

**MILTON FARMERS' MARKET, INC.
MARKET REGULATIONS AND APPLICATION
2018 MARKET SEASON**

THE MILTON FARMERS' MARKET, INC. (MFM) is a non-profit organization staffed entirely by volunteers. Our goal is to provide a community gathering place where the freshest local foods available may be purchased. We hope to aid local farmers, producers and small businesses in developing and maintaining sustainable agriculture, and provide locally-produced foods and products to the community. At the end of each season, a portion of our excess revenue is donated to local educational or charitable organizations that seek to promote and preserve the agricultural heritage of the area. We look forward to a great market season and a successful partnership with each of our vendors.

OUR MISSION STATEMENT is enclosed. We ask that the products you sell conform to our Mission Statement and you note that we are limiting the sources of products to a 200-mile radius from the market field. On value added products (i.e. baked goods, etc.) we ask that these products be made by you in certified facilities, following the regulations set out in this document. For any questions, please contact our Market Director Michael Isabell (cell 610-573-3322) for clarification.

1. **STATE AND COUNTY PERMITS AND LICENSES:** Each food product Vendor must submit to MFM all certification, licensing and insurance information. This is required before the commencement of selling. **Vendors will not be permitted to sell without submitting appropriate documents.** Vendors are responsible for the safety of all food items. The Market Director has the right to order spoiled or off condition products withdrawn from sale or the removal of a Vendor for rule abuse.
2. **INSURANCE:** It is the responsibility of each Vendor to obtain all necessary insurance. The MFM requires at least \$500,000 in general liability coverage for ALL Vendors and at least \$500,000 additional product liability insurance for those Vendors selling meat, seafood, eggs, and anything processed (honey, baked goods, jellies, etc.). **All documentation must be submitted with your application.** This is for your protection and that of the MFM. Each Vendor shall add the name of the Milton Farmers' Market, Inc. as an additional insured under the Vendor's insurance policy:

CERTIFICATE HOLDER:
Milton Farmers' Market, Inc.
c/o Katherine Jordan
13 California Avenue
Milton, DE 19968

MARKET LOCATION:
6 Village Center Boulevard
Milton, DE 19968

3. **MFM VENDOR APPLICATION AND FEE:** All Vendors are required to have a completed MFM Vendor Application (pages 3 and 4 of this document) and \$25.00 application fee on file with the MFM. **Vendors will not be permitted to sell without submitting appropriate documents.**
4. Market fees must be paid on a monthly or seasonal basis. Monthly payments are due in full before the first market day of the month. Seasonal payments are due in full before the first market day of the season. Your check made payable to Milton Farmers' Market, Inc. should be mailed to Milton Farmers' Market, Inc., c/o Nancy Isabell, 29648 Riverstone Drive, Milton, DE 19968. **Vendors who have not paid market fees will not be allowed to set up at the market.**
5. MFM is required to report total sales for each market day to the Delaware Department of Agriculture. Vendors must report gross sales data at end of every market. Gross sales numbers will be collected starting five minutes before closing. No exceptions will be accepted without prior approval. **Vendors who have not reported sales data will not be allowed to set up at the market.**
6. Market hours are from 3:00 pm until 6:00 pm on Fridays. The first regular market date is April 20, 2018. The last regular market date is October 5, 2018. The Harvest Market will be held on November 16, 2018 from noon until 4:00 pm.
7. MFM is a rain or shine market. The Market Director may cancel or close the market early if weather is expected to be potentially dangerous. We realize much preparation is required by Vendors; notice will be given as early as possible. You are the ultimate judge as to your participation on any market day. **No fees will be refunded.**
8. Each Vendor will be assigned space by the Market Director. **Vendors must not exceed their assigned space.**

9. For a uniform look, as well as for comfort, we ask that each Vendor bring a tent no larger than 10'x10' and set it up within the assigned space. Tents should have weights or anchoring devices to prevent damage and/or injury in windy conditions. A market volunteer may be asked to assist if one is available.
10. All Vendors must be set up at least 15 minutes before market opening. Vendors arriving after the start of the market will be permitted to participate only at the Market Director's discretion. **No fees will be refunded** if a Vendor misses the market for any reason.
11. All Vendors must vacate the site within 30 minutes of market close.
12. No Vendor vehicles are permitted on market grounds at any time, unless instructed or permitted to do so by the Market Director. Parking is available for Vendors only in the parking lot adjacent to the market; additional staff vehicles are to be parked at the far end of the parking lot. Please make the front of the parking area available for our customers.
13. Vendors must clearly display products and price list. Vendors are encouraged to merchandise their products with attractive displays and signage.
14. Vendors must provide their own scales and all scales used at the market must be registered and inspected by the Delaware Department of Agriculture, Weights and Measures Division prior to their use at the market.
15. Vendors are responsible for removing all trash from their assigned space and MUST take their trash and unsold items with them at the end of the market.
16. Unless otherwise specified or arranged, it is expected that all vendors will attend all market days for which they are scheduled. If you have a scheduling conflict and are unable to attend a market, inform the Market Director Michael Isabell (cell 610-573-3322) as soon as possible. Advance notice is appreciated; unless due to an emergency on the day of the market, a vendor who is unable to attend a market should give appropriate notice of at least 24 hours. This includes any day(s) during the entire season that you know you are unable to attend. **No fees will be refunded.**
17. Any Vendor who misses 3 markets for any reason(s) will have their status reviewed and may lose market privileges. The MFM Operations Committee has the authority to cancel a Vendor's participation and offer the space to another Vendor.
18. To promote product diversity and maintain a market balance, MFM reserves the right to restrict the number of Vendors selling similar products. Preference will be given to the products that are the most locally and sustainably produced, and to seniority at the market.
19. The Milton Farmers' Market Operations Committee may make exceptions to any of these policies, but is expected to do so rarely.

If you have any questions pertaining to this contract, contact Nancy Isabell at (res) 302-827-4395 or (cell) 610-573-3226, or email at naisabell@gmail.com. During market season, if you have any questions or concerns, you may contact any of our Operations Committee Members at info@miltondefarmersmarket.org.

VENDOR APPLICATION FOR MILTON FARMERS' MARKET - 2018 SEASON

All applicants must submit a \$25.00 application fee. This fee will help offset the cost of the day-to-day operations of the market including advertising, signage, website, and other costs.

Please fill out this Vendor Application (pages 3 and 4) and return with your \$25.00 application fee made payable to Milton Farmers' Market, Inc. to:

Milton Farmers' Market, Inc.
c/o Nancy Isabell
29648 Riverstone Drive
Milton, DE 19968

I have read and understand the Regulations of the Milton Farmers' Market, Inc. and agree to abide by all regulations.

I understand that the 2018 market fee payments must be made monthly or seasonally in advance of participating market dates. Vendors who have not paid will not be allowed to set up at the market. Monthly payments are due in full before the first market day of the month. Seasonal payments are due in full before the first market day of the season. A check made payable to Milton Farmers' Market, Inc. should be mailed to Milton Farmers' Market, Inc., c/o Nancy Isabell, 29648 Riverstone Drive, Milton, DE 19968. The 2018 fee schedule for market space is as follows (please check one):

- _____ \$20.00 per week for one 10x10' space – MONTHLY fee of 4 weeks for \$80.00 or 5 weeks for \$100.00.
- _____ \$20.00 per week for one 10x10' space – SEASONAL discounted fee of 26 weeks including Harvest Market for \$460.00.
- _____ \$40.00 per week for two 10x10' spaces – MONTHLY fee of 4 weeks for \$160.00 or 5 weeks for \$200.00.
- _____ \$40.00 per week for two 10x10' spaces – SEASONAL discounted fee of 26 weeks including Harvest Market for \$920.00.

I agree to indemnify and hold harmless the Milton Farmers' Market, Inc. and its volunteers from any and all claims of bodily injury and/or property damage, including the cost of investigation, and/or all expenses of litigation including reasonable attorney's fees.

Vendor Name: _____

Vendor Address: _____

Vendor Phone: _____

Vendor Email: _____

Vendor Representative and Position (Print): _____

Vendor Representative: _____

Signature

Date

List Credit Cards Accepted: _____

Market Cancellation Notification/Emergency Phone Number: _____

If you have a scheduling conflict and are unable to attend a market day inform the Market Director (Michael Isabell, cell 610-573-3322) as soon as possible. **There will be no refunds for missed or cancelled markets.**

Accepted by MFM: _____

Signature

Date

**PROPOSED PRODUCTS FOR SALE AT
MILTON FARMERS' MARKET - 2018 SEASON**

VENDOR NAME: _____

ITEM NAME	STATE OF ORIGIN	PRODUCED BY
<i>Example: Corn</i>	<i>DE</i>	<i>T.S. Smith</i>
<i>Example: Sausage</i>	<i>PA</i>	<i>Mark's Meats</i>

List all products by name. List plants by common name. Use the specific names of the products you are selling, such as lettuce, sunflowers or raspberries, sausage, steak or eggs. Provide information for vegetable, tree fruit, small fruit, herbs, bedding plants, field grown cut flowers.

Tree fruit must be produced by you! No resale of tree fruit is permitted.

Please use a separate line for each item. If you need additional space, please copy this form and attach the additional page(s).

Vendor Website or Other Online Site: _____

If you would like us to link you to our website, please contact info@miltondefarmersmarket.org with all relevant information. We appreciate reciprocal links too!

We are also on Facebook – <https://www.facebook.com/Miltonfarmkt> – please Like us and help us spread the word.