



Dear Farmers' Market Vendor,

Attached is our vendor application for 2017.

Thank you for your interest in becoming a vendor at The Milford Riverwalk Farmers Market. Our market is run by a committee made up of volunteers who dedicate their time and talents to make the market one of the best in Delaware. Our market is part of Downtown Milford Inc. and their revitalization efforts in making Milford a destination city where people come to visit, shop and live. The market brings about 300 shoppers a week to the downtown area.

Our market opens on May 6th 2017 and will run for 23 weeks, ending on October 7th. The committee is looking forward to a great year at the Market and to continued growth in revenue above the growth last year. We have a great newsletter and advertise in local newspapers. Once again we have been voted "Best in Class" by the American Farmland Trust and #1 in Delaware.

We provide a 10' x 10' space with tent, 6' table and 4' table to each vendor. It is important that we have a consistent number of vendors each week and we encourage our vendors to attend on a regular basis. We are making it even more advantageous to pay in advance and commit for the full season. Please see the attached "Rules of the Market" for complete details on payment and discounts.

Please have your application emailed or mailed and payment sent to us before March 31, 2017. We can be contacted by email- farmersmarket@downtownmilford.org.

Regards,

Farmers Market Committee
Downtown Milford Inc



2017 VENDOR APPLICATION

Riverwalk Farmers' Market Downtown Milford

To: Farmers Market Vendors

I hereby apply as a vendor for the year 2017. Market operations will be Saturdays from 9:00 AM to 1:00 PM. The season will run from Saturday May 6 - Saturday October 7, 2017.

Name _____

Business _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____

Phone _____ Cell _____

Website Address: _____

Are you on Facebook? Y / N are you on Twitter? Y / N

Contact Person _____

Are you interested in being on the market committee? Y/N

PLEASE LIST ITEMS FOR SALE

**Give as much detail as possible as the committee reviewing
This application may not be familiar with your products**

RULES OF THE MARKET

1. We are a Farmers' Market; therefore farm and other food products are primary sales. Some craft and other homemade type items will be allowed. 70 % will be farm & food items.
2. All vendors are required to be in compliance with any and all requirements of the State of Delaware and we strongly recommend obtaining liability insurance. All vendors are responsible for the liability in and around their booth.
3. Food vendors may contact Kent County EHFS 302-744-1220 for questions and permits.
4. All products will be displayed in a clean and safe manner.
5. All vendors need to have their display in place before 9 am. No vendor should dismantle their display before the end of Market (1pm) unless asked to for safety reasons. (Wind, lightning, etc.)
6. All vendors are responsible for bringing their own help for unloading, loading and displaying their product. Our young volunteers are there to put up and take down tents and tables. Their safety is our number one priority and they should not be asked by a vendor to help move heavy or over-sized items that could potentially harm them.
7. All vendors must be courteous to other vendors. Unload quickly and move your vehicle to one of the designated public parking areas. Set-up your display once you have moved your vehicle.
8. Spaces will be assigned by the Farmers Market Committee.
9. It is the intention of Downtown Milford Inc. to continue to provide our community with a quality farmers market. We believe that continuity of vendor participation is an important aspect of this, and we are encouraging vendors to commit to either a monthly, half-season, or full season payment scale as described below.
 - Full season's payment is \$15.00 per week less 15% discount off the total. (\$293.25 per year) Due with application or by March 31st.
 - Half-season's payment is \$15.00 per week less 7.5% discount off the total. (\$159.56 x 2 = \$319.12 per year) 1st payment by March 31st and 2nd payment due July 16th.
 - Monthly payments are \$15.00 per week and due at the beginning of each month. Vendors that select the monthly payment rate must make payments on time by the 1st of each month or be charged the week-to-week rate. May, June and August the monthly fee will be \$60.00. July and September's fees will be \$75.00 and October will be \$15.00 (for monthly paying vendors only) (\$345.00 per year)
 - Week-to-week payments are \$25.00 per week. No advanced payment required. Pay for the week you attend. (\$25.00 x 23 weeks= \$575.00 per year)

To ensure that you get the same spot each week, it's recommended that you select the half-season or full-season payment options. We are unable to refund payment(s) for any week that a vendor does not show or for any week that the market is forced to close due to predictions of unsafe, severe weather or other acts of God. Tables and Tents are provided at the Market on a first come basis. You are permitted to bring your own tables and chairs. (We do not provide chairs for vendors)

10. Cancellations- Any market cancellations due to weather will be sent out via Facebook and Email. Any vendor cancellations (emergency, sick, other obligations, etc.) can to be sent through email to farmersmarket@downtwonmilford.org
11. Smoking is **NOT** permitted in the market area or inside any city parks.

12. The Library parking lot may be used for loading and unloading only. Please park in lots across from the library, behind Georgia House, across from Park Place or the State building lot on Walnut.

SPECIAL NOTE: All collected fees go toward advertising, equipment, set-up, maintenance, entertainment, DMI expenses, and other items as determined by the Farmers' Market Committee and Downtown Milford Inc.

I/We agree to abide by all market rules.

Please print name _____ **Date** _____

Signature _____

Please return completed application to:

Mail payments to-

Downtown Milford Inc.
ATTN: Farmers Market
207 S. Walnut Street
Milford, DE 19963
302-839-1180

Make checks payable to **DMI** (Downtown Milford Inc.).