

## VENDOR APPLICATION 2018 SEASON

OPENS JUNE 14 – ENDS OCTOBER 11, 2018

EVERY 2<sup>nd</sup> & 4<sup>th</sup> THURSDAY EVENING!

**PLEASE RETURN FORMS BY MAY 4<sup>th</sup>!**

**Located at High St & Charlotte St**

Seasonal Rate \$135.00 + Registration Fee of \$75.00\*

Space Size is Approximately 10 x 10

Electric Needed: Y / N Cost \$20 per season

(PLEASE print clearly)

VENDOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

\*\$50 of registration Fees will be returned upon end of season when no dates are missed (emergencies will be considered excused and is up to the FARM Directors discretion)

Completed Registration Received On: (Office Use Only) \_\_\_\_\_



## F.A.R.M. SEASON 2018 RULES & REGULATIONS

- ❖ I UNDERSTAND it will be up to the discretion of the Pottstown FARM Committee which products will be sold and placement of each vendor/artisan during market hours.
- ❖ I UNDERSTAND it will be up to each vendor to sell their product at market value.
  - ✓ To ensure fairness to all vendors, we ask that no one undercut prices and that similar products share similar pricing.
- ❖ I UNDERSTAND that the market will begin **promptly at 5pm and end no sooner than 7:30pm** – As a vendor I know to be set up accordingly so that we can **begin on time** and to not remove my stand earlier than 7:30pm, the designated end time. Should weather be an issue, the market director will allow for adjustment of time, we want to assure all will be safe.
- ❖ I UNDERSTAND that the market Manager & Market Committee members are engaged with the vendors as well as the community. It is up to them to handle any situation that may arise between the two.



- ❖ I UNDERSTAND that should I, the vendor, have any concerns with the market or those running the market that I will set a time and place to discuss them. There will be no public yelling, or arguing during the market hours. We, the Market Committee are committed to making this market fun and successful. We welcome all discussion, ideas and concerns, please contact Sheila Dugan / Market Manager or Burke Meyers PDIDA Chairman to set up a time for a meeting at 610-323-5400
- ❖ I UNDERSTAND that there will be meetings held for all vendors throughout the season and it is up to me, the individual member, to attend when possible to be included in the decisions made for the future of the market.

**I would like to be a vendor and agree to abide by the rules of the Pottstown FARM.**

**BUSINESS NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



VENDOR NAME: \_\_\_\_\_

### INFORMATION ABOUT YOUR PRODUCTS:

- List of product(s) you will be selling - be specific: (see permitted items in Market Rules doc)

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- Is it Self-Produced? Yes \_\_\_\_\_ No \_\_\_\_\_

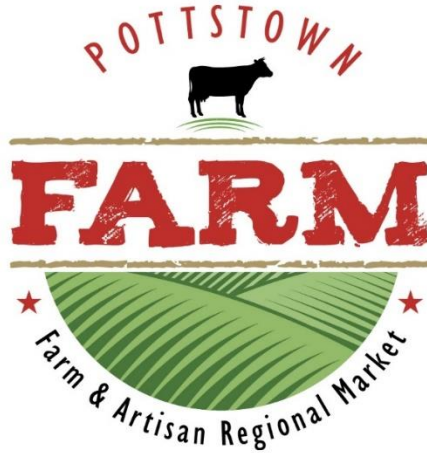
✚ **Please note**, we would love to have all our vendors 100% self-produced. Unfortunately, that has proven to be an issue in past years. We would like everyone to have either self-produced OR locally produced farm products. We will NOT allow third party sellers (IE: Origami Owl, Pampered Chef etc...) We will also do our best to limit the same products (other than actual produce) to help allow for everyone to make good sales throughout the season.

### I HAVE INCLUDED THE FOLLOWING:

\_\_\_\_\_ Payment      \_\_\_\_\_ Insurance Document      \_\_\_\_\_ Serve-Safe

\_\_\_\_\_ Certificate Food Facility License      \_\_\_\_\_ Board of Health Cert

\_\_\_\_\_ Signed Rules and Regulations      \_\_\_\_\_ Coupons / Articles etc...



Pottstown FARM would like to add more samplings to our market. Please let us know if this is something you can offer, and that the correct licensing is included from the board of health. Samplings not only will help customers know your product, but will engage them in conversation with you, the local farmer and help your product sell.

\_\_\_\_\_ YES                      \_\_\_\_\_ No Thanks

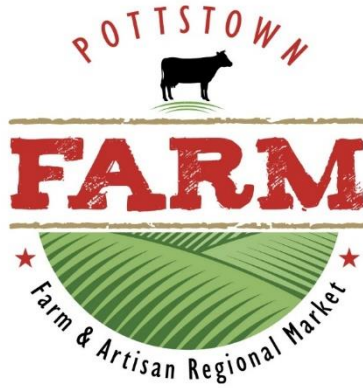
Samples will include the following:

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Thank you again for all your support!



Please provide us with a paragraph about yourself which we can include in our monthly newsletters / social media & print ads.

**\*IF THIS IS NOT HANDED IN WITH PAYMENT, WE WILL NOT GUARANTEE THAT YOU CAN BE INCLUDED IN AS MANY PROMOTIONAL OPPORTUNITIES.**

**Be sure to include the following information along with your application to: [marketinfo@pottstownfarm.org](mailto:marketinfo@pottstownfarm.org) or mail to:**  
**Pottstown FARM**  
**238 E High St / Suite 203 A**  
**Pottstown PA 19464**

- ❖ An electronic LOGO of your business
- ❖ Any type of coupon, please validate the time frame you wish it to be used and we will place it accordingly – we will ONLY accept coupons with applications, so please think of our season and plan accordingly – We are planning Christmas in July again, our final date is October 11th – these may be good times for specials to be advertised even if not discounted.

VENDOR NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_



## POP UP MARKETS

We are planning to help market our Pottstown FARM at a variety of events. We'd love to have you join us for a "POP-UP" Market – it will be a great way to promote your participation at the FARM as well as encourage people to come down to the market this coming season! Let us know if you can join us for any of the following dates!

\_\_\_\_\_ April 21 / Rock the Block Habitat for Humanity - Pottstown

\_\_\_\_\_ April 28 / Earth Day Celebration - Boyertown

\_\_\_\_\_ May 12 / Eco / Vegan Fest - Pottstown

\_\_\_\_\_ ? / Pottstown School District

We may add additional dates as well from time to time – we will keep you informed as opportunity arises.

\_\_\_\_\_ YES, I would be interested in additional dates

\_\_\_\_\_ NO, Thank You!

**PLEASE RETURN ALL FORMS BEFORE MAY 4, 2018 TO:**

Sheila Dugan / Market Director

238 E High St / Suite 203A

Pottstown, PA 19464

sheiladugan@comcast.net