



### Vendor Application

The Coopersburg Farmers Market is open rain or shine!

Borough Town Center

5 N. Main Street Coopersburg, PA 18036

**Every Sunday from 11:00AM-2:00PM June-October**

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

Contact Person: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_

New vendors should mail appropriate fees 10 days after notification of acceptance into the market.

Check or money order can be made out and mailed to: Coopersburg Farmers Market, PO Box 368 Center Valley, PA 18034.

#### Application Check List:

- This signed application (including ALL appropriate practices pages and product list sheets)
- The appropriate availability calendar (Full time or Bi-weekly).

If accepted as a CFM vendor, you will need to provide: Proof of Commercial Liability Insurance for 1 million per occurrence naming Coopersburg Farmers Market and the Coopersburg Borough as additional insured & Copies of applicable permits and licenses.

I (we), the undersigned, have received, read, and understand the bylaws, rules and regulations of the Coopersburg Farmers Market, and do hereby agree to abide by said bylaws, rules and regulations and the directions of the Market Board. Failure to comply with any of the above requirements could result in expulsion from the market.

I (we) fully understand that the Coopersburg Farmers Market is a producer only market and that reselling of any items not directly produced by vendors is expressly prohibited and is grounds for expulsion from the market. In the event a charge of reselling is lodged against me (us), I (we) agree to submit to an on-farm inspection by an independent third party.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\*Food Processors Practices (baked goods, muffins, honey, jams, granola, cider, dips, salad, etc.)

\*All facilities must be registered with appropriate municipal, county, or state health departments.

\*All products must be labeled in accordance with appropriate agency rules.

How long has your business been in operation? \_\_\_\_\_

What form of payment do you accept? \_\_\_\_\_

List the major ingredients that go into your products:

Where do you source your products?

Do you make your products in a commercial, professionally inspected kitchen?

If you use a co-producer or co-packer, please explain your role in production and packaging.

Do you, as the owner, plan to be on site at the market? Yes/No What \_\_\_\_\_% of time will you be on site?

Please describe the canopies/table set up you would like to use at the market, include the length and width of your display.

What goods do you plan on selling at the market? (Please list below):

**\*\* All vendors MUST supply a Certificate of Insurance, naming the Borough of Coopersburg as the Certificate Holder, and evidencing general liability insurance coverage. Please mail COI to PO Box 368 Center Valley, PA 18034.**

\*\*\* Upon approval of the application we receive, within 10 calendar days of being approved Certificate of Insurance must be received by the Board. There will be a \$200 deposit to become a vendor, deposits will be returned in the Fall or credited to the following year for returning vendors pending the rules were followed throughout the season AND less than 4 market days were missed. Please be advised if you plan to be a returning vendor all payments must be in before February 1<sup>st</sup> of the following year.\*\*\*

We are accepting applications for our FREE community spot; we are open to LOCAL non-profits and civic groups. Please contact the Market Manager at [info@coopersburgfarmersmarket.com](mailto:info@coopersburgfarmersmarket.com)

Vendors must supply their own scales, bags, tables, shade structures, coolers/generators, (CANOPY WEIGHTS are MANDATORY), and other items needed to display products and serve customers.

Please initially apply to the WAITLIST and once the application is reviewed and we have received everything, if approved for vending, confirmation will be sent to the email address you provide.

Important 2024 dates:

February 5<sup>th</sup>: We begin to review applications from ALL potential vendors. Applications are processed in the order they are received.

February 27<sup>th</sup>- Vendor Meeting

By February 27<sup>th</sup>: Deadline for receipt of fees and insurance (CHECKS/MONEY ORDER ONLY for this year).

June 2<sup>nd</sup>: First Market Day

October 27<sup>th</sup>: Last Market Day

We will continue to accept applications after the market opens for the season. Please contact our email address [info@coopersburgfarmersmarket.com](mailto:info@coopersburgfarmersmarket.com) to ask if there is an opening for your type of business.

\*\*\* *Vending is conditional on licenses, permits, payment and insurance received and reviewed.* \*\*\*

We prefer FULL season sign ups followed by BI-WEEKLY sign ups (this is for a 10'x10' space).

Full Season: \$275

Bi- Weekly: \$150

**\*\* For each additional 10' of space it will be an additional \$50. \*\***

Questions? Please contact the Market Manager at [info@coopersburgfarmersmarket.com](mailto:info@coopersburgfarmersmarket.com)