

# 2018 COTSWOLD FARMERS MARKET \$50.00 Vendor Application

Return this completed application and check by mail to:

**Jim Peck, CFM Treasurer**  
250 King Owen Court,  
Charlotte, NC 28211

**Application will not be considered complete without the application fee of \$50 enclosed with your completed application. Tent fees will be invoiced separately at a later date.**

**An officer of the company must sign this application, Page 7.**

**DO NOT WRITE IN THIS SPACE**

Submittal Received Date

Application Fee Enclosed

Application Accepted By:

On site visit date

Vendor Approved for CFM:

Approval Date

Approval Letter Sent Date

Date Fees Received Date

## Please Check the Appropriate Box

### Existing Vendor

(must be received by Nov 15, 2017 to have space priority based on order of receipt by management)

### New Vendor

(must be received by Feb 15, 2017)

Legal Company/Farm Name

Officer or Principal of Farm/Company

Title

Your Primary Product Category (vegetables, meats, prepared foods, etc.)

Other

Vegetables/Fruits

Meats

Prepared Food/Juices

International

**NEW** (see page 2 for details)

The Primary Contact Person

Title or Position

Primary Contact Person Email Address

Primary Contact Person's Phone Number

Cell Phone Number

Secondary Contact Person

Title or Position

Second Contact Person Email Address

Secondary Contact Person's Phone Number

Cell Number

Company Address

City

State

Zip

The Physical City/Town Location of your farm, kitchen, facility, etc.

How many miles from Charlotte?

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NOTE: The **Cotswold Farmers Market's (CFM)** Mission is to provide clean, environmentally nutritional, and healthy foods, etc, with vendors utilizing the best farming practices possible, the cleanest licensed facilities possible and provide quality foods or ingredients in the production process. All farms, kitchens, production facilities, etc are required to have a visit by CFM management prior to being admitted to the farmer's market. (Unless you are a returning vendor, and your location has not changed, and you have already been visited by management, a second visit is not required)

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**ELIGIBLE VENDORS ARE:**

- Primary vendors who are farmers (growers) of produce located within a 100 mile radius of CFM. The exception to this is an International Vendor. (see below)
- Secondary Producers (within 100 miles of market) as requested by a primary vendor and approved by CFM management. (complete Section 5.)
- Farmers (producers) of meats, cheese, other dairy products and eggs (see attached addendum for Meat Producers) all located within a 100 mile radius. The exception to this is any **"International Product"**.
- Bakers - makers of locally baked goods, cakes and pastries, with facilities within a 100 mile radius, excluding International Products.
- Makers of specialty local, consumable products such as canned goods or prepared foods (see inspected kitchen and rules for prepared foods); preference is for locally sourced ingredients to be utilized as much as possible. NC Grown products are to be prominently labeled.
- Makers of soaps and body care products located within a 100 mile radius.
- Gatherers of wild herbs, fruits and mushrooms located within a 100 mile radius.
- Fishers of fresh caught fish or shellfish caught in NC/SC waters, or, by approval, approved sellers of fish or shellfish caught by another fisher from NC/SC waters.
- **INTERNATIONAL VENDORS.** A special area within the market will include International vendors only and will contain signage indicating "International Flavors". An International vendor is defined as:
  - 1.) an individual who sales a product(s) grown outside of the continental USA. Proof must be offered that the product(s) is indeed grown in a foreign locale. It should typically be a product type that is not typically grown in the USA.
  - 2.) an individual of a foreign culture or heritage who prepares a food item associated with a foreign country or culture. The individual seller can be a US Citizen, but must be of their foreign lineage as it relates to their product.

**NON-ELIGIBLE VENDORS ARE:**

- Makers or sellers of crafts (farmers and other food vendors may bring up to 25% handmade crafts by prior approval, but cannot be considered their primary product).
- Commercial bakers.
- Primary vendors who provide secondary farmers/producers that do not follow CFM market guidelines.
- International vendors whose products are not produced by persons of the culture represented.

## 2018 CFM Fee Structure

Cotswold Farmers Market is a Community Project of the Charlotte Providence Rotary, a 501c4 Non-Profit Rotary, and is located at 309 S. Sharon Amity, Charlotte, NC 28211. The market season is every Saturday, May - October, with general market hours 8:00 -12:00 Noon. Hours may be adjusted as management deems necessary (example: possibly during Sep-Oct) The market provides all tents, tables and chairs, assembled by the Charlotte Providence Rotary Club and community volunteers, with all dismantle provided by each vendor, and stored in the Charlotte Providence Rotary storage facility on site.

### Fees to participate in the Cotswold Framers Market

- \$50.00 Registration Fee is required by all vendors applying to the Cotswold Farmers Market. This application fee must accompany all applications. If this fee is not included with the completed application, the application will not be processed. Placement of tent spaces will be determined by the date the application is received by the market management, with priority given to existing members until November 15, 2017.
- \$285.00 Full Season Vendor for 26 weeks, for one tent space.
- \$165.00 Partial Vendor for 13 weeks. You must provide a second vendor to take the remaining 13 weeks, in order for the two vendors to provide one full season with 26 weeks total. The CFM management can possibly assist you in locating that second vendor, BUT the two vendors who comprise that full season, must determine the dates that each vendor will be in the market. Those dates must be provided to the CFM management immediately upon determination of who the two combined vendors will be.
- \$25.00/ day for a day vendor, if tent space is available. You must provide 7 days notice if you desire to be in a market. No guarantees are made of availability until 2 days prior to the Market Day.

NO letter of acceptance of your application will be forthcoming until a necessary completed application is provided. All necessary government inspection documents, including license to operate, are to be submitted with this application or no later than 30 days after your application is accepted. NO EXCEPTIONS.

Your expected fees calculation for 2018 excluding application fee:

# \_\_\_\_\_ Full Season Tent Space(s) @ \$285.00 each = \$ \_\_\_\_\_

# \_\_\_\_\_ Partial Season Tent space @ \$165.00 each fro 13 weeks = \$ \_\_\_\_\_

**Once this application is reviewed by management, you will be notified whether your farm or company application has been accepted. (Your application fee of \$50 will be returned if your application is not accepted.) If an onsite visit is required, that will be scheduled within 30 days of your acceptance. Upon a visit to your farm or facility (if required), you will receive an Acceptance Letter to the market. Within 45 days of your Acceptance Letter receipt, your tent fees will be due. A separate invoice will be submitted for this payment.**

**1. Actual On-site Vendor's Representative in Tent**

List all names of those who will operate your booth during market hours:

_____	_____	_____
Name	Name	Name
_____	_____	_____
Their Cell Phone # (required)	Their Cell Phone # (required)	Their Cell Phone # (required)

**2. Your General Product Category**

\_\_\_\_\_

**3. Your Specific Products List (NO ARTS AND CRAFTS ALLOWED IN THE MARKET)**

List all products you plan to sell in your booth:

\_\_\_\_\_ % will be Farm Products (list all products you plan to bring through out the season)

\_\_\_\_\_

(Attach separate list if required)

\_\_\_\_\_ % will be Value Added or Prepared Foods (list all products you plan to bring throughout the season) \_\_\_\_\_

(Attach separate list if required)

\_\_\_\_\_ % will be other types of products not considered farm or prepared food products. Please be specific. \_\_\_\_\_

**4. Other markets where you plan to sell in the 2018 Season: (List All)**

\_\_\_\_\_

\_\_\_\_\_

**5. Secondary Producers**

A secondary producer provides you goods/products, which are sold in your booth in addition to products you are selling. You are responsible for this secondary producer to meet all CFM Market Guidelines. These secondary producers must meet the following requirements:

- Their products must satisfy the Mission of this Market and the terms of this application
- They must meet the Market and Meat Guidelines for this market
- They must be within a 100 Mile radius of this market, with the exception of seafood
- They must have all Licenses, Permits, Inspections and Certifications
- They must allow CFM management to visit their farm/facility
- A sign designating their name and location must be displayed within your booth.

***No International Product shall be considered as a Secondary Product in your tent.***

\_\_\_\_\_  
Secondary Farm or Company Name

\_\_\_\_\_  
Owner(print) Cell Phone

\_\_\_\_\_  
Address of Secondary Producer

\_\_\_\_\_  
Actual Location of Farm or Business (must be within 100 Miles from Market)

\_\_\_\_\_  
Secondary Producer Products (Be Specific)

\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner/ Officer of Secondary Producer Date

**NOTE: If more than one Secondary Producer is represented in your booth space, please fill out an additional separate page for each Secondary Producer.**

**6. Licenses, Inspections, Permits and Certifications**

Vendors are required to comply with all Federal, State, and Local laws governing food safety and labeling and will provide the Market Manager with valid and current documentation of required licenses, permits and/or certifications.

**PLEASE SUBMIT COPIES OF ALL LICENSES AND CERTIFICATIONS.**

**Indicate which of the following apply to your production and vending, and attach copies to application:**

\_\_\_\_\_ NCDAs Home Kitchen Inspection

\_\_\_\_\_ USDA Organic Certification

\_\_\_\_\_ NCDAs Meat Handler’s License

\_\_\_\_\_ FDA Short Course Certification  
(for acidified foods)

\_\_\_\_\_ NCDAs Commercial Kitchen county board of health inspection certificate

\_\_\_\_\_ CFM Meat Guidelines – signed and attached to this application

\_\_\_\_\_ Cheese production inspection

\_\_\_\_\_ Cheese-makers course

\_\_\_\_\_ Other courses, certificates, etc. Please list:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever had a license or governmental approval revoked? \_\_\_\_\_

Has any governmental authority ever cited you for failure to have a required license or to otherwise comply with applicable regulations? \_\_\_\_\_

If the answer to either question is YES, please provide a detailed explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Liability Insurance Requirements**

I have or will obtain General Liability Insurance which has **\$1,000,000 minimum coverage per occurrence.** (All vendors must submit a current copy that shows coverage for 2018.) I understand and agree that if my application is accepted, as part of the Operating Agreement, I will be required to amend the policy to name **Charlotte Providence Rotary**, its operators and principals as additional insureds. I will be required to provide proof of such coverage.

Liability Insurance and Hold Harmless Provision – The Operating Agreement will include an agreement that you will indemnify and hold harmless **CFM, Charlotte Providence Rotary**, its operators and principals against any and all losses and claims arising out of or in connection with your participation in the Farmers Market.

**NOTE: A vendor will NOT receive a final Acceptance Letter to the CFM until the Certificate of Liability is received.**

**8. U.S. Government SNAP/EBT**

**SNAP/EBT** – All vendors selling products eligible for SNAP/EBT must participate in the Cotswold Farmer’s Market SNAP/EBT Program, and must accept EBT receipts for appropriate products. The SNAP participant will provide their payment Card to the Rotary Tent, and cash will be given to the farmer/vendor.

*The Supplemental Nutrition Assistance Program (SNAP), formerly and still popularly known as the Food Stamp program, provides financial assistance for purchasing food to low- and no-income people living in the U.S. It is a federal aid program, administered by the U.S. Department of Agriculture, though benefits are distributed by individual U.S. states. They can be used to purchase any edible foods, regardless of nutritional value. Hot foods (such as food truck items) are ineligible.*

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**SIGNATURE REQUIRED FOR APPLICATION COMPLETION**

Signature below indicates a certification that all information provided in this application is complete, accurate and completely true. The management of Cotswold Farmers Market, and the Charlotte Providence Rotary will rely on this certification in deciding whether to accept this application and in entering in an operating agreement with the vendor. Vendor also certifies that the Market Guidelines, Meat Guidelines (if applicable), and any other required documents have been read and agreed upon by this vendor.

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Vendor’s Printed Name and Position (must be an officer of the company)

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Signature

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Date