

Pine Grove Mills Farmers Market Vendor Application - 2020

This application gathers information necessary for the Steering Committee to process your application. Please be thorough and specific with your responses. Steps 1 through 4 are to be completed by you and then submitted. Once submitted, the application will be reviewed and discussed. If chosen as a vendor, a market manager will complete Step 5 and Step 6 with you prior to participation in the market. If not chosen as a vendor, this application will be kept on file for two years from the date of submission.

Pine Grove Mills Farmers Market Information

Market Location: St. Paul Lutheran Church, 277 W Pine Grove Rd, Pine Grove Mills, PA 16868

Market Dates and Times: Every Thursday from 3pm-7pm starting June 11, 2020 through September 24, 2020

Market Fees: \$200 for full-time vendors (all season June-Sept.) paid in full – Please ask about part-time fees

Market Email: admin@pgmfarmersmarket.com

Market website: www.pgmfarmersmarket.com

Once completed, please send to: PO Box 200, Pine Grove Mills, PA, 16868

STEP 1 – Provide your contact information

Name of main vendor contact: _____

Name of vendor family members/employees/partners who will participate at the market: _____

Farm/Business Name: _____

Address 1: _____

Address 2: _____

City, State, Zip: _____

Phone: _____

Cell Phone: _____

Email: _____

Website: _____

STEP 2 - Provide Information about your farm/business

Do you have a storefront?

How many years have you been in business?

Are you currently a vendor at other markets? If so, which ones?

Have you been a vendor at other markets in the past? If so, which ones?

If you participate in the market, do you expect to be present at the market or will employees, friends, helpers or agents of your farm/business be present?

Do you currently hold Servsafe certification and are you willing to serve as a Servsafe representative for the market?

Do you wish to be a full-time or part-time vendor?

If part time, how many weeks will you participate (there are 16 market weeks in the season) and what are the dates (as specific as possible) that you wish to participate?

STEP 3 – Product Information

Please use this page to list the products that you would like to sell at the Pine Grove Mills Farmers Market. Use the following categories to categorize the items you wish to sell.

- Agricultural Products (examples: produce, honey, meat, eggs, dairy):

- Processed Foods (examples: cider, jams, preserves, dips, sauces):

- Baked Goods (examples: bread, muffins, cookies, cupcakes, granola):

- Prepared Foods (examples: sandwiches, pizza, coffee, beverages, ice cream, entrees):

- Other – explain:

STEP 4 – Date and Signature

Date of submission of this form to the PGMFM: _____

Signature of applicant: _____

Please stop here and submit this form, including the pages describing Steps 5 and 6 (left blank), which will be completed upon acceptance as a provisional vendor to the market during a face-to-face meeting with the Market Manager or Steering Committee Representative.

STEP 5 – Verification of Compliance

(This step is to be completed during a face-to-face meeting with the Market Manager or Steering Committee Representative)

___ Current by-laws have been reviewed with new vendor and questions answered.

___ Current rules have been reviewed with new vendor and questions answered.

___ Proof of Insurance has been provided (paper copy) by vendor, the date is current, and the St Paul Lutheran Church is added as additional insured on the vendor's policy.

___ Proof of Certifications (including organic) has been provided (paper copy) and the date is current.

___ Fee has been received in full.

___ Vendor has agreed that that they will abide by "Producer Focused" guidelines.

___ Product list has been reviewed by Market Manager or Steering Committee. If crafts are offered at the market by the vendor, a review of the crafts has occurred.

___ Market Manager or Steering Committee has added the vendor to contact list, phone list, email list and website.

___ Space needs and market space assignment has been discussed with new vendor.

___ Is the vendor willing to serve as a vendor representative on the Steering Committee if elected by market vendors?

___ The vendor must provide a completed Farmer's Market Vendor Registration form and a copy of a valid Retail Food License. (Vendors selling raw agricultural commodities are exempt from licensing).

STEP 6 – Date and Signature

Date of completion of this form with Market Manager or Steering Committee Representative: _____

Signature of applicant: _____

Signature of Market Manager or Steering Committee Representative: _____