

2017

WEST ASHLEY FARMERS MARKET
Food Concessionaire

Application & Participation Agreement

Due: Wednesday, February 15, 2017

Harrison R. Chapman, Charleston Farmers Market Manager

Phone: (843) 724-7309 & Fax: (843) 720-3967

ChapmanH@Charleston-sc.gov or FarmersMarket@Charleston-sc.gov

The West Ashley Farmers Market (WAFM) is dedicated to the support and advocacy of Lowcountry Farmers & Growers in addition to Food Concessionaires with a high dependency on locally sourced ingredients. Please consult the [2017 WAFM Vendor Manual](#) prior to completing this form.

Contact Person: _____ Title: _____

Business Name: _____ Year Established: _____

Address (Kitchen): _____

City/State/Zip (Kitchen): _____

Property Owner (Kitchen): _____

Contact Person (Kitchen): _____ Phone #: _____

Address (Residence): _____

City/State/Zip (Residence): _____

Daytime #: _____ Evening #: _____

Email: _____ Website: _____

Need for Electricity (Y/N): _____ Explain: _____

Brief description of goods: _____

**List products in order of priority for which you would like to be considered to sell.
Exclusivity is not guaranteed at the market.**

***Be Specific.**

***Use a separate sheet of paper if necessary**

***Returning Vendors must specify products not previously approved**

#1 Product: _____

2: _____

3: _____

4: _____

#5: _____

#6: _____

Other: _____

All Food Concessionaires must use locally sourced ingredients, which must be listed below.

Priority is given to applicants displaying a greatest dependency of locally sourced ingredients.

List business and location of purchase: (Management reserves the right to require invoice to prove the origin of ingredients)

Vendor Statement

**Please use this section to provide any additional information that you would like us to know.*

VENDOR CERTIFICATION

- I have **read, understand, and agree** to comply with the [2017 WAFM Vendor Manual](#)
- I reside and operate my business; East of I-95 to Atlantic Ocean and within SC borders
- I understand the violations and sanctions, including; suspension and disqualification
- I understand selling privileges can be revoked by the City of Charleston at any time
- I understand that **no Food Concessionaire is guaranteed acceptance and is subject to review by the City of Charleston**
- I understand that Food Concessionaires who are accepted into the market will be notified by the City of Charleston as soon as a decision has been finalized
- I understand that a mandatory vendor meeting will be scheduled upon acceptance

ITEMS THAT MUST BE INCLUDED WITH YOUR SUBMISSION

- Completed, signed Food Concessionaire Application & Participation Agreement
- Full list of products the applicant wishes to sell
- \$20 non-refundable application fee (check/money order) payable to; City of Charleston
*cash is not accepted

WE ENCOURAGE APPLICANTS TO INCLUDE ALL OF THE FOLLOWING PAPERWORK

(IF YOU HAVE NOT INCLUDED THE FOLLOWING PAPERWORK, PLEASE INDICATE THE STATUS OF EACH ITEM, WHETHER YOU ARE AWAITING ACCEPTANCE OR EXPECT TO HAVE IT BY A CERTAIN DATE)

- 2017 SCDHEC Certificate for preparation kitchen: _____
- SCDA-RVC (SC Dept. of Agriculture - Registration Verification Certificate): _____
- 2017 City of Charleston Business License: _____
- South Carolina Retail License: _____
- Certificate of General Liability Insurance of no less than; \$1,000,000.00: _____
*Certificate Holder must be listed as; City of Charleston, 80 Broad St., Charleston, SC 29401

The City of Charleston invites eligible Food Concessionaires to participate in the 2017 West Ashley Farmers Market season in accordance with the guidelines and criteria outlined in this Food Concessionaire Application & Participation Agreement and the 2017 WAFM Vendor Manual. While specific locations, number of canopies or frequency of participation cannot be guaranteed, applicants may contact Market Management at any time to discuss specific requests or special needs.

Signature: _____ Date: _____

***SUBMIT COMPLETED FORM & \$20 FEE BY WEDNESDAY, FEBRUARY 15, 2017 TO:**

Attn: Harrison R. Chapman, Manager
City of Charleston – Office of Cultural Affairs
75 Calhoun Street, Suite 3800 - Charleston, SC 29401