whether to accept this application and in entering in an operating agreement with the vendor. Vendor also certifies that the Market Guidelines, Meat Guidelines (if applicable), and any other required documents have been read and agreed upon by this vendor.

Vendors Printed Name and Position (must be an officer of the company)

Signature

Date

EACH VENDOR MUST COMPLETE THE FOLLOWING PAGES

Vendor _____

1. Sellers Names

List all names of those who will operate your booth during market hours:

_____	_____	_____
Name	Name	Name
_____	_____	_____
Their Cell Phone # (required)	Their Cell Phone # (required)	Their Cell Phone # (required)

2. Your General Product Category

3. Your Specific Products List (NO ARTS AND CRAFTS ALLOWED IN THE MARKET)

List all products you plan to sell in your booth:

_____ % will be Farm Products (list all products you plan to bring through out season)

Attach separate list if required

_____ % will be Value Added or Prepared Foods (list all products you plan to bring throughout the season) _____

Attach separate list if required

_____ % will be other types of products not considered farm or prepared food products. Please be specific. _____

4. Other markets where you plan to sell in the 2017 Season:

5. Secondary Producers

A secondary producer provides you goods/products, which are sold in your booth in addition to products you are selling. You are responsible for this secondary producer to meet all CFM Market Guidelines. These secondary producers must meet the following requirements:

- Their products must satisfy the Mission of this Market and the terms of this application
- They must meet the Market and Meat Guidelines for this market
- They must be within a 100 Mile radius of this market, with the exception of seafood
- They must have all Licenses, Permits, Inspections and Certifications
- They must allow CFM management visit their farm
- A sign designating their name and location must be displayed within your booth

List all the possible products this secondary producer will be selling in your booth

6. Required Secondary Producer's Company or Farm Name

Printed Name and Position (must be an officer of the company)

Signature

Date

NOTE: If more than one Secondary Producer is represented in your booth space, please fill out an additional separate page for each Secondary Producer.

7. Licenses, Inspections, Permits and Certifications

Vendors are required to comply with all Federal, State, and Local laws governing food safety and labeling and will provide the Market Manager with valid and current documentation of required licenses, permits and/or certifications. PLEASE SUBMIT COPIES OF ALL LICENSES AND CERTIFICATIONS.

Indicate which of the following apply to your production and vending, and attach copies to application:

_____ NCDAs Home Kitchen Inspection

_____ USDA Organic Certification

_____ NCDAs Meat Handler's License

_____ FDA Short Course Certification
(for acidified foods)

_____ NCDAs Commercial Kitchen county board of health inspection certificate

_____ CFM Meat Guidelines – signed and attached to this application

_____ Cheese production inspection

_____ Cheese-makers course

_____ Other courses, certificates, etc. Please list:

_____ NC State Sales Permit

Have you ever had a license or governmental approval revoked? _____

Has any governmental authority ever cited you for failure to have a required license or to otherwise comply with applicable regulations? _____

If the answer to either question is YES, please provide a detailed explanation:

8. Liability Insurance Requirements

I have or will obtain General Liability Insurance which has **\$1,000,000 minimum coverage per occurrence.** (All vendors must submit a current copy that shows coverage for 2017.) I understand and agree that if my application is granted, as part of the Operating Agreement, I will be required to amend the policy to name **Charlotte Providence Rotary**, its operators and principals as additional insureds. I will be required to provide proof of such coverage.

Liability Insurance and Hold Harmless Provision – The Operating Agreement will include an agreement that you will indemnify and hold harmless **CFM, Charlotte Providence Rotary**, its operators and principals against any and all losses and claims arising out of or in connection with your participation in the Farmers Market.

NOTE: This application is not considered complete without a copy of this Liability Insurance copy attached.

9. U.S. Government SNAP/EBT

SNAP/EBT – All vendors selling products eligible for SNAP/EBT must participate in the Cotswold Farmer’s Market SNAP/EBT Program, and must accept EBT tokens for appropriate products. Tokens will be reimbursed by Market management on the day of submittal of tokens at the end of each market day.

The Supplemental Nutrition Assistance Program (SNAP), formerly and still popularly known as the Food Stamp program, provides financial assistance for purchasing food to low- and no-income people living in the U.S. It is a federal aid program, administered by the U.S. Department of Agriculture, though benefits are distributed by individual U.S. states. They can be used to purchase any edible foods, regardless of nutritional value. Hot foods (such as food truck items) are ineligible.
