



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

## 2021 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 2021 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 Under this Policy. 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 2021 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 will be represented at the market by the owner 85% of market days or more. \_\_\_\_\_

My business will be 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.
- H. **Face coverings:** Face coverings are required to be worn by all vendors and customers while at market. Face coverings must cover both your nose and mouth and my not be made of shear fabric. Vendors may remove their face covering only for brief moments in the back of their selling space while actively eating or drinking, or to take a brief break from wearing their face covering. Face

coverings must be replaced before returning to the vendors display, or if a customer, or another vendor arrives at their space.

- I. **Hand washing stations & hand sanitizer:** All vendors must have a hand wash station set up each market day in their selling space, for the vendor to use throughout the market day. This may consist of a water jug that flows without being held, a bucket to catch that water, hand soap, paper towels, and a waste basket for those towels. Vendors must provide a dispenser.(i.e. an empty liquid soap dispenser or squirt bottle of some kind) of hand sanitizer accessible by customers at their stand, the market has the actual hand sanitizer for vendors to fill and refill said dispenser in the market building near brooms and cleaning supplies.
  
- J. **Social Distancing:** Maintaining a 6ft distance from other vendors, market staff and customers must be kept while at market for vendors and customers. Selling spaces must be set up in a way that maintains a 6ft space between the vendor and the customer **OR** have a impenetrable and sanitizable barrier between the vendor and customer (i.e. Plexiglas or plastic sheeting) at all times including while taking payment.
  
- K. **Handling vendor products:** Vendors may have product available for customers to handle only when the customer uses hand sanitizer, or puts on disposable gloves, prior to handling the product, or any product handled by customers is able to be disinfected before it is returned to the display space.

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 \_\_\_\_\_

## **Tanana Valley Farmers Market 2021 Vendor Agreement for Food Stamp Program**

The Tanana Valley Farmers Market has implemented a Food Stamp Program. The market's goal, with you as partners, is to provide a value-added revenue source for the vendors and to offer fresh fruits and vegetables to low income families who use food stamps. In addition, because we are offering QUEST services, we feel confident that the (Market) can increase the overall vendor sales and the current average daily crowd count of the market. The market will promote this program in market signage, press releases, and in our monthly advertising. All revenues and expenses of the program will be reviewed each year for its value to the market, the farmers and to the community.

For consistency in the program and clarity for the market customer, the Board requires that all produce and value added food vendors that participate in the program submit this form. There is no fee for the program, customers will purchase EBT tokens at the Market Information Table. The customers will use these tokens to purchase your products. At the end of the day, vendors will count the tokens and must place them at the end of each day in an envelope provided by the market manager. The market manager will collect and document all tokens returned for each market, and once a month will make an ACH direct deposit to the corresponding vendors account. Vendors will benefit as if they had individual wireless EBT/Debit machines without the additional bookkeeping tasks.

Due to Federal Regulations of the Food Stamp Program, we are asking vendors to sign this agreement to assure that they are aware of the rules of the program. The (market) sees this program as a joint responsibility.

I, \_\_\_\_\_ on behalf of my business, \_\_\_\_\_ agree to abide by the rules described herein as they relate to the processing Food Stamp and Debit transactions. I/we agree to follow all USDA Food Stamp Program rules, as outlined on the bottom of this agreement. I/we understand that the Market Board has the right to remove vendors from the market who do not comply with these rules.

Routing#

Account#

---

### **USDA FOOD STAMP PROGRAM RULES**

Food Stamp Benefits can be used to buy:

- Fruits, vegetables, meats, fish, poultry, dairy products, seeds and plants intended for growing food, value added food products for not for onsite consumption.

Food Stamp Benefits can NOT be used to buy:

- Non-food items, ready to eat foods or hot foods.

You may NOT set a minimum purchase requirement and NO cash can be given as change for Food Stamp Tokens only.

PREPACKAGED FOOD VENDORS: Food Stamp Customers CANNOT use food stamps to purchase any prepared or hot food items that are intended to be eaten on site, vendors must have QUEST sign posted.