



## Mandatory Vendor Standards

All new vendors accepted into the Burlington Farmers' Market **MUST** meet the standards listed below. If you cannot meet any of these standards your application will not be considered and you will not be accepted into the market.

1. **ALL VENDORS MAY ONLY SELL WHAT THEY THEMSELVES PRODUCE.**
2. **Vendors MUST reside in Vermont year round.**
3. **Vendors MUST have a VT state tax ID number prior to your first day of vending at the market (Some businesses are exempt; contact the VT Department of Taxes for more information in regards to your business).**
4. **Vendors MUST carry business insurance and meet our requirements of:**
  - 1.) **\$1,000,000 Personal Liability**
  - 2.) **\$2,000,000 General Aggregate**
  - 3.) **Name the City of Burlington as "Certificate Holder" & "Additionally Insured"**
5. **New Vendors must not already have an established business storefront that is open to the public. The market is an incubator for small businesses that may eventually open a storefront built upon their success at the market. If you are a farmer and have a stand at your farm, or you rent a space just to produce your product, you may be exempt from this rule.**
6. **Ready to eat prepared food vendors (with the exception of some flour products) MUST have a license from the VT Department of Health and MUST comply with their rules and regulations while selling at the market (Health Department will conduct random inspections).**
7. **Vendors MUST be familiar with and adhere to the Burlington Farmers' Market By-Laws and Guidelines which can be downloaded from our website:**  
<http://www.burlingtonfarmersmarket.org/vendors/application/>



## Application Evaluation Criteria

If you meet the Burlington Farmers' Market mandatory Vendor Standards and you have enclosed **\$25 non-refundable application fee** your application will be evaluated by the Burlington Farmers' Market. Acceptance into the Burlington Farmers' Market is based upon (but not necessarily limited to) the criteria listed below. As you complete your application please consider and communicate how well your business fits the Burlington Farmers' Market evaluation criteria.

1. Does the vendor applicant offer a unique product made in Vermont?
2. Will the vendor applicant fill a useful niche in the market as a whole?
3. Is the product underrepresented at the market?
4. Will the vendor applicant bring a new approach to an existing product?
5. Will the vendor applicant help to make the market a world-class market?
6. Will the vendor applicant bring an authentic experience to the market as mentioned in our mission statement? Will the owner/key producer have a consistent presence at the market?
7. Does the application reflect a professional and clear approach to the business of selling at the market?
8. Does the vendor applicant fit into the goal of the market to be an incubator for small businesses?
9. Does the application reflect competence on the part of the vendor to follow through on the proposed product?
10. Are we familiar with the vendor applicant's potential setup and product? If not, does the vendor applicant provide references and information to address this?
11. Did the vendor applicant make a strong effort to show what their product and stand might look like, using photos, promotional materials, or samples?
12. Will the vendor applicant add to the spirit of cooperation expected in the market community?
13. Will the vendor applicant be cooperative to work with and value the privilege of being a vendor at the market?
14. Does the market have a space that can be best utilized by the vendor applicant? Is the vendor applicant flexible in terms of stand set up and space requirements?



**BURLINGTON**  
**FARMERS' MARKET**

**BURLINGTON FARMERS MARKET APPLICATION**

Summer Market  
May -October

Please TYPE or NEATLY PRINT.

We receive close to 100 applications each year and are unable to view websites or contact you in regards to the application. As a result, please fill out the application as thoroughly as possible and include photographs of your product and display. **Incomplete applications will not be considered.** You will find the number of the criteria followed by each question it addresses.

Date: \_\_\_\_\_ *(Summer Applications deadline is April 1<sup>st</sup>)*

Owner's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_  
*(Very Important)*

Business Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Address: *(Where is your product made/grown if not your primary residence?)*  
\_\_\_\_\_  
\_\_\_\_\_

**What do you plan to sell? Please be very specific. For example, identify ways that make your product unique. If what you intend to sell is an existing product at the market how do you bring a new approach to that product.**

*Please refer to evaluation criteria 1 - 4*

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**BURLINGTON**  
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Where do you purchase the “main ingredients” for your products? Again, please be specific and note your relationships with Vermont farmers and/or other Vermont businesses.

*Please refer to evaluation criteria 6*

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How long have you been making your product(s)?

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Are you the sole maker of your product? If not, please clarify who makes or grows the products you intend to sell? If you have employees please clearly explain their role in the business.

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How will the market act as an incubator for your emerging small business?

*Please refer to evaluation criteria 8*

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Who will be selling your products at the market? Please note, we **REQUIRE** business owners to be present 50% of all markets.

*Please refer to evaluation criteria 6, 8, and 9*

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# BURLINGTON FARMERS' MARKET

Do you have a Vermont Tax ID number? \_\_\_\_\_

If you answered yes, what is your VT Tax ID? \_\_\_\_\_

Do you have all necessary permits and licenses to sell at a farmers' market? \_\_\_\_\_

Do you have product liability insurance? \_\_\_\_\_

*(If you currently do not have product liability, and are accepted into the market, we will direct you to insurance companies and explain the requirements the city has for our vendors)*

*Please refer to evaluation criteria 7 and 9*

Do you attend other markets, shows, or venues where you maintain a display booth or stand?

Please list:

*Please refer to evaluation criteria 9 - 11, and 14*

Please clearly describe what your market booth looks like. Include photos or illustrations of your display. Applications that do not include photos or illustrations will not be considered. *Please refer to evaluation criteria 9 - 11, and 14*

What size booth space would you consider for your product? How flexible are your needs? For example, sometimes we have available spaces that are smaller or irregular in shape than the popular 10'x10' booth space (e.g., 5'x5', 10'x8); would this work for you or can you only vend out of a 10'x10' spot. *Please refer to evaluation criteria 12-14*

What is the maximum and minimum number of markets you would be willing to attend? *Please refer to evaluation criteria 12-14*

Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_



# BURLINGTON FARMERS' MARKET

Many of our market vendors start out as "On-Call Day Vendors". Could you and your product be available to attend with only a day or two days notice? Could you be available on the morning of the market with as little as an hours notice?

*Please refer to evaluation criteria 12-14*

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Do you currently have other outlets for your products (e.g., grocery stores, restaurants, retail shops)?

Please list:

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*Please refer to evaluation criteria 1 - 4, 8 - 10, and 11.*

How would you and your product be an asset to the Market?

*Please refer to evaluation criteria 5 - 7, 12 and, 13*

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In the space below please include any other information or comments you feel might be pertinent regarding your vending at the Burlington Farmers Summer Market.

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**BURLINGTON**  
**FARMERS' MARKET**



PLEASE INCLUDE 3-5 PHOTOS OF YOUR OPERATION, MARKET DISPLAY, AND THE PRODUCTS YOU INTEND TO SELL. APPLICATIONS THAT DO NOT INCLUDE PHOTOS **WILL NOT BE** CONSIDERED. PHOTOGRAPHS **WILL NOT BE** RETURNED. WE ARE UNABLE TO VIEW WEBSITES.

**CRAFT APPLICANTS ARE REQUIRED TO SUBMIT 2-3 PIECES FOR JURYING PURPOSES WITH PRICES INCLUDED. THESE PIECES MUST BE DROPPED OFF AND PICKED UP BY THE ARTIST AT A TIME AND PLACE DETERMINED BY THE MARKET MANAGER FOR STEERING COMMITTEE REVIEW. CRAFT APPLICANTS WITHOUT PIECES TO JURY **WILL NOT BE** CONSIDERED.**

*I attest that I have read and understand the Mandatory Vendor Standards the Application Evaluation Criteria and the BFM Guidelines and By-Laws and that everything I have written on the above Vendor Application is true to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN COMPLETED APPLICATIONS WITH A \$25 NON-REFUNDABLE APPLICATION FEE TO:**

**Burlington Farmers Market Applications  
PO Box 4117  
Burlington, VT 05406**

**PLEASE BE SURE TO AFIX ADEQUATE POSTAGE**

*Summer applications are reviewed in the spring for the upcoming summer market. All applications are kept on file. The Steering Committee retains its discretion in contracting with any and all vendors. All Steering Committee decisions are final and there is no appeal process. If you are not accepted, vendors are encouraged to reapply for the following season.*