



# 2017-2018 APPLICATION

NEW Vendor  Returning 2016/1716 Vendor  Please Update My Information

**Booth/Business Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **On-Site Phone:** \_\_\_\_\_

**E-mail (required):** \_\_\_\_\_

**Website or Facebook Page:** \_\_\_\_\_

**Vehicle Make, Model:** \_\_\_\_\_ **Tag Number:** \_\_\_\_\_

**General Category:**  Farmer (\$25)  Artisan Food (\$25)  Food Vendor (\$50)  Artsit/Crafter (\$25)  Non-Profit (\$10)

**I would like to be in the same area as my booth last year.**  Yes  No, I would like to change

**My booth number was:** \_\_\_\_\_ **My preferred area is:** \_\_\_\_\_

**I work out of a:**  Tent  Truck/Trailer  Both **Space (Food Vendors):**  10'x10'  15'x10'  Larger Space \_\_\_\_\_

**Electrical Access:**  Prefer space with power  Need more than standard power (+\$10)  Would like to use a generator

## **Farmers, Gowers & Producers:**

**Type:**  Crops  Animal Products  Plants/Flowers **Grow/Resale:**  Grow My Own  Resale  Both

**Organic:**  Yes  No (You must provide a copy of your organic certification from the FL Department of Agriculture)

**Artisan Food:** I have read and understand the State of Florida Cottage Food Guidelines: \_\_\_\_\_ (initials)

**Type:**  Cottage Food  Specialty Food  Pet Food

Specialty Food vendors must provide the address of the commercial kitchen used and copies of any lease agreements with the property owner. Attach to this application.

**Crafters: You must attach pictures of your work.** Are your items at least 80% handmade by you?  Yes  No

## **Type:**

- |  |                                       |   |  |
|--|---------------------------------------|---|--|
| <input type="checkbox"/> Painting/Mixed Media  | <input type="checkbox"/> Glassworks   | <input type="checkbox"/> Woodworks              | <input type="checkbox"/> Jewelry                 |
| <input type="checkbox"/> Pottery/Ceramics      | <input type="checkbox"/> Pet Products | <input type="checkbox"/> Photography            | <input type="checkbox"/> Art from Recycled Items |
| <input type="checkbox"/> Soaps/Beauty Products | <input type="checkbox"/> Candles      | <input type="checkbox"/> Clothing & Accessories | <input type="checkbox"/> Seasonal                |
| <input type="checkbox"/> Garden & Home Décor   | <input type="checkbox"/> Sewn Items*  | <input type="checkbox"/> Wreaths & Ornaments    | <input type="checkbox"/> Other: _____            |

\*Sewn items includes but is not limited to knit, crochet, quilted, embroidery, etc.

## **Food Vendors (prepared on-site): You must submit your menu and a copy of your food handler's license.**

Vendors must provide a Certificate of Insurance (COI) proving the vendor holds at least a \$1,000,000 general liability policy. The following conditions must also be met: (1) Town of Orange Park listed as an additional insured on all policies. (2) The Certificate Holder Box must contain: Town of Orange Park 2042 Park Ave Orange Park, FL 32073

## **Non-Profit Vendors:**

You must submit your current tax exemption certificate as proof of your 501(c)3 status. No other document will be accepted.

Animals  Health & Wellness  Children  Public Awareness  Other: \_\_\_\_\_

What are you doing at your booth? (i.e. information only, giving away SWAG, taking donations, etc.) \_\_\_\_\_



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**Schedule: (required)**

**I would like to pre-register for the following dates:**

You can pick and choose your dates. You do not have to attend ALL dates. Consider selecting at least two dates as the customers vary slightly each time. You can cancel your reservation up to a week before the market.

- |   |  |  |                                     |                                    |
|---|--|--|-------------------------------------|------------------------------------|
| <input type="checkbox"/> September 3rd  | <input type="checkbox"/> November 19th | <input type="checkbox"/> January 21st  | <input type="checkbox"/> April 8th  | <input type="checkbox"/> June 3rd  |
| <input type="checkbox"/> September 17th | <input type="checkbox"/> December 3th  | <input type="checkbox"/> February 4th  | <input type="checkbox"/> April 22nd | <input type="checkbox"/> June 17th |
| <input type="checkbox"/> October 1st*   | <input type="checkbox"/> December 17th | <input type="checkbox"/> February 18th | <input type="checkbox"/> May 6th    |                                    |
| <input type="checkbox"/> November 5th   | <input type="checkbox"/> January 7th   | <input type="checkbox"/> March 4th*    | <input type="checkbox"/> May 20th   |                                    |

\*There will only be one market in October and March due to other Town events.

## SALES FORM

This form is required of **ALL VENDORS**—both new and returning and for all vendor types. You may submit your website or Etsy page in lieu of this form. Facebook pages will not be accepted for this purpose. You are required to include a few photos sampling your work. **A picture of your booth setup MUST be included with your application.** If you need to more lines, please attach a second document.

Item Description	Price	Approved
1.	\$	<input type="checkbox"/>
2.	\$	<input type="checkbox"/>
3.	\$	<input type="checkbox"/>
4.	\$	<input type="checkbox"/>
5.	\$	<input type="checkbox"/>
6.	\$	<input type="checkbox"/>
7.	\$	<input type="checkbox"/>
8.	\$	<input type="checkbox"/>

**Payments:**

New vendors are required to pay a one-time, nonrefundable \$10 application fee and their first booth fee. Please refer to the packet for booth rental rates. Prepayment of **rental** for the entire season entitles you to a 10% discount.

**Make checks payable to:** Town of Orange Park

**Send application and payment to:**

Town of Orange Park, Attn: Farmer's Market  
2042 Park AVE Orange Park, FL 32073

**By signing this document, I acknowledge that I have read, fully understand and agree to comply with all rules, guidelines and regulations set forth for the Orange Park Farmers & Arts Market.**

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_