



**Wilmington Island Farmers' Market
2018 Artisan Application**

**Susan Gilliamsen ~ Market Artisan Coordinator
wifarmersmarketoffice@aol.com**

SECTION 1

***Vendors must register their own business; booth sharing is not allowed.**

Business Name: _____

Vendor Name: _____

Address: _____

Cell Phone: _____

E-mail Address: _____

Website Address: _____

Facebook Address: _____

Twitter Address: _____

Other Media Sites: _____

SECTION 2

Please describe in detail the quality of the original art you plan to bring to the family orientated market. Be specific about all the items that you offer and the medium in which you work:

SECTION 3

I, _____, agree to be at the Wilmington Island Farmers' Market on the grounds of Islands High School, 170 Whitemarsh Island Rd., Savannah, GA 31410, every Saturday on the dates I've circled below. Upon your arrival you will be assigned a 10ft x 10ft space in which to conduct your business. The market will run rain or shine. Vendors will be notified by email 12 hrs. in advance of market cancellation due to life-threatening weather conditions or other natural disasters. WIFM holds the right to close the market for temp/wind chill of 40 or below; temp/heat index 100 or above. WIFM also holds the right to close the market in progress should sudden, threatening weather arise. There are no refunds.

Circle the dates of the SATURDAY markets you would like to attend:

Spring 2018 Session

3/03 3/10 (no market 3/17) 3/24 3/31 4/7 4/14 4/21 4/28
5/5 5/12 5/19 5/26 6/2 6/19 6/16 6/23 6/30

Fall 2018 Session

9/1 9/8 9/15 9/22 9/29 10/6 10/13 10/20 10/27 11/3 11/10
11/17 (no market 11/24) 12/1 12/8 12/15* (*Evening Market, 3-7pm)

2018 Fee Schedule:

Pay per week: \$25 per market

Prepay Full Spring Session \$255 (\$15 per market, 17 markets in session) Due 3/3/18

Prepay Full Fall Session \$240 (\$15 per market, 16 markets in session) Due 9/1/18

SECTION 4

I have read, and agree to abide by the 2017 Wilmington Island Farmers' Vendor Rules and Regulations. I accept that the Market Manager and Vendor Selection Committee will resolve all disputes. I acknowledge that I have not been promised exclusivity for my products.

I hereby agree to indemnify and hold harmless the Wilmington Island Farmers' Market, its volunteers, and officers for and against any and all damages, losses, suits, liability and/or causes of action resulting from property damage, and/or from personal injury, including death, of myself and my related representatives arising out of or in any way connected with our participation in the Wilmington Island Farmers' Market, except to the extent that such damage or injury is caused by gross negligence or willful misconduct of the Wilmington Island Farmers' Market, its volunteers, and/or officers except as set out herein. I further permit the Wilmington Island Farmers' Market to use photographs of me and my products for the Wilmington Island Farmers' Market publicity.

Signature: _____

Date: _____

SECTION 5

Thank you for your interest in participating in the Wilmington Island Farmers' Market. The Vendor Selection Committee will review your application. Vendor applications will be reviewed on a first come first serve basis. If multiply vendors apply to the market with same/similar products, the Vendor Committee reserves the right to select the vendor participation based on vendor location and vendor commitment to the market.

SECTION 6

Please send SIGNED and COMPLETED application to:
PO Box 30482 Savannah, GA 31410

WIFM

A complete application package will include the following:

1. Completed Application: please submit two weeks prior to market arrival date. Each applicant will be required to meet with the WIFM committee, at a WIFM committee meeting prior to Artisan's first market appearance, and show them a sampling of the product(s) to be sold at the market.
2. Your booth payment check made payable to: "WIFM"
The total amount you owe is determined by the number of Saturdays you have chosen to attend. (Full session paid in advance offers discount, see fee schedule)
3. Photos of booth set-up and/or product photos.
4. Georgia Sales Tax id#
*The Wilmington Island Farmers' Market does not collect sales tax for any vendor. Each vendor is responsible for the collection of his or her own sales tax.
See: www.georgiasalestax.com

*RETURNING artisans are NOT required to submit photos of your booth/product photos. Please return the application with payment. Thank you.

MARKET RULES AND REGULATIONS

MARKET DAY RULES

1. WEATHER

The market will run rain or shine. Vendors will be notified by email 12 hrs in advance of market cancellation due to life-threatening weather conditions or other natural disasters. There are no refunds.

2. SET UP - BREAK DOWN

Vendor set up can begin 90 minutes before the market opens to the public. The market opens to the public at 9:00am. Each vendor is required to have his or her booth set up complete by 8:45am. Each vendor supplies their own tent/canopy, tables and any other items necessary for selling. **Breakdown will begin at closing time, promptly at 1:00pm, no early breakdowns.** We ask that vendors set up close to their neighbors so that we can accommodate as many vendors as possible. Setting the tents up close together also helps to some degree with wind and sun issues. Vendors will vacate the market site within one hour past closing time. **ALL TENTS MUST HAVE ADEQUATE WEIGHTS!! Wind is often an issue and unweighted tents are a potential danger. Vendors without weights will be not be allowed to setup and vend.**

3. UNLOADING VEHICLES

Caution and extreme care must be taken when operating any vehicle at the market space. No vehicle with a leaking gas tank is permitted on the market site, no exceptions. Vendors are permitted to drive into market lane for brief unloading period, but **all vehicles must be out of vendor lane by 8:45am, NO EXCEPTIONS.** Failure to follow this timeline will jeopardize future access to the vendor circle area. **No vendor arriving after 8:15am will be permitted to enter vendor lane - must arrive by 8:15am in order to enter lane.**

4. VEHICLE PARKING

Parking is available in the specified vendor lot located behind vendor lane. Vendor parking behind booths for vendors with a parking lot booth space. Artisans must park in specified vendor parking behind vendor lane, facing library building. No parking in vendor lane, this area allows vehicles only during setup and breakdown. Failure to follow this regulation could jeopardize participation in our market.

5. STALL ASSIGNMENTS

Stall assignments are decided upon at the market by the Artisan Coordinator.

6. STALL DISPLAYS

Each vendor supplies their own table/tent and any other items necessary for selling. A sign that identifies the business is required. All tables, tents and signage must be structurally secure. We do not have tents to loan or rent to vendors.

7. STALL ETIQUETTE

Keep your business within the pre-designated space. No overflow of goods, tables, setups, chairs, etc. will be allowed on the sidewalk to the rear of booths as this is a pedestrian traffic area.

8. STALL FEE

All stall fees must be paid by the Wednesday prior to your selected market day unless other arrangements are made with the Artisan Coordinator in advance.

9. STALL CANCELLATION

Vendors who must cancel a previously scheduled stall are asked to notify the Artisan Coordinator, at least 72 hours in advance, Susan Gilliamsen: wifarmermarketartisans@aol.com in fairness to others who may be on a waiting list to participate in the artisan market. Refunds are not given, however a booth payment on a cancellation may be used for an alternate date in the same market session.

10. HOURS OF OPERATION

Customers take opening and closing hours seriously. **Please be on time and plan to stay open until the 1pm breakdown time.**

11. PRODUCTS

Business name, vendor name and product ingredients must be clearly displayed to customers. Prices must be clearly displayed either by categories or individually so they are clearly visible to customers.

12. ALL COMPLAINTS

All complaints from vendors or customers should be directed to the Market Manager. Any public health concern will be dealt with immediately by the Market Manager and/or Artisan Coordinator.

13. CUSTOMER COMPLAINTS

Complaints regarding product quality, vendor conduct, or unfair vendor practices will be addressed by the Market Manager. The complainant's name, phone number and description of the issue will be taken by the Market Manager. The vendor will be notified and the offense will be addressed. Any complaints involving health and food safety will be referred to the State of Georgia Food Safety Division.

14. SMOKING

All smoking is prohibited from the market space. This is county school property and strict no-smoking regulations prevail.

VENDOR RULES & RESPONSIBILITIES

15. LEGAL

All vendors are required to comply with any applicable state and federal regulations administered by the Georgia State Department of Health, Georgia Department of Agriculture and Markets, Georgia Department of Taxation, and United States Department of Agriculture. All vendors are required to charge sales tax, collect, report and pay. All licenses and sales tax certificates required for the sale of any items in the state of Georgia are the responsibility of each individual selling such items. Vendors are required to have at their stall; any required licenses, seals, and permits.

16. RESPONSIBILITIES

All vendors are required to behave responsibly and in accordance with market operations. Failure to adhere to market rules & regulations can result in suspension and/or dismissal from the market.

17. BEHAVIOR

The market is a public retail space. Any inappropriate or illegal behavior is prohibited. Removing property from the Wilmington Island Farmers' Market site and grounds that is not the vendor's

own is prohibited and subject to immediate dismissal. Any illegal behavior or actions will be reported to the proper authorities.