



Clarksville Downtown Market Vendor Application



Thank you for your interest in becoming a vendor at the 2015 Clarksville Downtown Market. Vendors with homegrown produce and homemade food receive first priority for booth spaces. All other products will be considered on a case by case basis on demand, originality, and quality of the product.

Vendors that are intending to sell products that are regulated by local, state, and/or federal agencies **MUST** include copies of **ALL** appropriate documentation from those agencies ensuring compliance prior to final acceptance. Applications without all documentation will not be considered. This application does not guarantee you a booth at the market.

Vendor Information:

First & Last Name: _____

Company Name: _____

Street Address: _____

Phone (Cell or Home): _____

Email: _____

Website or Social Media: _____

If you are a previous vendor, please put down how many years that you have been a vendor with us. (If not, please write new): _____

Classification of Vendors and Labeling:

There are two classifications for vendors for the Clarksville Downtown Market. Please check which one you fall under.

- **Farmer:** A Farmer is classified as a vendor selling the following merchandise: Produce, Dairy, Meat and/or Poultry, Cut Flowers, Vegetable Transplants and Nursery Stock.
- **Non-Farmer:** A Non-Farmer is classified as a vendor selling the following merchandise: Baked Goods, Crafts, Soaps, Jewelry, Art, and Food and Beverages.

*All Farmers are required to label their products with approved labeling. Price, City or County and State in which it was grown, method used for growing (i.e. Conventional, Chemical Free, Organic, etc.) all information should be clearly marked on all items.

* To participate, all vendors must be "Local". Local is defined as living and producing at least 75% of their own products within 75 miles of Clarksville, TN.

* All Non-Farmers that sell food items must also have properly packaged and labeled products.

*Dishonesty and/or failure to follow these labeling regulations will result in a

- 1st offense: A verbal warning.
- 2nd offense: Two week suspension from the Downtown Market.
- 3rd offense: Expulsion from the market without any refund of pre-paid fees). **This will be strictly enforced.**

Product Description:

Please describe every product(s) that you will be selling at market this season. Please include pictures of your products. You can attach the pictures to this application or email them to Robert.Rayburn@cityofclarksville.com and make the subject line: [Company Name] for DTM Application. Use the space below to describe your products; you may add more pages of descriptions and pictures if needed. Note: You cannot change what you are selling during the season. The Market Manager must approve any changes.

Does your company offer any of the following to your customers? Circle all that apply.

Community Supported Agriculture

Subscription Service

Pre-Orders

Other (Explain) _____

Vendor Fees:

***PLEASE DO NOT INCLUDE ANY FORM OF PAYMENT WITH THIS APPLICATION UNTIL YOU ARE CONTACTED VIA LETTER OR EMAIL. This is what you will pay, if selected, to be in the market.**

Full Time Vendors

- **\$200** for the entire season. That includes the use of Parks & Recreation equipment. (*White 10x10 tent, 1 chair, and a table*) If selected, the fee is due by May 6th.
- **\$75** for the entire season if you qualify for fee reduction. The reduced fee **ONLY** applies for produce and baked goods vendors. See the chart below for information.

Reduced Fee Waiver Income Self-Certification:

Household Size	2 people	3 people	4 people	5 people	6 people	7 people
80% Area Median Income Maximum amount you can earn to qualify for Reduced Fee Waiver	\$54,169	\$56,091	\$66,846	\$63,549	\$59,160	\$54,617

Please check this box if the Reduced Fee applies to your family/business. You **MUST** provide copies of tax information to support this claim or be subject to full rates.

Part Time Vendors

- **\$20** day rate for one space includes one white 10x10 tent, one chair, and a table. If you are selected to be a part time vendor, you are responsible to pay **on the Wednesday** before your selected date. The selection process is based off the product need at the Downtown Market and the Market Managers discretion.

Dates:

Please indicate specific dates you plan to sell at the Downtown Market. Due to space demand, should you be required to take an extended leave (two or more consecutive market days) from the Market for any reason, your space will be filled from the waiting list. You will be able to return if space becomes available. Dates may be added or removed at Market Manager's discretion. If a vendor cannot attend their scheduled date, they must contact the Market Manager at least **24 hours** before the market opens. If the vendor does not notify the Market Manager and does not show up, they will be moved to the waiting list and there will be no refund.

Check here if you will be a season long vendor

If not, circle the dates you will be able to attend

May: 16th 23rd 30th

June: 6th 13th 20th 27th

July: 11th 18th 25th

August: 1st 8th 15th 22nd 29th

September: 5th 19th 26th

October: 3rd 10th

The market will be closed on July 4th and September 12th

Send the completed application by April 3rd to:

Robert Rayburn
Clarksville Downtown Market
102 Public Square, Clarksville, TN 37040
Robert.Rayburn@cityofclarksville.com

Any applications after April 3rd will not be considered.

**We will contact the vendors on April 24th that will participate in the 2015
Clarksville Downtown Market.**

Types of Merchandise Allowed:

- **Produce** defined as fruits, vegetables, herbs, honey and mushrooms. All produce needs to be labeled using approved labeling methods.
- **Dairy:** defined as locally produced eggs, pasteurized milk and cheeses. Producer must furnish adequate labeling and refrigeration and must meet state and local health regulations. Vendors must have USDA inspection certificate if they are processing or preparing their own goods.
- **Meat and Poultry:** defined as locally produced, processed and packaged meat and poultry products. Producer must furnish adequate refrigeration and meet state and local health regulations. Products must be packaged by a certified USDA inspected facility. All certifications will need to be given to the market manager two weeks prior to opening day.
- **Cut Flowers & Vegetable Transplants:** includes cut flowers loose or bundled and vegetable transplants and seller must meet state and local certified regulations.
- **Nursery Stock:** includes potted perennials plants, bare root perennials, tree stock and shrubbery. Nursery growers must be certified according to state and local certified regulations.
- **Canned:** defined as highly acidified canned goods, as well as jams and jellies. All items must meet state and local health regulations including the inspection of the vendor's kitchen by health inspectors and labeling in compliance with the regulations if certified. Vendors must have a copy of their Kitchen Certification form on file with the Market Manager, as well as with them when selling at the market. If you are NOT certified then you must provide proper signage at your booth stating that your product was created in a Non-Certified kitchen. The product must still be packaged and labeled properly.
- **Baked Goods:** defined as baked items from a certified kitchen. This includes, but is not limited to breads, cakes, brownies, cookies, and fruit pies. All items must meet state and local health regulations including the inspection of the vendor's kitchen by health inspectors and labeling in compliance with the regulations if certified. Vendors must have a copy of their Kitchen Certification form on file with the Market Manager, as well as with them when selling at the market. If you are NOT certified then you must provide proper signage at your booth stating that your product was created in a Non-Certified kitchen. The product must still be packaged and labeled properly.
- **Crafts:** defined as locally produced soaps, crafts and fine art products. All items must be hand crafted by the vendor and not a resale item.
- **Food & Beverage:** defined as any food or drinks being served for immediate consumption. Vendors must complete a different application. Contact the Market manager at Robert.Rayburn@cityofclarksville.com for information and application.
- For more information regarding licenses or inspections please contact the Tennessee Department of Agriculture at 615-837-5160