

Marketplace@Sprout!
Vendor Application

NEDCO: Neighborhood Economic Development Corporation
212 Main Street Springfield, OR 97477
Every Friday, 3pm-7pm
541-345-7106



LocalWORKS
Community  Economy  Food Systems

Please type or print legibly

Date of Application: _____

Applicant Name: _____

Farm/Business Owner Name (if different): _____

Business/Farm Name: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Website (if available): _____

Vehicle Description(s) and License Number(s):

(List all vehicles, including utility trailers, you will be using on market days)

Business Liability Insurance Provider Information:

Name: _____

Phone: _____ Fax: _____ Email: _____

What products do you plan to sell? (check all that apply)

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Produce | <input type="checkbox"/> On-site Prepared Foods | <input type="checkbox"/> Plants |
| <input type="checkbox"/> Artisan Goods | <input type="checkbox"/> Cheese/Dairy Products | <input type="checkbox"/> Meats/Eggs |
| <input type="checkbox"/> Cut Flowers | <input type="checkbox"/> Locally Produced Food Items | <input type="checkbox"/> Beer/Wine |

Other: _____

Do you participate in the Farm Direct Nutrition Program: Yes No

All eligible vendors are required to participate in the Sprout! Oregon Trail Card (SNAP) program. Eligible vendors include those selling fruit, vegetables, meat, food-bearing plants, and food items not intended for on-site consumption.

If eligible, will you participate: Yes No

Have you ever been a Springfield Farmers' Market vendor? If yes, please list how many years you have participated.



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Do you have any resources or experience related to selling in a public marketplace environment? Please explain.

Please provide additional information about your business for potential inclusion in the Sprout! newsletter and press releases (how long you have been in business, who is involved, what makes your business's offering unique, etc):

Space size desired:

A 5% discount will be assessed for 5 week advance payment. A \$130 (\$5 per week) discount will be assessed for full season payments. Availability of double spaces will be dependent upon Marketplace logistical needs.

- Single space (\$30/per market)
- Double space (\$45/per market)
- Prepared Food Vendor (\$5/per market + 15% of sales)
- Artisan Vendor (\$5/per market + 15% of sales)

Please indicate any resource requests related to selling at the Market:

Water and Electrical resources are subject to availability.

- Electricity
- Water
- Other: _____

Please list all partners/employees who may sell your product(s) at Marketplace@Sprout!:

<u>Name</u>	<u>Relationship to Farm</u>

\$30 Application Fee Must Accompany Application

PLEASE MAKE ALL CHECKS PAYABLE TO NEDCO



Farm/Local Producer Product Offerings:

Please indicate the products you wish to sell at Marketplace@Sprout!; when you plan to have each item; who grows the items; and the addresses/locations where the produce is grown. Include the product you wish to consign for other farmers; we will require a separate application from each farmer who consigns through your space.

<u>Product</u>	<u>Grower</u>	<u>When Available?</u>	<u>Location Produced</u>

Prepared Food Vendor Product Offerings: Please list key ingredients for each menu item (attach an extra sheet if necessary). Which components do you purchase commercially? Which do you make yourself?

<u>Menu Item</u>	<u>Source</u>	<u>Homemade (Y/N)</u>



Locally Produced Beer/Wine Vendor Product Offerings: Please list each item you intend to sell. Which do you purchase commercially? Which do you make yourself?

<u>Item</u>	<u>Source</u>	<u>Produced by Vendor (Y/N)</u>

Artisan Vendor Product Offerings: Please list/describe any artisan products that you intend to sell, including what involvement you have in their production/creation.

Requested Dates : Please indicate any specific dates or date-ranges for which you intend to sell at Marketplace@Sprout! Discounted payments for five or more markets can be applied to any combination of market dates and do not have to be used consecutively. Any vendor wishing to participate for a whole season (Winter: November-April; Summer: May-October) may indicate "FULL SEASON".

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Vendor Agreement

I have read and agree to abide by all Marketplace@Sprout! guidelines and policies as well as all federal, state and local laws, codes and regulations. I agree to cooperate with Marketplace management. I agree to indemnify and hold harmless Sprout!, NEDCO, and its officers, directors, employees, representatives and agents, from and against all liability claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to my activities at Sprout! Indemnification shall include, and the Marketplace shall be entitled to recover all reasonable attorneys' fees and costs at trial and on appeal.

I understand that this application relates only to the products listed herein and that any further products will require an amended application for approval by the Market Coordinator prior to selling said products. I certify that the products above are produced in accordance with all county, state and federal laws and grown or produced by myself and partners listed on this application. I understand that I am required to file all business entity changes, including changes in partners listed on business, with Marketplace@Sprout! immediately.

I agree to exercise the utmost care in the use of facilities and properties of Marketplace@Sprout! and NEDCO. I understand that the premises used by the Marketplace@Sprout! are owned by NEDCO and are used with the owner's permission. Permission to use the premises can be withdrawn at any time. I agree not to hold Marketplace@Sprout! or NEDCO, its officers, directors, employees or agents responsible for any loss or damage claimed by the vendor should such permission be withdrawn.

By signing this application, I acknowledge that I am fully aware of all Marketplace@Sprout! rules. I agree to comply with these rules, as well as all other federal, state and local regulations that apply, knowing full well that noncompliance with result in forfeiture of my right to sell at the Marketplace.

Vendor Signature

Date

Vendor Signature

Date

All vendors are required to maintain appropriate "Vendor Liability Insurance" coverage to cover vending operations at the Marketplace@Sprout!. The policy must name NEDCO as additional named insured. Please check with your insurance carrier for appropriate coverage or contact the Market Coordinator for more information.

This form must be signed and dated and returned to the NEDCO office before a vendor may sell at Marketplace@Sprout! A copy will be provided for your records.