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Join us at the FARM

(Pottstown's Farm & Artisan Regional Market).

Please take a few minutes to review the 2017 Pottstown FARM Market Rules (separate document) before filling out the attached form. Vendor space is on a first come, first served basis, so please apply early to ensure a secured space in the market. Vendor Applications received by March 31st, 2017 will receive discounted pricing as noted in the application.

DATES: The Pottstown Farm & Artisan Regional Market is set to open its second annual seasonal market on June 1, 2016 and run through November 21, 2016 (The last week falling on a Tuesday due to Thanksgiving Holiday).

WHEN: The Market will be held Thursday evenings from 5pm to 7:30pm

WHERE: The Market will be held on the **SOUTH SIDE** of the 200 block of High Street in downtown Pottstown, along the shaded sidewalk.

Please feel free contact us at Marketinfo@PottstownFARM.org or call Sheila Dugan (Market Director) at 610-323-5400 with any questions you may have.

Sincerely,
Pottstown FARM Committee



2017 VENDOR APPLICATION

BUSINESS NAME: _____

CONTACT NAME: _____

PHONE NUMBER: _____

E-MAIL: _____

ADDRESS: _____

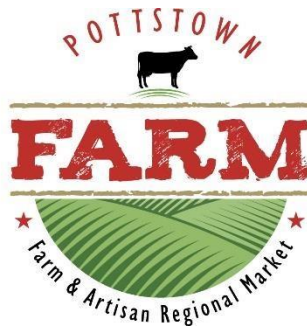
INFORMATION ABOUT YOUR PRODUCTS:

- List of product(s) you will be selling - be specific: (see permitted items in Market Rules doc)

- Is it Self-Produced? Yes _____ No _____
 - ✓ In order to keep up what our mission is at the market – no more than 20% of your product can be NON-SELF Produced (The Market Committee will have sole discretion on some exceptions – ie: Flowers can be locally grown but sold by a local florist who attends the market)

- Is Your Product Seasonal? Yes _____ No _____

- A copy of your insurance, Serve-Safe, & Food Facility License (If applicable) **MUST** be provided **with application** to participate in the Pottstown FARM



Please provide us with a paragraph about yourself which we can include in our monthly newsletters.

Be sure to include the following information along with your application to:

marketinfo@pottstownfarm.org

or mail to:

Pottstown FARM

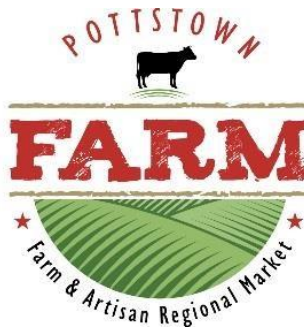
238 E High St Suite 203 A

Pottstown PA 19464

- ❖ An electronic LOGO of your business
- ❖ Any type of coupon, please validate the time frame you wish it to be used and we will place it accordingly – we will ONLY accept coupons with applications, so please think of our season and plan accordingly – We are planning Christmas in July again, our final date is the week of Thanksgiving – these may be good times for specials to be advertised – even if not discounted.

VENDOR NAME: _____

PHONE NUMBER: _____



VENDOR APPLICATION 2017

NEW Vendors for 2017 season / 20% Discount if registered by March 31, 2017

_____ \$208.00 (20% Discount)

New Vendors for 2017 season / AFTER April 1, 2017

_____ \$260.00 (Rate of \$10 per week)

Bi-Monthly Rate

PLEASE INDICATE BY CIRCLING 1st & 3rd / 2nd & 4th Thursday of each month

_____ \$195.00 (Rate of \$15.00 per week)

Half Season Rate / June thru August 30 **OR August 30 thru November 21, 2017**

(please circle which part of the season is best suited for your product)

_____ \$103.00 (Rate of \$10 per week)

❖ We encourage our local orchards that have fall produce and our smaller summer produce farms to take advantage of this time frame unless you have product for the entire season

Space Size 10 x 10: # of SPACES NEEDED: 1 2 3 4

IMPORTANT NOTE: The number of similar vendors will be limited each week at the discretion of the market. Space is first come first served upon receipt of payment.

ELECTRIC NEEDED: _____ YES _____ NO

COST: \$15 per season

*Full Season Vendors will have priority on electric

Registration Date: _____ (Office Use)



VENDOR RULES & REGULATIONS 2017

- ❖ I UNDERSTAND it will be up to the discretion of the Pottstown FARM Committee which products will be sold and placement of each vendor/artisan during market hours.
- ❖ I UNDERSTAND it will be up to each vendor to sell their product at market value.
 - ✓ To ensure fairness to all vendors, we ask that no one undercut prices and that similar products share similar pricing.
- ❖ I UNDERSTAND that the market will begin **promptly at 5pm and end no sooner than 7:30pm** – As a vendor I know to be set up accordingly so that we can begin on time and to not remove my stand earlier than 7:30pm, the designated end time. Should weather be an issue, the market director will allow for adjustment of time, we want to assure all will be safe.
- ❖ I UNDERSTAND that the market Manager & Market Committee members are engaged with the vendors as well as the community. It is up to them to handle any situation that may arise between the two.
- ❖ I UNDERSTAND that should I, the vendor, have any concerns with the market or those running the market that I will set a time and place to discuss with them. There will be no public yelling, or arguing during the market hours.

We, the Market Committee are committed to making this market fun and successful. We welcome all discussion, ideas and concerns, please contact Sheila Dugan / Market Manager or Burke Meyers PDIDA Chairman to set up a time for a meeting at 610-323-5400
- ❖ I UNDERSTAND that there will be meetings held for all vendors throughout the season and it is up to me, the individual member, to attend when possible to be included in the decisions made for the future of the market.
- ❖ **REFUNDS** - Anyone who is signed on prior to March 31, 2017 may receive a 75% refund in the case of needed change of attendance and we are notified prior to May 1, 2017. After June 1, no refunds will be issued. We hope you will understand the cost endured for running a market and last minute changes affect everyone.

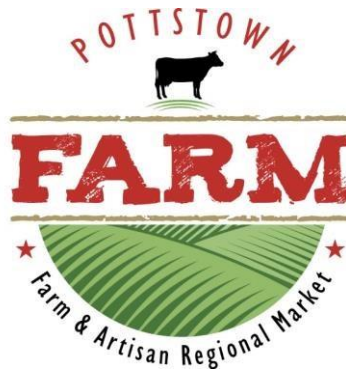
I would like to be a vendor and agree to abide by the rules of the Pottstown FARM.

BUSINESS NAME: _____

CONTACT NAME: _____

PHONE #: _____

SIGNATURE: _____



Please print these forms and mail to: Pottstown Downtown Foundation
238 E High St Suite 203 A
Pottstown, PA 19464

I HAVE INCLUDED THE FOLLOWING:

- Payment Insurance Document Serv-Safe
 Certificate Food Facility License Board of Health Cert
 Signed Rules and Regulations Coupons / Articles etc...

Pottstown FARM would like to add more samplings to our market. Please let us know if this is something you can offer, and that the correct licensing is included from the board of health. Samplings not only will help customers know your product, but will engage them in conversation with you, the local farmer and help your product sell.

YES No Thanks

Samples will include the following:

Thank you again for all your support!

Pottstown FARM Committee