



Mountain Fresh Memo

To: Interested parties
From: Mountain Fresh Board of Directors
Date: August 5, 2017
Subj: ***Glorious Harvest Farmers Market & Craft Show*** during the ***Autumn Glory Festival*** Application

Vendor space is available during the Autumn Glory Festival at the Mountain Fresh Pavilion by the town parking lot in Oakland, Maryland October 12-14, 2017. Please read the following, as this year some changes were made to the application and the process for making an application.

Classes of Vendors: there are five classes of vendors, in order of placement priority for our Farmers Market and Craft Show: ***Farmers market member vendors, vendors with items hand made by the vendors themselves, nonprofit vendors – not selling and selling, then other commercial vendors.***

Farmers Market Member Vendors

All Mountain Fresh Producers Association members have first priority for spaces within and outside the market pavilion during Autumn Glory.

Handcraft Vendors

Non-Member vendors selling items they have made/grown themselves have second priority for spaces within and outside the market pavilion during Autumn Glory.

Non-Profit Vendors

Two classes of non-profit vendors include:

- (1) distributing information only, no selling – third priority for placement, and
- (2) selling something (items for sale, raffle tickets, etc.) – fourth priority for placement.

To be considered a non-profit vendor, all proceeds must benefit a verified 501(c)(3) or equivalent non-profit organization. For instance, a person selling items and donating a portion of their profits to a non-profit organization is NOT considered a non-profit vendor – this vendor must apply as a commercial vendor. A copy of the IRS nonprofit designation letter may be requested at the discretion of the board.

Commercial Vendors

Commercial vendors are defined as anyone who sells something that is manufactured elsewhere or by someone else, and sold by you (examples include Tupperware, Rada knives, scarves, Avon, Lularoe, 31 bags, Tastefully Simple, Scentsy, etc.) or any other type of items not made by you. If approved as a vendor, all commercial vendors will be provided a space to set up **outside** the pavilion on the north end (near Rotary Park). No exemptions will be made to this policy. All commercial vendors must, therefore, supply their own canopies, tables, chairs, etc. and will not be permitted to set up under the pavilion roof.

All canopies must be secured to ensure they do not fly away in high winds.

Schedule & Fees

<u>Type of vendor (in order of priority of available spaces)</u>	<u>11am-5pm Thursday</u>	<u>9am-5pm Friday</u>	<u>9am-5pm Saturday</u>
• Commercial (selling something for profit)	\$10.00	\$50.00	\$50.00
• Handcraft Vendors (items grown/made by the vendor)	\$10.00	\$50.00	\$50.00
• Non-Profit (information only, no selling)	no charge	no charge	no charge
• Non-Profit* (selling something for fundraising)	\$5.00	\$20.00	\$20.00

Wednesday is a regular farmers market day and we do not have room for non-members to set up. Friday we will try to have live music at the market. We are not having an official set up on Sunday, October 15, but you are welcome to set up that day if you wish. (This is not advertised).

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Mountain Fresh Producers Association

Garrett County Extension Office
 1916 MD Hwy, Suite A
 Oakland, MD 21550

301-334-6960 phone
 info@MountainFresh.org
 www.MountainFresh.org



Autumn Glory Application Info, Continued

For any vendor that sets up for multiple days, it is recommended that they tear down in the evening and set up again the next morning. A vendor may leave their display set up overnight at their own risk. If a vendor leaves their display up, it is the vendor's responsibility to secure their products and display pieces. No overnight security is provided, though local law enforcement does patrol the area periodically.

Saturday the vendors usually order pizza in early afternoon (around 1:00 pm) when the parade starts (and the customer base disappears for a few hours during the parade). Feel free to join us.

The absolute deadline for applying for Autumn Glory is September 15. Please return your application and payment to the address provided by that date.

No applications received after September 15, 2017 will be considered.

The Mountain Fresh Producers Association reserves the right to deny access to the market pavilion during Autumn Glory by any business deemed inappropriate for the market by the board of directors and/or the market manager. If a vendor is denied access, all payments will be refunded to the business denied access.

No refunds unless your application/access to the pavilion is denied. We cannot accept credit cards; pay with cash, check, or money orders only, please. Payments are due with your application.

Enclosed is the application for vendor spaces, in case you are interested in participating.

Should you have questions or need additional information, please contact Market Manager, Darlene Terlizzi (who will be at the market and assist you during the festival) 301-334-9398 or 240-285-7420.

Mountain Fresh Producers Association

Garrett County Extension Office
1916 MD Hwy, Suite A
Oakland, MD 21550

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Exhibitor Application
2017 Glorious Harvest Farmers Market & Craft Show @ Autumn Glory Festival
Mountain Fresh Pavilion, Oakland

Thursday 10/12, 11 am to 5 pm • Friday 10/13 & Saturday 10/14, 9 am to 5 pm

Business/Organization Name: _____

Owner/Contact Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Types of products/services: _____

Type/size of display (truck/trailer/freestanding/tabletop/etc.): _____

Fee Schedule			
Type of vendor	Thursday	Friday	Saturday
_____ Commercial (selling something for profit)	\$10.00	\$50.00	\$50.00
_____ Handcraft (items grown/made by the vendor)	\$10.00	\$50.00	\$50.00
_____ Non-Profit* (information only, no selling)	no charge	no charge	no charge
_____ Non-Profit* (selling something for fundraising)	\$5.00	\$20.00	\$20.00

I am requesting a space on: (Check all) _____ Thursday _____ Friday _____ Saturday

All **Commercial Vendors** will be placed outside the pavilion on the north end (near Rotary Park).

Handcraft Vendors: I prefer to be: ___ Inside the pavilion ___ Outside the pavilion in the parking lot area

***Non-Profit Vendors:** Name of Non-profit your proceeds benefit: _____

Notes about placement: _____

I require access to electricity: _____ Yes _____ No If yes, ___ 110V or ___ 220V

Vendor Agreement	
I/We have read and understand all of the information herein and certify I/we will comply with all the market, local, state, and federal rules and regulations and will not hold the Mountain Fresh Producers Association or University of Maryland Extension or Board of Garrett County Commissioners or the Town of Oakland liable for any personal or property damages caused to persons or objects due to my/our participation in this event.	
_____	_____
<i>Signature</i>	<i>Date</i>

Return this completed, signed form with payment to:

Absolute Deadline: September 15
(Cash, check, or money order only)

Mountain Fresh Producers Association
 c/o Garrett County Extension Office
 1916 MD Hwy, Suite A
 Oakland, MD 21550

No applications accepted after 9/15/17

Questions: check the vendor application memo or contact Market Manager, Darlene Terlizzi (who will be at the market and will assist you during the festival), at 301-334-9398 or 240-285-7420.

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