

SANTA FE FARMERS MARKET

2017 Membership Application for New Members

Mail or deliver to:

Santa Fe Farmers Market

1607 Paseo De Peralta, Suite A

Santa Fe, NM 87501

Please make checks payable to: Santa Fe Farmers Market

The Application Process

In order to sell a product at the Santa Fe Farmers Market, you *must* list that product on your application. If you are even considering growing or producing something, please list it here. Later in the year, these product lists will be referenced to verify that you are selling only products for which you have been approved.

Your application will be reviewed by the SFFM Jury Committee after you submit it.

After your application has been reviewed by the SFFM Jury Committee, you will be notified of your membership status. If your application is approved, you may obtain your 2017 Business License. Business licenses cost \$10, and may be obtained here:

City of Santa Fe Accounts Receivable Office

200 Lincoln Ave.

Santa Fe, NM 87501

Contact: Vince Daniels

505.955.6551

Once you submit a copy of your business license to our office, your application will be complete. We will mail you an Acceptance packet which will contain important information about the structure and operations of the market.

Applications that lack any of the items on the Application Checklist or any other relevant documentations will be considered incomplete. If your application is incomplete, you will be notified and will have two weeks to send in the necessary and required documents to complete it. SFFM reserves the right to return your application if it is illegible. If you would like to fill out your application digitally, you are welcome to do so, either at home or in the SFFM office. It is available for download on our website at santafefarmersmarket.com/for-members/vendor-info-page. We are also happy to email you a copy, and you may email your completed application to lara@santafefarmersmarket.com.

You will not be allowed to vend at the market until your application is complete.

Thanks for being a part of the market! If you have any questions, please direct them to Lara Theragood, the SFFM Office Manager, at 505-983-4098 x 4 or lara@santafefarmersmarket.com.

2017 Application Checklist

Required documents are organized according to vendor category, as specified below. Include all documentation that applies to the products you intend to sell at the Market.

ALL VENDORS

Part A: Signed 2017 Application with Annual Membership Fee and appropriate Reserved Booth Fees

Part B: Product Lists for all products you intend to sell at the Market

Part C: SFFM Institute Vendor Survey

Copy of 2017 City of Santa Fe Business License

Signed Token Policies Form

PRODUCE VENDORS

Copy of current Organic Certificate (if applicable) and 2016 Product List from NMOCC

PROCESSED FOODS VENDORS

Copy of current Product Liability Insurance

Contact List for Suppliers of Ingredients

Copy of current Food Processing License

Copy of Letter of Confirmation from the NM Environmental Department (Acidified Shelf-Stable Products only)

ANIMAL PRODUCTS VENDORS

Copy of current Product Liability Insurance (meat only)

Copies of current Permits from the City, County, or Federal Agencies for Animal Products (Slaughter and Dealer Licenses)

NURSERY PRODUCTS VENDORS

Copy of State Inspection Certificate **OR** \$25 fee as part of the SFFM Nursery License

CRAFTS & HERBAL PRODUCTS VENDORS

Contact List for Suppliers of Ingredients

Part A: General Information

New member?

Have you been a member in the past?

Primary Contact Name

Farm/Business Name

Secondary Contact Name

Cell Phone #

Alternate Phone #

Mailing Address

City

Zip Code

County

Email Address

In order to streamline the Inspections process, please list the address and type of all of your production sites. These will **never** be visited or shared without your notification.

Physical Address 1

Type of Facility

City

Zip Code

County

Physical Address 2

Type of Facility

City

Zip Code

County

Physical Address 3

Type of Facility

City

Zip Code

County

Attach any additional addresses on a separate sheet.

What is your total farm/garden size
in acres?

How many farm/garden acres are
actually in production?

Are you certified organic with the
New Mexico Organic Commodities
Commission?

yes

no

Are you interested in participating
in the 2017 Farm Tour in the Fall?

yes

no

We often get requests for member contact info, for example: details about ordering a specific product. Please note below if there are any parties with whom you **do not** wish us to share your contact information.

Do not share my contact information with:

Other SFFM Members

Customers

Prospective Volunteers

Municipal and State Government Agencies (eg NMDA coordinators)

New Mexico Acequia Association

Other

What is your preferred method for approved parties to contact you?

phone

cell phone

email

Website (if you have one)

Do you want your Vendor Profile and contact information to be listed on the SFFM website?

yes

no

May we use your picture and farm name for our advertising, brochures, website, and/or other promotional materials?

yes

no

What year did you begin farming/producing/crafting, etc.?

What are the main items that you sell, that you would like listed on our website under your name?

What is special about your operation?
(eg. certified organic, acequia irrigated, family recipes, etc.)

.....

The SFFM sometimes needs to send out important information (regarding fees, rules changes, inspections, etc.). You are responsible for making sure that your mailing address and email address are current and on file with the SFFM office.

What is your preferred language to receive this information? English Spanish

By signing below, I indicate that I understand and that I am responsible for all information delivered to the mailing and email address I have submitted to the SFFM.

Signature

Date

2017 Reserved Spaces

This is the opportunity to indicate whether you would like a reserved space.

Do not pay for a reserved space with your application.

If you are awarded one this year, you will pay at that time.

Check either of the following if you would like to:

receive a Saturday reserved space for 2017

receive a Tuesday reserved space for 2017

2017 Daily Use Market Fees (pay daily at Market)

Saturdays:

Off-load (10' x 10' space, no vehicle, inside or outside):	\$25
Truck Stall (10' x 26' space, vehicle optional, outside only):	\$35
Corner Space:	+\$5

Tuesdays:

Reserved space (Off-load or truck stall):	\$15
Non-reserved space (Off-load or truck stall):	\$20

Winter Daily Fees:

Single: (8' x 8')	\$25
Corner: (8' x 8')	\$45

2017 Annual Fees (submit with Application)

Note: Do not pay for a reserved space unless you had one in 2016. First-time reserved space members will pay for their space *after* they receive it.

2017 Annual Fees

Annual Membership Fee:

\$100

Required for all members.

Saturday Reserved Fee:

\$100/space (\$200 for double booth)

Pay only if you had a Saturday reserved space in 2016.

Saturday Double Booth Premium:

\$200

Pay only if you had a Saturday double reserved space in 2016.

Tuesday Reserved Fee:

\$50/ space (\$100 for double booth)

Pay only if you had a Tuesday reserved space in 2016. Reserving a space on Tuesday results in a lower daily fee (as indicated above).

Use of SFFM Nursery License:

\$25

Pay only if you plan to sell plants but don't have your own nursery license.

Approved nursery growers are permitted to sell plants, trees, fresh and dried flowers, herbs, and decorative vegetation which have been grown or legally gathered/wild-harvested in the local area by themselves. The SFFM has a Nursery License from the New Mexico Department of Agriculture. The license covers those members (who do not have their own license) to sell nursery stock and cut flowers only at the SFFM and who pay a \$25 yearly fee to the Market.

TOTAL:

I have included with my application all fees, licenses, and permits that are required to sell at the Market (see checklist).

I have filled out the Product Lists as thoroughly as possible and they are included with the application.

I have received and will abide by the SFM Rules & Regulations, and any changes or new rules introduced by the Market.

I have received and will comply with the 2017 Inspections Program.

I understand that false statements on this application or failure to abide by the SFFM Rules & Regulations may jeopardize my right to sell at the SFFM.

I further agree that in the event that I am subjected to any form of discipline by the board of directors or any committee of the Santa Fe Farmers Market ("SFFM"), for any reason, up to and including exclusion from the market, my sole remedy should I disagree with the action of the board or the committee will be to demand arbitration, to be conducted in accordance with the following procedures. I must submit my demand, in writing, to the SFFM offices by no later than ten (10) calendar days following the date on which I am notified of the action that I am disputing. The demand for arbitration shall include the name of the person I select as an arbitrator. SFFM shall name its arbitrator within ten (10) calendar days after receiving my demand, and the two arbitrators thus chosen shall select a third arbitrator within ten (10) days after the SFFM has named its selection; but in the event they cannot agree on the name of a third arbitrator within that time, they shall apply to the board of directors of the Santa Fe Farmers Market Institute, which shall name the third arbitrator. The only persons who may be named as arbitrators are persons who are active members of the Santa Fe Farmers Market, but no member of the board, or of the committee that acted (if the action was that of a committee), or SFFM employee may be an arbitrator. The three arbitrators thus named shall confer together within ten (10) calendar days of being selected, shall set a date by which I and SFFM shall exchange copies of all documents relevant to the dispute and the names and addresses of all persons who may be called as witnesses at any hearing, with a summary of what each such witness will testify to. The arbitrators shall have the right to exclude from any hearing any document not disclosed or any witness not identified by such date. The arbitrators shall also set a date and time for a hearing, which shall be no less than ten

(10) days following the date on which documents are exchanged and witnesses are identified. The arbitration shall be held at the conference room of the SFFM offices, and shall be closed to all persons except the board, me, and our attorneys (if any; but neither I nor the board shall be denied the right to be represented by a licensed New Mexico attorney), unless I and the board agree to permit anyone else to attend. The decision of the arbitrators shall be final, binding, and non-renewable in any other forum; but the arbitrators may only decide either to affirm the action of the board or the committee or to vacate it, and in no event shall the arbitrators be permitted to award any form of damages whatever to either party. Any award of the arbitrators in violation of the preceding sentence shall be null and void and of no effect. Each party shall bear its own costs. I understand and agree that this is my sole and exclusive remedy in the situation described, and that this provision shall constitute a complete defense to any action I may file in court against SFFM or any of its officers, board members, employees, or committee members for any disciplinary action taken against me when acting in their capacities as SFFM officers, board members, employees or committee members.

Signature

Date

Part B: Product Lists

This section of the application is designated for reporting what you will be selling at the SFFM. Please be thorough, and include everything that you will or may be bringing to the market this year. **If you have not listed a product on your application, you have not been approved to sell it at the market.** This application will be the document that is used in all inspection procedures as a statement of verification for your products.

Processed foods, herbal products, and crafts:

For all ingredients, materials, or products that you purchase from local vendors, you must attach a list of your suppliers with name, city, and phone number. See the form at the end of this section.

If there is insufficient room on the application for your products, either make copies of the following forms, call the office and we will mail you copies, or download the application from our website at **santafefarmersmarket.com/for-members/vendor-info-page** and print more.

Part B: Section 1: Produce

Please list all fruits, vegetables, and herbs that you grow to sell at the Farmers Market. Specify apples, corn, vegetables/herb starts and chile by varieties (e.g. Red Delicious Apples). Please be as complete as possible and be consistent with your choice of measurement in the middle column. If you plan to sell any variety as seeds or starts, please check the appropriate box.

[illegible]

Part B: Section 1.a: Produce: Chile

Please explain how much chile you grow, your estimated bushels per acre or pounds of dried chile per acre. Specify each type of chile that you grow on a separate line.

[illegible]

Part B: Section 2: Animal Products: Meat

Please list all meat products that you are bringing to the Farmers Market. Give information for each category if you sell more than one category (i.e. if you sell lamb and beef, you should provide the information for both in separate sections below).

Photocopies of all relevant permits from city, county, state, and/or federal agencies are required by the Farmers Market before you may vend at market. A copy of your current product liability insurance is also required. All meat vendors must submit registered livestock brands and marks where applicable. All livestock board inspection transport papers from the previous year must be included with vendor application.

Please read the Rules and Regulations carefully before completing this form.

Product:

Where raised:

Do you purchase any of the animals you raise for meat? Yes No

If yes, where do you purchase them?

How long will you own the animal prior to slaughter?:

Where will it be processed?:

Approximate number of animals you expect to slaughter and bring to market this year:

Approximate number of pounds of product you expect to bring to market this year:

Product:

Where raised:

Do you purchase any of the animals you raise for meat? Yes No

If yes, where do you purchase them?

How long you own the animal prior to slaughter:

Where it is processed:

Approximate number of animals you expect to slaughter and bring to market this year:

Approximate number of pounds of product you expect to bring to market this year:

Product:

Where raised:

Do you purchase any of the animals you raise for meat? Yes No

If yes, where do you purchase them?

How long you own the animal prior to slaughter:

Where it is processed:

Approximate number of animals you expect to slaughter and bring to market this year:

Approximate number of pounds of product you expect to bring to market this year:

Part B: Section 2: Animal Products: Eggs and Dairy

Please list all egg and dairy products that you are bringing to the Farmers Market. Give information for each category if you sell more than one category. All egg vendors must be registered with the NMDA and submit proof of registration with their application.

Product: EGGS

Where chickens are raised: _____

Do you purchase any of the layers? Yes No

If yes, where do you purchase them?

Approximate number of animals you have producing your eggs: _____

Approximately how many eggs do you predict you will bring to market in 2017?

Please be aware that eggs may be stored during market in the walk-in cooler to meet food-safety requirements for chilling.

Product: DAIRY

Where goats/cows are raised: _____

Approximate number of animals you have producing milk: _____

Approximately how many pounds of cheese do you predict you will bring to market in 2017?

Approximately how many gallons of milk do you predict you will bring to market in 2017?

Please list the different dairy products you plan to bring to market this year:

Part B: Section 3: Honey and Beeswax Products

How many hives do you have?

Please list the counties where you have bee yards and the approximate number of hives in each county:

Please list all beeswax craft products you will be bringing to market on the following pages.

Part B: Section 4: Craft Products

1. Please remember that eighty-percent (80%) of all materials used in each individual craft product **MUST** be grown and/or legally gathered by the vendor in the local area. Please list all the products you are bringing to the Market. Please attach a separate sheet with contact information for all local suppliers. It is the responsibility of vendors who sell taxable products (e.g. crafts, nursery, processed foods, cut flowers, etc...) to obtain a CRS#.

Product:

Materials Used	Grown, Gathered, or Purchased ?	Where it comes from (either where gathered or who you purchased it from)	Percent of total product

Product:

Materials Used	Grown, Gathered, or Purchased ?	Where it comes from (either where gathered or who you purchased it from)	Percent of total product

Part B: Section 5.A. : Herbal Products Other than Soap

2. Please remember that eighty-percent (80%) of all herbal and plant materials used in each individual product **MUST** be grown and/or legally gathered in the local area. Please review this section of the Rules & Regulations to insure that each product complies with the Rules. Please list all the products you are bringing to the Market. If you need more room, you can make copies of this form, or download copies from santafefarmersmarket.com/for-members/vendor-info-page to print. It is the responsibility of vendors who sell taxable products (e.g. crafts, nursery, processed foods, cut flowers, etc...) to obtain a CRS#.

Product (not Soap):

Herbal or Plant Ingredient	Grown, Gathered, or Purchased ?	Where it comes from (either where gathered/grown or who you purchased it from with their phone #)	Percent of herbal and plant ingredients in product (must add up to 100%)
Other Ingredients		Where it comes from	

Product (not Soap):

Herbal or Plant Ingredient	Grown, Gathered, or Purchased ?	Where it comes from (either where gathered/grown or who you purchased it from with their phone #)	Percent of herbal and plant ingredients in product (must add up to 100%)
Other Ingredients		Where it comes from	

Part B: Section 5.B. : Soap products

3. Please remember that eighty-percent (80%) of all herbal and plant materials used in each individual product **MUST** be grown and/or legally gathered in the local area. In addition, soaps must be at least 25% local agricultural content. Please review this section of the Rules & Regulations to insure that each product complies with the Rules.

Please list all the products you are bringing to the Market. If you need more room, you can make copies of this form, or download copies from santafefarmersmarket.com/for-members/vendor-info-page to print. It is the responsibility of vendors who sell taxable products (e.g. crafts, nursery, processed foods, cut flowers, etc...) to obtain a CRS#.

Soap Product:

Base Stage Ingredients	Grown, Gathered, or Purchased ?	Where it comes from (either where gathered/grown or who you purchased it from)	Percent of total soap product by volume or weight
Trace Stage Ingredients	Grown, Gathered, or Purchased ?	Where it comes from (either where gathered/grown or who you purchased it from)	Percent of trace stage ingredients by volume or weight

Soap Product:

Base Stage Ingredients	Grown, Gathered, or Purchased ?	Where it comes from (either where gathered/grown or who you purchased it from)	Percent of total soap product by volume or weight
Trace Stage Ingredients	Grown, Gathered, or Purchased ?	Where it comes from (either where gathered/grown or who you purchased it from)	Percent of trace stage ingredients by volume or weight

Part B: Section 6: Nursery Products / Cut Flowers

- 4. Please list all nursery stock and fresh cut flowers that you grow to sell at the Farmers Market. Please be as complete as possible and be consistent with your choice of measurement in the middle column. It is the responsibility of vendors who sell taxable products (e.g. crafts, nursery, processed foods, cut flowers, etc...) to obtain a CRS#.**

[illegible]

Part B: Section 7: Processed Foods (Value-Added Producers Only)

5. Please remember that for processed products, at least seventy-percent (70%) of the fruits, vegetables, flour/grains, eggs, meat and/or herbs **MUST** be grown or gathered by the vendor or purchased from a farmer within the approved area. (Or, 70% of the total content of the product must be grown in the local area.) **This year, the BOD has granted a variance for any SFFM member to source organically produced wheat from Colorado due to unavailability of that product in NM.** Receipts of purchases may be requested by the Farmers Market. It is the responsibility of vendors who sell taxable products (e.g. crafts, nursery, processed foods, cut flowers, etc...) to obtain a CRS#.

Processed Food Product:

Ingredient	Where it comes from (either where grown or who you purchased it from)	Percent of total product by weight or volume	Percent of ingredient grown in local area

Processed Food Product:

Ingredient	Where it comes from (either where grown or who you purchased it from)	Percent of total product by weight or volume	Percent of ingredient grown in local area

Part B: Section 8: Processed Foods (Agricultural Producers)

This section is for vendors who both grow and process their agricultural products. Agricultural Producers may sell value-added products and crafts that are composed of 70% ingredients they have grown or gathered; 20% ingredients purchased from other SFFM Members; and 10% ingredients from other sources. Products consisting mainly of oil, vinegar, or sugar are allowed. A minimum amount of hard goods (i.e. wire, glue, string, etc.) are allowed in the production of the Craft product. **It is the responsibility of vendors who sell taxable products (e.g. crafts, nursery, processed foods, cut flowers, etc...) to obtain a CRS#. A vendor shall not be allowed to sell a product at the SFFM until he/she has demonstrated compliance with all applicable Federal, State and City laws and insurance requirements.**

Processed Food Product:

Ingredient	Where it comes from (either where grown or who you purchased it from)	Percent of total product by weight or volume	Percent of ingredient grown in local area

Craft Product:

Ingredient	Where it comes from (either where grown or who you purchased it from)	Percent of total product by weight or volume	Percent of ingredient grown in local area

Part B: Product Lists

Contact list for suppliers of local ingredients, materials, or agricultural products not grown by the Farmers Market Vendor. All local suppliers listed above under “Where it comes from” should be listed below so that we can call to confirm that you are actually purchasing local product.

[illegible]

Part C: 2017 SFFMI Vendor Survey

Name _____ Farm _____

If you are new to SFFM or if your information has changed within the past year, please fill out this section. Otherwise, please skip to Section 2.

SECTION 1:

How long have you been farming? _____ What year did you join the SFFM? _____
Do you own or rent your land? Own _____ Rent _____ (If you rent, do you have a written agreement? _____)
How many total acres do you farm? _____
How many greenhouses do you own? _____ What is the Total Square Footage? _____

SECTION 2: Trainings & Workshops

The Institute pursues funding annually to host free workshops for SFFM vendors. If you could only attend two workshops in the coming year, what topics would be most useful for you/your business?

1. _____
2. _____

SECTION 3: Funding and Economic Opportunities

Please select all opportunities you are interested in this year that the Institute can support you in:

- _____ Participating in SFFMI's Microloan Program
- _____ Applying for an EQIP grant
 - _____ For a greenhouse OR _____ For an irrigation system
 - _____ Other project (please specify): _____
- _____ Other USDA grants, such as Value Added or Rural Energy (please specify): _____
- _____ Participation in a food hub or other food aggregation system
- _____ Farm to Restaurant program run by Squash Blossom Local Food
- _____ Organic Certification- application process and funding available to help with cost

SECTION 4: Community Outreach and Education

We implement a variety of programs throughout the year to reach out to our community and bring them to the Market, providing fun & educational opportunities for adults and children alike. Each of these programs is made more impactful with Farmer participation! Please indicate which programs you are most interested in helping with.

_____ **Local Food for Local Kids** (These seasonal programs are held onsite and offer you the opportunity to speak directly with kids and their teachers or parents/guardians about your experiences in agriculture to bring a broader understanding of the importance of your work.)

_____ **Market Fresh Cooking** (These regular events are held onsite and present you as a Demo Chef to show attendees how to prepare local, in season ingredients in simple, delicious dishes. Recipes are given out with your information.)

_____ **Farms, Films, Food** (These events, held offsite on Wednesday evenings a few times a year, present you as a Demo Chef to show attendees how to prepare local, in season ingredients in simple, delicious dishes. Recipes are given out with your information.)

THANK YOU! PLEASE TURN OVER FOR A FEW MORE QUESTIONS

Expansion of the Santa Fe Farmers' Market Markets

There is a great deal of interest among agency partners and community members to expand our reach and make both the Southside Market and the Wednesday Evening Market more accessible to the community and more profitable for farmers. Your input is important to us!

Southside Market

Have you ever participated in the Southside Market? _____

If you have participated...

What did you enjoy most about your participation? _____

What did you find challenging about your participation? _____

If you have not participated...

Please explain why you didn't participate: _____

Looking ahead... Do you plan to participate in the Southside Market this year? _____

Please explain why or why not: _____

Wednesday Evening Market

Did you participate in 2016's Wednesday Evening Market? _____

If you did participate...

What did you enjoy most about your participation? _____

What did you find challenging about your participation? _____

If you did not participate...

Please explain why you didn't participate: _____

Looking ahead... Do you plan to participate in the Wednesday Evening Market this year? _____

Please explain why or why not: _____

THANK YOU for your time and intention in answering these questions! You are appreciated!