



2017 Vendor Application

We are pleased that you are considering vending with the Berea Farmers Market (BFM). The BFM is a Farmer Cooperative which not only distinguishes us from other markets but also contributes to our success and resiliency. Vendor Members use their strengths and skills to build the market -- which is good for individual businesses and good for our community. The work of the Cooperative is shared among the Market Manager, the Board of Directors, and Vendor Members to keep our market a thriving year-round event. The BFM invites each vendor member to consider where their particular strengths and skills fit into this work, and participate in at least one of the Cooperative's committees. We place a high value on keeping power--and responsibility--on a horizontal plane.

In order to comply with Kentucky law and to maintain the integrity of a grower-only market, we require a rather detailed application. We appreciate the extra time that you will be spending to complete this application. We hope you will be rewarded by becoming a part of this rapidly growing market with a vibrant and loyal customer base.

Applications must be completed and approved by the board before you can vend at your first market. After submitting your application, PLEASE ALLOW 10 DAYS FOR APPROVAL.

CATEGORIES OF VENDORS AND DOCUMENTS REQUIRED:

FARMER VENDOR: If you are selling food, plants, other agricultural products (i.e. fiber, hemp) and/or body products, please submit:

- Vendor Application
- Member Agreement
- Farm Plan - This document is a “best guess” estimate with approximate harvest amounts. PLEASE DOCUMENT ADDITIONS/DELETIONS TO YOUR FARM PLAN THROUGHOUT THE SEASON.
- If you are selling meat or eggs: copy of approved labels & certificates (see page 3)
- W-9 (for new members who want to accept BFM tokens)
- Copy of Sampling Certificate if you plan to sample food

VALUE ADDED VENDOR: If you are selling processed farm products such as canned food, baked goods, body products and/or pet treats please submit:

- Above documents for farmer vendor application
- Copies of KDA, health dept. and/or other certificates
- List of all your approved products indicating which item is grown on your farm.

Note: BFM is a Grower Only Market. As such we require your Value Added Products to contain at least one ingredient grown on your farm. KY House Bill 391 requires home processed products to contain a primary or predominant ingredient that has been grown, harvested, and processed by the farmer to qualify for the program.

Two popular examples for eligible home processed products would be Zucchini Bread or Strawberry Jam - the zucchini or strawberry being the farm-grown ingredient.

PREPARED FOOD VENDOR: For the sale of ready-to-eat food at the market, please submit:

- Vendor Application
- Member Agreement
- Farmers Market temporary food service establishment permit
- Sample Menu Plan
- W-9 (for new members who want to accept BFM tokens)

Note: Prepared food vendors must demonstrate a direct farm impact for farmer members of BFM by offering menu items that contain ingredients sourced from farmer members of BFM. When available at BFM, ingredients must be purchased from market members.

ARTISAN VENDOR: If you are selling hand crafted art, please submit:

- Vendor Application
- Member Agreement
- Photos of your work (new members only)
- W-9 (for new members who want to accept BFM tokens)

Note: Any craft items you plan to sell must be pre-approved by the Berea Farmers Market Board of Directors.

Vendor Category, check all that apply: ___Farmer ___Value Added ___Prepared Food___ Artisan

Farm/Business Name _____
Contact Person _____

Mailing Address _____

Business Address _____

Directions
(start from a main road): _____

Primary Phone _____
Secondary Phone _____

Email _____
Website _____

Emergency Contact _____
Emergency Phone _____

May we include your contact information (email, website, primary phone, contact person, etc.)
in our public vendor directory? **YES / NO**

Do you operate a roadside stand? **YES / NO**
If **YES**: Address _____
Hours _____

Do you sell anything at the produce auctions? **YES / NO**

Do you buy anything from the produce auction? **YES / NO**

Will you be offering samples of your products? (If YES, please attach a copy of your sampling
certificate. Also, GAP training certificate required if you are offering cut samples)
YES / NO

Do you make any claims about the products you sell, or do any of your products require certificates or permits (pesticide free, honey license, organic, pasture raised, egg license, home based microprocessor, hot ready-to-eat food, etc.)? **YES / NO**

If **YES**, please provide permit, certification, ingredient list, menu, etc. as required below:

PRODUCT CLAIMS/CERTIFICATIONS	MARK ALL THAT APPLY	CERT. #	NOTES
KY Proud			
Appalachian Proud			
Certified Naturally Grown			
USDA Certified Organic			Exempt if you sell less than \$5k/yr., but you cannot use the USDA organic seal
Non-GMO Project Verified			
Homebased Processor (HB391) (jams, jellies, breads)			Please attach a list of all your products indicating which item is grown on your farm.
Homebased Micro Processor (HB 391) (canned goods)			Please attach a list of all your approved products indicating which item is grown on your farm.
Certified Commercial Kitchen			
Pre Packaged Retail Sale Permit (All meat sales)			Please include a copy of your permit from your Health Dept.
Egg License (If you sell more than 60 doz/wk)			Must use new cartons. Please include a copy of your approved label
Farmers Market Temporary Food Service Establishment Certificate			Please attach sample menu plan. Menu ingredients must show direct farm impact. (See requirements above.)
Pet Treats			Please attach proof of registry with the Division of Regulatory Services as well as a copy of your approved label.
Sampling Certificate			
GAP Training Certificate			

In just a few words, please describe your farm/business to us:

If accepted as a member of the Berea Farmers Market I, _____, agree to provide all necessary permits/documents, pay all applicable fees, sign the membership agreement, submit a farm plan and/or sample menu as appropriate and abide by the Berea Farmers Market rules & regulations.

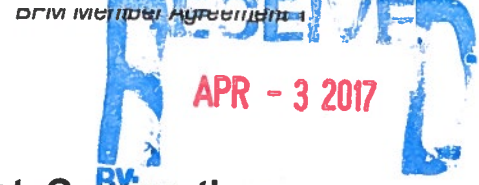
Signature _____

Title _____ Date _____

The BFM board will review your application, but the market reserves the right to refuse membership to anyone. We hope to offer the opportunity to be part of our market to all who qualify. We will notify you of our decision as soon as possible.

Please provide this form, along with your signed "Membership Agreement", a signed W-9 if you would like to accept market tokens and membership fees to
The Berea Farmers' Market c/o Margie Stelzer; 1468 Curtis Pike, Richmond, KY 40475 or drop off at the Berea Farmers' Market.

After submitting your application, please allow 10 days for approval before your first market. Questions? Call Margie (859)626-0383 or email: mstelzer1468@gmail.com



2017 Membership Agreement Berea Farmers Market, Cooperative

Agreement made this _____ day of _____, 2017 between _____ (name of vendor applicant) & the Berea Farmers Market, Cooperative.

Agreement to abide by the Berea Farmers Market, Cooperative Rules and Regulations: *(please initial on the left and sign below)*

___ I have read and agree to abide by the Berea Farmers Market, Cooperative's by-laws, rules, and regulations as well as the Kentucky Farmers Market rules and regulations. Berea Farmers Market, Cooperative by-laws, Berea Farmers Market vendor manual & a link to the KDA Farmers Market Rules can be found on our web page at www.bereafarmersmarket.org.

___ I understand that Berea Farmers Market is a grower only market and I agree to sell only what I have grown or created myself.

___ I further understand that the Berea Farmers Market, Cooperative reserves the right to do studio and farm visits to assure that the products sold are created and/or grown by me.

___ The information I have provided in this application is accurate and complete. I will provide the Berea Farmers Market, Cooperative's Board of Directors with additional information as needed to verify the claims made in this application and my compliance with Berea Farmers Market, Cooperative's rules including the appropriate permits for products being sold. The information that I subsequently provide will likewise be accurate and complete.

___ I understand that the Berea Farmers Market, Cooperative is a farmer cooperative with limited funds. I acknowledge that the beneficial purpose (to assist small regional farmers or producers such as myself) will be impossible to pursue if it is subjected to costly litigation. Therefore, I agree to make good faith attempts to resolve disputes with the Berea Farmers Market, Cooperative before pursuing litigation. If I do pursue litigation and am unsuccessful, I will pay all costs, expenses fees and disbursements incurred by the Berea Farmers Market, Cooperative in the course of its defense of said litigation and I will also pay Berea Farmers Market, Cooperative a reasonable attorney's fee.

___ I understand the Berea Farmers Market, Cooperative, as a cooperative, is operated by its vendor members. There are a variety of ways for members to contribute. Please indicate in which areas you would most be interested:

- ___ Vendor Relations ___ Finance/Fundraising Other _____
- ___ Site/Long term planning ___ Outreach & Marketing

Use of Berea Farmers Market Cooperative Sites:

___ I agree to sell at Berea Farmers Market, Cooperative only on day(s) the market is scheduled, unless I receive written authorization to the contrary. I understand that while Berea Farmers Market, Cooperative obtains permits, reserves space and promotes markets, Berea Farmers Market, Cooperative cannot guarantee market assignments or guarantee sales at any market.

(CONTINUED ON BACK)

Suspension and Termination:

___ Unless otherwise specified in the Berea Farmers Market, Cooperative Regulations, any violation of this agreement may result in suspension or termination in the Berea Farmers Market, Cooperative at the discretion of the Board of Directors. Procedures outlined in the vendor grievance policy will be followed to try to reconcile any disputes before resorting to suspension or termination.

Fees:

Each Farmers' Market booth is 10x12 ft. One full membership guarantees one booth space for the entire season. The annual fee can be paid in monthly installments of at least \$20.00/month or paid in full at the beginning of the season.

If you join the market later in the season, monthly installments have to be paid up front until current. For example, if you join in June, the minimum fee due is \$60.00 upfront (for April, May and June), with the remainder to be paid in installments. **Please Note: The entire annual fee is your membership cost. Your fee does not depend on how many months you plan to actually attend the market!**

Day Trading (Trial membership):

Booths are also available for non-members on a daily basis for up to 3 times a season. Day Fees will be applied towards the Annual Fee should day traders decide to become full members.

Market Tokens (Debit/Credit and EBT)

BFM happily accepts Debit/Credit cards and EBT for you. We issue two types of tokens: one for EBT and one for Debit/Credit cards. If you would like to participate in the Token Program we ask a service fee of \$1.00 if you accepted 1 type of token and \$3.00 if you accepted both types of token that day of the market.

Fee Schedule:

Annual Vendor Member Fee (April 1st, 2017-April 1st, 2018): \$240.00

Day Fee (non-members - up to three times a season): \$20.00 per day

___ I would like to reserve ___ booth(s) for the current season.

___ I would like to "day trade," beginning on ___/___/2017 .

Please make checks payable to "Berea Farmers Market".

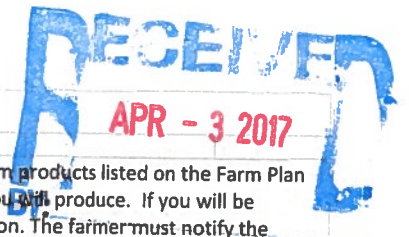
Duration of the Agreement:

This agreement applies to the current Berea Farmers Market, Cooperative season only (4/1/17-4/1/18) and in no way implies acceptance to the Berea Farmers Market, Cooperative in the future. If accepted as a member of the BFM I, _____ agree to pay all applicable fees.

Signed: _____ Date _____

Business Name: _____

Berea Farmers Market Farm Plan 20157



1) Please check off each product that you will be growing this year and plan to sell at market. Only those farm products listed on the Farm Plan may be sold at market. 2) Then mark the unit, quantity and projected first & last harvest dates for each item you will produce. If you will be planting in successions, please indicate number of successions. 3) Update this list throughout the growing season. The farmer must notify the market in writing of any proposed changes before bringing previously unlisted items to the market. 4) Read & sign the last page.

ROW CROPS:	UNIT (plant(s), row ft, acre, etc.)	TOTAL QUANTITY:	Projected First Harvest Date	Projected Last Harvest Date	Quantify number of succession plantings
<input type="checkbox"/> Example: Lettuce: Leaf	Row	300'	Apr.	June	3
<input type="checkbox"/> Asparagus					
<input type="checkbox"/> Beans: Dry					
<input type="checkbox"/> Snap					
<input type="checkbox"/> Beet					
<input type="checkbox"/> Broccoli					
<input type="checkbox"/> Brussel Sprouts					
<input type="checkbox"/> Cabbage					
<input type="checkbox"/> Carrot					
<input type="checkbox"/> Cauliflower					
<input type="checkbox"/> Celery					
<input type="checkbox"/> Chard					
<input type="checkbox"/> Corn: Sweet					
<input type="checkbox"/> Meal					
<input type="checkbox"/> Popping					
<input type="checkbox"/> Cucumber					
<input type="checkbox"/> Eggplant					
<input type="checkbox"/> Flowers: cut					
<input type="checkbox"/> Garlic					
<input type="checkbox"/> Ginger					
<input type="checkbox"/> Gourd					
<input type="checkbox"/> Greens: Asian					
<input type="checkbox"/> Collards					
<input type="checkbox"/> Kale					
<input type="checkbox"/> Mustard					
<input type="checkbox"/> Mix					
<input type="checkbox"/> OTHER:					
<input type="checkbox"/> Horseradish					
<input type="checkbox"/> Kohlrabi					
<input type="checkbox"/> Leeks					
<input type="checkbox"/> Lettuce: Head					
<input type="checkbox"/> Leaf					
<input type="checkbox"/> Melon: Cantaloupe					
<input type="checkbox"/> Watermelon					
<input type="checkbox"/> Other Melon:					
<input type="checkbox"/> Okra					
<input type="checkbox"/> Onions					

	ROW CROPS:(cont.)	UNIT (plant(s), row ft, acre, etc.)	TOTAL QUANTITY:	Projected First Harvest Date	Projected Last Harvest Date	Do you plant in successions? If yes, quantify.
<input type="checkbox"/>	Parsnip					
<input type="checkbox"/>	Pea: Fresh					
<input type="checkbox"/>	Dry					
<input type="checkbox"/>	Peanuts					
<input type="checkbox"/>	Pepper: Hot					
<input type="checkbox"/>	Sweet					
<input type="checkbox"/>	Pumpkin					
<input type="checkbox"/>	Potato					
<input type="checkbox"/>	Radish					
<input type="checkbox"/>	Rhubarb					
<input type="checkbox"/>	Spinach					
<input type="checkbox"/>	Squash (Summer)	XXX	XXX	XXX	XXX	XXX
	Patty Pan					
<input type="checkbox"/>	Yellow					
<input type="checkbox"/>	Zuchinni					
<input type="checkbox"/>	Other S.Squash:					
<input type="checkbox"/>						
	Squash (Winter)	XXX	XXX	XXX	XXX	XXX
<input type="checkbox"/>	Acorn					
<input type="checkbox"/>	Butternut					
<input type="checkbox"/>	Cushaw					
<input type="checkbox"/>	Hubbard					
<input type="checkbox"/>	Spaghetti					
<input type="checkbox"/>	Other W.Squash:					
<input type="checkbox"/>	Sweet Potatoes					
<input type="checkbox"/>	Tomato					
<input type="checkbox"/>	Tomatillo					
<input type="checkbox"/>	Turnip					
<input type="checkbox"/>	Other Row Crops:					
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

	FRUIT	UNIT (plant(s),hive, acre, etc.)	TOTAL QUANTITY:	Projected First Harvest Date	Projected Last Harvest Date
<input type="checkbox"/>	Apples				
<input type="checkbox"/>	Blackberries				
<input type="checkbox"/>	Blueberries				
<input type="checkbox"/>	Grapes				
<input type="checkbox"/>	Peaches				
<input type="checkbox"/>	Pears				
<input type="checkbox"/>	Persimmon				
<input type="checkbox"/>	Plums				
<input type="checkbox"/>	Raspberries				
<input type="checkbox"/>	Strawberries				
<input type="checkbox"/>	other:				
<input type="checkbox"/>					
<input type="checkbox"/>					
	HERBS:				
<input type="checkbox"/>	Anise				
<input type="checkbox"/>	Basil				
<input type="checkbox"/>	Catnip				
<input type="checkbox"/>	Chamomile				
<input type="checkbox"/>	Chives				
<input type="checkbox"/>	Cilantro				
<input type="checkbox"/>	Dill				
<input type="checkbox"/>	Fennel				
<input type="checkbox"/>	Lavender				
<input type="checkbox"/>	Lemon Balm				
<input type="checkbox"/>	Marjoram				
<input type="checkbox"/>	Mint				
<input type="checkbox"/>	Oregano				
<input type="checkbox"/>	Parsley				
<input type="checkbox"/>	Rosemary				
<input type="checkbox"/>	Sage				
<input type="checkbox"/>	Thyme				
<input type="checkbox"/>	Other:				
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>	HONEY				

		UNIT (head, log, tree, etc.)	TOTAL QUANTITY:	Projected First Harvest/Sale Date	Projected Last Harvest/Sale Date
	LIVESTOCK				
<input type="checkbox"/>	Alpaca				
<input type="checkbox"/>	Beef: Dairy				
<input type="checkbox"/>	Meat				
<input type="checkbox"/>	Chickens: laying				
<input type="checkbox"/>	meat				
<input type="checkbox"/>	Ducks: laying				
<input type="checkbox"/>	meat				
<input type="checkbox"/>	Goat				
<input type="checkbox"/>	Pork				
<input type="checkbox"/>	Sheep				
<input type="checkbox"/>	Turkey				
<input type="checkbox"/>	Other:				
<input type="checkbox"/>					
	MUSHROOMS				
	(please specify variety)				
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
	PLANT SALES				
<input type="checkbox"/>	Annual (herbacious)				
<input type="checkbox"/>	Flowering/Ornamental Woody Shrubs & Vines				
<input type="checkbox"/>	Fruit (bush and vine)				
<input type="checkbox"/>	Perennial (herbacious)				
<input type="checkbox"/>	Trees				
<input type="checkbox"/>	Other:				
	TREE PRODUCTS				
<input type="checkbox"/>	Maple Syrup				
<input type="checkbox"/>	Tree Nuts (please specify)				
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>	Christmas Wreaths/Garland				
<input type="checkbox"/>	Other Tree Products:				
<input type="checkbox"/>					
	OTHER PRODUCTS NOT LISTED ABOVE				
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

The Berea Farmers Market is a growers only market, meaning 100% of the unprocessed food products sold at the market are grown by the vendor member. Only those farm products listed on the Berea Farmers Market Farm Plan may be sold at the market. The farmer must notify the market in writing of any proposed changes before bringing previously unlisted items to the market. Farmers are prohibited from purchasing products from an auction, another farm, at wholesale or other source for resale at the market.

The Berea Farmers Market reserves the right to inspect and to spot visit any farm or establishment throughout the season. Advance notice will be given. Unless otherwise permitted, visits will be made only with a farm representative present.

The information I have provided on this Farm Plan is accurate and complete. I will provide the Berea Farmers Market Cooperative Board of Directors with additional information as needed to verify the claims made in this plan. The information that I subsequently provide will likewise be accurate and complete.

Signed: _____ Date _____

Business Name: _____