



VERMONT FARMERS MARKET 2010 MEMBERSHIP & MARKET APPLICATION INSTRUCTIONS

In our continuing effort to make the membership registration and market application process easier and kill fewer trees, these instructions have been separated from the actual forms, and the forms combined.

One form will take care of registering your membership and applying for the summer markets. The other form will take care of registering your membership if you don't do the summer markets, and applying for the special shows.

TO BE A VENDOR

You must be located in Vermont or Washington County, New York.

You must be an active producer growing/raising/picking/preparing/creating or baking your own products.

Membership registration is ongoing throughout the membership year. A membership year runs from May 1st to April 30th of the following calendar year. Becoming a member allows you to participate in any Markets or Shows that begin within that year. We are currently registering for the 2010-2011 membership year.

VERY IMPORTANT!

- Vendors of produce, meats, eggs, baked goods, canned food, prepared food and body care products **must** submit a copy of their product liability insurance coverage with their market sign-up sheets. This keeps our site liability insurance down.
- Craft vendors for the Special Shows only **must** include their Vermont State Sales Tax number on their application. This is required by Vermont law for one-time events.
- On-site food vendors are required to have a trash can for customers to dispose of cups, plates, napkins etc.
- **Vendors must read and agree to abide by the Market and Special Shows Rules & Regulations. A vendor's signature on their application form confirms this agreement and constitutes a contract.**

PLEASE return your forms ASAP. Failure to do so could result in loss of space for returning vendors.

SUMMER MARKETS APPLICATION

1. Complete the form and send in by **April 2nd** with your \$25 membership dues (checks or money orders are preferred). If you are a returning seasonal vendor, you may send your season fee with your application. You may also opt for one of the payment plans on the application. If you are a new vendor **DO NOT SEND SEASON FEES WITH THIS FORM!**
2. After April 16th, you will get a notice regarding your application. If you are going to be a seasonal vendor, the notice will include your receipt if you have paid and your bill if you haven't. If you are doing the Downtown Rutland Market, there will be a map on the back showing your space. If you're new and we don't have a space for you at this time, you'll be placed on our waiting list (not likely – all 3 markets have room to grow).
3. All vendors will be sent Winter Market information and the application form later in the year, when we know what the fees will need to be.

SPECIAL SHOWS APPLICATION

1. Complete the form and send in by **the deadlines listed below** with your \$25 membership dues if you are not registering your membership on the Summer Market form (checks or money orders are preferred).
2. **RETURNING SHOW VENDORS:** Deadline for your form is **JUNE 1ST**! Please send in your form with payment for any shows you have done in the past (your spot is guaranteed for those) – **DO NOT** send payment for any new shows you are signing up for.
3. **WINTER/SUMMER MARKET VENDORS IN GOOD STANDING WHO ARE NEW TO THE SPECIAL SHOWS:** Deadline for your signup sheets is **AUGUST 1ST**! **DO NOT** send payment at this time.
4. **NEW VENDORS:** Deadline for your signup sheets is **SEPTEMBER 1ST**! **DO NOT** send payment at this time. Please include a few photos of your work with this form, if we have not seen it before.
5. When you are signing up for a show for the first time, we will contact you if there is space available and we will deal with the money at that time. If you request a show that has filled up we will place you on our waiting list. We start a new list every year.

If you have any questions about these instructions, please call Pat Carbonell (802-558-2137). If you have questions about a specific market or the shows, please call the appropriate market/show coordinator (listed on the inside cover of your annual report). General questions about our market organization, its bylaws and rules, etc. can be answered by any of your Board of Directors (also listed on the inside cover of your annual report).

-OR-

You can check out our website: www.vtfarmersmarket.org