



For office use only:
Membership fee _____
Date _____
Check # _____
Received by _____

2018 TVFMA VENDOR APPLICATION

Please return to:

Tanana Valley Farmers Market
P.O. Box 85138
Fairbanks, AK 99708

Please take a few minutes to respond to the following questions to help us plan for the 2018 season. Return applications to the address above with your **\$20 annual membership fee (in the form of a check made out to TVFMA) along with proof of business liability insurance, and valid Alaska business license.** If you have any additional questions, please call the Market Manager at 456-3276.

Applications must be signed for you to be considered as a vendor.

NAME _____ PHONE _____

VENDOR VEHICLE LICENSE # _____

EMAIL ADDRESS _____

MAILING ADDRESS _____ CITY _____
ZIP _____

BUSINESS NAME _____

AK BUSINESS LICENSE# _____

INSURANCE

The market is requiring all vendors to carry business liability insurance that covers no less than \$1,000,000.00 in coverage.

Option 1: Get Coverage through the Markets group policy -

The Tanana Valley Farmers Market will provide, a group vendor liability insurance policy of no less than \$1,000,000.00 in coverage for all qualified market vendors. You can purchase your policy as part of this group policy at <https://securevendorinsurance.com/HaleAndAssociatesExternal/ApplicantInformation?GroupEventKey=4cf38cd5d2d9>

There are Excluded Vendor Types. If your business falls into one of the following categories, you will need to source your own liability policy prior to approval of your application. **(NOTE: This list is from our insurance provider and does not imply that these activities are allowed at the market.)**

Excluded Vendor Types: Body piercing or tattooing; E-commerce selling; Fireworks sales & displays; Hot wax impressions; Live animals; Massage; Medical testing; Motor sports activities; Nutritional/health supplements; On-site installation/service/repair of products; On-site equipment rental; Oxygen/aromatherapy; Storefront operations; Time share sales; Tobacco products; Vehicles in motion; Watercraft exhibits on water; Weapon sales; Weight-loss plans or products; Wholesale business; Medical marijuana and/or paraphernalia

PLEASE NOTE: Catering Companies; Christmas tree retail lots; Corn or Hay mazes; Disc-Jockeys for events with over 200 attendees; Haunted attractions; Live Bands; Mechanical or inflatable amusement devices; Food Truck Vendors and Entertainment & Film Industry Vendors are not eligible under this program.

Option 2: Carry Your Own Insurance

If your business currently carries a business liability policy or you choose to buy your own, simply provide a copy of that policy to the manager along with your application. Your policy must name the TVFMA as an additional-insured.

Initial all that apply:

- I have provided a copy of my current business liability policy that names the TVFMA as an additional-insured._____

- I will be participating in the market's group policy and am including a copy of my policy with my application_____

BUSINESS INFORMATION

1. Do you want your contact information on the TVFMA website? Yes No
If yes what Information would you like to have posted?

2. Is this your first year as a vendor at TVFMA? Yes No
If yes, please include pictures or examples of your items.
If no, how many years have you been a vendor at the Market?_____

3. Do you plan on attending 50% of Market days? Yes No

4. What ALASKA-GROWN, MADE or PRODUCED products do you plan to offer?
Please include a detailed list of ALL of your products. (add additional page if needed)

5. What months will you sell at the Market? May June July August September

6. What days do you plan on selling at the Market? Wednesday Saturday

7. Will all baked goods be prepared in a commercial kitchen? Yes No N/A
(To sell baked goods, you must comply with all DEC regulations. Contact DEC at 451-2120 for further information. DEC can, and has, inspected without notice.)

8. Do you have special needs, such as: electricity, reserved parking near vendor location, additional space? Yes No

Tanana Valley Farmers Market Vendor Membership Metrics

Please take a moment and mark the statements that represent your business on this list with an X. These metrics are a tool the market uses to make membership determinations. This page is a required part of your 2018 vendor application.

My business is 85% or more agricultural _____

My business is 85% or more horticultural _____

My business is Craft based _____

My business is hot food based. _____

My business has physical retail space outside of the Market _____

My business is represented at the market by the owner 85% of market days or more. _____

My business is represented at the market by the owner 85% of market days or less. _____

Labor hours: the number of paid hours of employees other than your family.

My business has labor at or below 2080 labor hours _____

My business has labor at or below 4160 labor hours _____

My business has labor at or below 8320 labor hours _____

My business has labor at or below 16640 labor hours _____

My business has labor at or above 33280 labor hours _____

In signing this vendor application to become a vendor at the Tanana Valley Farmers Market, I recognize that my acceptance and participation at the Market carries responsibilities. **I have read and reviewed the TVFMA Policy Manual** (located on the TVFMA website or available, in booklet form, at the TVFMA office), I understand the policies and how they relate to the following statements, and I have initialed each line, below, to signify my understanding.

- A. My product must be ALASKA grown/produced or must have had significant value added in ALASKA. _____
- B. If I am a crafter, my work must be of acceptable quality, be appropriate for the Market (per TVFMA policy guidelines) and be approved by the Market Manager. Determinations may be appealed to the Jury Committee. _____
- C. If I am a food producer (either commercial, limited permit or home baker), I must comply with Department of Environmental Conservation and TVFMA requirements. Copy of permit must be on file with Market Manager. _____
- D. I am required to be at the Market in time to be completely setup and ready to do business thirty minutes prior to Market opening. _____
- E. All vendor vehicles must be out of the customer parking lot prior to Market opening. _____
- F. Help is always needed at the Market to keep it functioning properly. Volunteering for various chores is part of my responsibility as a vendor. Food vendors are responsible for keeping trash emptied around their spaces and the picnic table area clean. _____
- G. I will accurately report and pay all assessments and fees on the day incurred.

Furthermore, I understand that if I fail to follow the policies and bylaws of the Tanana Valley Farmers Market, I will not be allowed to sell at the Market.

Signature _____ Date _____