



2025 Regular Season (May-December) Vendor Application DUE FRIDAY, FEBRUARY 28th, 2025

More information about selling with Farmers on the Square, including our Operating Guidelines for vendors, can be found at the ["Sell on the Square" page of our website](#). Please reach out to the FOTS Market Manager at friendsofthefarmers@gmail.com with any additional questions or concerns.

Our market runs **weekly** on the Square at 2 N Hanover St in Carlisle, beginning on May 8th, 2025 and concluding on December 17th, 2025. Up to and including October 22nd, the market will run from 3-7pm, and beginning on October 29th (when the Carlisle Halloween Parade takes place; the date is unconfirmed for the moment and subject to change) the market will run from 3-6pm. Based on the results of a comparative analysis of attendance data in March, these "winter hours" may revert to the historical norm of 2-5pm, in which case vendors will be notified as soon as the decision is made and multiple reminders will be sent to vendors and customers to ensure a smooth transition.

Farm / Co-Operative Stand Name: _____

Contact Person's Name: _____

Mailing Address: _____

Farm Address (if different from above): _____

Phone Number: _____ Email: _____ Website: _____

Market Representative* Name (if different from above): _____

Phone Number: _____ Email: _____

* This is the employee or other representative who will most often conduct sales at the market or lead the team that does so. We will only use their contact information to communicate important changes or reminders pertaining to market day procedures.

1. Products to be sold (produced on your farm; *see Operating Guidelines 1a-c*).

- Items listed here are the *ONLY* items a vendor is allowed to sell this season unless an amended application is submitted and approved by the Board.
- Please be as specific as possible (i.e. berries vs. tree fruit; yeast breads vs. general baked goods) and highlight any specialty products you offer. Use extra page(s) if necessary. This helps us prioritize applications based on the needs of the market.
- Cooperative stands (*see Operating Guidelines 1d*), please list here all products to be sold at the stand, AND include a Cooperative Stand Participant form for each participating farm.
- *Please also provide an estimated percentage of your total stand for each item based on your 2025 FOTS projections - give us your best guess! Applications will not be considered complete without a list of products AND associated estimated percentages.*

Product	% of total stand

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Product	% of total stand

2. **If you hope to resell** another farmer's product, please list the source & items below (*review Operating Guidelines 1c on resale first*).

Product(s)	Source Farm name and address	% of total stand

3. **If you are a baker or secondary producer**, your product and facility must be inspected by the PA Dept of Agriculture and have a license to sell **before an application can be submitted**. Please list ingredient sources below (*review Operating Guidelines 1a for bakers and secondary producers first*). FOTS favors bakers and secondary producers who source local ingredients or materials – please read market guidelines for more information. Use extra page(s) if necessary.

For Bakers: FOTS requires any vendor selling pre-packaged foods, including baked goods to have the following information listed on each packaged item **or** ensure the following information is accessible to the consumer at the point-of-sale:

- General name of the product (Ex. chocolate cake, chocolate chip cookie, etc.).
- List of ingredients including all sub-ingredients. For example, if butter is purchased from the local store the product label must include all ingredients that the manufacturer put on their label as well. As an example: Flour (x, y, z), Butter (x, y, z), salt, sugar, syrup (x, y, z), etc.

Ingredient(s)	Source	Mark if w/in 50 mi.

4. **Please list any licenses or certifications** necessary for vending food products, home canned foods, home baked goods, meats, or dairy products. Please also **attach a copy of your USDA or PDA license or certification if applicable**.

Product type	Certification type needed	License/certificate number

If you are a **baker or secondary producer requiring a license to sell**, please include the following information regarding your product and license:

- Name of business and location where product is made.
- Name of Food Inspector;
- Type of license or licenses you have as it pertains to making and selling consumable items to the public plus expiration date(s).

Do you have \$1,000,000.00 of **farm liability insurance**? (*See Operating Guidelines 6 & 1d for insurance requirements.*)

Please circle one: **YES** or **NO**

Do you have **General Commercial Liability insurance** of at least \$1,000,000 per incident, \$2,000,000 aggregate?

Please circle one: **YES** or **NO**

NOTE: If accepted, you will be required to list the following two parties as Additional Insured AND will be required to scan and submit a copy of your certificate of insurance to friendsofthefarmers@gmail.com:

- Farmers on the Square, 2A North Hanover St., Carlisle, PA 17013
- First Presbyterian Church of Carlisle, 2A North Hanover St., Carlisle, PA 17013

5. **Indicate your preferred level of participation. Fees listed below are based on one 10x10 space.** All fees are non-refundable and may increase if electrical access is requested; see item 6 (location requests) below for more information:

Full season vendor (May 7th–December 17th for 33 weeks): = \$660: _____

Half season vendor (17 weeks; circle one **bolded** option): **1st HALF** (May 7th - August 27th) or **2nd HALF** (August 27th - December 17th) or **ALTERNATING WEEKS** (indicate start date: _____) = \$363: _____

Occasional vendor: **Dates Requested** _____ = X \$44/day
= _____

Will your stand fit in a 10'x10' standard canopy tent footprint? (Check ONE)

____ **Yes:** Standard vendor fee calculated above

____ **No (DOUBLE VENDOR FEE):** 2 tents, or extra space beside single tent (20'x10' total footprint)

____ **No (DOUBLE VENDOR FEE):** Food truck or trailer

Please indicate your preferred unloading time (vendors must be ready to sell promptly at the start of market):

1:30 – 1:45 ____ 1:45 – 2:00 ____ 2:00 – 2:15 ____ 2:15 – 2:30 ____ 2:30 – 2:45 ____

6. **Location requests:** If you have any preferences with regards to the location of your stand at the market, please tell us here. Please note that **while we will do our best to satisfy all requests, no locations are finalized until the season's market map is confirmed, and we reserve the right to place vendors in spaces that are best for the overall health of the market regardless of requests.** Occasional vendors applying after February 28th will be placed wherever space is available and may not have a consistent location from one market to the next.

Access to Electricity (NEW POLICY THIS SEASON, PLEASE READ): If you require electrical connection for your stand, it could have a significant impact on possible locations at the market. We have adopted a new policy beginning with this season regarding access to electricity at our market; [please read it here](#) if you will need to plug in any devices for your stand and mark the ONE statement below that describes your situation:

_____ I would like access to an electrical circuit (15Amp limit, 2 outlets) when I am attending this season. I will provide my own extension cord(s) AND will include a list of electrical appliances with this application. I have read and agree to the [Electrical Access Policy for Vendors](#), and acknowledge that I will pay an amount equivalent to 10% of my other vendor fees for this service.

_____ I would like access to MORE THAN ONE electrical circuit AND understand that this request will only be fulfilled if circuits are available. I will provide my own extension cord(s) AND will include a list of electrical appliances with this application. I have read and agree to the [Electrical Access Policy for Vendors](#), and acknowledge that I will pay an amount equivalent to 10% of my other vendor fees for EACH circuit I access with this service.

_____ I do not need electrical access for this season. I will either provide my own in compliance with the [Electrical Access Policy for Vendors](#), or will not have any electrical appliances operating at my stand for the duration of the season.

7. **If you are a new vendor applicant, please elaborate on how your products & farm are in line with the FOTS mission to provide an opportunity for our community to access superb, regional products from a vibrant, producer-only farmers' market.**

By signing below, I certify that I am the producer of the products listed above in #1 of this application.

Signature: _____ Date: _____

By signing below, I certify that I have read, understand and will adhere to all guidelines in the 2025 Farmers on the Square Operating Guidelines document, including the insurance requirements acknowledged in section 6 of this application. I further understand that should I fail to comply with these specified guidelines, my participation in Farmers on the Square could be terminated.

Signature: _____ Date: _____

Application Deadlines:

- Full and Half Season vendors: **February 28th, 2025**
- Occasional and Guest vendors: **3 weeks prior to first requested participation date**

Application checklist:

- Completed Application Form
- Cooperative Stand Participants forms (if a cooperative stand)
- Supporting documents:
 - Required certifications (1 copy)
 - Any additional certifications (1 copy)
 - Certificate of insurance as described in section 6 above; only required after acceptance (1 copy)
- **Do not send payment until your application is approved. Full payment is required BEFORE making any sales during the season;** therefore, you should pay **on or before the day of** your first scheduled market to ensure you are allowed to participate. You can pay at the market or send your payment via mail to the address below.
- **Retain a copy** of this application for your records.

Please send completed application and supporting documents to friendsofthefarmers@gmail.com OR mail to

**Farmers on the Square
PO Box 988
Carlisle PA 17013**

(DO NOT send mail to the church!)
