

RICHFIELD FARMERS MARKET VENDOR APPLICATION

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Equal Opportunity: Richfield Farmers Market, Inc. (“RFM”) is committed to equal opportunity in employment and vendor selection practices. Employees and vendors will not be discriminated against on the basis of race, sex, age, religious, political beliefs, national origin, sexual orientation, marital and parental status, or disability.

RFM is a producer’s market based on artisanal foods, flowers, and handcrafted goods. RFM desires to offer a variety of products and vendors to the Richfield community and beyond. We welcome Cottage Bakers and Home Canners.

Before completing application, please review RFM’s Rules and Regulations.

Please print out this application, complete it and sign it. Submit application online or email to: Judy@RichfieldFarmersMarket.com.

All Vendors that have an application turned in by March 8th will be reviewed by March 13th and notified by March 15th if accepted. Payment is due 14 days from application approval.

VENDOR INFORMATION

Vendor Name: _____

Contact Person: _____

Business Name if different than Vendor Name: _____

Address: _____

City: _____

State: WI (or _____)

Zip Code: _____

Cell Phone: _____

* Business Phone: _____

Email: _____

*Website: _____

*Business Social Media Sites:

____ Facebook ____ Instagram ____ Pinterest ____ TikTok ____ X(fka Twitter) ____ (Other)

* If Applicable.

MARKET SPACE AND DATE SELECTION

Market dates: Saturday June 1st, 2024, Grand Opening
 Market hours 10-2pm Saturday June 1st through Saturday October 26th (See exceptions below)

Type	Cost	# Days	Total
<input type="checkbox"/> Full season Non-Electric	\$ 330.00	N/A	\$ _____
<input type="checkbox"/> Full season Electric	\$ 440.00	N/A	\$ _____
<input type="checkbox"/> Half Season Vendor (Min. 10 Days)	\$ 25.00	_____	\$ _____
<input type="checkbox"/> Daily Vendor	\$ 30.00	_____	\$ _____
<input type="checkbox"/> Food Truck Seasonal	\$ 330.00	_____	\$ _____
<input type="checkbox"/> Food Truck Daily	\$ 30.00	_____	\$ _____

These fees are based on a 14ft space for each “stall”. Please contact the Market Manager if you need more space. Vendors are responsible for tents, weights, tables, chairs, power cords, etc.

Please note RFM is a nonprofit and all vendor fees will be used for market operational expenses, publicity, and advertising. We will operate rain or shine, and no refunds will be given. In cases of extreme weather please follow our FB page Richfield Farmers Market for updates.

Please select your dates below:

June	July	August	September	October
Saturday	Saturday	Saturday	Saturday	Saturday
<input type="checkbox"/> 1	<input type="checkbox"/> 6	<input type="checkbox"/> 3	<input type="checkbox"/> 7	<input type="checkbox"/> 5 * 3 (HS & RFM Combined)
<input type="checkbox"/> 8	<input type="checkbox"/> 13	<input type="checkbox"/> 10	<input type="checkbox"/> 14	
<input type="checkbox"/> 15 * 1 (HS Only)	<input type="checkbox"/> 20	<input type="checkbox"/> 17	21 * 2 NO MARKET	<input type="checkbox"/> 12
<input type="checkbox"/> 22	<input type="checkbox"/> 27	<input type="checkbox"/> 24	<input type="checkbox"/> 28	<input type="checkbox"/> 19
<input type="checkbox"/> 29		<input type="checkbox"/> 31		<input type="checkbox"/> 26

1. June 15th is hosted by the Richfield Historical Society (“HS”), please contact them for a vendor spot for Art at the Mill.
2. September 21st No market this weekend due to Richfield Historical Society Threshere & Harvest Festival.
3. October 5th Market is open but shared with Richfield Historical Society Blacksmith Day.

The Market allows daily vending for \$30 per day as space is available and with an application on file. If you know the days ahead of time, please submit them. We can only guarantee spots requested with an application on file.

PRODUCT SELECTION & QUALIFIED HELPERS

Product Description: Please select the category of goods you will be selling. You may choose more than one. Only products listed and approved will be permitted to be sold by the applicant.

- | | | |
|---|--|---|
| <input type="checkbox"/> Produce
(Fruits/Herbs/Vegetables) | <input type="checkbox"/> Children's Items | <input type="checkbox"/> Handcrafted Goods |
| <input type="checkbox"/> Meat
(Beef/Pork/Poultry/Etc.) | <input type="checkbox"/> Cottage Goods
(Breads/Cookies/Bagels/Etc.) | <input type="checkbox"/> Personal Care Products
(Soaps/Lotions/Etc.) |
| <input type="checkbox"/> Cheese | <input type="checkbox"/> Pickles | <input type="checkbox"/> Foraged Items |
| <input type="checkbox"/> Cut Flowers | <input type="checkbox"/> Jams/Jellies | <input type="checkbox"/> Food Truck |
| <input type="checkbox"/> Perennials | <input type="checkbox"/> Honey | <input type="checkbox"/> Other |

If Other, please list:

Please Note: No controversial, political, or vulgar items. The Market Manager has the final say in what is appropriate.

Qualified Helper(s) A primary vendor or qualified helper must be present at each market to exercise permit rights. Qualified helpers must have substantial participation in the actual production of products. List Name(s) & relationship/role to business:

INSURANCE, LICENSES, PERMITS

Liability Insurance

Your general liability must list Richfield Farmers Market Inc. as an additional insurer. Submission of your insurance declarations page and/or Certificate of Insurance will be required after acceptance of your application.

Licenses and Permits issued by regulatory agencies, as required.

- Processing: Required to process food in an inspected facility.
- Nursery: Required if you sell perennials
- Mobile Retail License: Required if you sell potentially hazardous food.
- If Certified Organic, list certifying agency and number
- For wild gathered items, identify locations where it was gathered and attach permission of the property owner.
- Home Baked Goods must be non-hazardous and shelf stable, requiring no refrigeration.
- The Pickle Bill defines Home Canned sales as less than \$5000/annual sales.

See Vendor Rules and Regulations for additional detail. It is the vendors responsibility to keep up with laws and regulations regarding what they are selling.

SIGNATURE PAGE

The renter of the market space(s) holds harmless The Village of Richfield, Richfield Historical Society, Inc., and The Richfield Farmers Market, Inc. "RFM", and their agents, officers, directors, and employees from and against all causes of action, claims, demands, suits, liability, or expense by reason of loss or damage to any property or bodily injury to any person, including death, as direct or indirect result of use of any rented or occupied market space or in connection with any action or omission of the renter who shall defend the above, RFM or The Village of Richfield and Richfield Historical Society Inc., in any such cause of action or claim.

By signing this form, I agree to an inspection of my growing/producing area and confirm that I have read, understand, and will follow the Rules and Regulations of the Richfield Farmers Market. I also hereby grant RFM the irrevocable right to use my image & voice in any recordings on their social media platforms. I waive the right to approve the final product. I hereby release the RFM from any and all claims for invasion of privacy, appropriation of likeness or defamation. I understand that any video or image will have distribution limited to the RFM immediate media pages and printed newsletters distributed between RFM members and customers of the RFM.

We encourage all Vendors to share posts regarding our Market. Social media can encourage people to shop locally and sustainably. It allows RFM to provide updates on the Market, special events, and it helps support the growth of the Market. Research has shown that most customers want to get their Farmers Market updates from social media. By spreading the word and sharing posts about the Market on social media it's an effective way to promote all the vendors, their products, boost sales and strengthen the image of our Market.

Affidavit:

I have read the Rules and Regulations for Richfield Farmers Market Inc. and hereby agree to abide by them.

I also acknowledge that the products I will sell must be of my own production and produced at the location described on my application. I acknowledge full responsibility for all my activities in the market (and for those assisting me) throughout the season's permit.

I acknowledge the authority of the Market Manager and Market Board of Directors to immediately settle any disputes regarding product legitimacy, procedural, and vendor conduct violations. I agree to allow for inspection of my records or of the premises where the products offered for sale are produced.

I will submit, within 14 days after notification that application has been approved, full payment for space requested on page 3, Insurance declaration pages and/or Certificate of Insurance, any applicable licenses and permits, and WI Form S240. If they are not received within 14 days, my application will be considered withdrawn.

Name _____

Signature: _____

Date: _____