



2020 Blacksburg Farmers Market Vendor Application

- All returning vendors are required to submit an application form annually.
- First-time vendors are encouraged to review the *2020 Vendor Regulations* to determine their eligibility to be a vendor at the Blacksburg Farmers Market.
- Please return this form no later than March 15, 2020.
- **PLEASE ANSWER ALL APPLICABLE QUESTIONS THOROUGHLY**

APPLICANT NAME: _____

FARM/BUSINESS NAME: _____

ADDRESS: _____

Please list any other addresses where you plan to grow or produce goods to be sold at the Market:

HOME PHONE: _____ CELL: _____ OTHER _____

EMAIL: _____ WEBSITE: _____

NOTE: Important information is regularly communicated to vendors using email. If you require an alternate form of communication, please state your preference:

VEHICLE TYPE: _____ LICENSE: _____

VIRGINIA SALES TAX #: _____

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We require copies of any of the following licenses or permits if applicable to the products you plan to sell. Please indicate whether they are attached or pending. No vendor will be allowed to participate at the Market until copies of all required documents have been received.

	pending	attached
USDA Certified Organic Certificate		
Virginia Department of Agriculture and Consumer Services (VDACS) kitchen certification		
VDACS Value-added food certification (eg. Low-Acid Prepared Foods, Ice Cream)		
Virginia Nursery Permit		
VDH Temporary Event Permit (Prepared food)		

If you intend to sell meat, please give the following information for the USDA meat processing facility that you use:

Business name _____ Contact Person _____

Address _____ Phone: _____

Have you been a vendor at the Blacksburg Farmers Market previously? Yes ___ No ___

If yes, for how many years? _____ Last year that you sold at the Market _____

Do you require electrical hook-up? Yes ___ No _____

If yes, please indicate the type of appliance (eg. cash register, freezer) and the wattage of each:

If you plan to prepare food at the Market, will you be using an open flame? Yes ___ No _____

Please indicate which days of the week and months of the year that you plan to attend:

MONTH	WEDNESDAYS	SATURDAYS
April 2020		
May 2020		
June 2020		
July 2020		
August 2020		
September 2020		
October 2020		
November 2020		

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December 2020		
January 2021		
February 2021		
March 2021		

Space Designation and Fees

Monthly space reservation fees for the period of April through December vary according to location at the Market: Prepayment fees are due with application submittal for all pre-payment options. See Vendor Regulations for additional information.

Structure space (monthly)	3-month discount (20%)	6-month discount (30%)	9-month discount (30%)
\$45	\$112 (\$36/mo.)	\$189 (\$31.50/ mo.)	\$283.50 (\$31.50/ mo.)
Cobblestones (monthly)	3-month discount (25%)	6-month discount (30%)	9-month discount
\$22.50	\$54 (\$18/mo.)	\$94.5 (\$15.75/mo.)	\$141.75 (\$15.75/mo.)
1.5 Structure Minimum 3-month commitment *Sales based*	3-month discount (25%)	6-month discount (30%)	9-month discount
N/A	\$168.75 (\$56.25/mo.)	\$315 (\$52.50/mo.)	\$472.50 (\$52.50/mo.)

- Space fees for January through March are \$5 per market day not to exceed \$20 a month payable with the previous months 4%

Section 9. a) of the 2020 Vendor Regulations states:

*All market spaces are assigned. The Vendor Review Committee utilizes a points scale to assign spaces at the Market. The scale aggregates vendor sales for the previous year divided by dates attended the previous year. The highest overall averages (4% by market) get priority for stall assignments. The market only utilizes attendance data from Saturday markets but uses total sales data. This way, higher attendance does not dilute the vendors' score but incentivizes Wednesday attendance by including overall sales. Additional factors such as planned attendance for the current year, physical ability, "Vendor Rep" status and "Committees Served" will be applied during the assignment process. **Above all else, vendors will be assigned spaces contingent upon the listed attributes and an arrangement that is beneficial to the general success of the market based upon the Vendor Review Committee's declaration.***

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Please refer to the attached Vendor Stall Layout Diagram and indicate your first three preferred stall location choices. Note that stalls beginning with the letter 'S' are under the structure; stalls S10/11 and S12/13 are 1½ stalls; stalls beginning with the letter 'C' are on the cobblestones.

1. _____ 2. _____ 3. _____

This year we will be featuring on-site cooking demonstrations during market hours. Vendors will be invited to contribute cooking ingredients from their farms or businesses in exchange for marketing opportunities at cooking events. Are you interested in participating by donating goods for these events as needed? Yes ____ No _____

The Blacksburg Farmers Market, which is operated by The Friends of the Farmers Market, is located at Market Square Park, which is owned and operated by the Town of Blacksburg. All vendors are required to sign the following waiver:



WAIVER: I (we) hereby relieve the Town of Blacksburg, Virginia, its agents and employees, from any and all liability for any damage, loss, injury, or costs associated with or arising from the Applicant's use and presence at the Blacksburg Farmers Market; and furthermore, I (we) agree to indemnify and hold the Town of Blacksburg, Virginia, harmless from all claims, costs, and actions occasioned by me (us) for the use and presence at the Blacksburg Farmers Market.

I (we) hereby relieve the Friends of the Farmers Market Inc., its agents and employees, from any and all liability for any damage, loss, injury, or costs associated with or arising from the Applicant's use and presence at the Blacksburg Farmers Market; and furthermore, I (we) agree to indemnify and hold the Friends of the Farmers Market Inc., harmless from all claims, costs, and actions occasioned by me (us) for the use and presence at the Blacksburg Farmers Market.

Applicant Name _____ **Date** _____

Applicant Name _____ **Date** _____



PLEASE COMPLETE AND ATTACH THE FOLLOWING DOCUMENTS IF APPLICABLE:

- All applicants: Code of Conduct
- All Growers: Harvest Schedule
- Vendors of plants, value-added products and crafts: Product List
- Prepared Food Vendors: ServSafe Food Handlers Certification, Product List, and VDH Temporary Event Permit Application.

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Blacksburg Farmers Market Application Procedures:

1. Answer all questions on the application form.
2. **1st time applicants only:** include \$35 application fee + a one time non-refundable space reservation fee of \$35 payable to ***Friends of the Farmers Market***
3. Attach copies of all applicable licenses and documents (refer to 2020 Vendor Regulations)
4. Mail printed, completed and signed form, with attachments, **no later than March 15, 2020** to:

Ian Littlejohn, Market Director
Friends of the Farmers Market
PO Box 568
Blacksburg, VA 24063

If you prefer, you can drop off your completed application form to the Market Office which is located adjacent to the Blacksburg Farmers Market, beside Champs Café. Please call or email ahead of time to ensure that someone is in the office to accept your application.

If you have any questions about completing this form, please contact us at bbfarmersmarket@gmail.com or 540.239.8290