

Cheyenne Winter Farmers Market (CWFM)

2017/18 APPLICATION

Cheyenne Depot – 121 W. 15th Street - Saturday, 10am-2pm
Oct. 28, Nov. 4, Dec. 2 and 16, Jan. 6, Feb. 3, Mar. 3, Apr. 7, May 5
Application Deadline: September 1
(Late applications will be reviewed as space is available.)

Farm/Business Name _____

Address _____
(Street) (City) (Zip)

Your Name _____

E-mail: _____ Web site: _____

Telephone Numbers: _____

In Case of Emergency, contact: _____ Phone: _____

I agree to allow CWFM to use information provided by me on this application for purposes of promoting and managing the market.

I guarantee to sell only products that my family or I have raised **or** that has been purchased directly from the grower (grower receipt required). The Market Manager has the right to demand to see proof of origin for **any** questionable products. I guarantee that any non-food items (i.e. arts and crafts) that I sell have been made by me or by my family. Market Board may grant exceptions.

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

ALL food vendors (raw and processed foods) must obtain the City of Cheyenne Food Wagon - Stand Permit. All vendors selling products covered under the WYFFA must comply with the act and fully inform the end consumer that the product is not certified, labeled, licensed, packaged, regulated, or inspected. All vendors selling processed foods must obtain the appropriate License from the Wyoming Department of Agriculture, Consumer Health Division, if applicable. If processed foods will be made and sold without license under the guidelines of the Wyoming Cottage Food Bill or WYFFA, please indicate below on list of products (Wyoming residents only). The Market requires that all packaged foods must be labeled according to the guidelines set forth within the Wyoming Food Safety Rule. Foods not properly labeled may not be sold at market.

Vendor Fees: Do NOT send booth fees now unless instructed to do so by Market Manager - you will be invoiced later. 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 failure to attend, even for weather cancellations. An additional sales fee, 5% of gross sales, is payable at the end of each market. Minimum sales fee, per booth, per market, is \$10.

Returning Craft Vendors: Early Bird Booth fee is \$30 per market only if signed and dated application is received by May 31, 2017. You will be invoiced in September for dates available.

Returning Food Vendors: Use this Application, or request Early Bird Application prior to May 31.

Please reserve booth space for: _____ All 9 Markets (\$315) OR, request specific dates: \$35 / market
____ October 28, 2017 _____ November 4, 2017 _____ December 2, 2017
____ December 16, 2017 _____ January 6, 2018 _____ February 3, 2018
____ March 3, 2018 _____ April 7, 2018 _____ May 5, 2018

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

Booth space and size are limited. Most booths will accommodate an 8 foot display table, and will be 9 feet long by 7-8 feet deep. Due to the severe space limitations of an indoor market, not all booth spaces are equivalent. Vendors agree to accept the space assigned by the Market Manager.

All vendors are urged to purchase liability insurance. If so, Cheyenne Winter Farmers' Market should be listed as "Additional Insured". It is the vendor's responsibility to remit applicable sales taxes.

All vendors must check in with the market manager at the beginning of each market before setting up for market. Vendors may arrive starting at 8 AM and **should arrive no later than 9:30 AM. Habitual latecomers may have their booth permanently relocated within the market.**

Please list in detail ALL the product lines that you plan to sell. Vendors may not expand their product lines unless prior approval is obtained from Market Manager:

_____ Total cultivated acreage _____

Cultural practices: certified organic, organic, pesticide free, conventional

I give CWFM permission to visit my farm. PLEASE PROVIDE THE PHYSICAL ADDRESS AND GIVE DIRECTIONS TO YOUR FARM or FARMS or GARDEN BELOW. IF YOU LEASE LAND PLEASE PROVIDE THE NAME AND PHONE NUMBER OF THE OWNER _____

RELEASE:

I hereby release and forever discharge the Cheyenne Winter Farmers Market, its employees and board members, the Market Manager, any assistants to the Market Manager, the Cheyenne Depot Museum, its employees from any responsibility, personal liability, claims, loss or damage arising out of, or in conjunction with my participation in the Cheyenne Winter Farmers Market. The Cheyenne Winter Farmers Market, its employees and board members, the Market Manager, any assistants to the Market Manager, the Cheyenne Depot Museum, 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 of the vendor, or any of their 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 2017" (separate document, available on our website or from the Market Manager). I understand that violation may result in immediate expulsion from the market.

Signed _____ Date _____

RETURN BOTH PAGES OF THIS APPLICATION, health department food service licenses, and tax license, if applicable, to:

Brandee Dahill, 3139 Bluff Place, Cheyenne, Wyoming 82009.