

# Carbondale Community Farmers Market Vendor Application Packet



Greetings from the Carbondale Community Farmers Market (CCFM)! We appreciate your interest in our winter marketplace. All vendors wishing to sell at the CCFM must apply and be approved to participate as a vendor. CCFM is a producer only market. In short, vendors must grow it, make it, or bake (cook) it to sell at the market.

Please note that submitting an application does not guarantee you a space at the market. All vendor applications are reviewed and carefully considered. After review, applicants will be notified by phone or email as to the status of their application within two weeks. All accepted vendors are required to provide a short bio about their farm and pictures or a short video showcasing unique elements of their farm. Please review the provided checklist as incomplete applications will not be considered.

Market hours are Saturdays from 9am-12pm, December through March (closed December 29, 2018). The market is located inside the main lobby of the Carbondale Community High School (entrance off of Walnut Street). Set up for market begins at 7:45am and take down must be completed by 1pm. No sales are allowed prior to the official start of the market. Vendors are not allowed to leave market early, unless previously approved by the market manager. Check out our market FAQs and policies for more information.

**A few things to note:** It is the law that vendors report and submit sales tax for products sold at the market. Raw foods are taxed at 1%, and processed foods and non-food goods are currently taxed at 8.75% and taxes are payable to the Illinois Department of Revenue. Additionally, all vendors must provide proof of liability insurance prior to vending at the market. The market's use of facilities contract with CCHS requires our market provide liability insurance. Please contact us with questions or concerns about sales tax or insurance requirements.

Thanks again for your interest in the Carbondale Community Farmers Market, and we look forward to receiving your application. If you have additional questions, please don't hesitate to contact us.

Best regards,  
Jennifer Paulson

Executive Director  
Food Works

Email: [jennifer@fwsoil.org](mailto:jennifer@fwsoil.org)  
Phone: (618) 370-3287  
[www.carbondalemarket.com](http://www.carbondalemarket.com)

P.O. Box 3855  
Carbondale, Illinois 62902  
[www.fwsoil.org](http://www.fwsoil.org)

# Carbondale Community Farmers Market Vendor Application

Farm/Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Primary Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Website/Facebook \_\_\_\_\_ Email \_\_\_\_\_

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## VENDOR RATES

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Vendor Fees: Are on a sliding scale based on reported sales.

Daily Sales:	<\$100	\$100-\$199	>\$200
Daily Fee:	\$10	\$15	\$20

Daily vendor: Daily vendors must contact the market manager by Thursday at 4pm to be included in the Saturday market.

Seasonal Vendor: Seasonal vendors commit to attending each week, receive priority location assignments and can choose to be in the same location each market week. They also do not need to notify the market manager of their intent to participate each week. It is requested that they notify the market manager as soon as possible if they will not be attending market. Seasonal vendors are also featured in CCFM e-newsletters, website, marketing materials, press releases, and social media postings.

\*Vendors are strongly encouraged to actively communicate via email. All vendors are responsible for getting an updated product list to the market manager 36 hours prior to market to be included in a weekly newsletter. Email is the primary method of communication with vendors.

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## INSURANCE INFORMATION

All vendors must provide proof of liability insurance prior to vending at the market in the form of a "Certificate of Insurance" listing the following as additional insured: Food Works, PO Box 3855, Carbondale, IL 62902. Food Works, a 501(c)3 nonprofit, is the managing body for the market. This document may be sent to the market manager via the same address or emailed directly from your insurance provider to jennifer@fwsoil.org. Policy minimum is \$300,000.

Insurance provider: \_\_\_\_\_ Policy number: \_\_\_\_\_ Expiration: \_\_\_\_\_

\*Please attach a certificate of insurance with your supplemental documents \*

PLEASE COMPLETE THE FOLLOWING SECTION(S),  
WHICH ARE APPLICABLE TO THE PRODUCTS YOU WISH TO BRING TO MARKET.

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Fruit and Vegetable Producers

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What crops will you bring to the market at what times of the year?  
(Please send regular updates to market manager with what you will be bring to market each week)

Describe insect and disease control practices.

Describe weed control practices.

Give common name and active ingredient in any insect, disease, or weed controls used.

Check all of the methods used to increase soil fertility on your farm.

Compost	synthetic fertilizers	organic sprays/powders	animal manure
Cover crops	crop rotations	mulching	soil testing

\* PLEASE ATTCH A COPY OF ALL CERTIFICATIONS YOU HOLD \*

Meat, Dairy, Egg, Fish, Poultry Producers

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\* Those wishing to sell eggs, please attach a copy of your IL Egg License to the application. \*

Do you use any feed additives or injectables to supplement the animals normal diet?

Yes No

If yes, what do you use?

Describe nutrition and forage practices.

Do you use any hormones, antibiotics, or growth promoters to maintain the animals health?

Yes No

If yes, what do you use?

Describe health maintenance program and how you fight disease and illness.



SIGNATURE OF UNDERSTANDING

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I have read and agree to follow all Carbondale Community Farmers Market policies. I understand that failing to abide by the market policies may result in the loss of vendor privileges. As a participant in the Carbondale Community Farmers Market, I also agree to assume the full risk of any injuries and damages, and that the above mentioned items are produced in accordance with all county, state, and federal laws.

Signature of \_\_\_\_\_  
applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed name of the  
applicant \_\_\_\_\_

\*Check or money order made out to Food Works is accepted.

Payments can be mailed to: Carbondale Community Farmers Market  
c/o Food Works  
PO Box 3855  
Carbondale, IL 62902

APPLICATION CHECK LIST\*

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- Completed application
- A copy of your certificate of insurance, listing Food Works as additional insured
- A copy of ALL certifications, licenses, permits, etc. related to your market merchandise/booth
- Sample menu/ detailed ingredient lists (prepared food vendors only)
- A short, one paragraph bio about your business, logo, a photo or short video, and any links to personal website for the webpage
- Signed Food Vendor Token Agreement for EBT market token program (food vendors only)
- Attached photo of example of artisan craft goods for sale

\*Applications without all paperwork, will be considered incomplete and not accepted \*

Revised 10-30-2018



## 2018 Token Program Participation Vendor Agreement

The market accepts credit, debit and EBT cards in exchange for General Market Tokens, SNAP tokens, and Link Match coupons. General Market Tokens are black and have the Community Farmers Market logo on them. General Market Tokens are distributed in \$5 increments should be treated like cash; **change can be given in return**. SNAP tokens are red in color and come in \$1 and \$2 increments. Link Match coupons are a double-sided color coupon listing CCFM. SNAP tokens and Link Match coupons have some restrictions to use. To participate in the Token Program, vendors must read, sign and turn in this form to the market manager. You are responsible for providing the information contained within this agreement to any employees/assistants that will be handling token transactions for your stand at the market. SNAP Token Restrictions:

**NO CASH/CHANGE MAY BE GIVEN FOR RED SNAP tokens or Link March coupons.** If a transaction is less than the amount of tokens used, the vendor adds products to make up the difference, OR the customer uses cash. For example, a customer wants to purchase a bunch of carrots priced at \$3.50 and gives the vendor \$4.00 worth of SNAP tokens. You cannot give the customer back .50 cents change. Instead, the customer can give \$3.00 worth of tokens and .50 cash or the vendor may offer \$4 worth of carrots.

SNAP eligible items include: fruits, vegetables, meats, eggs, poultry, dairy products, baked goods for human consumption, as well as plants or seeds used to grow food for human consumption, such as vegetable bedding plants and potted herbs.

SNAP INELIGIBLE items include: ornamental plants, cut flowers, wool products, vitamins, herbal extracts, pet foods, other non-food items like soaps, household goods and prepared foods (HOT OR COLD) for immediate consumption such as coffee, sandwiches, wraps, hot apple cider.

Link Match eligible items are fresh fruits and vegetables grown in Illinois.

TOKEN REDEMPTION: Please inform the Market Manager at least one half hour before the end of the market if you have any tokens you would like to redeem. Vendors will receive a receipt initialed by both the vendor and the market manager recording the total due. The market manager will write a check to the vendor and provide a receipt for the total token amount.

Wireless processing fees, service fees, transaction fees, cost of tokens and other token program costs associated with implementing this program at the market is currently provided through vendor fees and grant resources. This is a unique service of the Carbondale Community Farmers Market, so please help us spread the word to your customers!

As a participant in the CCFM TOKEN program, I agree to:

- Provide training and information to any employees or assistant that will be handling token purchases on my behalf.
- Explain to interested customers how they can obtain tokens at the CCFM welcome booth.
- Accept SNAP Tokens only in exchange for SNAP eligible foods and plants under USDA FNS rules.
- Always, without discrimination accept tokens for SNAP eligible food and plants/seeds.
- Accept ONLY tokens and coupons issued by CCFM that bare CCFM name.
- Not exchange SNAP tokens for cash or trade for tokens from other vendors.
- Count the market tokens accepted from customers and deposit with the market manager on a regular basis or when requested to do so the market manager.
- Notify the market manager of any problems with the token program.

Vendor Signature: \_\_\_\_\_ Date\_\_\_\_\_

Printed Name\_\_\_\_\_

For Token Redemption checks:

Make check(s) payable to (farm/business name): \_\_\_\_\_

Agreement accepted by: Jennifer Paulson, Executive Director

Executive Director Signature\_\_\_\_\_ Date\_\_\_\_\_

Revised 10-30-2018