2020 RIVERFRONT FARMERS MARKET MEMBERSHIP APPLICATION

Thank you for your interest in becoming a member/vendor of the Riverfront Farmers Market. Please carefully read and follow the steps below. Questions - Contact the Market Manager at farmersmarket@wilmingtondowntown.com

1. Please be sure to read the Riverfront Farmers Market By-Laws and Rules and Regulations. If you are applying for art and craft vendor status, you must also read the Guidelines for Art & Crafts; however, we encourage all applicants to read the Art & Crafts Guidelines due to the importance of handmade products to our Market.

2. Fill out the application form completely, incomplete applications will not be considered.

3. Applicants intending to sell products regulated by local, state, and/or federal agencies must include copies of appropriate documentation from those agencies ensuring compliance. Applications received without this documentation will be considered incomplete.

4. All 2020 applicants who did not participate in the 2019 Riverfront FM must include a $20.00 non-refundable application fee. If your application is accepted the required $125.00 annual membership fee must be paid before or on your first market day or you will not be authorized to participate.

Applications will be reviewed throughout the market season; however, space is limited, you are encouraged to submit your application early. The first Market will be held Saturday, March 28, 2020. First right of refusal will be given to 2019 members. Deadline for first right of refusal for returning vendors is March 2, 2020. All applications are due no later than March 9, 2020 for the initial season review. Once available spaces have been filled, eligible applicants will be added to a wait list and will be notified if/when space becomes available. You will be notified by e-mail, regarding acceptance or rejection of your application.

PLEASE PRINT
Farm or Business name __________________________________________________
Name/s of Owner/s ______________________________________________________
Mailing Address _________________________________________________________
_____________________________Zip________County_________________________
Phone/Mobile(        ) _____-____________Home/Business(        ) _____-____________
E-mail address __________________________________________________________
Website/Facebook/other on-line site(s) _______________________________________

Submit applications to:
RIVERFRONT FARMERS MARKET
PO Box 2136
WILMINGTON, NC 28402
Address of farm/production location (if different from above) __________________________

________________________________________________________________________________

Size of vehicle/trailer used for booth set up ________________________________

All vendors are required to provide a copy of your NC Department of Revenue Certificate of Registration or the certificate of registration number. Attach a copy of your CoR or provide the number here: ________________________________

Farmers that sell only product they grow themselves and have an exemption are required to either attach a copy of the exemption or provide the exemption number here: ________________________________

*NC Dept. of Revenue requires your CoR or exemption to be prominently displayed during the market.

PRODUCT INFORMATION (attach separate sheets if needed)

Please provide a complete list of products that you intend to sell at the Market including the beginning and end dates (months) of availability for each product. Be specific and include information on varieties of products. Do not just list herbs or vegetables or meat but instead list what types of herbs, vegetables, baked goods or meat, etc. Carried products must list the original grower/producer along with the address and contact information of the original grower/producer. Please be aware that prior Board of Directors approval is required to sell any items not included on this application.

If you are selling a product that requires inspection, certification and/or license, you must include a copy of such with this application.

<table>
<thead>
<tr>
<th>Item/Product</th>
<th>Grower/Producer/Artisan ('Self', or if a carried product list name &amp; contact info of grower/producer (Artisans are not allowed to carry))</th>
<th>Availability dates estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please estimate, by category, the percentage of your sales each category would represent.

**CATEGORY DESCRIPTIONS**

**Category 1: Raw or minimally processed farm products**
- Raw Vegetables and Fruits
- Eggs
- Honey
- Herbs
- Bedding Plants
- Landscape Plants
- Cut Flowers
- Other

**Category 2: Processed Foods that require an NCDA (North Carolina Dept. of Agriculture) kitchen inspection**, if ingredients used in the products below are harvested from your farm or contain ingredients produced locally indicate such.
- Baked goods
- Jams, Jellies, Preserves
- Vinegars, Sauces, Juices
- Spices

**Category 3: Products that require more stringent inspections, regulation, and usually refrigeration**
- Acidified and Acid foods that require the FDA short course certification (pickles, tomato products)
- Cheeses and other dairy products
- Meat & Seafood

**Category 4: Art & Crafts**
If you are applying for art & crafts vendor status, you must also read the Guidelines for Art & Crafts. All arts & crafts applications must include 3 color photographs showing a representation of the items to be sold and the display. Artisans may be asked to provide examples of their items, a visit to the art/craft studio or workshop may be requested.

**Farm Crafts** are produced predominately from materials grown or harvested by the crafts person. **Non-Farm Crafts** are made with products not grown or harvested by the crafts person.

Estimated % of sales (total to equal 100%, see category descriptions above)
- Cat. 1 %:_______________________
- Cat. 2 %:_______________________
- Cat. 3 %:_______________________
- Cat. 4 %:_______________________
VENDOR BACKGROUND INFORMATION:

How long have you been farming/producing these products? ______________________

How do you currently market your products? ________________________________

Do you sell at other Farmers Markets in the area? If so, which ones and for how long!

________________________________________________________________________

Do you carry product liability insurance for your business (food/produce vendors only)?
□ yes □ no If yes please attach a copy of your policy. It is strongly recommended that
all food/meat/produce vendors carry product liability.

Attach a map or written directions to your farm/place of production. Final acceptance or
rejection may require a farm/business visit.

Any information and digital photos you would like to send for the application process is
welcome, please send to farmersmarket@wilmingtondowntown.com

ARTISTS/CRAFTERS – Space at the Riverfront Market for artists/crafters is limited.
Vendors will be on a rotation system. One group will participate on the 1st and 3rd
Saturdays of the month and another group will participate on the 2nd and 4th Saturdays.
In months that have 5 Saturdays the 5th Saturday is reserved for special events, though
vendors may be allowed to participate if space allows.

Which Saturday markets do you prefer to sell your products?
□ 1st & 3rd □ 2nd & 4th □ No preference

DATES OF PARTICIPATION (required from all vendors)

Please indicate specific dates you plan to sell at the Riverfront Farmers Market. Due to
space demand, should you be required to take an extended leave (4 or more
consecutive market days) from the Market for any reason, your space will be filled from
the waiting list and you will be able to return when/if space becomes available.
However, choosing the annual-season payment option for vendor fees will guarantee
your space will be available upon the return date indicated. Priority will be given to
applicants that are able to make a commitment to the Market.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>4</td>
<td>2</td>
<td>6</td>
<td>4</td>
<td>1</td>
<td>5</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>11</td>
<td>9</td>
<td>13</td>
<td>11</td>
<td>8</td>
<td>12</td>
<td>10</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>16</td>
<td>20</td>
<td>18</td>
<td>15</td>
<td>19</td>
<td>17</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>23</td>
<td>27</td>
<td>25</td>
<td>22</td>
<td>26</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>

4/4
Azalea Festival
No Market

10/3
Riverfest
No Market
GUEST VENDORS

While market space is limited and maximized, space occasionally become available due to member absences, often with days’ notice. The market will maintain a database of wait list eligible applicants who are interested in participating as guest vendors. Market management will contact those interested when space is available. Only approved and wait-listed applicants are eligible to participate in the market as a guest vendor and must follow all market rules and regulations and pay the daily vendor fee.

Would you like to be considered as a guest vendor?  □ Yes    □ No
ACKNOWLEDGEMENT OF BY LAWS & RULES AND REGULATIONS
I acknowledge that copies of the Riverfront Farmers Market Inc. By-Laws and Rules and Regulations have been made available to me and that I will abide by these By-Laws and Rules and Regulations. I also understand my participation may be terminated for violation of the By-Laws and/or Rules and Regulations. I further agree to allow representatives of the Riverfront Farmers Market to visit the premises where the products I intend to sell are produced.

Signature ____________________________ Date __________

HOLD HARMLESS CLAUSE AND INSURANCE
All authorized vendors participating in the Riverfront Farmers Market shall be individually and severally responsible to Riverfront Farmers Market Inc. and/or the City of Wilmington for any loss, bodily or personal injury, deaths, and/or property damage that may occur as a result of the vendor’s negligence or that of its servants, agents, and employees. All vendors hereby agree to indemnify and save Riverfront Farmers Market Inc. and the City of Wilmington, its officers and employees harmless from any loss, cost, damages, and other expenses, including attorneys’ fees, suffered or incurred by Riverfront Farmers Market Inc. and/or the City of Wilmington by reason of the vendors’ negligence or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify Riverfront Farmers Market Inc. and/or the City of Wilmington for negligence of the Riverfront Farmers Market and/or City of Wilmington, its officers or employees. No insurance is provided by Riverfront Farmers Market Inc. or the City of Wilmington to participants in the Farmers Market. Participating vendors will be required to provide a signature in acknowledgement of this clause on the vendor application.

______________________________
Print Name

______________________________
Signature

______________________________
Date

Office use only: Contact: ____________________________

______________________________
Date Received

______________________________
Fee Received Date