

# LEBANON FARMERS' MARKET

## 2018 RETURNING Vendor Application

### Section I: Basic Information

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

Contact Name \_\_\_\_\_

Additional Names of Vendor Market Staff \_\_\_\_\_

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

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

Phone \_\_\_\_\_ Email \_\_\_\_\_ (circle preferred contact)

Website \_\_\_\_\_

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

Number of spaces requested: each space is 10'x10' # \_\_\_\_\_ space(s) *\*pricing is per space\**

Electricity use: Please indicate the proper category—a surcharge for electricity access applies.

\_\_\_\_\_ Full Season Access \$40      \_\_\_\_\_ Partial Season/\$3 per date      \_\_\_\_\_ No electricity

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

The Lebanon Farmers' Market is covered by a limited liability insurance plan. This insurance does not cover product liability for individual vendors. Vendors are responsible for their own coverage.

Insurer \_\_\_\_\_ Policy Number \_\_\_\_\_

### FEE SCHEDULE:

The summer market operates on Thursdays from 4:00-7:00pm from **May 17-September 27, 2018**. If you are accepted to the market, your participation is contingent on payment. Payment in full must be received by May 1, 2018. If you have not paid in full, and have not contacted the Market Coordinator regarding payment, your space will be forfeit. Payments are non-refundable.

Please select from the following:

\_\_\_\_\_ **Full Season Vendor** \$12.50 per space/week, and \$10 application fee = \$260 (per space)  
\*\*(Full payment by MARCH 1, 2018 reduced to **\$210**)\*\*

\_\_\_\_\_ **Partial Season Vendor** \$15 per space/week, and \$10 application fee  
*please select dates below* \*\*(Full payment by MARCH 1, 2018 reduced to \$12.50/week)\*\*

MAY \_\_\_ 17 \_\_\_ 24 \_\_\_ 31          JUNE \_\_\_ 7 \_\_\_ 14 \_\_\_ 21 \_\_\_ 28

JULY \_\_\_ 5 \_\_\_ 12 \_\_\_ 19 \_\_\_ 26    AUGUST \_\_\_ 2 \_\_\_ 9 \_\_\_ 16 \_\_\_ 23 \_\_\_ 30

SEPTEMBER \_\_\_ 6 \_\_\_ 13 \_\_\_ 20 \_\_\_ 27

\_\_\_\_\_ **Special Market Date: Sunday July 29, 2018** \$12.50 (in addition to full/partial season fees)  
On Sunday, July 29 the Lebanon Farmers' Market will be holding a special market event at the Lebanon Memorial Pool from 3:00-6:00pm. \*\*(Full payment by MARCH 1, 2018 reduced to \$10)\*\*

\$ \_\_\_\_\_ submitted with application. Check # \_\_\_\_\_

## Section II: 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, and attach extra sheets as needed. You are permitted to sell products listed on your application-please list ALL PRODUCTS that you intend to sell. Upon acceptance to the market, if there are additional products that you would like to include in your offerings, you must consult with the Market Coordinator *before bringing them to market*. Products must comply with producer-only guidelines. The Market Coordinator has the right to veto any products deemed non-compliant with market rules and standards. **Incomplete applications will not be accepted.**

### 1. Agricultural Products \_\_\_\_\_%

Items are considered agricultural if they are farm products, or if they are made from farm products (ie., soap, wood cutting boards, antler buttons, etc. with a preference for materials produced from your land).

#### Full descriptions of products:

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

**Are you using 25% local ingredients in your products?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Full descriptions of prepared food items:**

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**Local vendors used to source ingredients:**

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**Are you offering beverages?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Please describe beverage and list ingredients.**

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**3. Craft & Artisan Products \_\_\_\_\_%**

**Full description of all products:**

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**Are your products made from local/agricultural/natural products?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Please list materials used in production, and include photos of your work (new applicants):**

**Section III: Market Contract**

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

I hereby apply to become a vendor at the Lebanon Farmers' Market during the summer 2018 season. (Please initial the following.)

\_\_\_\_\_ As a Lebanon Farmers' Market vendor I acknowledge that I am responsible for any licensing, and certification that may be required for the sale of my products.

\_\_\_\_\_ I have read and understand the Lebanon Farmers' Market Rules and Regulations. I agree to comply with this document.

\_\_\_\_\_ I agree to pay the application fee, vendor fee, and electricity fee (if applicable) as outlined in the application.

\_\_\_\_\_ I understand the individual product liability insurance is my responsibility. I do hereby release the Lebanon Farmers' Market, the Market Coordination, and the City of Lebanon from any liability due to my product(s).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_ I am interested in participating the the 2018/19 winter market. I would like more information, and understand that final commitments to this market will be made by August of 2018.

**Application and \$10 application fee must be postmarked by APRIL 1, 2018.  
PRIORITY CONSIDERATION DEADLINE: MARCH 1, 2018**

**ANNUAL SPRING MEETING: TUESDAY, APRIL 10TH**  
~Vendors will be notified of time and location upon acceptance to the market.~  
*\*\*This meeting is mandatory for all vendors.\*\**

Make checks payable to:  
**City of Lebanon**

**Mail to:**  
Recreation & Parks Dept.  
ATTN: Farmers' Market  
51 N. Park St.  
Lebanon, NH 03766

# LEBANON FARMERS' MARKET

## 2018 Vendor Application Information

**Priority Consideration Deadline for Applications: March 1, 2018**

**Application Deadline: April 1, 2018**

All applications must be **complete**, and accompanied by the \$10 application fee to be considered.

Thank you for applying to the Lebanon Farmers' Market! As we enter our 16th summer, we celebrate the ways that the market brings the community together to enjoy local agriculture, foods, arts, and music. We're excited about the 2018 season!

This year, as we work to carefully curate a market that supports our mission, we strive to fulfill our goal ratio of 55% agricultural product, 30% prepared foods, and 15% craft and artisan vendors. Each year we receive more applications than we can accept—we stress the importance of adhering to application deadlines. Applications that are not accepted will be placed on our waitlist of vendors that may be called to fill spaces throughout the season. You will be notified if your application is placed on this list.

### MARKET PROGRAMS

**EBT/DEBIT and Granite State Market Match (GSMM):** The market offers a centralized vendor booth that processes credit/debit cards in exchange for \$5 tokens that are treated as cash at vendor booths. EBT (federally issued food stamps) are also processed and \$1 tokens are to be used for specified food items. GSMM is a grant funded matching program for our EBT customers to encourage spending on fruits and vegetables at the market. Detailed information will be distributed at the mandatory April 1st meeting.

**Arts & Music:** Each week the market will host live musicians, and following the market, the Lebanon Recreation and Parks department will host the Front Porch Music series on the stage. We will also continue our partnership with AVA gallery to offer interactive arts activities.

**Go Green!:** Lebanon Farmers' Market is committed to sustainability and environmental awareness. We're excited to begin our second summer of partnership with Upper Valley Compost to provide ways for the market to reduce the amount of trash we produce each week. We will be spending time this season working with prepared food vendors to educate them about sustainable options for food packaging in an effort to rid the market of non-sustainable plastics and styrofoam. Our goal is to have 100% of prepared foods served in packaging that is compostable/ made of recycled materials by the summer 2019 season.

## MARKET DATES

The Lebanon Farmers' Market is a RAIN OR SHINE market. All vendors are expected to attend the dates that they have registered for.

The 2018 season will begin on Thursday, May 17 and runs through September 27. This year we have a special market event on Sunday, July 29th at the Lebanon Memorial Pool. We encourage all vendors to participate. This special event date (which you must select on your application; it is not included in the regular full season commitment) brings us to a total of **21 market dates**. The market operates from 4:00-7:00pm each Thursday. Please see set-up details in the Market Rules and Regulations document.

## MARKET RATES & DEADLINES *Rates apply to single 10' x 10' spaces/per week:*

**Full Season:** \$12.50 per space for 20 weeks + \$10 application fee = \$260

**\*\* (Full payment by MARCH 1, 2018 reduced to \$210) \*\***

**Partial Season:** \$15 per space each week + \$10 application fee

**\*\* (Full payment by MARCH 1, 2018 reduced to \$12.50/week) \*\***

Participation in the **Market Pool Party** on July 29th: \$12.50 per space

**\*\* (Full payment by MARCH 1, 2018 reduced to \$10) \*\***

*All applications should be **postmarked** by the following dates. Applications are not considered if they are incomplete, or if they do not include the \$10 application fee.*

Priority Consideration for Applications: **March 1, 2018**

Application Deadline: **April 1, 2018**

## **ANNUAL SPRING MEETING: TUESDAY, APRIL 10TH**

~Vendors will be notified of time and location upon acceptance to the market.~

The annual spring meeting is mandatory for all market vendors, new and returning. During the meeting vendors will have an opportunity to meet one another. This season we will be placing an emphasis on ways for vendors to collaborate with one another in an effort to strengthen the market community. We will also be reviewing market rules, the Go Green! program, the market bag system, and the market layout for the 2018 season.

If you have any questions or concerns, please contact me directly via email, phone, or text. I look forward to working with you this season!

Jessica Giordani, Market Coordinator  
603 488-5121 (office) or 603 306-7927 (cell)\*  
[jessica.giordani@lebcity.com](mailto:jessica.giordani@lebcity.com)

\*Please keep the vendor application information for your reference. Do not return with your application.