

Asheville City Market Application - 2013

Thank you for your interest in vending at Asheville City Market. If you have any questions, contact the Market Manager by phone - 828-348-0340 or e-mail - mike@asapconnections.org. (application version: 1/22/13)

Application Process

- Application deadlines
 - ⇒ February 5, 2013 (member applications)
 - ⇒ day vendor applications accepted at any time

Note: there is no application fee and no advance fee payments required

- Member vendor notification & confirmation by February 15, 2013.
- Annual pre-market meeting on March 16, 2013, at downtown site location
 - ⇒ Membership fee deadline (for both downtown and south sites)
 - ⇒ Market updates, information, and site plan orientation

Mail or deliver to: Asheville City Market Manager
Appalachian Sustainable Agriculture Project
306 West Haywood St., Ste 200
Asheville, NC 28801

Applicant Information

Name of owner(s): _____

Business name: _____

Address: _____

Phone: _____ Email: _____

Vendor Representative Guidelines

In addition to owner(s), please list vendor representative(s) – family member, employee or intern involved in production, or farm coop partner.

Vendors and at-market vendor representatives must be involved in the production of products sold at market. An individual “involved in production” regularly grows, raises, or produces products sold at market.

Examples include: soil preparation, planting, transplanting, maintenance (weeding, watering, pruning, etc.), harvesting, animal care, food production (cooking, processing ingredients, etc.), art/craft design or creation, etc. Operational or administrative NOT considered as “involved in production” include: equipment maintenance, bookkeeping, staff supervision, packaging, etc.

This requirement is clearly and specifically meant **to exclude vendor representatives who are hired primarily or solely to do the job of product representation and market sales.** Volunteers or interns of a similar nature are also not allowed.

Limited use of fill-in market representatives due to circumstances beyond the vendor’s control must be approved by the market manager in advance. Emergencies will be given due consideration. Excessive use of fill-in representatives may result in loss of market dates or exclusion from market participation.

Please describe each representative’s involvement in production.

Name: Role in production:

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Name: Role in production:

Vendor Status

- **Member**

Members of ACM are assigned space for reserved market dates throughout the year. Reserved dates are determined as a part of the application and confirmation process. Members participate in the election of vendor representatives and may serve on the Market's Oversight Committee after first year requirement.

- **Day Vendor**

Day vendors are reserved scheduled spaces as available and at the discretion of the Market Manager.

- **Locations**

Vendors may apply to participate in one or both of the Market's locations (Saturday's downtown and/or Wednesday's at Biltmore Park Town Square). Dates listed below.

Vendor preference: ___ member vendor ___ day vendor

Location: ___ ACM – downtown ___ ACM – south ___ both market locations

Applicant Review

All applicants should note *Vendor Eligibility and Restrictions* as detailed in the Market Rules and Regulations. Vendor selection preferences apply to application review. Product mix management goals are also considered in order to serve the best interests of the Market.

Vendor Category

Category assignment is determined by the Market Manager based on application information provided or completion of a site visit checklist. Vendors who apply to sell in more than one category are evaluated and assigned a category by the Market Manager according to the primary products to be sold.

- **Farm products and plants**

raw vegetables and fruit, eggs, honey, herbs, plants, plant starts, cut flowers, cheese and other dairy products, meat, fish, etc.

- **Value added / Prepared foods**

food products, prepared foods (processed, packaged or sealed, ready-to-eat, etc.), and non-food products

- **Art / Craft**

contact Market Manager for additional information regarding art / craft product review

- **Day vendors – non-member vendors**

Fees

Membership fees:

Downtown only \$ 100/year

South only \$ 100/year

Both locations \$ 150/year

Weekly fees (includes \$3 token program fee):

Member \$ 23/week

Day vendor \$ 33/week

Double-wide space double
(limited availability)

Electrical access \$ 5/week
(limited availability)

Product List - Please enter percentage of total sales for each category and list products below.

___ % Farm

___ % Value added / Prepared foods

___ % Art / Craft

Farm products and plants - produce, eggs, honey, herbs, plants, cut flowers, cheese and other dairy products, meat, fish, etc.; **list percentage of product to be sold involving plants or plant starts.**

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Value added / Prepared foods - food products, prepared foods (processed, packaged, or sealed, ready-to-eat), and non-food products. *Note: Market policy is to give preference to foods made with locally produced ingredients or featuring local farm products – applicants are encouraged to list local ingredients used.*

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Art / Craft products

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Reserved market dates and excessive absences

Members are allowed to miss 20% of their reserved dates. If a member's absences exceed 20% of their reserved dates in one year, their renewal for the following year will be restricted to a repeat of the same number of reserved dates MINUS the number of dates missed beyond the 20% limit.

Late notification of absence

Vendors must provide advance notice for a market absence. A vendor who fails to notify the Market Manager by 11:00pm on Monday for the Wednesday market OR by 5:00pm on Thursday for the Saturday market **WILL BE RESPONSIBLE FOR PAYMENT OF THE WEEKLY FEE.** An invoice for fees due will be emailed by the Market Manager. **Appeals due to circumstances beyond the vendor’s control will be reviewed by the Manager and must be presented in writing or by email no later than two weeks from the missed market.**

Reserved date selection

Indicate your choice of market dates (to be confirmed) by marking selected dates with an “X”. If you are interested in a double-wide space, please indicate so by marking those dates with a “D”.

Saturday market - downtown

- | | | | | |
|--------------|-------------|-----------------|------------------|--------------------------|
| ___ April 6 | ___ June 1 | ___ July 27 | ___ September 14 | ___ November 2 |
| ___ April 13 | ___ June 8 | ___ August 3 | ___ September 21 | ___ November 9 |
| ___ April 20 | ___ June 15 | ___ August 10 | ___ September 28 | ___ November 16 |
| ___ April 27 | ___ June 22 | ___ August 17 | ___ October 5 | |
| ___ May 4 | ___ June 29 | ___ August 24 | ___ October 12 | final 2013 dates TBA |
| ___ May 11 | ___ July 6 | ___ August 31 | ___ October 19 | schedule to be confirmed |
| ___ May 18 | ___ July 13 | ___ September 7 | ___ October 26 | |
| ___ May 25 | ___ July 20 | | | |

Wednesday market - south

___ April 3	___ May 22	___ July 10	___ August 28	___ October 16
___ April 10	___ May 29	___ July 17	___ September 4	___ October 23
___ April 17	___ June 5	___ July 24	___ September 11	___ October 30
___ April 24	___ June 12	___ July 31	___ September 18	
___ May 1	___ June 19	___ August 7	___ September 25	Nov. & Dec. dates TBA
___ May 8	___ June 26	___ August 14	___ October 2	schedule to be confirmed
___ May 15	___ July 3	___ August 21	___ October 9	

License, Permit, Certification, and Inspection Requirements

The Market Manager will complete a farm or production site checklist as a condition for vendor approval. 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, or certifications.

Please indicate which of the following apply to your production and vending:

- | | |
|---|---|
| ___ NCDAs Kitchen Inspection | ___ USDA Organic Certification |
| ___ NCDAs Meat Handler's License | ___ City of Asheville Privilege License |
| ___ FDA Short Course Certification
(for acidified foods) | ___ Sales Tax ID Number |
| ___ other: _____ | |
| ___ other: _____ | |

EBT, Credit, and Debit processing

Participation in the market's token program is required. Details of this program will be provided prior to the beginning of the Market.

Risk Management, Insurance and Hold Harmless Provisions

Asheville City Market's risk management efforts include best practices, education, and enforcement to promote a safe and healthy environment. Vendors must participate actively in these efforts and take all steps necessary to assure health and safety.

Vendors, as a condition of participation in the Market, agree to the following hold harmless provisions:

Each vendor participating in the Asheville City Market shall be responsible for any loss, personal injury, deaths, and/or other damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees, and hereby agrees to exonerate, hold harmless, indemnify and defend Asheville City Market and A.S.A.P., its successors and assigns, from and against any and all losses, damages, claims, suits or actions, judgments and costs, and attorneys fees which may arise or grow out of any injury or death of persons or damage to property in any manner connected with the vendor's products, operations, or vending at the Market.

A.S.A.P. holds general liability insurance for Asheville City Market. This insurance DOES NOT cover vendor spaces or products. Vendors must have insurance covering participation in the Market. As it is not practical for the Market to manage each individual vendor's insurance coverage, this is a self-enforced requirement.

Oversight Committee service

_____ I would be willing to serve on the Oversight Committee as an elected or appointed member (eligible for service after first year requirement)

Vendor Agreement

Asheville City Market requires that all vendors comply with standards of professionalism that promote open communication, mutual respect, and the best interests of the market. Disruptive actions or remarks that undermine the shared success of any or all of our community of vendors are unprofessional and unacceptable. Failure to comply with these standards could result in suspension or removal from the market.

I submit that the information provided for my participation in the Market is accurate and complete and I agree to abide by the provisions of this application as well as the Market's governing policies as described in *Asheville City Market Rules & Regulations* (provided by email or available online).

SIGNATURE: _____ DATE: _____