



# Statesboro MainStreet Farmers Market 2024 Vendor Application (Artisans)



## VENDOR INFORMATION

Owner Name: \_\_\_\_\_ Vendor (Business) Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Website: \_\_\_\_\_ Social Handle: @ \_\_\_\_\_

Write Checks To (Name): \_\_\_\_\_  Billing Address is same as Mailing

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

## PRODUCT & SALES INFORMATION

The market promotes **only locally made artisanal products**. Each product must be originally constructed, cast, dyed, sewn, thrown, blown, painted, drawn, pulled, woven, poured or otherwise created by you. Please describe your product in detail, with estimated pricing. (New applicants must submit samples for review):

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Strong preference will be given to products that **embody local themes** and/or utilize **materials found or procured locally**, including natural elements such as wood, stones, fibers, clays, plants, etc. Please list all local sources of your materials:

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Address where products are created: \_\_\_\_\_

Check in the list below any certifying documents or licenses you hold or are held by your suppliers.

- USDA Organic or Made with Organic Material
- Product Liability Insurance
- Sales and Use Tax Certificate
- Other related: \_\_\_\_\_

Please attach copies of all selected documents to your market application.

\_\_\_\_ (Initial) I certify that all relevant Sales and Use Tax for products I sell at Saturday markets and Market2Go will be the responsibility of both me and the customer, and that the market will not collect taxes on my behalf.

\_\_\_\_ (Initial) I certify that I understand the market hosts Market and EBT token exchange programs, and that I will not be reimbursed for any tokens that I am not authorized to collect. I will register for Token Training if I have never partaken.

\_\_\_\_ (Initial) I certify that all of the products I sell at market will be made by me/my local business, with local subjects and/or materials to the extent possible.

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### MARKET ATTENDANCE & BOOTH CONFIGURATION

Select the venue(s) you wish to participate at:  SATURDAY MARKETS  MARKET2GO

Select your Booth Tier:

- INDOOR / PATIO (\$25/week)
- TRUCK (\$25/week)
- OUTDOOR TENT (\$15/week)

If opting for **INDOOR / PATIO** Booth Tier, select your preferred booth configuration:

- Flat** (One table, up to 12' long) \*
- L-Shape** (Two 6' long tables or racks) \*
- U-Shape** (Three 6' long tables or racks)

\* Includes electrical outlets

Note: Outdoor Vendors are allocated a standard 10x10' space and are required to have weighted tents. They may configure their tables as they wish, so long that it remains within their space and does not obstruct another Vendor. TENTS ARE OUTDOOR ONLY and are unable to be set up within the Patio or Indoor spaces.

Please describe your **general booth layout**. Please include any details regarding your preferred setup.

Include a photo, if you have a specific booth configuration or special accommodations requests:

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### MARKET MEMBERSHIP

Upon approval, all prospective Market Vendors must pay an **annual membership fee of \$75**, with the exception of One-Time Vendors (\$50 flat rate/market). Approved market members are entitled to: sell online on the Statesboro Market2Go year-round; participate in scheduled Saturday markets, given booth fees and paperwork are submitted; priority consideration for a booth at the annual Shopping by Lantern Light event.

## 2024 MARKET SEASON SCHEDULING

Please **CIRCLE / INDICATE** all the dates you are requesting to participate in the 2024 Saturday market season:

| April | May | June | July | August | Sept | Oct | Nov |
|-------|-----|------|------|--------|------|-----|-----|
| 6     | 4   | 1    | 6    | 3      | 7    | 5   | 2   |
| 13    | 11  | 8    | 13   | 10     | 14   | 12  | 9   |
| 20    | 18  | 15   | 20   | 17     | 21   | 19  | 16  |
| 27    | 25  | 22   | 27   | 24     | 28   | 26  | 23  |
|       |     | 29   |      | 31     |      |     | 26* |

\* A separate application for Shopping By Lantern Light (November 26) will be issued in September 2024

## 2024 MARKET SEASON BOOTH RATES

The MainStreet Farmers market will reopen **Saturday, April 6, 2024**, at the venue directly behind Visit Statesboro, and will operate every Saturday morning, from 9:00am to 12:30pm, weekly through November 23, 2024.

### NOTE:

Vendors who wish to attend **Opening Day 2024 on April 6** must register and submit payment no later than **March 30, 2024**.

**Payments are due monthly** for every market registered within that month. (i.e. Payments for all markets registered for in April must be received by April 1). Vendors will be unregistered for any markets they have not paid for by the 1st of that month. A vendor may register for **additional markets for the upcoming month(s)** as long as their **existing account balance covers the cost** of the added market. This accommodates vendors with varying product availability, if they are unsure of their availability week to week. Schedule changes must be made **at least 1 week in advance**, unless prior approval is obtained. Vendors will receive a credit on their account for any rescheduled markets. Vendors who cancel **less than 1 week in advance** will be charged the weekly booth fee associated with their assigned space.

New Vendors may register mid-month, but must submit payment for any markets they wish to attend for that month **at least one week in advance** of their start date. In subsequent months, they are required to pay by the 1st of each month. (i.e. A Vendor who registers on April 10 and requests an Indoor space on April 23 and April 30 must pay the \$75 membership fee, plus \$50 in booth fees by April 16, one week in advance of their first market on April 23.)

Vendors may opt to prep-pay for the **Full Season (30+ weeks)** to receive a **flat rate discount** dependent on their space configuration. In order to receive the Full Season discounted rate, **payments must be made no later than 1 week in advance** of a Vendor's start date for the season. Once a tier has been selected, the Vendor will be assigned this space for the remainder of the season, unless alternate requests are made and approved. Any requests to be moved to an alternate location or a different tier (i.e. Indoor to Outdoor) must be made **at least 1 week in advance**.

If you have any questions regarding this system, please do not hesitate to ask.

| Space Type             | Weekly Rate<br>(multiply by # markets;<br>due at start of each month) | Full Season Total, 30+ weeks<br>(Includes 4 "Free" markets;<br>excludes \$75 Annual Membership Fee) |
|------------------------|---|---|
| Indoor, Patio or Truck | \$25  | \$750 (Save \$100)  |
| Outdoor                | \$15  | \$450 (Save \$60)   |

**SPECIAL ACCOMODATIONS**

Please indicate and detail any special accommodations requests:  
(i.e. electrical requirements, accessibility access, additional spacing, proximity to other Vendors, etc.)

Electrical Outlets     Additional Space     Proximity to Other Vendor(s)     Other:

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**VEHICLE REGISTRATION**

License Plate #1 (Primary): \_\_\_\_\_ License Plate #2 (Secondary): \_\_\_\_\_

Make/Model: \_\_\_\_\_ Make/Model: \_\_\_\_\_

\_\_\_\_ (Initial) I certify I have included all of the vehicles I intend to use at markets. I understand I must park in the designated Vendor Parking Lot promptly after unloading my vehicle. I will register any new vehicles with the Market Manager to ensure I am not in violation of the parking policy.

\_\_\_\_ (Initial) I certify that I understand I must arrive for Saturday setup no later than 8:30 AM and that I may be denied entry if I do not arrive on time and/or do not coordinate arrangements with the market manager prior to the market. I also certify that I understand my vehicle must be parked in the Vendor Parking Lot and my booth display must be completely ready by 8:45 AM for the safety of market guests and others.

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**HOLD HARMLESS and INDEMNIFICATION**

\_\_\_\_ (Initial) I agree to take part in the market at my own risk and will not hold the market, its directors, officers, agents, employees, sponsors or site owners (Visit Statesboro Center) responsible for any legal, financial and/or personal liability resulting from the participation therein.

**VENDOR GUIDELINES**

Statesboro MainStreet Market Vendors and Market2Go Vendors are expected to abide by the regulations established for those markets as detailed in the attached Market Vendor Guidelines.

*I affirm that I have received, read and agree to comply with the rules and regulations in the Market Vendor Guidelines*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

*Thank you for your application!  
A Farmers Market team member will promptly follow up with your request upon submission.*