



Application for Winter Market, January-April 2025

Winter Market runs **weekly** on the Square, beginning on January 8th, 2025 and concluding on April 30th, 2025. Up to and including March 5th, the market will run from 3-6pm, and beginning on March 12th (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	Product	% of total

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 10th will be placed wherever space is available and may not have a consistent location from one market to the next.

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](#), and 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 have read and agree to the [Electrical Access Policy for Vendors](#), and acknowledge that I will pay an amount equivalent to 10% of my other vendor fees for this service.

_____ 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: _____

Application Deadlines:

- Full Winter Market vendors: **November 10th, 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 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.