



## Application for Winter Market, January-April 2025

Winter Market runs **weekly** on the Square, beginning on January 8, 2025 and concluding on April 30, 2025. Up to and including March 5, the market will run from 3-6pm, and beginning on March 12 (immediately after Daylight Savings Time begins) the market will run from 3-7pm.\*

See our [Inclement Weather & attendance policy](#).

Farm / Cooperative Stand Name: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Farm Address (if different from above): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

Market Representative\*\* Name (if different from above): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**1. Products to be sold** Please list here any products to be sold at the stand.

Please be as specific as possible (i.e. grass fed beef vs. meat; yeast breads vs. general baked goods). Use extra page(s) if necessary.

| Product | % of total |
|---------|------------|
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| Product | % of total |
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**2. If you hope to resell** another farmer's product, please list the source & items below (*review Operating Guidelines 1c on resale first*).

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

**3. Indicate your preferred level of participation:**

Full Winter market vendor (17 weeks): **\$300** \_\_\_\_\_

Half Season Winter market vendor (9 weeks): **\$150** \_\_\_\_\_

Select one:

**Alternating weeks** \_\_\_\_\_ (circle start date: January 8th / January 15th)

**First half season (January 8th - March 5th)** \_\_\_\_\_

**Second half season (March 5th - April 30th)** \_\_\_\_\_

Winter Occasional vendor:

**Dates Requested** \_\_\_\_\_ X **\$40/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: *DOUBLE VENDOR FEE*

**4. Please indicate your preferred unloading time** (vendors must be ready to sell promptly at 3pm):

1:30 - 1:45 \_\_\_\_\_ 1:45 - 2:00 \_\_\_\_\_ 2:00 - 2:15 \_\_\_\_\_ 2:15 - 2:30 \_\_\_\_\_ 2:30 - 2:45 \_\_\_\_\_

**5. 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.** Occasional vendors applying after November 12th will be placed wherever space is available and may not have a consistent location from one market to the next.

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**Access to Electricity (NEW POLICY THIS SEASON, PLEASE READ):** If you require electrical connection for your stand, it could have a significant impact on possible locations at the market. We have adopted a new policy beginning with this season regarding access to electricity at our market; [please read it here](#) 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 have read and agree to the [Electrical Access Policy for Vendors](#).

\_\_\_\_\_ I would like access to MORE THAN ONE electrical circuit under the terms outlined in the Electrical Access Policy for Vendors. I have read and agree to this policy's conditions, will provide my own extension cord(s), AND agree to pay a fee for additional electrical access which will be determined by the Farmers on the Square's Board of Directors.

\_\_\_\_\_ I do not need electrical access for this season. I will either provide my own in compliance with the [Electrical Access Policy for Vendors](#), or will not have any electrical appliances operating at my stand for the duration of the season.

**6. Certification and agreement:**

**PLEASE NOTE:** In order to take part in Farmers on the Square, you must have a Commercial Liability insurance policy that lists **both** of the parties below as Additional Insured. Proof of insurance is not required to apply but must be presented **before the day of your first market.**

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

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 outlined above. I further understand that should I fail to comply with these specified guidelines, my participation in Farmers on the Square could be terminated.

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

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#### Application Deadlines:

- Full Winter Market vendors: **November 12th, 2024**
- Occasional and Guest vendors: **at least 3 weeks prior to first requested participation date**

#### Application checklist:

- Completed Application Form
- Cooperative Stand Participants forms (if a cooperative stand)
- If a new vendor, complete supporting documents (required):
  - Insurance: 1 copy with list of additionally insured as outlined in the application.
  - Required certifications (1 copy)
  - Any additional certifications (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:  
**Farmers On The Square**  
**PO Box 988**  
**Carlisle, PA 17013**
- **Retain a copy** of this application for your records.

Please send completed application to [friendsofthefarmers@gmail.com](mailto:friendsofthefarmers@gmail.com) OR mail completed application to the PO Box address above.

\*We are trying this new time scheme based on customer feedback in order to maximize foot traffic and business at the market. There will be lighting outside to facilitate business after sundown and we strongly encourage vendors to bring additional lighting for their tents as needed. Market times are subject to change back to the historical norm of 2-5pm at any point in the season if data shows a significant negative impact from this trial. **All vendors are expected to be present for the full length of all markets they commit to attending**, aside from cases of inclement weather.

\*\* 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.