

# Springfield Farmers' Market Vendor Application

418 A Street #14  
Springfield, OR 97477

[springfieldorfarmersmarket@gmail.com](mailto:springfieldorfarmersmarket@gmail.com)

<https://www.facebook.com/farmersmarketspringfieldor>



Please type or print legibly

Date of Application: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Farm/Business Owner Name (if different than applicant): \_\_\_\_\_

Business/Farm Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Contact #: \_\_\_\_\_

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"/> Nuts       |

Other: \_\_\_\_\_

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

All eligible vendors are required to participate in the Oregon Trail Card (SNAP)/Double Up Food Bucks program. Eligible vendors include those selling fruit, nuts, 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?

- Yes       No

If yes, please list how many years you have participated.

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

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

Please list all partners/employees who may sell your product(s) at Springfield Farmers' Market:

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

**Farm/Local Producer Product Offerings:**

Please indicate the products you wish to sell at Springfield Farmers’ Market; 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>

**Artisan Vendor Product Offerings:**

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

<u>Product</u>	<u>Materials</u>	<u>Seasonal Item</u>	<u>Involvement in Production/Creation</u>

## Market Date Commitment & 2017 Booth Fees:

(Rates listed below are based on a single booth space with no additional utilities)

### Booth Spaces:

Double spaces will be at the discretion of SFM Board Members/Day of Market Coordinator.

- Single Booth Space – up 12 x 12 (\$25/per market)
- Double Booth Space – up to 24 x 24 (\$45/per market)

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

(Electrical resources are subject to availability – additional fees will apply, no discounts.)

- Electricity - \$5, per market
- Other: \_\_\_\_\_

Full Season – 22 weeks (May 5<sup>th</sup> – September 29<sup>th</sup>):  
\$550 – 10% discount if paid in full, by May 5, 2017 - \$495  
If paying monthly, monthly payment is required on the 1<sup>st</sup> Market of each month

Half Season One – 11 weeks (May 5<sup>th</sup> – July 14<sup>th</sup>):  
\$275 – 5% discount, if paid in full by May 5, 2017 - \$261.25  
If paying monthly, monthly payment is due on the 1<sup>st</sup> Market of each month

Half Season Two – 11 weeks (July 21<sup>st</sup> – September 29<sup>th</sup>):  
\$275 – 5% discount, if paid in full by July 21, 2017 - \$261.25  
If paying monthly, monthly payment is due on the 1<sup>st</sup> Market of each month

One Month Rotating Booth (required minimum commitment)  
\$100 to \$125, 4 to 5 weeks (depending on # of weeks in the month)  
Monthly payment is due on the 1<sup>st</sup> Market of each month

Rotating booth option is only available two times during the season, per vendor  
Please select your rotating booth month(s):

- May     June     July     August     September

## Vendor Agreement

I have read and agree to abide by all Springfield Farmers' Market guidelines and policies as well as all federal, state and local laws, codes and regulations. I agree to cooperate with Market management. I agree to indemnify and hold harmless SFM Board Members, NEDCO and City of Springfield 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 Springfield Farmers' Market. Indemnification shall include, and the Market 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 SFM Board of Directors 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 Springfield Farmers' Market immediately.

I agree to exercise the utmost care in the use of facilities and properties of Springfield Farmers' Market and City of Springfield. I understand that the premises used by the Springfield Farmers' Market are owned by the City of Springfield and are used with the owner's permission. Permission to use the premises can be withdrawn at any time. I agree not to hold Springfield Farmers' Market, NEDCO, or City of Springfield, 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 Springfield Farmers' Market 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 Springfield Farmers' Market.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

All vendors are required to maintain appropriate "Vendor Liability Insurance" coverage to cover vending operations at the Springfield Farmers' Market. The policy must name City of Springfield and NEDCO as additional named insured. Please check with your insurance carrier for appropriate coverage, as outlined in the guidelines. Please contact the SFM Board for more information, if needed.

This form must be signed, dated and returned to the Springfield Farmers' Market, along with a \$30 application fee (non-refundable) and required insurance documentation, before a vendor may sell at Springfield Farmers' Market. Please mail to SFM, 418 A Street #14, Springfield, OR 97477. A copy will be provided for your records.

Please make checks or money order payable to NEDCO. Do not send cash. NEDCO is donating resources & finances in overseeing the financial aspects of the Market on behalf of SFM.