

Durham Farmers' Market New Member Application Process

Thank you for your interest in becoming a member of the Durham Farmers' Market! The Durham Farmers' Market is an all local and producer only Market. *DFM members must reside within 70 miles of Durham and are only allowed to sell products which they have produced themselves.* We are now accepting applications for our Wednesday Market and the Saturday Winter Market (Dec.-Mar). This year, we are not accepting applications for our Saturday Main Season Market (Apr-Nov.)

New Member applications are accepted only once a year, during the month of January. Not all applications are accepted. Before submitting your application, please read thoroughly to familiarize yourself with the entire application process and follow these steps:

1. Read the Rules of the Durham Farmers' Market. DFM rules can be downloaded from our website at www.durhamfarmersmarket.com, or may be obtained by calling 919-667-3099
2. Fill out the New Member Application Form completely. Incomplete forms will not be considered.
3. Submit your application by January 31st, 2012 and include the following:
 - a. Your completed New Member Application Form
 - b. Two separate checks made payable to Durham Farmers' Market:
 - i. A non-refundable **\$30 application fee**,
 - ii. A refundable \$50 annual membership fee
 - c. A self-addressed stamped envelope to:

Durham Farmers' Market
P.O. Box 1903
Durham, NC 27702-1903

All New Member Applications must be postmarked by January 31, 2012. Applications postmarked after January 31 will not be considered, nor will they be retained for future openings. Durham Farmers' Market does not maintain a waiting list.

Application Review Timeline:

First Week of February: Market Board of Directors will review applications received by the deadline.
During the Month of February: Market Representatives may contact you for an inspection of your farm or worksite.

Last Week of February: Market Board of Directors meets to formally accept or reject applications based on inspection reports.

March 1: Notification of acceptance or rejection will be sent via US Mail to all applicants. At this time annual membership fee checks for those applicants not accepted into the market will be returned to the applicant.

March 3: New Members are expected to attend the mandatory Spring Membership Meeting.

Third Week in April: Newly accepted Wednesday vendors may begin selling at DFM

First Week in December: Newly accepted Winter vendors may begin selling at DFM

Questions? Contact Market Manager Erin Kauffman by phone 919-667-3099 or email info@durhamfarmersmarket.com

**Durham Farmers' Market
2012 New Member Application**

Farm or Business Name: _____

Name(s) of Owner(s): _____

Mailing Address: _____

Telephone: _____

Email address: _____

Website: _____

Address(es) of production location(s) if different from mailing address: _____

Please indicate which the Markets you would like to attend. Also note the approximate number of weeks you plan on attending.

_____ Saturday Winter Market 10 AM to Noon (December through March)
_____ Wednesday Market 3:30 to 6:30 PM (Mid-April through September)

Product Categories

Please indicate what you intend to sell at Market. Estimate, by category, the percentage of total sales each category represents (total to equal 100%.) For each category that applies to your sales, circle the general types of products that you intend to sell at Market and list individual products as well.

Category 1 estimated % of sales _____

Raw or minimally processed farm products

Raw Vegetables and fruits:

Eggs:

Honey:

Herbs:

Bedding Plants:

Landscape Plants:

Cut flowers:

Other:

Category 2 estimated % of sales _____

Processed Foods that require a NCDA (North Carolina Department of Agriculture) kitchen inspection. If ingredients used in the products below are harvested from your farm, please indicate which ones.

Questions for Prepared/Processed Food Vendors:

1. How long have you produced the items you want to sell at Market?
2. Do you plan on using any local ingredients? If so, give some examples.
3. What makes your products different from what is already available at Market?

Baked goods:

Jams, Jellies, Preserves:

Vinegars:

Juices, Coffee, Tea:

Other:

Category 3 estimated % of sales _____

These are products that require more stringent inspections, regulation, and usually refrigeration.

Acidified foods like pickles and relishes (these require the FDA short course certification):

Cheese and other dairy products:

Meat (requires a meat handler's license obtained from NCDA Division of Meat and Poultry):

Fish:

Category 4 estimated % of sales _____

Crafts Please describe your craft items.

Farm Crafts: made predominantly from materials grown on your farm

Non-Farm Crafts: made with products not grown by the crafter

New Member Background Information

1. Do you buy and resell any products?
2. How much area is in production?
3. Do you own the land in production?
4. How long have you been farming/practicing your craft?
5. How long have you produced the products you intend to bring to market?
6. Have you ever visited the Durham Farmers' Market?
7. How do you currently market and sell your products?
8. Do you sell at other farmers' markets? If so, please list them and tell how long you have sold there.
9. How does the Durham Farmers Market fit into your marketing plans? (Attach additional pages if necessary)

Please draw a map or provide directions to your farm or business:

I acknowledge that I have read the Durham Farmers' Market Rules and that I will abide by these rules. I understand my membership will be terminated for violation of DFM Market Rules. I also agree to allow representatives of the Durham Farmers' Market to visit and inspect the business premises and the products I intend to sell.

Signature of applicant: _____

Date: _____

For Market Staff Use Only

Form rec'd by: _____ Date : _____

Application fee paid: _____ Date: _____ Membership fee paid: _____ Date: _____

Site visit made by: _____ Date: _____

Site visit results/additional comments: _____

Acceptance/Rejection Letter Sent by: _____ Date: _____