



## Nazareth Farmers Market (NFM)

### 2024 SEASON Vendor Application

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? \_\_\_\_ \*ONLY 15 AMP Service

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

Are you a member of Buy Fresh Buy Local Greater Lehigh Valley? yes or no

#### FEES

**Full Time Vendor Fee:** \$360 for first 10x10 space, \$250 for second 10x10 space  
*Fee includes regular season & special event dates.*

**Alternating Week Vendor Fee:** \$220 *Fee includes regular season & special event dates.*

**Monthly Vendor Fee:** \$150, Vendor to Select 1st, 2nd, 3rd or 4th week of month.  
*(special event dates not included) \_\_\_\_\_ 1st Choice \_\_\_\_\_ 2nd Choice*

**Day Fee:** \$35 *(vendor must complete application and adhere to all rules)*

**Please circle one of the above. Monthly vendors list your 1st and 2nd choice for weeks at the Market**

**Products**

NFM is a producer market. Items must be produced by you, unless otherwise approved. *NFM will allow supplemental product: if it is not currently sold or is deemed by NEDC to be in limited supply at NFM. Items should have signage stating the business where the product is produced.*

Please list all items you would like to sell and when the product will be available (estimate).

**Please mark which products you produce (grow, package, make), vs which are supplemental. Also list which months they are available. Please list all the products you wish to sell at the Nazareth Farmers Market.**

Crops / Products	Produce/Supplement	M	J	J	A	S	O	N	D
<i>Example: Peppers</i>	<i>Produce</i>			x	x	x	x		

**If you need additional space, please copy this page and include with your application**

**All Vendors (please circle one)**

**I am planning to participate in Nazareth Days/Nazareth at Night on July 19**  
**YES NO (dates subject to change) donation based event**

**I am planning to participate on Shop Small Saturday on November 30 YES NO**

**I am planning to participate on Christmas in Nazareth on December date tbd**  
**YES NO (dates subject to change)**

**PLEASE NOTE MARTIN ON MAIN IS SCHEDULED FOR JULY 27**

**Applicants must fill out this application in its entirety, sign and mail to:**

NEDC NFM Application, P O Box 23, Nazareth PA 18064  
arrangements can be made for drop off, contact Downtown Manager  
[NazDowntownMgr@gmail.com](mailto:NazDowntownMgr@gmail.com) 484 291 1309

**Applications will be reviewed on February 2, 2024 and on a rolling basis after. It is in your best interest to submit your application as soon as possible.** You will be notified by email if you are accepted to the 2024 market. We have no way of knowing which vendors plan to return each year unless they submit an application.

**If accepted as vendor, you will (within 2 weeks) provide:**

Certificate of insurance listing NEDC and Borough of Nazareth as additional insured, and vendor fee (space is not reserved until vendor fee is received) visit <https://www.nazarethfarmersmarket.com/become-vendor> for amounts and sample certificate as well as full payment. Partial payments will be accepted on a case by case basis.

**Please note:** Full or partial vending fees will not be reimbursed for any reason  
Nazareth Farmers Market is a rain or shine market  
Check or money order made out to "NEDC"

**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 outlined in this application, and do hereby agree to abide by said rules. Failure to comply with any of the above could result in fines and/or expulsion from the market.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

**The following is Nazareth Economic Development Commission rules and guidelines for vendors at the Nazareth Farmers Market. Please retain these pages for you to refer to.**

**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, attendance and efforts of all vendors. As a valued NFM vendor, you are responsible for informing yourself and your staff about and following all regulations set by NEDC and government agencies as well as instructions given by an NEDC representative.

**Weather** – NFM is open rain or shine and is rarely canceled due to inclement weather. Unless specifically instructed, participants must attend the NFM regardless of forecast. In the event of extreme weather, the NEDC representative will decide if the market will be held.

**Annual Meeting** – Full season vendors and alternating week vendors are required to attend a yearly vendor meeting in early March.

**Season** – Regular: May through October, Saturdays from 9 a.m. - 1 p.m., Center Square, Nazareth, PA

Special - optional attendance: Small Business Saturday (November 30, 2024), Christmas in Nazareth (December TBD 2024). Please note your interest in these events on this application

**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. Follow us and Tag us @Nazareth Farmers Market on facebook and we will share. Vendors agree to participate to the best of their ability in activities that NFM conducts on behalf of the market.

**Space Assignments** - Prior to 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. The Market Manager will attempt to accommodate vendor preferences for location but cannot guarantee a certain space or your space from previous seasons. **Vendor tents will be set up “shoulder to shoulder”.** Which means there will be no room off to the side for merchandise.

## Attendance

- *First and last day of regular market season, attendance is required*
- Full time vendors will be limited to four (4) absences per regular market season
- Alternating week vendors will be limited to two (2 ) absences per regular season
- Part-time vendors are responsible for keeping track of their scheduled dates
- Vendors must inform the NEDC representative in writing/email about a planned absence at least one (1) week in advance of the date of absence
- In the event of illness or unforeseen emergencies, the vendor must inform the Downtown Manager of their absence as soon as possible. Text 610 653 5025
- No shows (NO SHOW, NO CALL NOT CONTACT) will be fined \$25
- 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.)
- In extreme circumstances, attendance requirements may be waived on a case-by-case basis.

**Booth** - Vendors supply their own 10x10 tent, tables, table covering, breathable ground cover/mat and displays and signage all in good and clean condition. Vendors are responsible for securing tents to eliminate wind disruption.

## Products

NFM is a producer market. Items must be produced by you, unless otherwise approved. *NFM will allow supplemental product: if it is not currently sold or is deemed by NEDC to be in limited supply at NFM. Items should have signage stating the business where the product is produced.*

**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 square.

**Arrival & Departure** - Vendors must be fully set-up 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). Late Arrival/Early Departure requests must be submitted in writing, and will be limited to one per season.

**Vehicles** - Vehicles may not block walkways or mailboxes. Vehicles must be removed from the square at 9 am and will not re-enter the square until 1 pm. Vehicles will not be parked in the square 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. Do not leave any trash outside receptacle. If anything a vendor sells or distributes produces trash, vendors will have a trash can available for customer use.

**General** - 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 square. Cigarette butts must be disposed of properly.

**Exclusivity** - **NFM doesn't offer exclusive rights to vendors to sell any product;** our customers generally benefit from having a choice. But, if NFM believes the number of vendors offering the same or similar products is adequate or excessive, duplicate products may be denied. **Vendors must submit a full list of the items they intend to sell for the NEDC to properly evaluate the applications.** Vendors are accepted into the NFM annually and are expected to complete applications yearly.

**Young Entrepreneur Table & Community Table** - The NEDC will market the YET and Community Table for the 2024 season. The YET may be selling items similar to items available at the market. The NEDC will attempt to inform/coordinate with you concerning these duplicates. The YET and Community Table brought additional traffic and attention to the market in 2021 when it was introduced.

**Disciplinary Procedures** - If a vendor violates a market rule or disregards instruction from a NEDC representative, 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 be reinstated.

**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.