



## **BRUNSWICK RIVERWALK FARMERS MARKET**

### **APPLICATION FOR VENDOR PERMIT**

#### **INSTRUCTIONS.**

1. Vendors intending to participate in the Town of Belville's ("Town") Brunswick Riverwalk Farmers Market ("Farmers Market") and sell approved seafood products, fresh produce, processed farm products, baked goods, herbs, nursery products, and certain seasonal items such as carving pumpkins, decorative Indian corn, seasoned firewood, and Christmas trees (NC fresh cut), garland, and wreaths (collectively, the "Goods") must obtain a duly issued permit from the Town Administrator.
2. Please review the Farmers Market Rules and Regulations before completing this application.
3. Please fill out the application completely and list all of the Goods you intend to sell at the market. Incomplete applications shall not be considered. If a provision of the application is inapplicable, then please indicate the same with a "NA."
4. If the vendor is an organized legal entity, then provide the legal name on file with the North Carolina Secretary of State and the name and mailing address of its Registered Agent.
5. Please include accurate electronic and regular mail addresses and an effective mobile telephone number for the Vendor's contact person.
6. Applications should be submitted to the Town Administrator, Town of Belville, 63 River Road, Belville, NC 28451. PDF copies of sufficient applications, along with any required attachments thereto, may be submitted to the Town Administrator by email at [townadministrator@townofbelville.com](mailto:townadministrator@townofbelville.com).
7. All vendors are required to attach a copy of their North Carolina Department of Revenue Certificate of Registration to their application. If you are exempted from this requirement, then attach a copy of the exemption. The department requires that your Certificate of Registration or exemption be prominently displayed during the market's hours of operation.
8. All vendors whose Goods require inspection approvals, certifications, and/or licenses are required to attach copies of the same to their application.
9. In the event an application is approved, and as a condition of the permit being issued, the Vendor shall deliver a Certificate of Insurance to the Town Administrator verifying the required insurance coverage and limits and listing the Town as an additional named insured (and not just as a certificate holder).
10. Permits are issued on a calendar year basis for annual or quarterly use of vendor spaces. Permit fees shall be paid in advance of permit issuance, and fee payments are non-refundable unless the application for a permit is denied.
11. Preference will be given to local and southeastern North Carolina growers, producers, and harvesters.



**VENDOR INFORMATION.**

Name of Vendor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Electronic Mailing Address: \_\_\_\_\_

Mobile Telephone No.: \_\_\_\_\_

Website/Facebook/Social Media Address: \_\_\_\_\_

Registered Agent: \_\_\_\_\_

Registered Agent's Mailing Address: \_\_\_\_\_

Provide the names, telephone numbers, and electronic mail addresses of all persons who will be working your vendor space at the market:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which quarters are you applying for:

\_\_\_\_\_ Q1: April/May/June

\_\_\_\_\_ Q2: July/August/September

\_\_\_\_\_ Q3: October/November/December

\_\_\_\_\_ Q4: January/February/March

Which size vendor space are you applying for:

\_\_\_\_\_ 10x12 (\$260 per quarter)

\_\_\_\_\_ 10x24 (\$390 per quarter)

Vendors are responsible for providing their own chairs and the equipment (display cases, portable refrigerators, etc.) necessary for the legally compliant display and storage of their Goods. The Town provides electric service. If water service is necessary, then connections and fees shall be the responsibility of the vendor.



### **PRODUCT LISTING AND CATEGORIES.**

List the Goods you intend to sell and generally indicate, in the section that follows the listing, what percentage of those Goods fall into the designated categories. Attach additional sheets as necessary.

Please provide detailed information about the Goods to be sold including, *e.g.*, what specific types of seafood, produce, processed farm products, baked goods, herbs, nursery products, and seasonal items you intend to offer for sale. Any Goods not listed herein shall require future review/approval.

Processed food products and seafood must comply with local, state, and/or federal requirements and regulations including legally sufficient labeling and possible inspection approvals, certifications, and licenses. Vendors with any of these requirements must have copies of their applicable inspection approvals, certifications and licenses on file with the Town Administrator and prominently displayed when selling at the Farmers Market.

All Goods sold or labeled as “organic” must comply with the requirements of the National Organic Program and Vendors of organic Goods, whether self-grown or carried, must submit a copy of the certification confirming the organic status, or a signed Verification for Exempt Non-Certified Organic Producers Affidavit, to the Town Administrator when applying for a permit or when seeking subsequent approval for Goods not initially listed in the application. Said certification or exemption must be displayed when selling at the market.



Item/Product	Grower/Harvester ("self" or the name of grower/harvester if carried)	Estimated Availability Dates



**Category 1:** Estimated % of sales: \_\_\_\_\_

Raw or minimally processed fresh vegetables and fruit, eggs, honey, herbs, and nursery products (landscape plants, potted and cut flowers, bedding plants, etc.).

**Category 2:** Estimated % of sales: \_\_\_\_\_

Processed foods products a North Carolina Department of Agriculture kitchen inspection: jams, jellies, preserves, vinegars, baked goods, juices.

**Category 3:** Estimated % of sales: \_\_\_\_\_

Products requiring more stringent inspections, regulations, and possible refrigeration: seafood and acidified food products requiring FDA short course certification such as pickles, relishes, and tomato products.

### **INSURANCE.**

Vendors shall maintain polices of insurance and minimum coverage limits as follows:

Product Liability:	\$1,000,000 per occurrence;
General Liability:	\$1,000,000 per occurrence;
Automotive Liability:	\$1,000,000; and
Workers Compensation:	As required by North Carolina General Statutes

Written certification of all such coverage, with the Town named as an additional insured thereon, and not just as a certificate holder, shall be delivered to the Town Administrator prior to and as a condition of a permit being issued. Vendors shall provide the Town Administrator with no less than thirty (30) days' written notice before the effective cancellation date of any required insurance coverage.

### **HOLD HARMLESS AND INDEMNIFICATION CLAUSE.**

Vendors participating in the Farmers Market shall be individually and severally responsible to the Town for any loss, personal injury, diseases, deaths, and property damage which may occur as a result of the Vendor's negligence and/or the negligence of its owners, employees, servants, and agents (collectively, the "Vendor Parties"). I, as an individual vendor or on behalf of the vendor identified herein, hereby agree to indemnify and hold the Town and its elected and appointed officials, employees, agents, representatives, and volunteers (collectively, the "Town Parties") harmless from any and all claims, losses, costs, damages, and other expenses, including attorneys' fees and all defense-related costs, suffered or incurred by the Town Parties by reason of, directly or indirectly, the Vendor Parties' participation in the Farmers Market; provided that, however, Vendors shall not be responsible for nor obligated to indemnify the Town Parties for any claims, losses, costs, damages, and other expenses resulting from the sole negligence of the Town Parties.



This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Printed Name

Title: \_\_\_\_\_

**If selling Goods requiring inspection approvals, certifications, and/or licenses, please attach copies of those documents to this application.**