

# 2019 Cotswold Community Shoppe

## COTSWOLD FARMERS MARKET

Saturday, May 4 - Oct 26, 2019  
8:00 til 12 Noon

Return this completed application, \$50 Application Fee,  
and required document copies to:

**Cotswold Farmers Market**  
**338 S. Sharon Amity Rd.**  
**Box 518**  
**Charlotte, NC 28211**

**An Application fee of \$50 will be refunded if vendor is not accepted.**

**DO NOT WRITE IN  
THIS SPACE**

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

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

\_\_\_\_\_  
Vendor Approved Date

\_\_\_\_\_  
Acceptance Letter Sent

\_\_\_\_\_  
Date Agreement Rec'd.

### Please Check the Appropriate Box

Existing Vendor \_\_\_\_\_

Date of last year in the market

New Vendor

(Please print or type)

\_\_\_\_\_  
Legal Company/Farm Name

\_\_\_\_\_  
Your Email Address

\_\_\_\_\_  
Website

\_\_\_\_\_  
Your Primary Product

\_\_\_\_\_  
Number of product types or categories sold

\_\_\_\_\_  
Primary Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Primary Contact Cell Number

\_\_\_\_\_  
Office Phone Number

\_\_\_\_\_  
Secondary Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Secondary Contact Cell Number

\_\_\_\_\_  
Office Phone Number

\_\_\_\_\_  
Company/Farm Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
The Physical City/Town location of your farm, kitchen, facility, etc.

\_\_\_\_\_  
How many miles from Charlotte?

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. will possibly have a visit by CFM management prior to being admitted to Cotswold Community Shoppe. (Unless you are a returning vendor, and your location has not changed, and you may have already been visited by management, a second visit is not necessarily required).

## IMPORTANT NOTICE

In order to make the Cotswold Community Shoppe profitable and sustainable for everyone concerned, FIVE vendors will be required in the shoppe. If 30 days prior to the market opening, five vendors have not applied and been accepted, you will be given an immediate notice of that situation.

You will then have two choices:

- 1) Either withdraw from the shoppe, with a full refund, or
- 2) Apply to be considered to have a full tent space with you providing the labor force for your sells. Please see the 2019 Full Season Application for more info on full season fees and participation.

### 1. Eligible Vendors/Products Are:

- Vendors whose products are grown/produced within 100 Miles of Charlotte.
- Those that do not compete with any existing vendor's products/produce. (Please verify with Market Management what products are sold in the market prior to submitting application.)
- Gatherers of wild herbs, fruits and mushrooms.
- Products requiring refrigeration or freezing at the market will not be accepted.
- Makers of soaps, body care products and other healthy consumable products.
- Makers of specialty, locally, and consumable products such as canned foods or prepared foods with proper labeling. (All such products must meet NCDA rules and have a certified kitchen inspection.)
- Bakers of locally baked goods, cakes, and pastries.

### 2. Non-eligible Vendors/Products

- No selling of crafts
- If a product must be weighed on site by Shoppe personnel, scales are required by vendor with easy to manipulate settings. (ex: Price per Lbs.)
- Products which require extensive delivery arrangements. The market will make every attempt to work with a vendor on delivery arrangements to ensure products are at the Market NLT 7:45AM.
- No commercial bakeries
- Products that require continuous refrigeration unless prior arrangements are made.

### 3. General Guidelines

- All vendors must have \$1,000,000 product liability with Rotary Club of Charlotte Providence as the Assignee.
- CFM Market salaried employees will provide the sales force for the Shoppe.
- No vendor has to be present in order to sell their products. In fact, because of space limitations in the two tents that will house the Shoppe, we discourage this unless you have scheduled your visit prior to your appearance.

- The Market will only guarantee the sell of your product for 30 day increments.
- The Market will return any unsold product with the vendor receiving a two week notice of discontinuing the sell of their products.
- Samples are encouraged but must be easily managed and dispensed by shoppe staff.
- If after at least 30 days, either the vendor or market management perceive that the product(s) is not providing adequate ROI for the vendor, then with agreement of both parties the product may be removed from the market. Any inventory payments of goods sold will be provided by the market to the vendor within one week by check. All unsold inventory will be immediately returned to the vendor. Vendors will be reimbursed proportionately for time not utilized.
- Vendors are to provide a detailed description of their product to facilitate our sales force having a good knowledge of your products. If a handout is possible, that should also be provided for product description.
- Vendor's name, logo, product description, location, website/Facebook and telephone info will be listed on the CFM website and weekly E-letter. There will be a link to your website or Facebook page.
- Displayed in the Shoppe tent, an 8.5" X 11" table card will have your company name, logo, product description, location, website, telephone info and any other concise, important information.
- Vendors are expected to provide Market Management with an agreed wholesale price for their product. The vendor must also provide an agreed upon retail price to sell the product(s). The market management may suggest a higher or lower price if sales justify a change in retail price, with the approval of the vendor. If the wholesale versus retail is not sufficient for the Shoppe to make a reasonable profit on sales, the vendor will be notified prior to being accepted into the Shoppe.

#### **4. Fee Structure**

The annual fee (for 26 weeks) to be in the **Cotswold Community Shoppe** is \$200.00 plus prepaid \$50 Application fee. This space fee must be paid in full within 30 days of receiving Agreement Letter from CFM Management.

Vendors will be given a weekly and monthly cost accounting and inventory of products. Within one week at month's end, a statement will be submitted for products sold, and a check will be sent to the vendor to cover all inventory sold in the one month period.

## 5. Licenses, Inspections, Permits and Certifications

All Cotswold Farmers Market 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 DOCUMENTS AND LICENSES WITH THE SUBMISSION OF THIS APPLICATION.**

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

\_\_\_\_\_ NCDA Home Kitchen Inspection      \_\_\_\_\_ USDA Organic Certification

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

\_\_\_\_\_ NCDA Commercial Kitchen County Board of Health Inspection Certification

\_\_\_\_\_ Cheese production inspection.      \_\_\_\_\_ Cheese Makers Course

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

\_\_\_\_\_ **\$1,000,000 Certificate of Product Liability with Rotary Club of Charlotte Providence as the Assignee. Must be received with this application.**

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

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

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

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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 Rotary Club of Cahrlotte Providence will rely on this certification in deciding whether to accept this application for inclusion in the Cotswold Community Shoppe only. If we accept this application and enter into an operating agreement with the vendor, you are expected to read, be familiar and accept the guidelines provided in this application. You will provide all necessary documents and certifications to CFM Management prior to April 1, 2019.

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Vendor's printed name and position (must be an officer of the company)

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Signature

Date

For questions, clarifications and inquiries please contact:

Mike Walker, Cotswold Farmers Market Manager  
[mike@cotswoldfarmersmarket.com](mailto:mike@cotswoldfarmersmarket.com)

**Return this completed application and \$50 check by mail to:**

**COTSWOLD FARMERS MARKET  
338 S Sharon Amity Rd.  
PO Box 518  
Charlotte, NC 28211**

**If sent by email, the application fee must be received by mail prior to application acceptance...NO EXCEPTIONS.**

**Email to:  
Mike Walker  
[mike@cotswoldfarmersmarket.com](mailto:mike@cotswoldfarmersmarket.com)**

