



Dear Farmers' Market Vendor,

Attached is our vendor application for 2018.

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 an average of 300 shoppers a week to the downtown area.

Our market opens on May 5th 2018 and will run for 24 weeks, ending the regular season on October 6th and including the Fall Market on November 17th. The committee is looking forward to a great year at the Market and to continued growth in revenue above the growth from last year. We have a great newsletter and advertise in local newspapers.

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, 2018. We can be contacted by email- farmersmarket@downtownmilford.org.

Regards,

Farmers Market Committee
Downtown Milford Inc



2018 VENDOR APPLICATION

Riverwalk Farmers' Market Downtown Milford

To: Farmers Market Vendors

I hereby apply as a vendor for the year 2018. Market operations will be Saturdays from 9:00 AM to 1:00 PM. The season will run from Saturday May 5 - Saturday October 6, 2018 with a Fall Market on November 17, 2018.

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. Use the back of this sheet if needed.

I/We agree to abide by all market rules.

Please print name _____ Date _____

Signature _____

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. Permits **MUST** be displayed at your booth.
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.). If winds reach **15 MPH** **NO** tents will be set-up.
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 and **Sub-letting is PROHIBITED**. You are prohibited from letting someone else use your spot in your absence unless they are selling your approved product. All vendors must be approved and pay the required fee.
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 year- \$15.00 per week for 24 weeks (includes Fall Market), less 15% if paid by April 30th = \$306.00 (same as last year). **NO discount if paid after March 31, 2018 which will then be \$360.00.**

Half year- \$17.00 per week for 12 weeks (includes Fall Market in second 1/2 of year), \$204.00 (\$408.00 a year) First half due by March 31, 2018 and Second half due by July 21, 2018.

Monthly- \$18.00 per week- June, August & September = \$90.00 per month, May & July = \$72.00 per month and October and Fall Market = \$18.00 if paid by the end of September. (\$450.00 per year) Due at the beginning of each month.

Week to Week- \$25.00 per week. (Comes to \$575.00 per year.)

Please note- The above prices are for one 10' x 10' spot. If you need more room or need to set-up outside of your tent area then you may need to pay for two spots. 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 by noon on Friday. Any vendor cancellations (emergency, sick, other obligations, etc.) can be sent through email to farmersmarket@downtownmilford.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.

Please return the completed second page of this application and payment to:

**Downtown Milford Inc.
ATTN: Farmers Market
207 S. Walnut Street
Milford, DE 19963**

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