



**Submit applications to:**  
RIVERFRONT FARMERS MARKET  
PO Box 2136  
WILMINGTON, NC 28402

## 2018 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@downtownwilmington.com](mailto:farmersmarket@downtownwilmington.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 2018 applicants who did not participate in the 2017 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 31, 2018. First right of refusal will be given to 2017 members. **Deadline for first right of refusal is February 15, 2018. All applications are due no later than February 24, 2018 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) \_\_\_\_\_



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? 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](mailto: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 1<sup>st</sup> and 3<sup>rd</sup> Saturdays of the month and another group will participate on the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays. In months that have 5 Saturdays the 5<sup>th</sup> 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?

1<sup>st</sup> & 3<sup>rd</sup>                       2<sup>nd</sup> & 4<sup>th</sup>                       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.

March	April	May	June	July	August	Sept.	Oct.	Nov.
31	7	5	2	7	4	1	6	3
	14	12	9	14	11	8	13	10
	21	19	16	21	18	15	20	17
	28	26	23	28	25	22	27	
			30			26		

**4/14**  
**Azalea Festival**  
**No Market**

**10/6**  
**Riverfest**  
**No Market**

**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

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Office use only:

Contact:

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Fee Received

\_\_\_\_\_  
Date