



Clayton Farm and Community Market

Artisan/Crafter Vendor Application

April 2018 – March 2019

Please read the market's Rules and Regulations (found following the application forms), then complete and return the Vendor Application and Public Information forms.

To participate in our Craft/Artisan Weekends (typically the last Sat of each month), you must be selling goods that are handmade within 100 miles of Clayton. Factors that are taken into consideration for new vendors are:

- If the product is made/grown within 100 miles of Clayton.
- The number of existing members selling the same product.
- The quality of the product.
- You have a NC Dept. of Revenue Sales and Use Tax ID.

If the board votes yes to allow you to attend our Craft Weekends, you will be added to our vendor email that includes details about where and when to set up for the Crafter Saturday. If the Board votes no, you will receive an email explaining why. Once accepted, the following are required for each Crafter/Artisan:

- You must provide your own table and tent. A tent is required by the Town of Clayton.
- You must prominently display your name and location in your booth (e.g. Morgans Art Studio, Benson). The sign should be between 8 ½ x 11 inches to 18 x 24 inches.
- As an independent crafter/artisan, you will pay a \$20.00 attendance fee each Saturday you participate in the market. Fees will be collected on-site each Saturday you participate.

If we find we will have an opening available outside of the regular Crafter/Artisan Weekend, would you want to be contacted about attending? **Yes** _____ **No** _____ (Please note: this would be late notice ex: on Friday before the Market the following morning. The regular fee structure would apply.)

Vendor Application ___ I am a new applicant ___ I am a returning vendor

Business Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone Numbers: (Day) _____ **(Evening)** _____

E-mail address: _____

Web site

address: _____

List any other applicable licenses and certifications, if applicable. Attach copies of your Tax ID (required), licenses or certifications (as necessary): _____

Please list all items that you are requesting permission to sell below. (Refer to definitions of these categories in the Rules for the CFCM attached at the end of this application.) **Provide photos or samples of your work.**

The Clayton Farm and Community Market **strongly encourages all vendors to carry their own liability insurance policy.**

Terms of Agreement

Signing this application indicates that I have read and agree to abide by the terms, requirements, rules and regulations of the Clayton Farm and Community Market. My signature further indicates that I have read, and that I understand and agree to the following waiver of liability:

The undersigned does hereby release from all liability and agree to hold harmless the Clayton Farm and Community Market, the market association’s Board of Directors, and the Town of Clayton for any injury or damage suffered or incurred by the undersigned or by employees, volunteers, or representatives of the undersigned in their activities upon the premises of the Clayton Farm and Community Market. The undersigned also agrees to exonerate and hold harmless both the Clayton Downtown Development Association and the Town of Clayton from any and all liability for injury or damage to their persons caused by the activities of the undersigned or its employees, volunteers, or representatives upon said premises, including, but not limited to, any costs, including attorneys’ fees, incurred by the Clayton Downtown Development Association and the Town of Clayton in defense thereof.

Vendor Signature: _____ Date: _____

Vendor Printed Name: _____

Checklist for complete application:

- Copy of Sales and Use Tax ID form.
- Copy of any licenses received to conduct your business (ex: Inspected Kitchen).
- Photos of the products you make, manufacture or create that you are requesting to sell.
- Application is completed and signed.
- Public Information form is completed and signed.
- Digital copy of logo is attached or sent to info@cfcmmc.org.

Please return this completed application forms and all attachments to the Clayton Farm and Community Market Association at **email to:** info@cfcmmc.org or **by USPS** to Clayton Farm and Community Market, PO Box 1452, Clayton, NC 27528

For office use only _____

Date received _____ Check# _____ Approved date _____



Clayton Farm and Community Market Association Public Information Form

April 2018 – March 2019

The information you provide below can be used in the newsletter, for vendor “spotlights” on social media/newsletter, or as a way to connect you and a potential customer.

Business Name: _____

Contact Name: _____

Telephone: _____

E-mail Address: _____

Web Site Address: _____

Please list all social media addresses below.

Facebook: _____

Instagram: _____

Twitter: _____

Other: _____

We ask that participating organizations advertise the Market on their websites or in social media outreach. Request a logo or information from info@cfcmmc.org.

Please forward a copy of your logo, a business bio or any additional information you choose to share to cfcmmc@gmail.com.

By signing below, I understand the information provided above can be shared via the newsletter, on social media or with a potential customer.

Vendor Signature: _____ **Date:** _____

Vendor Printed Name: _____

Clayton Farm and Community Market Rules and Regulations

Revised April 2018 - March 2019

Who May Sell

Artisan and crafters living and operating within a 100-mile radius of downtown Clayton, North Carolina may apply to sell approved products at the Clayton Farm and Community Market (CFCM).

What Products May be Sold

Board approved arts and crafts may be sold at the Clayton Farm and Community Market.

Arts and craft products should be produced locally by the vendor from local materials. Arts and crafts for sale are to be approved by the Board of Directors of the Clayton Farm and Community Market Association. The approval of arts and craft items for sale at the Clayton Market is recognized as an inherently subjective process, and the Board of Directors is entrusted with that responsibility. The Board welcomes input from the general Market membership regarding the approval of any application to sell craft items. Artisans producing craft items are encouraged to include information about the sources of their local materials or the history of their craft.

Application Process

All prospective vendors must fill out an application prior to selling at the market, and the application must be approved by the Clayton Farm and Community Market Board of Directors before said vendor is allowed to set up a booth at the market.

All products that prospective vendors wish to sell during the season must be listed on the application, and only those products listed will be approved for sale at a vendor's booth. Arts and Crafts applicants must include photographs and/or samples of each product he or she wishes to sell at the Clayton Farm and Community Market.

All applicants must include copies of any required licenses or inspection certificates that relate to their specific products. The market must have a copy of your current Tax ID certificate.

Onsite inspections may be required at the request of the Board of Directors if the board has any questions or concerns about any item being sold at the Clayton Farm and Community Market.

Schedule of Fees

Vendors will pay a \$20.00 fee each Saturday they participate in the market.

All non-sufficient checks will be assessed an NSF fee payable to the Clayton Farm and Community Market. The fee will be based on costs to the market.

Use of the Market Facilities

Selling spaces are established each market day and will be assigned by the onsite manager. Vendors will provide their own tables, tents, etc. Any vendor whose inventory requires special facilities or care is expected to provide for those needs him or herself. Tents are REQUIRED by the Town of Clayton. Spaces are 10x10.

Vendors must have their booths operational no later than 30 minutes prior to market opening time. Late arrivals may be allowed to set up only at the discretion of the onsite manager.

Vendors are expected to maintain their booth throughout the entire time the market is open. Leaving early is only allowed with the approval of the on site manager.

Each vendor is responsible for maintaining a professional appearance. Booth space must be kept clean and all trash contained. It is the responsibility of the vendor to remove all trash and unsold products at the end of the market day. Use of market space is a privilege that may be revoked if a vendor fails to keep the area safe and clean.

To safeguard the reputation of the Clayton Farm and Community Market and to insure the safety of all products sold all vendors should abide by state and local food safety and health regulations. It is the responsibility of each vendor to be aware of and to maintain compliance with any such regulations that apply to his or her product and to **maintain proper documentation of such compliance at his or her booth.**

Marketing Products

All vendors must prominently display their name and location in their booth (e.g. Morgan Art Studio, Benson). The sign should be no smaller than 8 ½ x 11 inches, and no larger than 18 x 24 inches.

All products must be clearly priced and neatly displayed. Selling top-quality products at radically lower prices than current market rates is strictly prohibited.

The Clayton Farm and Community Market is a community market, and all competition among vendors ***must remain friendly***. Price wars are strictly prohibited. Loud music, drumming, shouting and use of other disruptive tactics to draw attention to individual booths are strictly prohibited. Vendors are encouraged to create unique, tasteful, and eye-catching displays.

Grievances

The onsite manager has the authority to grant exceptions to the market policies on an individual basis for reasons of dire need.

Should any vendor, at any time, be found in violation of the market guidelines, he or she will be asked to immediately comply with said guidelines. Failure to do so will result in expulsion from the market.

The onsite manager has the right to impose disciplinary action at the market. Vendors have the right to a hearing before the Clayton Farm and Community Market Association Board of Directors within 2 weeks of any disciplinary action.

In the event of customer dissatisfaction, the dispute must be resolved to the satisfaction of the customer and the onsite manager in a timely manner. Vendors who routinely fail to resolve customer disputes may be asked to leave the market.

Vendors with concerns, disputes, or suggestions should contact the onsite manager during the market day. They should furthermore, contact the Clayton Farm and Community Market Association Board of Directors in writing within 5 business days.

Onsite Manager

The onsite manager shall be responsible for:

- assigning spaces on market day to vendors.
- collecting the daily market fees and submitting them to the CFCM Assoc. Treasurer in a timely manner.
- handling day to day administrative issues.
- enforcing market regulations, administering penalties, such as requesting a vendor to leave the market.
- answering inquiries and responding to complaints from customers and vendors.
- contacting local law enforcement or emergency services in the event of an emergency on site.
- securing the site at the end of the market day.