



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 picture 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 28, 2019). 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

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Phone: (618)370-3287

www.carbondalemarket.com

www.fwsoil.org

P.O. Box 3855 Carbondale, Illinois 62902

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

Fruit and Vegetable Producers

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 bringing to the 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 ATTACH A COPY OF ALL CERTIFICATIONS YOU HOLD *

Meat, Dairy, Egg, Fish, Poultry Producers

* 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

List all 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.

What type of confinement or range do the animals have to feed and move around?

How do you manage invasive weeds in the pasture? List mechanical controls, fertilizers or herbicides used.

List processor(s) used for meat processing.

Food Processors/Prepared Food Vendors

List the major ingredients that go into your products – we strongly encourage products that are locally sourced!

Are you personally involved in the physical production of your products?	Yes	No
Do you make your products in a commercial, professionally inspected kitchen?	Yes	No

If no, please attach a copy of your cottage food certification and food handler's certification.

* Please attach a sample list of menu items with this packet

Are you interested in offering samples of your product for customers to taste at the market?	Yes	No
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Learn more about Jackson County requirements at www.jchdonline.org/index.php/all-topics/47-programs-and-services/environmental-health?start=39.

Non-Food, Artisan, Craft Vendors – Creative Process

Please describe what products you wish to bring to the market and how the products are created. Highlight any local input sources.

*Please include 3-5 photos of your work with this packet or email images to the provided email address (preferred) *



2019 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 customers 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: You may redeem tokens starting at 11:30am when you check out and pay your vendor fee. The market manager will write a check to the vendor for tokens and provide a receipt, initialed by the market manager and the vendor, 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 _____