

The logo for Santa Fe Farmers Market features the words "SANTA FE" in a smaller, green, serif font above the words "FARMERS MARKET" in a larger, green, serif font. The text is set against a light orange background with a green border. The entire logo is framed by a green arch at the top and a green line at the bottom.

SANTA FE FARMERS MARKET

2015 Membership Application

Completed applications are due in the SFFM office no later than Tuesday, March 31st. Applicants who submit their applications late will be fined \$30 and will jeopardize their reserved space status.

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 used to verify that you are selling only products for which you have been approved.

Your application will be reviewed by the Jury Committee after you submit it. If you have requested a reserved space or a change in your reserved space, the Reserved Space Committee will review your application at that time as well.

After your application has been reviewed by the Jury Committee, you will be notified by mail of your application status and reserved or non-reserved space status. That packet will also contain important information about the structure and operations of the market.

Thanks again for being a part of the Market. If you have any questions, don't hesitate to direct them to Lara Theragood, the SFFM Office Manager, at 505-983-4098 x 4 or lara@santafefarmersmarket.com.

NEW: Applications that lack any of the items on the Application Checklist or any other relevant documentations will be considered incomplete. This season, a notice will be sent that the application is incomplete and you 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. **You will not be allowed to sell at the SFFM until your application is completed.**

2015 Application Checklist

Return completed with application. 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 2015 Application with Annual Membership Fee and appropriate Reserved Booth Fees

Copy of 2015 City of Santa Fe Business License

Checklist (this page)

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

Part C: 2014 Total Gross Sales Form (amount earned at the Market before expenses)

Part D: SFFM Vendor Information for Website

Part E: SFFM Institute Vendor Survey

PRODUCE VENDORS

Signed 2015 EBT/Food Stamps Agreement

Copy of current Organic Certificate (if applicable) and 2014 Product List from NMOCC (see Rule XII)

PROCESSED FOODS VENDORS

Signed 2015 EBT/Food Stamps Agreement

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

Signed 2015 EBT/Food Stamps Agreement

Copy of current Product Liability Insurance

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** \$5 fee as part of the SFFM Nursery License (see VI in Rules and Regulations)

CRAFTS & HERBAL/THERAPEUTIC PRODUCTS VENDORS

Contact List for Suppliers of Ingredients

Part A: General Information

Have you been a member of the Santa Fe Farmers Market in the past? yes Primary Contact Name
no

Farm/Business Name Secondary Contact Name

Email Address

Phone Cell Phone

Mailing Address

City Zip Code County

Please include a copy of your 2015 City of Santa Fe Business License with this Application.

*If you are a returning vendor, your name has already been submitted to the City, and you may purchase your license at any time.

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.

The SFFM sometimes needs to send out important information (regarding fees, inspections, etc.). What is your preferred method to receive this important info? Note that **you are responsible for all information delivered by this method.**

phone

email

post mail

What is your preferred language to receive this information?

Spanish

English

By signing below, I indicate that I understand and that I am responsible for all information delivered in my preferred method and language.

Signature

Date

.....

Are you certified organic with the New Mexico Organic Commodities Commission?	yes	
	no	
Will your farm offer a CSA this year?	yes	
	no	
Do you participate in the Farm To Restaurant and/or Farm To Table programs?	yes	
	no	
The WIC Farmers Market program allows recipients of WIC benefits to spend some benefits on fresh goods at the market. Would you like to participate in the WIC Farmers Market program this year?	yes	
	no	
	maybe, but I would like more information	
Have you participated in the WIC program in the past? If yes, what is your four-digit WIC number?	yes	WIC #
	no	
Are you interested in participating in the 2015 Farm Tour in the Fall?	yes	
	no	

.....

Do you plan on selling nursery items under the Santa Fe Farmers' Market license?	yes
	no

If you are a nursery grower with your own license, what is your license #?

.....

2015 Reserved Spaces

Reserved spaces will be allocated by the Reserved Space Committee. You will be informed as this process moves forward. **This is the opportunity to indicate whether you would like a reserved space. Do not pay for a reserved space unless you had one in 2014.** If you are awarded one this year, you will pay at that time.

Did you have a reserved space last year?

Tuesdays: yes no Saturdays: yes no

Check any or all of the following if you would like to:

change your reserved space for 2015 (you will be informed of the available spaces, and your space will not change without your agreement)

receive a Saturday reserved space for 2015

receive a Tuesday reserved space for 2015

2015 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 28' 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**

2015 Annual Fees (submit with Application)

Note: Do not pay for a reserved space unless you had one in 2014. First-time reserved space members will pay for their space *after* they receive it.

2015 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 2014.

Tuesday Reserved Fee:

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

Pay only if you had a Tuesday reserved space in 2014. Reserving a space on Tuesday results in a lower daily fee. (see table below)

Saturday Double Booth Premium:

\$200

Pay only if you had a Saturday double reserved space in 2014.

Use of SFFM Nursery License:

\$5

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

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 Rules & Regulations, and any changes or new rules introduced by the Market. I understand that false statements on this application or failure to abide by the Rules & Regulations may jeopardize my right to sell at the SFFM.

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 form, call the office and we will mail you copies, or download the application form from our website at www.santafefarmersmarket.com/vendors/ and print more.

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 section VII of 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.

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 2014?

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 2014?

Approximately how many gallons of milk do you predict you will bring to market in 2014?

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 (see Rule VIII). 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 and Therapeutic 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 (see Rule IX). Please review this section of the Rules 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 www.santafefarmersmarket.com/vendors/ 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 (see Rule IX, section 6). Please review this section of the Rules 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 www.santafefarmersmarket.com/vendors/ 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 7: Processed Foods (Value-Added Producers Only)

5. Please remember that for processed products, at least eighty-percent (80%) 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, 80% of the total content of the product must be grown in the local area.) 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. (Rules and Regs I.A.7) **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

Santa Fe Farmers Market

Gross Sales

Part C: Sales Form

This information is totally confidential and anonymous. Detach it from your application and seal it in the blank envelope (provided).

It is imperative that you provide accurate information on this form. The SFFM collects gross sales information to understand the economic wellbeing of our membership and the impact of our market on the community. This allows us to get grant and state funding, and to evaluate the success of the Market from year to year.

Total Gross Sales is the amount earned at the Santa Fe Farmers Market last year before expenses. If you are not sure about the exact numbers, your best guess is fine.

Saturdays: _____

Tuesdays - Railyard: _____

Tuesdays - Southside: _____

Total SFFM Gross Sales 2014 = _____

Please indicate what percentage of your total household income comes from farmers market vending at any/all markets (not just Santa Fe). (circle the appropriate amount)

Less than 25%: 25 to 50%: 50 to 75%: 75 to 100%:

Approximately what percentage of your total household income is from sales at the Santa Fe Farmers Market?

Less than 25%: 25 to 50%: 50 to 75%: 75 to 100%:

Approximate number of days you vended at Santa Fe Farmers Market in 2014 including Saturdays and Tuesdays:

How many people do you employ? Full Time Part Time/Seasonal

Do you have apprentices or interns? Yes No If yes, how many?

Primary Product (check one):

Produce Meat Dairy Eggs Honey Nursery
Cut Flowers Herbal/Lotions/Soaps Crafts Processed Foods

Part D: 2015 SFFM Vendor Information for Website

This year we are improving our website to better promote our vendors. Providing more information about who you are and what you grow will allow customers to seek you out and get to know you better.

Name(s) of the main farmers/owners: _____

Name of your operation/business: _____

Where are you located? _____

What are the main items that you sell:

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

How long have you been with the SFFM? _____

How long have you been producing, crafting, etc? _____

Do you have a bio, a press piece, or a story you have used in the past that you would like us to include on our webpage? (Attach on a separate sheet.)

If possible, please send 1-2 photos of the production of your product and/or shots of your usual sales people at your stand. You may email these images to ceci@santafefarmersmarket.com, or attach prints to this survey.

Part E: 2015 SFFM Institute Vendor Survey

1. How many years/generations has your farm been in your family? _____
2. What year did you join the SFFM? _____
3. How many total acres do you farm? _____
4. Have you attended any SFFMI workshops/trainings in the past 2 years? yes no
 - a. If YES, which ones? _____
 - b. If YES,
 - i. What did you find useful about these workshops?

 - ii. What could be improved for the future?

 - c. If NO, what factors prevented you from attending? Check all that apply:
 - i. My schedule doesn't allow me to get to workshops.
 - ii. The workshops are not relevant to my needs.
 - iii. I did not know that these workshops were happening.
 - iv. Other: _____
5. What workshops or resources would be most useful for you/your business if facilitated/provided by the Institute? The following workshops have been suggested to the Institute in the past. Please check all that are of interest to you and add any ideas not listed here.
 - a. Soil and compost analysis.
 - b. Compost and compost tea (production and application)
 - c. Seed saving and seed exchange
 - d. Strategies and venues for marketing your products
 - e. Expanding crop diversity, growing methods for less common crops, developing new crops, perennials
 - f. Organic certification/application process and funding available to help with cost
 - g. Additional ideas:

6. Of the options you selected/suggested in Question 5, which are the most important to you?
 - a. First choice: _____
 - b. Second choice: _____
 - c. Third choice: _____

7. What information would be useful for you if provided in a resource library by the Institute? (eg., sources of grants/funding; marketing/business strategies; new farming techniques/season extension...)

8. What else can the Institute do to better support you and your business?

9. How many greenhouses do you own? _____

10. Please select all opportunities you are interested in **this year**:

a. Participating in SFFMI's Microloan Program

b. Applying for an EQIP Grant

i. For a greenhouse

ii. For an irrigation system

iii. Other project: _____

c. Other USDA grants, such as Value-Added or Rural Energy (please specify): _____

d. Participation in a food hub or other food aggregation system

e. Farm To Restaurant program run by Farm To Table

f. Organic Certification/Application process and funding available to help with cost

11. Do you have any questions about the Southside Market?

If you have any questions about programs and opportunities available through the Institute, please contact Program Director Sam Baca at 505-983-7726 x 102 or sam@farmersmarketinstitute.org.