

Farmers Market at NHBC Vendor Application 2017

An application must be submitted and approved prior to any sales at the Farmers Market.
If completing this in Microsoft Word, please fill in the gray boxes. Email your completed form to admins@newhighlandbaptist.org. Print a copy, then sign and mail it with a copy of tax certificate, proof of insurance, and check. You can also use the Liability Waiver which is signed for the current market year.

Name(s): _____ I am a returning vendor:

Farm or Business Name: _____ I am a new vendor:

Mailing Address: _____ **Please provide business address below, if different from mailing address:*

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Names of co-workers, employees, or family members who will represent you at market: _____

I am interested in selling:*

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> Fruits and/or berries | <input type="checkbox"/> Cut Flowers | <input type="checkbox"/> Value-added products (i.e. jellies, jams, preserves, and pickles) |
| <input type="checkbox"/> Vegetables | <input type="checkbox"/> Cheese | <input type="checkbox"/> Soaps and/or cosmetics |
| <input type="checkbox"/> Mushrooms | <input type="checkbox"/> Eggs | <input type="checkbox"/> Herbal products |
| <input type="checkbox"/> Herbs | <input type="checkbox"/> Meat | <input type="checkbox"/> Crafts _____ |
| <input type="checkbox"/> Landscaping plants | <input type="checkbox"/> Honey | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Vegetable/herb plants | <input type="checkbox"/> Baked goods | |

**Please read the rules and regulations regarding what may or may not be sold at the market.*

1. Please complete the **Dates of Operation and Attendance** section below, indicating those Wednesdays on which you plan to NOT participate in the Market.
2. Please read the Vendor Parking Accommodations and Assignments and include special requests.
3. Attach a copy of your Virginia State Sales and Use Tax Certificate
4. Please attach copy of proof of insurance.
5. Please include \$40.00 for your **2017** market license. Make checks payable to *New Highland Baptist Church*.

I hereby certify that I have read, understand, and agree to abide by the NHBC Farmers Market Rules and Regulations **2017**.

Producer's Signature

Date

Deadline for submitting applications:

*Must be submitted **no later than 4 p.m.** on the Friday before your first anticipated day at the market.*

The Friday 4 weeks before the last planned market day is the final deadline for applying in **2017**.

Please return completed form to:

Administrative Assistant
ATTN: Market Ministry
9200 New Ashcake Rd.
Mechanicsville, VA 23116

Applications will be reviewed and approved by the Market Manager and Ministry Team Leader. Once approved, the market license fee will be processed by New Highland Baptist Church finance staff.

Questions: Buddy Johnson – Market Manager – Phone: (804) 550-1496

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The market is held every Wednesday from **4:00 p.m. to 7:00 p.m. starting Mid-May and running through Mid-September based on dates agreed to with vendors.**

Please list any dates you do not plan to attend the market below:

Vendor Parking Accommodations and Assignments

The Market is located on a graveled area directly adjacent to the Church parking lot beside the Picnic Pavilion. There is a centrally located vehicular entrance, for vendors, into the area from Wychwood Drive. The church parking lot is available for market visitors.

Spaces will be assigned by the Market Manager with consideration given first and foremost to special or personal needs of vendors (e.g. adequate shade, special arrangement of vehicle and display as determined by Manager), then to individual preferences as to location on the lawn area and/or Picnic Pavilion. Consideration will be given to a vendor's anticipated frequency of attendance for the year.

Instructions: Please describe any special needs, requests, or preferences for space and parking:
