



# Champlain Islands Farmers' Market Summer Season 2024 Application, Member Registration, and Vendor Contract

champlainislandsfarmersmkt@gmail.com [Switch account](#)



\* Indicates required question

Email \*

Your email

Name \*

Your answer

Farm/Business Name \*

Your answer



Street Address \*

Your answer

City, State, Zip \*

Your answer

Preferred Phone # (cell if possible) \*

Your answer

Website, Business Instagram, Business Facebook, if any

Your answer

Are you a returning vendor? \*

Yes

No

When CIFM writes a check for token/coupon reimbursement, etc., what name should appear on the check? \*

Your answer



Items You Plan to Sell at Market - Vendors must create/produce/grow all items that they sell. Please check all that apply \*

- Agricultural Products - Vegetables, fruits, meat, dairy, eggs, maple syrup, honey, fiber, plants, flowers and/or other value-added agricultural products grown in Vermont by the seller or his/her employees.
- Prepared Food - Ready-to-eat food, beverages and/ or canned goods prepared either in one's home in Vermont or at a Vermont-certified facility.
- Crafts- Handcrafted items made by the vendor within the state of Vermont.

If you selected Agricultural Products, please list the specific items you plan to sell.

Your answer

If you selected Prepared Food, please list the specific items you plan to sell. Food Vendors are required to provide photocopies of their license or license application with this application; these can be emailed to [champlainislandsfarmersmkt@gmail.com](mailto:champlainislandsfarmersmkt@gmail.com) or mailed to PO Box 65, S. Hero, VT, 05486. Food vendors are encouraged to use ingredients from Grand Isle County, and compostable containers.

Your answer

If you selected crafts, please list the specific items you plan to sell. Please send example images of items you wish to sell to [champlainislandsfarmersmkt@gmail.com](mailto:champlainislandsfarmersmkt@gmail.com)

Your answer



Application Process and Fees



## Application procedure details and requirements

To be guaranteed early review, the CIFM must receive an application from returning vendors by 2/29/2024, **including payment**. Late applying returning vendors and new vendors will be reviewed as space permits. The Executive Committee will review applications in the order received, starting on 3/1/2024. Applicants will be notified about their acceptance, in most cases within 2 weeks. If not accepted, your check for membership and tent fees will be destroyed promptly. Your bank can issue you a single check if you need it!

\*If you choose to use a card payment via our website, please note that there is an additional 5% convenience fee. In the case that your application is rejected, there will be no refund of this convenience fee. Be sure to add your business name to the memo of either payment type\*

Membership fees must be paid at the time of application. Tent fees may be paid all at once or in two payments of 50% each. If you split your payment, the first half is due with your application. The second half is due to the Market Manager by Saturday, 5/18/2024. No vendor may sell at market prior to paying fees in full. Check is the preferred form of payment.

Sharing of tent space and tent fees by more than one vendor is allowed with permission of the Executive Committee. However, each vendor sharing a space is required to pay the membership fee.

Members may request a second tent space next to their primary tent on a per market basis. The market manager and/or Executive Committee will decide whether space is available. The fee is \$20 per day, with a maximum of \$200 per season.

All artisan crafts are juried. New artisans must send digital photos of their work with their application ([champlainislandsfarmersmkt@gmail.com](mailto:champlainislandsfarmersmkt@gmail.com)) to the Executive Committee and may be required to make samples available for review.

**IMPORTANT NOTE: Current and new vendors must attend the CIFM Informational Meeting and Potluck Dinner** on Tuesday 5/7/2024 at 6:00 p.m., in person, at the Congregational Church on South Street in South Hero. All vendors are encouraged to bring a potluck dish to share. CIFM's guidelines and plans for the 2024 market season will be discussed.

CIFM will no longer offer \$5 tokens for customers to purchase; previously purchased tokens will still be honored. All vendors are strongly encouraged to accept credit cards and/or electronic payments.

Harvest Fest will be on Saturday 10/12/2024 (rain date of 10/19/2024) and requires an additional fee. Signups and payment will be collected later in the season.

Winter Markets will be held on Nov 2, 9, 16 and Dec 7, 14, 21 for 2024. Signups and



payment will be collected later.

Please indicate the vendor status you are applying for \*

- Full Season Double (Saturdays & Wednesdays) – Member vendors sell at two markets weekly – Saturdays in Grand Isle & Wednesdays in South Hero. Both membership and tent fees must be paid.
- Full Season Single (Saturdays) – Member vendors sell at one market per week. Both membership and tent fees must be paid.
- Full Season Single (Wednesdays) – Member vendors sell at one market per week. Both membership and tent fees must be paid.
- Day Vendor – Vendors choose one or more days per season, as space permits. The Day Vendor fee is \$35 per day, payable on the day of the market. Day Vendors are not required to become members but must still submit an application. If a market fills to capacity, the Market Manager will hold a waitlist for day vendors.

Member Fee for Vendors \*

- Annual Membership Fee: \$85. Required for all full season vendors, including each vendor sharing a tent space. (Non-vendors may become market members. All members may vote at CIFM's biannual membership meetings.)
- Day Vendor Only: \$0 (No membership required)



### Tent Fees for a single 10' x 10' space

- Full Season Double– Wednesday and Saturday Markets - \$300 (40 markets, \$7.50/market)
- Full Season Single – Saturdays in Grand Isle, 10 am – 2 pm - \$250 (23 markets, \$10.87/market)
- Full Season Single – Wednesdays in South Hero, 3-6 pm - \$100 (17 markets, \$5.88/market)
- Day Vendor Only – the Day Vendor fee is \$35 per day, payable on the day of the market prior to setting up. You may pay ahead if you wish.

Calculate Your Total Fees (Member Fee + Tent Fee + **5% Convenience Fee, if applicable\***), check payable to Champlain Islands Farmers' Market, PO Box 65, South Hero, VT, 05486, due before application will be considered. \*

**\* If you wish to pay online via card, please use the "donate" button on our website or [this link](#) and add an additional 5% convenience fee to the total amount. Be sure to add your business name to the memo. Please note that in the case that the application is rejected, the 5% convenience fee will not be refunded.**

Your answer

Additional notes or information you would like to add

Your answer



### Expected Market Attendance

**Member Vendors, you are expected to attend all markets for which you have paid fees.** If you do not plan to attend all markets, please indicate below by **checking the boxes for each market you will attend.** Knowing in advance, accurately, how many member vendors will be at market allows CIFM to fill each market as much as possible.

**Day Vendor Applicants,** please indicate below which days you would like to attend if space is available.

If you are applying to be a member vendor please select an option below:

- I expect to attend all Wednesday and all Saturday markets
- I expect to attend all Wednesday markets
- I expect to attend all Saturday markets
- I expect not to attend all markets I have paid for (Check Boxes Below)





I plan to only attend the following Wednesday Markets:

- May 24
- May 29
- June 5
- June 12
- June 19
- June 26
- July 3
- July 10
- July 17
- July 24
- July 31
- August 7
- August 14
- August 21
- August 28
- September 4
- September 11



I plan to only attend the following Saturday Markets:

- May 18
- May 25
- June 1
- June 8
- June 15
- June 22
- June 29
- July 6
- July 13
- July 20
- July 27
- August 3
- August 10
- August 17
- August 24
- August 31
- September 7
- September 14
- September 21
- September 28
- October 5
- October 19
- October 26



## Vendor Guidelines

Vendors and their employees at the market are responsible to:

1. Conduct yourself in a courteous and professional manner before, during and after markets, and at membership meetings.
2. Attend all markets for which you are signed up, rain or shine. If you must miss a scheduled market, notify the Market Manager by 5 pm on Mon if missing Wed market and 5 pm on Thurs if missing Sat market. If you change your mind, contact the Market Manager to ensure your space is still available.
3. Arrive in time to ensure that you are completely set up and ready when the market opens. The Market Manager will assign you a space at the beginning of the season, and we will try to keep your place in the lineup the same throughout the year. Occasionally, factors beyond our control will require your space to be changed, and we appreciate your understanding.
4. Stay within the confines of your allotted space (10' by 10' at outdoor markets, smaller at winter markets). When placing signage, be mindful of the interests of other vendors. At the sole discretion of the Executive Committee, vendors may occupy space behind their primary space at no extra cost.
5. Stay set up until the market has closed. You may display a "Sold Out" sign until the end of market.
6. Provide your own tent, tables and displays, money for change, etc.
7. Secure all tents with a minimum of 25 pounds per tent leg. Secure all displays that may be subject to wind issues. The market manager will inspect your tent. If your tent is insufficiently secured, you must rent tent weights from the market at a cost of \$20, or leave the market. **Cinder Blocks and Guy Ropes are prohibited, as they create other hazards.**
8. If your business produces trash (e.g. prepared food, businesses providing samples, etc.), provide trash receptacles, including separate containers for food scraps, if applicable. Provide signage to ensure that customers are clear about disposal of food scraps. If you do not bring a trash container(s) of sufficient size, you must rent a trash container from the market at a cost of \$15, or leave the market.
9. Know and comply with all state and local statutes and regulations that apply to your products., including but not limited to: Licensing, permitting, and scale inspection. Vendors are strongly encouraged to use compostable containers, utensils and packaging.
10. Provide a copy of necessary permits and licenses (or applications for them) before the first market; please email to [champlainislandsfarmersmkt@gmail.com](mailto:champlainislandsfarmersmkt@gmail.com).
11. Report your gross receipts after each market using the Google Form the Market Manager provides you; this can be bookmarked as it is always the same form. This information is kept confidential by the Executive Committee, reported to the membership and others only in the aggregate.
12. **We are a producer only market. Vendors may only sell products they create/produce/grow.**
13. If you sell merchandise branded with your own logo, etc., obtain permission from the Executive Committee in advance. **No more than 10% of your display may be branded merchandise, as determined by the Market Manager.** Do not display any other corporate advertising on signs or other materials.
14. Ensure that any employees who vend at market fully understand and will comply with



market guidelines.

15. If children accompany you to the market, you are responsible for their whereabouts and safety.

16. Vendors may not bring pets with them to market.

17. **Smoking is not allowed within 100 feet of the market.**

18. Leave your space clean at the end of each market; remove all trash.

Any violation of market by-laws or guidelines may result in a verbal or written warning depending upon severity and circumstances. Significant violations may result in immediate actions including suspension or termination of market privileges without refund of fees paid.

The Champlain Islands Farmers' Market is covered by a limited liability insurance plan, which does not cover the product liability or individual tent sites of individual vendors. **We recommend you carry your own liability insurance for your products and market participation.** I understand that insurance coverage for individual product liability is my responsibility. I hereby release the Champlain Islands Farmers' Market, its Board of Directors and Market Manager from any liability.

I have read and agree to comply with the Champlain Islands Farmers' Market Vendor Guidelines as stated above. I understand that failure to follow through on my vendor responsibilities, guidelines or market by-laws could cause me to be expelled from the market without refund of fees paid. \*

I understand and agree



Don't forget! Applications will not be considered without payment!

Make your check payable to the Champlain Islands Farmers' Market and mail with your business name in the memo line to:

Champlain Islands Farmers' Market, P.O Box 65, South Hero, VT 05486

Questions? Email: [champlainislandsfarmersmkt@gmail.com](mailto:champlainislandsfarmersmkt@gmail.com)

Don't have a checkbook? If you have a bank account your bank should be able to issue a single bank check.

Check is preferred, but you can also make an online card payment\* :

**\* [Pay online here](#) or by using the "Donate" link on our [website](#). If you chose to pay with a card, please add a non-refundable 5% convenience fee to your total fees to cover the cost of the transaction and put your business name in the memo. In the event that the application is denied, this convenience fee will not be refunded.**

A copy of your responses will be emailed to the address you provided.

Submit

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