

Please note if new or returning vendor:

- Returning Vendor
- New Vendor



UPTOWN
FARMERS MARKET

Our Community Table

Do Not Write In This Space:

Application Received

\$25 Application Fee Received

On Site Visit Date

Approval/Rejection Date

Approval Sent Date

Fees Received

2024 Vendor Application

Thank you for your interest in being a vendor at the Uptown Farmers Market, Charlotte, NC. Please review the Market Guidelines to make sure that you meet the requirements. Return completed application and \$25 fee payable online at www.uptownfarmersmarket.com, or mail application and fee to:

Uptown Farmers Market
P.O. Box 31046
Charlotte, NC 28231
704-369-2143

Your Primary Product Classification:

Farmer - produce	
Farmer - meats/dairy	
Prepared Food/Baked Goods	
Other	

Application will be processed after receipt of \$25 application fee. If your application is not approved, the \$25 application fee will be refunded.

Farm or Business Name

Applicant's Name Title or Position

Email Address Website Address

Business/Farm Phone No: _____ Applicant Cell Phone No: _____

Social Media Sites: _____

Secondary/Emergency Contact and Phone No: _____

Business/Farm Physical Address Miles from Market (300 S. Davidson St, Charlotte)

Overview

Uptown Farmers Market (UFM) is a registered 501(c)(3) nonprofit corporation established in 2020 as a producer-only market for locally grown food products that are grown or produced within a 150 mile radius of the Market. The Market is guided by a Market Management Team and Board of Directors.

- The Market is physically located at the 4 ½ acre parking lot at 300 S. Davidson St. in uptown Charlotte. This block on S. Davidson is bordered by Caldwell, E. 3rd Street and E. Martin Luther King Blvd.
- The Saturday morning market is held weekly 8:00am – 12:30pm. For 2024, there will be a Winter Market during January 13 – March 16. We are currently only taking applications for the Spring Market, April 13 – December 14.
- The market is annually closed on the Saturday after Thanksgiving. For 2024, this date is November 30.

2024 Market Fees

Application Fee: The application will be processed upon receipt of a \$25 application fee. Both the application and fee payment can be submitted online at www.uptownfarmersmarket.com but if mailed, please make checks payable to Uptown Farmers Market. Returning vendor status or the date of the application will determine priority in selecting tent space. Site visits are required prior to final approval. The market will notify approved vendors via an acceptance letter. If application is not approved, the \$25 fee will be returned. **Current pricing will remain in place for 2024. If application is received by January 17, 2024, Full Season vendors will also receive a two-week discount in total fees.** All applications are requested no later than February 29th, 2024.

Tent Space Fees:

_____ **Full Season:** \$520 (April through December, 35 weeks) for one 10' x 10' space
After January 17, 2024, Full Season Fees: \$550

_____ **Partial Season Vendor:** \$210 – 10 weeks for one 10' x 10' space.
Can vary number of weeks with management approval. List Anticipated Dates:

_____ **Day Vendor:** \$25.00 per day, for one 10' x 10' space payable on each Market day, up to 10 markets. Please provide 7-day notice if you desire to be in the market.

_____ **Food Truck:** \$25 per day, payable on each Market day.

There will be a mandatory vendor meeting in March, 2024 at which time seasonal and partial season tent fees are due. A payment plan with equal installments over 3 months is also available.

List all of the items that you produce or that you plan to sell. Use additional pages if necessary. You may upload pictures with your application.

Vendors are required to comply with all Federal, State, and local laws governing food safety and labeling. **Please attach/upload relevant copies with application of current licenses, permits, certifications, and inspections.** If farm/vendor is in South Carolina, then attach equivalent forms. If an onsite visit is required, that will be scheduled within 45 days of your application submission.

- NCDA Home Kitchen Inspection
- NCDA Meat Handler’s License
- NCDA Commercial Kitchen county board of health inspection certificate
- Uptown Farmers Market Meat Guidelines Supplement – signed and attached to this application
- Cheese production inspection
- Cheese-makers course
- USDA Organic Certification
- FDA Certification (for acidified foods)
- Other courses, certificates, etc. Please list.

General Liability Insurance, \$1,000,000 minimum – (required for all vendors) and be sure that the Uptown Farmers Market is listed as the “Certificate Holder” and “Additional Insured” on policy that shows current coverage for 2024. Upon acceptance as a vendor, a vendor must provide proof of insurance within 30 days.

Hold Harmless Provision – A Hold Harmless clause is included below as part of the agreement with vendors.

Each vendor participating in the Uptown Farmers Market shall be responsible for any loss, personal injury, deaths and /or other damage that may result from vendor’s negligence or that of its agents, representatives, and employees, and hereby agrees to exonerate, save harmless, protect and indemnify Uptown Farmers Market, its successors and assigns, from and against any and all losses, damages, claims, suits or actions, judgments and costs, and attorneys’ fees which may arise or grow out of any injury or death of persons or damage to property in any manner connected with the vendor’s products, operations or vending at the said market. In addition, each vendor agrees to release and hold harmless First Baptist Church, Charlotte, NC owner of the farmers market parking lot site, from all claims relating to property damage, or personal injury

to self, family members and employees related to participation on the market site or its related parking areas.

SNAP/EBT

Vendors selling qualifying foods are required to accept SNAP tokens. The Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program, provides financial assistance for purchasing food to low- and no-income people living in the U.S. It is a federal aid program, administered by the U.S. Department of Agriculture, though benefits are distributed by individual U.S. states via Electronic Benefit Transfer (EBT) using a magnetically encoded payment card. Benefits can be used to purchase any edible foods, regardless of nutritional value. Hot foods (such as food truck items) are not eligible. Tokens will be reimbursed by Market Management weekly.

Secondary Producers

A secondary producer provides goods that you are allowed to sell in your booth. Their produce/goods cannot be more than 30% of the inventory in your booth. You are responsible for this secondary producer to meet all UFM guidelines:

- Pays \$25 application fee as secondary producer. Any split of market fees or revenues is at the sole discretion of the primary and secondary producers and not the responsibility of Market Management.
- Satisfy vendor parameters of this application
- Must be within the 150-mile radius guideline
- Must have all licenses, permits, inspections and certifications
- Must have UFM management visit farm/facility
- Must be designated by sign at the booth that their products are included

Secondary Farm or Company Name

Owner

Cell Phone

Address of Secondary Producer

Physical Location of Farm or Business

Miles from Market (300 S. Davidson St, Charlotte)

Specific Secondary Producer Products

Additional Information

____ Please check if you need access to electricity. 110v electricity is available at the market when approved in advance by Market Management. The vendor will need to bring their own heavy-duty outdoor extension cords, with an adequate number of mats/runners to cover and reduce the possibility of tripping hazards. Market Management must approve all electrical equipment.

The vendor will provide own 10' x 10' white canopy and tables. Uptown Farmers Market does not provide white canopies. Each canopy is required to have 25 lb. weights to ensure tents are anchored securely. Canopies and displays should be in good repair, clean, and attractive. Please see Market Guidelines. Volunteers will be available at the market to help set up and dismantle.

Please let us know other markets that you are planning to sell in: _____

I acknowledge I have been provided a copy of Uptown Farmers Market Guidelines. I have read and understand the policies and rules governing the operation of the Uptown Farmers Market and I will abide by these market policies and rules. I have read and agree to the Hold Harmless provision and SNAP/EBT information above. I assume the sole risk of selling at the market. I submit that the information provided for my application is accurate and complete. I agree to have my farm/production site inspected by a designee of the Uptown Farmers Market.

Signature required

Date

Application Submission Checklist:

- _____ Signed Application
- _____ Application Fee of \$25
- _____ All licenses, inspections, certifications, (including sales tax registration)
- _____ Meat Guidelines Supplement for producers of meat, poultry, eggs, cheese, other dairy, seafood
- _____ Food Trucks or Prepared Food Vendors, as applicable, include full menu to be offered at market

Questions? Please email info@uptownfarmersmarket.com.