



**Nazareth Farmers Market (NFM)
2019 FULL SEASON Vendor Application**

May through October, Saturdays from 9 a.m. - 1 p.m., Center Circle, Nazareth, PA
Managed by the Nazareth Economic Development Commission (NEDC)

Farm/Business Name _____
Business Contact Person _____ Onsite Contact Name(s) _____
Primary Phone _____ Cell Phone _____
Mailing Address _____
City _____ State _____ Zip _____
Email _____ Website _____
Facebook _____ Do you require electricity? _____
Please circle forms of payment you accept. Cash Credit EBT/SNAP FMNP WIC _____
What % of time will you, the owner, be onsite at the market? _____ %
If a farm, how many acres of land do you: _____ Own _____ Rent _____

Applicants must fill out this application in its entirety, sign and mail to:
NEDC NFM Application, P O Box 23, Nazareth PA 18064

If accepted as vendor, you will immediately provide:

Certificate of insurance listing NEDC and Borough of Nazareth as additional insured, visit
www.nazarethnow.org/nazarethfarmersmarket for amounts and sample certificate

Vending fee, and all paperwork, is due by March 30 to be considered a full season vendor

Check or money order – full or partial vending fees will not be reimbursed for any reason
Full Season Fee: \$300 for first 10x10 space, plus \$200 for additional space
\$25 discount for early payment by March 30

Introduction - It is recognized that although members of the NFM sell as individuals, the market is a cohesive unit. Its success depends on the cooperation and joint efforts of all vendors as a whole. As a valued NFM vendor, you are responsible for informing yourself and your staff about and following all rules and regulations set by NEDC and government agencies as well as following any instructions given by Downtown Manager.

Exclusivity - The Market does not offer exclusive rights to vendors to sell any one product. Market customers generally benefit from having a choice. If NFM believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied. Vendors are accepted into the market on an annual basis and are expected to complete applications yearly.

Weather - The Market is open rain or shine and is rarely cancelled due to inclement weather. Unless specifically instructed, participants must attend the market regardless of forecast. In the event of extreme weather, the Downtown Manager will decide if the market will be held.

Annual Meeting – Full season vendors are required to attend a yearly vendor meeting.

Attendance

- Vendors will be limited to five (5) absences per market season
- Vendors must inform the Downtown Manager in writing about a planned absence at least two (2) weeks in advance of the date of absence, so customers can be informed
- In the event of illness or unforeseen emergencies, the vendor must inform the Downtown Manager of their absence as soon as possible
- By majority vote of the NEDC, individual vendors may be approved for a different but regular attendance requirement as in the case of a single crop grower (e.g. corn, etc.)

Space Assignments - On the first day of market season, vendors will be assigned spaces. Space assignments may be moved due to absences, inability to adhere to market hours, events, and fluctuation in overall market size.

Booth - Vendors supply their own 10x10 tent, tables, table coverings and display items all in good condition. Vendors are responsible for securing tents to eliminate wind disruption and danger.

Signage - Vendors must prominently display a sign identifying the farm or business by name and its' location. All descriptions of products must be accurate and clearly show retail price. Extra signage is encouraged to show product offerings to those driving around the circle.

Arrival & Departure - Vendors must be fully set-up in their assigned space at least 15 minutes prior to the opening of the market and prepared to sell from 9 am until 1 pm (or opening and closing of the market).

Vehicles - Vehicles may not block walkways or mailboxes.

Vehicles must be removed from the circle at 9 am and will not re-enter circle until 1 pm.

Vehicles will not be parked in the circle during the market. These spaces are for our customers.

Garbage - Vendors are responsible for keeping their space clean and cleaning up after the market. Large quantities of refuse may not be disposed of in garbage containers. If anything a vendor sells or distributes produces trash, vendor will have a trash can available for customer use.

Marketing - Vendors are responsible for promoting their business. The Downtown Manager is responsible for promoting the market as a whole. Vendors are encouraged to send updates and interact with NFM social media. Vendors agree to participate to the best of their ability in activities that NFM conducts on behalf of the market.

General - Musicians play at no cost to the market. Tips in the form of cash or product are encouraged.

Vendors are responsible for the safety and behavior of their children.

Vendor pets are not allowed.

Vendors and staff are not permitted to smoke in the circle. Cigarette butts must be disposed of properly.



PRODUCT LIST & AVAILABILITY CALENDAR - attach additional pages as needed.
 Please mark all crops you would like to sell and when the product will be available (estimate).
Please mark which products you produce (grow, package), vs which are supplemental.
Please list in priority order of core product first.

Crops / Products	Produce/Supplement	May	Jun	July	Aug	Sep	Oct	Nov	Dec
<i>Example: Peppers</i>	<i>Produce</i>			x	x	x	x		

Disciplinary Procedures - If a vendor violates a market rule or disregards instruction from Downtown Manager, they will be issued a written warning. After three (3) written warnings the vendor’s case will go before the NEDC for review. If exceeding maximum absences, no written warning will be given before going before NEDC for review. Repeated failure to adhere to any of the market rules or instructions may result in suspension from the market, fines, or immediate termination of participation in the market without refund of fees. The terminated vendor may apply in writing within seven (7) days for re-entry. The NEDC will consider the request within two (2) weeks of receipt of the request and respond within 21 days of receipt of the request. A two thirds ‘yes’ vote by the NEDC is required to reinstate.

Liability - I agree to accept all liability and responsibility for any personal injury, property damage, loss, theft or any other harm suffered by myself or others arising from or otherwise incident to my participation in the market. I indemnify and hold NEDC and the Borough of Nazareth, and its officials, directors, employees and agents harmless against all suits, claims demands and losses including costs, expenses and attorney’s fees incurred as a result of any act or omission, neglect or misconduct of the vendor during the market.

I (we), the undersigned, have read and understand the rules, and do hereby agree to abide by said rules. Failure to comply with any of the above could result in expulsion from the market.

Signature of applicant _____ Date _____