ELON FARMERS MARKET VENDOR APPLICATION 2023

(Deadline for applications March 15th)

The Town of Elon and The Elon Community Church are hosting the Elon Farmers Market in Downtown Elon for 2023. We invite you to apply to be a vendor at the market. This year’s Farmer Market will operate April 21st-November 9th. The market will operate in the Elon Church Parking lot located off of W. College Ave. from 3:00-6:00pm on Thursdays.

1. Please carefully read and fill out the following application.

2. NOTE: Beginning in 2014, the North Carolina Department of Revenue requires all farmers markets keep on file a copy of an official document from the NCDOR with your State Sales Tax ID Number printed on it. Some farmers are exempt from paying state sales tax on their goods and in place of the Tax ID may provide us with a signed, dated letter stating that they are exempt. Your application must include either a copy of your State Sales Tax ID Number or a signed letter stating that you are exempt. Either takes only minutes to create.

\*\*Here is the link to a comprehensive FAQ page regarding exemptions. Please use this as a guide and let us know if you have any further questions. <https://files.nc.gov/ncdor/documents/files/faqs_e595_qualifying_2018.pdf>

3. Please email/mail any applicable additional materials including licenses, certificates or inspection letters pertaining to the products you plan to sell when submitting this application to: Jill Weston at the Town of Elon 104 S. Williamson Ave, Elon NC 27244 or email application to [Jweston@elon.gov](mailto:Jweston@elon.gov) .

4. Name:­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Production Farm Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Vendor \_\_\_\_ Returning Vendor\_\_\_\_ When did you last participate in Elon\_\_\_\_\_\_\_\_\_\_

Business website: Facebook: Instagram:

Etsy: Other:

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5. Provide a short description of your business and how long you have been operating:

6. What season/months will you be selling? \_\_April \_\_\_May \_\_\_June \_\_\_July \_\_\_Aug \_\_\_September \_\_\_October \_\_\_November .

7. Product Information: Please indicate what you intend to sell. Estimate, by category, the percentage (totaling 100%) of product available from each.

**Category 1: FARM**

Select all raw or minimally processed farm products sold by your business:

\_\_\_\_\_ Meat (beef, poultry/foul, pork, sheep, lamb, goat) \_\_\_\_\_ Fish

\_\_\_\_\_ Eggs \_\_\_\_\_ Honey \_\_\_\_\_ Raw Vegetable/Fruit \_\_\_\_\_ Bedding Plants \_\_\_\_\_ Landscape Plants \_\_\_\_\_ Cut Flowers\_\_\_\_\_\_ Micro greens \_\_\_\_\_

Please elaborate with a list of raw and minimally processed farm product items to be sold

**Category 2: FOOD**

What percentage of sales are processed or prepared foods? \_\_\_\_\_

Select all processed or prepared foods sold by your business:

\_\_\_\_\_ Baked Goods \_\_\_\_\_ Jams/Jellies/Preserves \_\_\_\_\_Vinegars \_\_\_\_\_ Juice/Coffee/Tea \_\_\_\_\_ Cheese/Dairy \_\_\_\_\_ Acidified Foods (pickled vegetables) \_\_\_\_\_ Prepared Meals \_\_\_\_\_ Jerky\_\_\_\_\_\_ Herbs/spices/dry mixes\_\_\_\_\_\_

Other\_\_\_\_\_ Please elaborate with a list of processed or prepared food products to be sold

**Category 3: CRAFTS**

What percentage of sales are non-edible crafts? \_\_\_\_\_\_

Please elaborate with a list of non-edible craft items to be sold

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Please carefully read and agree to the Acknowledgement of Responsibilities and Conditions of this application. Your agreement and signature will indicate your awareness and willingness to abide by these terms throughout the course of your participation in the Elon Farmers Market.

**Rules and Regulations:**

1. Vendor’s farm must be in Alamance, Guilford, Rockingham, Orange or a county within 50 miles of our market.
2. Each vendor must grow or produce all the items sold or be a designated representative of the grower or producer.
3. Farms and production sites must be certified and inspected and have proper certificates
4. Vendors must use a certified and calibrated scale to weigh produce.
5. The Elon Farmers Market staff reserve the right to inspect farms during the season.
6. All vendors must follow health department regulations at the market.
7. You are prohibited from purchasing products for resale from a wholesaler or other source.
8. No smoking is allowed at any vendor booth or surrounding area.
9. You must provide your own tables, chairs, canopies and trash cans and leave your space clean and picked up after each market.
10. No alcohol or firearms allowed on the premises
11. Signing this application gives consent to use photos of your booth and staff on social media, website and other promotion.

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**Vendor Space:**

Vendor spaces will be reserved for each month of the market. Location will depend on the size of your desired booth space. There is no guarantee that a specific space will be available to you. Please list below desired area if you have one and the size space that is required with your vehicle/truck and canopy size. Later in the season as there are less vendors, we will tighten up spaces so there are not large gaps between vendors to open up more parking.

The market is located on the Elon Church upper parking lot by grassy area and the attached parking area along W. College. Fire access is required in the alley way behind the businesses on Williamson. At no time can your vehicles block access to that area. W. College will be an overflow vendor area only and on one side of the street closest to the church.

**Fees:**

**The fee to participate in the 2023 Elon Farmers Market is $75 for 1 parking stall or $150 for two parking stalls for the entire season**. **$25 for first timers for 1 month.**  You may pay by check or credit card at Town Hall Monday through Friday from 8:00am-5:00pm. (Make check payable to the Town of Elon indicate for Farmers Market) You may pay 50% of the fees prior to the start of the market and the remaining fees no later than August 1st. There will be no prorated or discounted fees if you don’t attend the entire market.

I certify that the statements contained in this application are true and complete to the best of my knowledge. I understand that, if accepted, falsified statements on this application shall be grounds for termination in participating in the Elon Farmers Market. I certify that I and everyone representing my farm or business, who may sell at the Elon Farmers Market have been notified of the responsibilities and conditions of membership and that we will abide by these responsibilities and conditions.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Market Manager Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Use only:

Date Paid\_\_\_\_\_\_\_\_\_\_\_\_ Amount\_\_\_\_\_\_\_\_\_\_ Remaining Balance\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid\_\_\_\_\_\_\_\_

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