



2026 Regular Season (May-December) Vendor Application

DUE WEDNESDAY, MARCH 4th, 2026

More information about selling with Farmers on the Square, including our Operating Guidelines for vendors, can be found at the ["Sell on the Square" page of our website](#). Please reach out to the FOTS Market Manager at friendsofthefarmers@gmail.com with any additional questions or concerns.

Our market runs **weekly** on the Square at 2A N Hanover St in Carlisle, beginning on May 6th, 2026 and concluding on December 23rd, 2026. Up to and including October 14th, the market will run from 3-7pm, and beginning on October 21st, the market will run from 3-6pm.

NOTE ON INSURANCE: As described in [Section 5 of the Operating Guidelines](#), General Liability Insurance coverage of at least \$1 million per incident and \$2 million aggregate is required for all vendors. If accepted, you will be required to list the following **two** parties as Additional Insured AND will be required to have a copy of your Certificates of Insurance to friendsofthefarmers@gmail.com or to the PO box address listed at the bottom of this application; Certificates must be sent directly from your insurer or agent, not the vendor:

- Farmers on the Square, 2A North Hanover St., Carlisle, PA 17013
- First Presbyterian Church of Carlisle, 2A North Hanover St., Carlisle, PA 17013

Farm / Co-Operative Stand Name: _____

Contact Person's Name: _____

Mailing Address: _____

Farm Address (if different from above): _____

Phone Number: _____ Email: _____ Website: _____

Facebook: _____ Instagram: _____ Other Social Media: _____

Market Representative* Name (if different from above): _____

Phone Number: _____ Email: _____

* This is the employee or other representative who will most often conduct sales at the market or lead the team that does so. We will only use their contact information to communicate important changes or reminders pertaining to market day procedures.

1. Products to be sold (produced on your farm and/or by your business; see [Operating Guidelines 1a-c.](#)).

- Items listed here are the *ONLY* items a vendor is allowed to sell this season unless an amended application is submitted and approved by the Board.
- Please be as specific as possible (i.e. berries vs. tree fruit; yeast breads vs. general baked goods) and highlight any specialty products you offer. Use extra page(s) if necessary. This helps us prioritize applications based on the needs of the market.
- Cooperative stands (see [Operating Guidelines 1d](#)), please list here all products to be sold at the stand, AND include a Cooperative Stand Participant form for each participating farm.
- Please also provide an estimated percentage of your total stand for each item based on your 2026 sales projections - give us your best guess. **Applications will not be considered complete without a list of products AND associated estimated percentages.** (More space to list products available on next page.)

Product	% of total stand	Product	% of total stand	Product	% of total stand
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Product	% of total stand

Product	% of total stand

Product	% of total stand

2. **If you hope to resell** another farmer’s product, please list the source & items below (*review Operating Guidelines 1c on resale first*). Also list percentages of your total stand as in the previous question; remember that no more than 25% of your stand may be resale items.

Product(s)	Source Farm name and address	% of total stand

3. **If you are a baker or secondary producer**, your product and facility must be inspected by the PA Dept of Agriculture and have a license to sell **before an application can be submitted**. Please list ingredient sources below (*review Operating Guidelines 1a for bakers and secondary producers first*). FOTS favors bakers and secondary producers who source local ingredients or materials – please read market guidelines for more information. Use extra page(s) if necessary.

For Bakers: FOTS requires any vendor selling pre-packaged foods, including baked goods to have the following information listed on each packaged item **or** ensure the following information is accessible to the consumer at the point-of-sale:

- a. General name of the product (Ex. chocolate cake, chocolate chip cookie, etc.).
- b. List of ingredients including all sub-ingredients. For example, if butter is purchased from the local store the product label must include all ingredients that the manufacturer put on their label as well. As an example: Flour (x, y, z), Butter (x, y, z), salt, sugar, syrup (x, y, z), etc.

Ingredient(s)	Source	Mark if w/in 50 mi.

4. **Please list any licenses or certifications** necessary for vending food products, home canned foods, home baked goods, meats, or dairy products. Please also **attach a copy of your USDA or PDA license or certification if applicable**.

Product type	Certification type needed	License/certificate number

If you are a **baker or secondary producer requiring a license to sell**, please include the following information regarding your product and license:

1. Name of business and location where product is made,
2. Name of Food Inspector,

3. Type of license or licenses you have as it pertains to making and selling consumable items to the public plus expiration date(s).

5. **Indicate your preferred level of participation. Fees listed below are based on one 10x10 space.** All fees are **non-refundable** and may increase if electrical access is requested; see item 6 (location requests) below for more information:

Full season vendor (May 6th–December 23rd, total of 34 markets): = **\$660:** _____

Half season vendor (17 weeks; circle one **bolded** option): **1st HALF** (May 6th - August 26th) or **2nd HALF** (September 2nd - December 23rd) or **ALTERNATING WEEKS** (indicate start date:_____)

= **\$363:** _____

Occasional vendor (any number of distinct dates):

Dates Requested _____ = X **\$44/day**

= _____

Will your stand fit in a 10'x10' standard canopy tent footprint? (Check ONE)

_____ **Yes:** Standard vendor fee calculated above

_____ **No (*DOUBLE VENDOR FEE*):** 2 tents, or extra space beside single tent (20'x10' total footprint)

_____ **No (*DOUBLE VENDOR FEE*):** Food truck or trailer

6. **Location requests:** If you have any preferences with regards to the location of your stand at the market, please tell us here. Please note that **while we will do our best to satisfy all requests, no locations are finalized until the season's market map is confirmed, and we reserve the right to place vendors in spaces that are best for the overall health of the market regardless of requests.**

Please indicate your preferred unloading time (vendors must be ready to sell promptly at the start of market):

1:30 – 1:45 ____ 1:45 – 2:00 ____ 2:00 – 2:15 ____ 2:15 – 2:30 ____ 2:30 – 2:45 ____

Access to Electricity: If you require electrical connection for your stand, it could have a significant impact on possible locations at the market. Please read section 18 of the [Operating Guidelines](#) regarding Electrical Access if you will need to plug in any devices for your stand, and mark the ONE statement below that describes your situation:

_____ I would like access to an electrical circuit (15Amp limit, 2 outlets) when I am attending this season. I will provide my own extension cord(s) AND will include a list of electrical appliances with this application. I acknowledge that I will pay an amount equivalent to 10% of my other vendor fees for this service.

_____ I would like access to MORE THAN ONE electrical circuit AND understand that this request will only be fulfilled if circuits are available. I will provide my own extension cord(s) AND will include a list of electrical appliances with this application. I acknowledge that I will pay an amount equivalent to 10% of my other vendor fees for EACH circuit I access with this service.

_____ I DO NOT need electrical access for this season. I will either provide my own in compliance with the Operating Guidelines, or will not have any electrical appliances operating at my stand for the duration of the season.

7. **If you are a new vendor applicant, please elaborate on how your products & farm are in line with the FOTS vision “that local farmers are supported by providing community members with quality and nutritional regional products in a vibrant producers-only farmers market”.**

By signing below, I certify that I am the producer of the products listed above in #1 of this application.

Signature:

Date:

By signing below, I certify that I have read, understand and will adhere to all guidelines in [the Farmers on the Square Operating Guidelines document](#), including the insurance requirements described at the top of this application. I further understand that should I fail to comply with these specified guidelines, my participation in Farmers on the Square could be terminated and/or I may be subject to fines as described in the Operating Guidelines. I also commit to reviewing all educational materials sent to vendors regarding SNAP compliance and market safety, and understand that I may not be permitted to participate in the market until submitting sufficient proof that I understand these materials.

Signature:

Date:

Application Deadline for ALL Vendors: Wednesday, March 4th, 2026

At the discretion of the Board of Directors, vendors may be allowed to apply as Occasional Vendors, for a maximum of 1 market per month, at any time at least 3 weeks prior to their first requested market. The decision to keep Occasional Vendor applications open will be made **after** the roster for the season is finalized based on the availability of remaining space, therefore vendors should apply by the date above if possible in order to ensure an opportunity to be considered. Occasional vendors applying after the initial deadline will be placed wherever space is available and may not have a consistent location from one market to the next.

Application checklist:

- Completed Application Form
- [Cooperative Stand Participants forms](#) (if a cooperative stand)
- Supporting documents:
 - Required certifications (1 copy)
 - Any additional certifications (1 copy)
 - Certificate of Insurance as described above; only required after acceptance (1 copy)
- **Do not send payment until your application is approved. Full payment is required BEFORE making any sales during the season;** therefore, you should pay **on or before the day of** your first scheduled market to ensure you are allowed to participate. You can pay at the market or send your payment via mail to the address below.
- **Retain a copy** of this application for your records.

Please send completed application and supporting documents to friendsofthefarmers@gmail.com OR mail to

**Farmers on the Square
PO Box 988
Carlisle PA 17013**

(DO NOT send mail to the church!)

