



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

2022 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 2022 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 Market's 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?
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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. If this is your first season please include pictures or examples 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.) All vendors providing samples of food products are required to have a hand washing station in their selling space,consisting of a free flowing water source, soap, towel and trash can.

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 2022 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.

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 2022 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.

TANANA VALLEY FARMERS MARKET SOCIAL MEDIA INFORMATION

The Tanana Valley Farmers Market creates posts on Facebook every Wednesday and Saturday, and for our Bazaar, that showcases almost every vendor we have each day. We have something to the tune of 11k followers, so the opportunity for exposure on the national and even international level is pretty big.

The photographer is a board member (and always has been), which means they themselves have a table set up for the day but are volunteering extra time to create these posts. This limits the amount the time they have to visit each table in the morning and ultimately it is up to their discretion as to what they will take a picture of. However, if you have some new product, or a product in general that you really want everyone to see, don't hesitate to point it out!

If you have a website, it is highly advised that you post your link underneath your picture in the Facebook post. Why? Almost every single week there are people leaving comments and wondering how they can contact certain vendors and buy products that they see in the pictures. Sadly, in the past many vendors miss out on these opportunities by not monitoring or participating in the Facebook posts. You certainly don't have to, but it's an opportunity just sitting on the table.

We also make posts called "Vendor Spotlights". If you don't know what those are, please visit the Facebook page and check some out. It's basically a brief interview that we do with a vendor, and then we take pictures showcasing all of their work. There sadly isn't enough time to give everyone a Vendor Spotlight, so spaces are limited for participating. Please send an email to Homyna at tundratonics@gmail.com , or you can find him at the market taking pictures or at the Tundra Tonics booth if you have more questions or want to sign up for a Vendor Spotlight.