

Cheyenne Winter Farmers Market (CWFM)

2022-2023 APPLICATION

Cheyenne Depot – 121 W. 15th Street - Saturday, 9 am – 1 pm

An application, insurance & appropriate licenses is required for each vendor

Early Bird Application Deadline: May 31

Regular Deadline: September 1, 2022

(Late applications will be reviewed as space is available)

RETURN the following: a) completed application, b) certificate of insurance, and c) copies of City of Cheyenne Food Wagon – Stand Permit and health department food service licenses, if applicable, to: Simplicity 307, 1721 Carey Avenue, Cheyenne, WY 82001 or to: cheyennewinterfarmersmarket@gmail.com

Business Name _____

Address _____
(Street) (City) (Zip)

Your Name _____

E-mail: _____ Web site: _____

Telephone Numbers: _____

In Case of Emergency, contact: _____ Phone: _____

Initial the following statements to indicate that you have read them, understand them, and agree to abide by them:

___ Information that I submit as part of my application, including my insurance certificate and applicable licenses, may be shared by CWFM for purposes of promoting and managing the market.

___ I guarantee to sell only products that my family or I have raised or produced. (The Market Board may grant exceptions, but no exceptions should be assumed.)

___ The Cheyenne Winter Farmers Market has the right to refuse the marketing of any produce or products, and the right to reject any vendor.

___ Wyoming Resident Food Vendors only: If I sell unlicensed food products, I ensure these products fully comply with the Wyoming Food Freedom Act (WFFA) and I will fully inform the end consumer that the product is not certified, labeled, licensed, packaged, regulated, or inspected.

___ All food vendors (raw and processed foods): I will obtain the City of Cheyenne Food Wagon - Stand Permit and submit a copy to CWFM prior to attending market.

___ All food vendors: I understand and agree that packaged Foods that are not properly labeled shall not be sold at market. CWFM requires that all packaged foods, even those foods produced under WFFA, must be labeled according to the guidelines set forth within the Wyoming Food Safety Rule.

___ I agree to accept the space assigned to me by the Market Manager. Most, but not all, booths will accommodate **an 8-foot** display table, spaces are approximately 9' X 7'. Due to the severe space limitations of an indoor market, not all booth spaces are equivalent.

___ I agree to purchase **commercial general liability insurance that meets the requirements as outlined in "Vendor Rules CWFM 2022"**. Additionally, I agree to provide a Certificate of Insurance listing Cheyenne Winter Farmers' Market as an additional insured prior to attending market. My pre-paid booth fees will not be refunded if I fail to provide an approved certificate of insurance prior to market.

___ I or my employee will check in with the market manager at the beginning of each market before setting up for market and should arrive no later than 8:30 AM. Habitual latecomers may have their booth permanently relocated within the market or have attendance privileges revoked without refund.

___ It is my responsibility to know and abide by all applicable laws and regulations governing my product and business, including remittance of sales tax.

___ I have read and agree to abide by all market rules as set forth in "Vendor Rules CWFM 2022".

___ The application, certificate of insurance, and any licenses must be in the same business name as listed on page 1 of this application and turned in with the application if available now. Otherwise, documents must be received 72 hours prior to market.

Fees:

- **A sales fee**, 5% of gross sales, is payable at the end of each market. Minimum sales fee, per booth, per market, is \$10.
- **Booth Fees** are \$35 per booth, per market. Booth space will not be confirmed until booth fee is paid. Booth fees are not refunded for any reason including failure to attend, even for weather.
- **Do NOT send booth fees now unless instructed to do so by Market Manager - you will be invoiced.**
- **Early-Bird Booth Fee:** ONLY for Returning Vendors in Good Standing: (not for wait-listed Vendors, ask if unsure): \$30 per booth, per market **IF attending at least 9 markets AND payment is received in full by May 31, 2022** (Send payment now. Credits, if any, may be deducted from payment).
- Table fees are due in full by October 15 to reserve a place in the market, or immediately upon acceptance into market if application is approved after October 15. The ONLY exception is wait-listed vendors, who pay as space is made available.

Please reserve booth space for: ___ All 13 Markets: \$455 (\$390 for qualifying early-bird application)

OR, request specific dates: \$35 per market, \$30 per market for early-bird and \$40 after Oct. 15

___ November 5, 2022	___ November 19, 2022	___ December 3, 2022	___ December 17, 2022
___ January 7, 2023	___ January 21, 2023	___ February 4, 2023	___ February 18, 2023
___ March 4, 2023	___ March 18, 2023	___ April 1, 2023	___ April 15, 2023
___ May 6, 2023			

Electricity is limited to certain booth locations. Do you need electricity? Yes No

List in detail ALL the product lines to be sold. Vendors may not expand their product lines unless prior approval is obtained from Market Manager. Please indicate all foods that are produced under WFFA:

Total cultivated acreage ___ Cultural practices: certified organic, organic, pesticide free, conventional

RELEASE:

I hereby release and forever discharge the Cheyenne Winter Farmers Market (CWFM), its employees and board members, the Market Manager, any assistants to the Market Manager, the Cheyenne Depot Museum and its employees from any responsibility, personal liability, claims, loss or damage arising out of, or in conjunction with my participation in the CWFM. CWFM, its employees, and board members, the Market Manager, any assistants to the Market Manager, the Cheyenne Depot Museum and its employees, shall be held harmless from and against any and all liabilities, suits, claims, damages, injuries and actions, theft, costs and expenses of any kind or nature of anyone whatsoever relating to premises due to or arising out of any act, negligence, or neglect committed by me, my employees, representatives, or any of my guests. **Vendors assume all liability for booth and products sold.** By signing this application form, I and my employees, representatives, and guests agree to abide by all policies and rules set forth in this application or in "Vendor Rules CWFM 2022" (separate document, available on our website or from the Market Manager). I understand that violation of these policies and rules may result in immediate expulsion from the market.

Business Name _____

Signed _____ Date _____

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