

S _____, F _____, C _____ (internal use only)

Date: _____

Vendor Registration Form

Vendor Name(s) _____

Business Name _____

If sharing space, name of second vendor (2 per space) _____

Designated Agents(s) to sell on your behalf _____

Vendor Home Address

Street/PO Box _____ City _____

State _____ Zip _____

Website Name and Website Address

Website Name and Address _____

Vendor Contact Information

Phone# _____ Cell # _____

Email _____

County of Residence (please circle one)

Ashe
 Allegheny
 Wilkes
 Watauga
 Johnson(TN)
 Grayson(VA)

I understand that my signature below affirms that I am a resident of the county I have selected above and that all items I will offer for sale at the Market are grown, produced or made by my hand in the county selected.

Vendor Signature _____ **Date:** _____

ACFM Vendor Registration Fees:	Internal Use Only		
Permanent Space Vendor Fees		Amount Due	Amount Pd
General Membership Dues (Due at Registration)	\$90.00		
Shelter Vendor (Due at Registration)	\$275.00		
Grassy Area Vendor (Due at Registration)	\$160.00		
Drop in Vendor Fees			
General Membership Dues (Due at Registration)	\$90.00		
Daily Drop in Fee (paid on each Saturday participated)	\$20.00		
Special Fees Due at Registration			
ACFM Sponsorship Sign (under marker shelter) Yes No	\$75.00		
\$50 donation in lieu of accounting for volunteer hours Yes No	\$50.00		
	Total:		

NC Department of Revenue Sales and Use Tax Compliance

The North Carolina Department of Revenue (NC DOR) requires all Farmers Market vendors to be in compliance with tax regulations and requires markets to have supporting records.

Complete 1 of the 2 following options:

Option 1:

___ I am registered with the NC Department of Revenue and my Tax ID Number

is: _____
I will provide the market with a copy of my certificate of registration, which will also be displayed at all times while at the Ashe County Farmers Market.

Option 2:

___ I am a farmer who only sells farm products I have grown in their original state and I have a tax exemption number. My Tax exemption number is: _____

Or

I certify that all products that I sell at the Ashe County Farmers Market (ACFM) are exempt from sales tax and that I am not required to provide a Certificate of Registration to the ACFM. I am a farmer who sells unprocessed farm products produced by me.

Legal Name of Vendor _____

Signature _____

Date _____

For more detailed information about tax compliance that includes a link to a website where you can register with the NCDOR visit: [NC DOR Sales and Use Tax for Specialty Markets](#)

Additional Documentation Requirements

Each vendor is fully responsible for compliance with all applicable laws relating to their products. The market requires copies of compliance documents be submitted annually with your application.

Processed Food

Processed food includes any food that undergoes some sort of processing before sale, such as baked goods, jams, jellies, preserves, dried fruit, etc.

1. Do you sell processed food? YES NO

If yes, the following is required:

- **NCDA Kitchen Inspection**
- **Annual Well Inspection** or a copy of your city/town **Water Bill** showing your address as it appears on your application.

2. Do you produce your product in a commercial kitchen? YES NO

If yes, where is the commercial kitchen?

3. Do you sell pickles, canned vegetables, relishes, acidic foods, tomato products? YES NO

May require food testing and additional information.

Meat and Poultry

1. Do you sell whole or processed chickens, turkey, or rabbit under the Federal Exemption **P.L. 90-492** YES NO

2. Have you been inspected and registered by the NCDA Meat and Poultry Division YES NO

3. Do you sell other meats, like beef or pork, that do not fall under the above exemption? YES NO

➤ If yes, a copy of your **Meat Handlers Registration** is required.

Dairy Products

Do you sell dairy products? YES NO

➤ If yes, a copy of your **Dairy Certification** is required.

Organic

Do you use the word organic in your business name or any product representation? YES NO

- Requires **USDA Organic Certificate**; or
- **Small Scale Organic Grower's Declaration of Exemption from Certification**

Nursery Items

Do you sell nursery stock or plants or collected plants? YES NO If yes, attach:

➤ **Nursery Certification** or **Nursery Registration**

Additional Vendor Information and Acknowledgements

Please Initial

I have received a copy of the ACFM Policies and Procedures and understand that this document is also available on the ACFM website at www.ashefarmersmarket.com for my review. I am responsible for reading and following these rules. I also understand they are subject to change during the season and that I will be notified of any changes in writing.

I understand that as a vendor with a permanent space, grassy space or drop in space that if I am not going to attend the Market on a given Saturday that I should notify the Market Manager by 5 pm the previous Thursday of my absence to assist with space assignments.

All products that I sell at the market will be raised, grown or made by me within the eligible counties. I understand that no resale of any products is allowed at the Market, which means I will not purchase product from another store or entity and resell that product as my own.

Each vendor participating in the Market shall be responsible for any loss, personal injury and/or damage that may occur as the result of the vendor's actions and agrees to hold harmless the ACFM from any losses, damages, claims, suits or actions, judgments and attorney fees.

I am aware that vendors are encouraged to maintain their own liability insurance.

In the event me, or anyone working in my booth falls seriously ill during market hours or requires emergency medical attention, the Market Manager or a Board Member at their discretion may seek emergency medical attention on my behalf.

I understand that membership fees at the ACFM are not pro-rated or refunded.

I understand that as a vendor, I am committing to selling at the Market on those days I attend through the Market's advertised open hours.

I understand that my signature affirms that I will be available to volunteer for events, meetings, and other circumstances that may require vendor participation during the Market Season.

Signature: _____ **Date:** _____

In order to join the ACFM or to reclaim a permanent market spot the Vendor Registration Forms must be fully completed with all required signatures and initials. Incomplete registration forms will not be accepted as per the Market's Policies and Procedures.

Acknowledgement and Receipt of the Ashe County Farmers Market

Policy and Procedures

The Ashe County Farmers Market (ACFM) Policy and Procedures describes important information about selling at the ACFM.

I acknowledge that I have received the ACFM Policies and Procedures and that it is my responsibility to read and comply with the Policies and Procedures.

I further understand that should I fail to comply with the specified guidelines, my participation in the ACFM could be terminated and that my paid vendor fees will not be refunded.

Vendor Name and Business Name (Printed)

Date

Vendor Signature

*******If you receive market token checks, please advise to whom those checks should be made out to:**

Volunteer Reporting Time Sheet **Name:** _____

Date and Hours	Activity	Description

Our market is growing, and we need your help! We are a dedicated community of farmers and artisans, and we encourage you to get involved with the many opportunities to volunteer! Your help is needed to keep the market running smoothly. Whether you choose to serve on a board committee, give your elbow grease to “Spring clean-up day”, help with our Fall Festival or other events, we hope you can take pride in knowing YOUR efforts support YOUR market.

Carol has a checklist of jobs that need doing every Saturday, so you can also check with her about ways you can pitch in. The board will be sending out more emails as opportunities open to volunteer. It’s a great way to have some fun, get to know your fellow vendors and make our market even better. We ask that you personally track your hours so that your efforts can be acknowledged.

In addition, these hours will help as we apply for grants. This will also help us in the future when allocating volunteer hours to the most demanding events. Please retain and update this record throughout the season. Each will be collected as a record of your commitment to volunteer a total of 10 hours. We thank you in advance for your commitment to keep our market strong and vibrant!