



# LEBANON FARMERS' MARKET

## *2017 Main Season NEW Vendor Application*

***ALL APPLICATIONS ARE DUE BY APRIL 1, 2017.***  
***Late or incomplete applications will not be considered.***

This summer marks the fifteenth year of the Lebanon Farmers' Market! The Thursday evening summer market has become a destination spot for residents of Lebanon and beyond. We are looking forward to another great season!

When we have spaces for new vendors to join the market, we give preference applications that help us to maintain our desired ratio of 55% agriculture, 20% prepared foods, 20% crafters, and 5% "other". We often receive more applications than we can accept. Those who are not accepted due to insufficient space or over-representation of a product will be kept on our mailing list. Please carefully evaluate our list of vendors and read over the rules and regulations before applying.

### MARKET PROGRAMS

**EBT/Debit and Granite State Market Match:** the market will promote Debit and EBT (federally issued food stamps) at the market with a central market terminal. In addition, the market supports a Double Value Coupon Program, called *Granite State Market Match*, which matches EBT dollars spent at the market. Customers shopping with their EBT cards will be eligible to receive up to \$10 in matching funds to spend on fruits and vegetables at the market. Vendors can accept the tokens and redeem them for cash. Reimbursements will be made the following week.

**Art at Market:** again this year, on nice days EVA gallery will be setting up stations for children to create art!

**Music Series:** we will have weekly musicians playing as well as the Recreation department will have their Front Porch Music series following the market during the summer.

### MARKET DATES

**The Market runs rain or shine! All vendors are expected to attend the markets they register for.**

**The 2017 season will begin Thursday, May 18 and end Thursday, September 28**, for a total of **20** weeks this year! The market is scheduled to take place **Thursdays from 4 to 7 pm**. There is a \$10 non-refundable application fee for all vendors.

#### **Market Weekly rates per 10x10 space:**

Full season: \$12.50 per booth space/week plus \$10 application fee = **\$260 total per booth space.**

Partial season: \$15 per booth space/week plus \$10 application fee.

**Vendor Decisions:** Market applications for full-time vendors are due by April 1, 2017. A review committee will meet to jury the vendors and the final decisions will be announced by April 15, 2017.

### SPRING KICK-OFF MEETING

The spring kickoff meeting will be on May 4, 2017 at 5pm at the Upper Valley (Lebanon) Senior Center – 10 Campbell St. **The meeting is mandatory for ALL NEW market vendors.** We will be reviewing the market map, rules, and the token reimbursement system. New vendors will be given their space assignments.

As always, if you have any questions or concerns, please feel free to contact me.

Lindsay Smith, Market Coordinator  
603-448-5121 or 603-306-7927

[www.lebanonfarmersmarket.org](http://www.lebanonfarmersmarket.org)  
[info@lebanonfarmersmarket.org](mailto:info@lebanonfarmersmarket.org)

Please keep this page for your records- **do not return with application.**

# LEBANON FARMERS' MARKET

## 2017 Main Season NEW Vendor Application

### SECTION 1- BASIC INFORMATION

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

Contact Name(s) \_\_\_\_\_

Additional Names of those selling at market \_\_\_\_\_

Street Address \_\_\_\_\_

Town/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Best way to reach you \_\_\_\_\_

Website \_\_\_\_\_

**Number of booths Request** - all spaces are 10x10 # \_\_\_\_\_ spaces (pricing is PER space)

*New Vendors: Please provide a picture of your booth.*

**Electricity use-** Please indicate the proper category (a surcharge for electricity is being added this year)

\_\_\_\_\_ Full Season Vendor: Add \_\_\_\_\_ Partial Season Vendor: \$3.00 \_\_\_\_\_ No Electricity  
\$40.00 per market

**Please provide proof of product liability insurance:**

*The Lebanon Farmers' Market is covered by a limited liability insurance plan. The insurance does not cover product liability for individual vendors. WE HIGHLY recommend you carry insurance.*

Insurer \_\_\_\_\_ Policy # \_\_\_\_\_

### **FEE SCHEDULE: New vendors- please only send \$10 Application fee with application!**

The market season is Thursdays, May 18 - September 28 2017, 4 - 7 p.m. If you are accepted to market, it is tentative on payment. Payment in full MUST be received by May 1, 2017 in order to hold your spot. Otherwise it will be assumed you have forfeited your place. Payment is non-refundable. Questions, contact the market manager.

Please indicate your schedule:

\_\_\_\_\_ Full Season, regular rate of (\$12.50 per booth space/week plus \$10 application fee) = **\$260 (per booth space)**

\_\_\_\_\_ Partial Season, regular rate (\$15 per booth space/week plus \$10 application fee)

Partial Season Vendors, please list dates (you will be responsible to pay for all dates listed) (application void if left blank)

\_\_\_\_\_

**Spring Kick-off Meeting: May 4<sup>th</sup> at 5pm. Upper Valley (Lebanon) Senior Center.**

**Meeting is mandatory.**

## SECTION 2- PRODUCT INFORMATION

In the following section, please indicate the percentage of your products that fall under each category. Please include a **detailed description of your products**- attach extra sheets as needed. You are only permitted to ONLY sell products listed on your application. Incomplete applications will not be accepted. Products MUST follow our producer-only guidelines. The market manager has the right to veto any products that do not comply with our rules or standards. Incomplete applications will not be accepted.

**1) Agricultural Products** \_\_\_\_\_ % *(items are considered agricultural if they are farm products or are made/produced from farm products – i.e., soap, wooden cutting boards, etc are counted as agriculture if produced from your land)*

Full description of products :

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**2) Prepared Food Products** \_\_\_\_\_ %

Are you using 25% local products? Yes \_\_\_ No \_\_\_

Full description of all prepared food products:

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Do you plan to sell a **drink**? Yes \_\_\_ No \_\_\_. \_\_\_\_\_ % Please describe the drink and list drink ingredients:

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**3) Craft Products** \_\_\_\_\_ %

Full description of all products:

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Are your crafts made from local/agricultural/natural products? (ie wood, clay, wax). Yes \_\_\_ No \_\_\_

Please describe what your products are made of:

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*New vendors please include a photo of your work (photos will not be returned)*

**4) Body Works \_\_\_\_\_ %**

Full description of what you plan to offer at the market: (Note – this booth is for part-time vendors only. Please indicate your date choice above).

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**SECTION 3- Market Contract**

**Business Name** \_\_\_\_\_

I hereby apply to become a vendor at the LEBANON FARMERS' MARKET for the main market season 2017.

As a vendor of the LEBANON FARMERS' MARKET, I agree that prior to offering any products for sale at the market, I am/will become familiar with the Market Rules (found at <http://lebanonfarmersmarket.org/vending.htm> ) and agree to comply with the provisions of these documents. Each vendor is responsible for any licensing or certification required for your products that are sold.

I further agree to pay the market both the annual application fee and all space rental fees as required.

I understand that individual product liability insurance is my responsibility. I do hereby release the LEBANON FARMERS' MARKET, the market coordinator, and the City of Lebanon from liability due to my product(s).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name signed above

**Applications and application fee must be postmarked by April 1, 2017**

**Make checks payable to: CITY OF LEBANON**

**SEND TO: Lebanon Farmers' Market  
c/o Lebanon Recreation & Parks Department  
51 North Park Street  
Lebanon, NH 03766**