



**For office use:**

Proof of Insurance \_\_\_\_\_  
AK BusinessLic. \_\_\_\_\_  
Membership fee \_\_\_\_\_  
Date \_\_\_\_\_  
Check # \_\_\_\_\_  
Membership Approved \_\_\_\_\_

## 2023 TVFMA MEMBER APPLICATION

**Please return to:**

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

Thank you for applying to become a member of the Tanana Valley Farmers Market Association. Please review and respond to all the questions in the membership application. Applications must be signed for you to be considered for membership. To apply please send applications to the address above, please include with your application:

- \$20 annual membership fee (in the form of a check made out to TVFMA)**
- Proof of business liability insurance, with TVFMA named as additional insured.**
- A copy of a valid Alaska business license.**

If you have any additional questions, please call the Market Manager at 907-456-3276.

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

AK BUSINESS LICENSE# \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

VENDOR VEHICLE LICENSE # \_\_\_\_\_

**INSURANCE**

**TVFMA requires all vendors to carry business liability insurance that covers no less than \$1,000,000.00 in liability 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 or excluded 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 business information to be listed on the TVFMA website? Yes/No  
If yes list the information would you like to have posted, in the space provided below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is this your first year as a vendor at TVFMA? Yes                      No

*If yes, please include pictures, examples, of all of the items you intend to sell at the market with your application.*

If no, how many years have you been a vendor at the Market? \_\_\_\_\_

3. 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)

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

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

6. 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.

7. Will your business be able to operate **without** access to: electricity, parking adjacent to location, or other special consideration? Yes / No If no please explain below.

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## 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 2023 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 84% of market days or less. \_\_\_\_\_

**Labor hours: number of paid hours of employees other than 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 \_\_\_\_\_

***TANANA VALLEY FARMERS MARKET CRAFT/ARTIST METRICS***

These metrics must be completed by all vendors selling items not grown or harvested in Alaska that are sold in their original harvested state.

All of my products are made by me in Alaska. Yes/No

50% or more of all materials used in my product are sourced in Alaska. Yes/No

49% or less of the materials used in my product are sourced in Alaska. Yes/No

I am the originator of all patterns or recipes used in the production of my product  
Yes/No

100% of the photos, logos, graphics, or designs used in my product are my original art. Yes/No

My product complies with all US trademark and copyright laws. Yes/No

My products comply with all FDA rules and labeling requirements. Yes/No

***In signing this membership 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 is Alaska grown, produced, or harvested. Or it is made by me in Alaska and it has had significant value added. \_\_\_\_\_
- B. As a crafter, my work is of high quality, it is original and created by me. It is appropriate for the Market (per TVFMA policy guidelines). I understand membership approval is determined by the Market Manager in consultation with the markets Jury Committee. \_\_\_\_\_
- C. If I am a food producer (either commercial, limited permit or home baker), I will comply with Department of Environmental Conservation and TVFMA requirements. Copy of my permit will be kept on file with Market Manager and in my booth. \_\_\_\_\_
- D. I understand 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. I will ensure my vehicle(s) will be out of the customer parking lot and parked in vendor lot prior to Market opening. \_\_\_\_\_
- F. I understand volunteering for various chores around the market is part of my responsibility as a vendor. \_\_\_\_\_
- G. As a hot food vendor I understand I am responsible for keeping trash emptied around my space and in the picnic area, and to keep tables clean. \_\_\_\_\_
- H. 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 2023 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#

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### **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 14k followers, so the opportunity for exposure on the national and even international level is large.

The photographer is a board member (and always has been), which means they themselves have a table set up for the day, they 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 are not enough market days in the summer to give everyone a Vendor Spotlight, so spaces are limited for participating. Please send an email to Homyna at [tundratonics@gmail.com](mailto: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.