



2021 *Green Market Processed & Prepared Foods and Bath & Body Products Vendor Application*

CERTIFICATIONS AND LICENSES

Vendors are responsible for knowing and acquiring all necessary licenses.

Vendors must have liability insurance, business licenses and all proper Department of Health or Department of Agriculture licenses to participate in the Green Market, including proof of using a certified kitchen facility.

Copies of all licenses must accompany this application.

Business Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Kitchen/Facility Address: _____

Website/social media:

****If you plan on selling products from any other producer, that producer also needs to fill out the appropriate application and be approved by Green Market Management before you can sell at this market**

Product Jury

Vendors interested in selling processed products are required to submit products for evaluation by market manager as part of the application process. Manager will contact potential vendors once their application is reviewed and preliminarily accepted to set a time for product jury. We will not accept Styrofoam or other non-recyclable materials for food vendors. In addition, no commercial sugar soft drinks will be allowed to be sold by food vendors.

Legal Compliance

All food must be produced in a certified cottage kitchen or a certified commercial kitchen that has been inspected by the Department of Agriculture or Department of Health depending on your classification.

Please attach or scan and e-mail copies of all certifications and licenses.

The goals set by the market are:

- 20% of all farm ingredients are produced within 200 miles of your business.
- 60% of all ingredients are organic, certified naturally grown, fair trade or produced within 200 miles of your business.
- These goals are not required but are preferred. Please, indicate the degree that you can reach them.

Questions

1. Describe the products you want to offer at the market and send pictures or links to pictures if available.

2. Please talk about your sourcing strategy for your product inputs.

3. Please provide name, e-mail and phone numbers for all those selling for your business at market. Those selling for your business needs to have a great knowledge of your product and how it was produced, for the integrity of the market. If your employee changes through out the market season please notify the market manager with updated contact info.
Name: _____
Email: _____
Phone: _____

FEES Application fee \$40 (non-refundable and must accompany the application)

Weekly Market Booth Fees

Processed Foods \$30
Bath and Body \$30

Processed Foods Sourced within 200 miles \$20 (must show evidence)
Bath and Body Materials sourced within 200 miles \$20 (must show evidence)

There is a discount for those vendors that make an effort to source their materials from local, organic, naturally grown or fair trade resources. If would like to receive this discount please follow the directions below to qualify.

Please submit an expense sheet for your last month of operation that lists all ingredients for products or types of products you plan to sell at the Green Market. Cost, certification status, name and distance of farms, and point of production are required to be included for major input/ingredient. All information will be confidential with the Green Market Manager.

VENDOR SELECTION

The Green Market is open to all Vendors that meet the stated criteria and deemed appropriate for the Green Market

ALL INTERESTED PARTICIPANTS MUST COMPLETE THE APPLICATION AND RETURN TO BE CONSIDERED FOR THE MARKET.

Applicants will be notified by phone or email if accepted. No applicant should assume that they are accepted until the market manager contacts them. Should the market reach full capacity, accepted participants will be placed on a waiting list.

BOOTH REQUIREMENTS

All Vendors are responsible for providing displays, tables, umbrellas and canopies and weights that meet PPC guidelines, as well as petty cash for customer change. Freestanding 10' x 10' canopies are accepted and or umbrellas with weighted stands. Vendors must keep a tidy and professional space. Banners, tablecloths and signage with prices are required. Each booth space is 10' x 10'. **Green Market has limited vendor storage for vendors that are at market on a weekly basis.** Well marked tents and tables however no vendor product or valuables can be stored. Green Market takes no responsibility for vendor materials stored at Green Market.

Hygiene and Safety Requirements: Green Market will adhere to CDC health and safety guidelines (www.CDC.gov). More specifically, vendors are required to wear a secure face covering, keep hand sanitizer available at their booth, clean all market materials before market, wear gloves when handling cash or product, use appropriate signage to keep customers from handling products unless they are purchasing, keep safe space and no vendors will be allowed to participate if they have signs of illness.

PLEASE REVIEW VENDOR HANDBOOK

AVAILABLE ON-LINE OR REQUEST ONE FROM THE MARKET MANAGER

www.piedmontpark.org

DATES AND HOURS OF OPERATION

The Green Market is open rain or shine Saturdays March 27th- December 11th 9am-1pm
The market may close if a market Saturday falls on a major holiday

Please provide a written schedule of all dates you would like to participate in the market. If you are unable to attend one of your scheduled dates vendor must provide 24 hours' notice.

Green Market has limited electrical capacity for vendors. Vendors must indicate if they need electricity. If using GM outlets vendors must provide appropriate outdoor drop cables.

Need Water: Yes _____ No _____
Need electricity (120): Yes _____ No _____

Piedmont Park Conservancy will continue to promote the Green Market as part of the Conservancy's marketing and media program and utilize existing communication channels, such as Conservancy newsletter, Green Market e-Newsletter, PPC Website (www.piedmontpark.org) TV, radio, newspaper and light pole banners (up year round), to draw thousands to the market each week.

RETURNING COMPLETED APPLICATIONS

Complete and return the application along with the application fee, copies of licenses, certificates, and proof of insurance and photographs of your product to Market Manager in one of the following ways:

_ Mail to:

Green Market Manager
P.O. Box 7795
Atlanta, GA 30357-0795

_ Scan and email to market@piedmontpark.org

_ Payment to Piedmont Park Conservancy may be made by check, money order or credit card (3% charge applied) .

Please do not fax application or send cash

Market Manager:

Office: 404-875 7275 ex 323

Email market@piedmontpark.org

Payment type accepted: check money-order credit card

APPLICATION PAYMENT ENCLOSED (\$40)

Credit Card Information: Visa Master Card Amex

Name on Card: _____

Card Number- CVC security code: _____

Expiration Date: _____

Billing Address: _____

Phone number: _____

I agree to abide by the Rules and Regulations of the Green Market, TO OBTAIN LIABILITY INSURANCE, and any and all PERMITS and LICENSES (where applicable); TO SELL ONLY products produced by my farm, business and/or production facility. I FURTHER AGREE NOT to make any legal claims of any kind whatsoever against Piedmont Park Conservancy, its representatives, employees and volunteers from any damage arising of the operation of the Green Market and in the sales of my products on the market site. I understand that I am allowed to sell only products listed on this application and that this measure is designed to ensure a sustainable product mix in a small market and maintain the authenticity of the Market's mission. I understand that in order to expand my line of products/offerings beyond what is described in my application. I must first contact the Market Manager for approval.

*Signed _____ Date _____
(Merchant)