



VENDOR APPLICATION

The Castleberry Farmers Market is open every Monday, 4pm-7pm, beginning May 11, 2020.

Before you submit this online application, we require a non-refundable \$20 application fee. The Board will not review your application until this fee is received. **Link for payment is at the end of this document.**

The weekly participation fee is \$20. A \$20 penalty fee will be charged if you sign up to participate, but cancel the day of the Market.

Local, sustainable family farms and related businesses are our preferred partners, emphasizing our focus on social, economic and environmental sustainability. A Business License and proof of insurance are required for all vendors.

Please fill out the form below and submit supporting documentation to info@castleberryfarmersmarket.org

Your documents must be received prior to consideration. ALL vendors need to fill out the application through the "Product Information" section, then scroll to the section that coordinates with the product you will be bringing to the market and continue answering all questions in that section.

VENDOR INFORMATION

ALL POTENTIAL VENDORS MUST COMPLETE THIS SECTION.

(items marked with an asterisk are required)

Main Contact Name* _____

Business Name* _____

First Name / Last Name* _____

Main Contact Phone* (____) ____ - ____

Main Contact Email Address* _____

Mailing Address:*

Address 1 _____

Address 2 _____

City / State / Zip _____ / _____ / _____

Physical Address (if different):

Address 1 _____

Address 2 _____

City / State / Zip _____ / _____ / _____

Website: http://_____

Facebook: http://_____

Instagram or Other Social Media: _____

You are a(n)*

Individual

Family

LLC

Partnership

Corporation

List all persons who will represent your business at the market and their contact information. (If this changes throughout the season, please update the Director of Operations)*

What form of payment will your business accept at the farmers market?

(Check all that apply*)

Cash

Debit/Credit Card

Check

How frequently would you like to attend the market? (Check one):

Weekly Monthly

2020 season: If you plan to attend weekly, would you like to pay monthly to receive a 25% discount on fees? If yes, payment will be due by the first market in May 2020. Discount is for weekly vendors only.*

Yes No

Please list other farmers markets or venues where you sell your products*

Business License and Other Required Licenses & Insurance*

All vendors are responsible for knowing and acquiring all necessary licenses.

Please submit copies with your application to info@castleberryfarmersmarket.org or include copies with your mailed application.

Your documents must be received in order for you to be considered.

Business License Number _____

Expiration Date: _____

Please indicate which additional licenses you are required to have (Check all that apply):

Department of Agriculture

Department of Health

Candler's License

Liability Insurance naming Castleberry Hill Farmers Market as additional insured

Please indicate you are aware of the following: The \$20 non-refundable application fee and weekly fees are due and payable at the market. Vendors are required to maintain liability insurance and provide proof of insurance and copies of certificates or licenses.

Vendors will be required to provide their own 10x10 tent, table and table weights.*

Yes, I understand

Credit card information for day-of-market cancellation fee*

(A \$20 cancellation fee will be charged for last minute, day-of-market cancellation.

The card will only be charged if this occurs. Application will not be accepted without credit card information)

Card number: _____

Exp Date: _____ CVV: _____ Zip code: _____

Name on card: _____

PRODUCT INFORMATION

ONLY FILL OUT THE SECTION THAT APPLIES TO YOUR BUSINESS.

The following section is for PRODUCE FARMERS, CUT FLOWER FARMERS and BEEKEEPERS only:

Reselling is not permitted without approval. We may permit you to sell a colleagues' products if the farm has undergone Castleberry Hill Farmers Market approval and you receive prior written approval from the Director of Operations.

Foraged products are acceptable. All foraged food must be pre-approved by the Director of Operations and clearly labeled as "wild" or "foraged".

For egg producers, an Egg Candling License is required.

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS.

Number of properties you are growing on. Please include the location and address of each property.

Total acres in production: _____

Do you own, lease, or manage the land? (Check one):

- Own
 Lease
 Manage

Where do you purchase seeds?

Do you grow your own transplants? _____

What types of certifications or licenses do you hold for your farm? (Check all that apply, must include copy of all checked items with application):

- USDA Certified Organic
- Certified Naturally Grown
- Egg Candling License
- Cottage Food License
- Food Establishment License
- Good Agricultural Practices and Good Handling Practices (GAP & GHP) Certificates
- Live Plant License
- None of the above

What types of practices and techniques do you utilize on your farm? (Check all that apply):

- Diverse crop rotation
- Cover cropping
- Habitat for pollinators
- Seed saving
- No-till
- Compost and/or animal manure
- Dry farming
- Organic pesticides
- Habitat for beneficial insects
- Buffer zones
- Regular soil testing

How often do you test the soil? _____

What, if any, synthetic, chemical or organic pesticides, fungicides or herbicides do you use on your farm?

How long have you been farming? _____

What type of farm products will you be selling at the market?

Do you use Integrated Pest Management (IPM) practices?

Yes No

Describe IPM methods including detection strategies and materials used.

Do you do any foraging of wild edibles? If so, please describe your qualifications for identifying these products.

Do you plan to sell any value-added items made from raw agricultural products at the farmers market? If so, please list the value-added products you plan to sell.

Please list all value-added products that you would like to sell during the season.

Is there anything else about your farm that you would like market management to know?

The following section is for LIVESTOCK AND DAIRY FARMERS only:

Reselling is not permitted without approval. We may permit you to sell a colleagues' products if the farm has undergone Castleberry Hill Farmers Market approval and you receive prior written approval from the Director of Operations.

For meat producers, a Mobile Meat License is required.

For cheese producers, a Dairy Manufacturer's License is required.

Meat products treated with growth hormones will not be accepted into the market.

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS.

Number of properties you are raising animals on. Please include the location and address of each property.

Total acres in production: _____

Total acres used for pasture/range: _____

How long have you been farming? _____

List the breeds of all animals raised on your farm:

What types of certifications or licenses do you hold for your farm? (Check all that apply, must include copy of all checked items with application):

- USDA Certified Organic
- Certified Naturally Grown
- Egg Candling License
- Animal Feed License
- American Grassfed
- Certified Humane Raised and Handled
- Animal Welfare Approved
- Dairy Manufacturer's License
- None of the above

If livestock are purchased, where are you purchasing your animals from?

Do you purchase feed for your animals or use farm-grown feed? (Check one):

Purchase

Farm-grown

What types of practices and techniques do you utilize on your farm? (Check all that apply)

Pasture grazing

Rotational grazing

Access to indoors and outdoors

Unrestricted access to fresh water

Herd health plan

Nutritional guidelines

Individual animal health records

Ventilated structures

Do you use hormones and/or antibiotics with livestock? If yes, for what purposes and how often?

What is your processing cycle?

Where are your animals processed?

Do you plan to sell any value-added items *made from meat products* at the farmers market? If so, please list the types of value-added products you plan to sell. (Example: rawhides made from animal by-product)

Please list any other value-added products that you would like to sell during the season:

Is there anything else about your farm that you would like market management to know?

The following section is for PACKAGED & READY TO EAT FOODS only:

Value-added producers are vendors who are actively involved and invested in the processing of an artisan product sold at market. The Value-Added Vendor categories are outlined below:

Packaged food vendors:

Those who sell processed food products made from raw ingredients that have been cooked, canned, dried, baked or preserved. Products include pickles, condiments, jams and jellies, charcuterie and other packaged foods.

Ready to eat food vendors:

Those who sell food that is freshly made and available for immediate consumption on-site. This includes beverages prepared for immediate consumption, such as coffee.

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS.

What category best describes your business?

- Bakery
- Catering operations/On-site prepared food/Food truck (to be consumed on-site)
- Packaged foods (dried fruits, crackers, nut butters)
- Preserves (jams and jellies)
- Pickles and fermented products
- Dairy (cheese, butter, yogurt)
- Ready to drink beverages (coffee, tea, kombucha)

Which type of licenses or permits do you have to operate your business? (Check all that apply, must include all checked items with application):

- Food Sales Establishment License
- Cottage Food License
- Business and Occupational Tax Certificate for Catering Food Service Permit
(Georgia Department of Health)
- ServSafe Certification
- Certificate from the Better Process Control School

Please describe in detail the products you wish to sell at the market.

What is the price range for your products?

What are the sources for the principal ingredients in your product?

Please note the locations where items are purchased or grown.

Samples will be requested from vendors during the second phase of the application period.

___ Yes, I understand

Is there anything else the market management needs to know about your application or products?

The following section is for BATH & BODY PRODUCTS only:

All products must be handmade and should incorporate local and sustainable materials when available. Eco-friendly practices are encouraged.

There are a limited number of spaces devoted to Bath & Body Products.

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS.

Please describe in detail the products you wish to sell at the market:

What is the price range for your products?

What are the sources for the principal ingredients in your product?

Please include the locations where items are purchased or grown:

Samples will be requested from vendors during the second phase of the application period.

Yes, I understand

Is there anything else the market management needs to know about your application or products?

The following section is for PET FOOD & PET TREATS only:

Products should incorporate local and sustainable materials when available.

Preference will be given to producers creating all-natural pet food and treats.

All pet food & treats must meet the regulations and requirements outlined by the Georgia Department of Agriculture Plant Food, Feed & Grain Division.

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS.

Please describe in detail the products you wish to sell at the market:

What is the price range for your products?

What are the sources for the principal ingredients in your product? Please include the locations where items are purchased or sourced:

Samples will be requested from vendors during the second phase of the application period.

___ Yes, I understand

Is there anything else the market management needs to know about your application or products?

The following section is for ARTISTS & CRAFTERS only:

We exist to support farmers and local food producers, however, we feature regular and occasional artists.

The Artists & Crafters category is open to the following types of makers:

Fine arts: painting, drawings, sculpture, pottery, ceramics, etc.

Heritage arts: woodworking, weaving, basket-making, candle-making, and blacksmithing.

Decorative arts: jewelry, home goods crafted from recycled materials, mosaics, stained-glass items, and lawn sculptures.

All products sold at the market must be handmade by the producer, we do not allow for the import or resale of any products within this category. We do not allow for the sale of mass or commercially produced items.

You will be required to submit (3) photographs of your products and (1) booth set up when completing this application.

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS.

Please describe in detail the products you wish to sell to the market:

What is the price range for your products?

Although your items must be handmade, it is understood some elements in the finished product may not be completely handmade. Please list the elements of your product that you do not make:

Is there anything else the market management needs to know about your application or products?

ALL APPLICANTS PLEASE SIGN AND DATE TO COMPLETE YOUR APPLICATION, THEN SUBMIT WITH RELEVANT DOCUMENTS VIA EMAIL OR TO THE MAILING ADDRESS THAT FOLLOWS.

Printed Name: _____ Date: ____ / ____ / ____

Signature (Typed name here serves as your official signature on this document if completed electronically):

*Before you submit this application, we require a **non-refundable \$20 application fee**. The fee must be paid and received in order for the Board of Directors to review your application, however acceptance is not guaranteed upon payment of this fee.*

CLICK TO PAY ONLINE

Email APPLICATION and ALL RELEVANT CERTIFICATES/LICENSES to:

info@castleberryfarmersmarket.org

APPLICATION, SUPPORTING DOCUMENTS and APPLICATION FEE* may also be mailed to:

Castleberry Farmers Market
215 Peters ST SW, Unit A
Atlanta, GA 30313

**If submitting application by mail, application fee may either be paid online or sent as check or money order with mailed application.*

Thank you for your interest in the Castleberry Farmers Market!