

Application & Participation Agreement

Due: Wednesday, February 15, 2017

Harrison R. Chapman, Manager

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

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

The Charleston Farmers Market (CFM) 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 CFM Vendor Manual](#) prior to completing this form.

Contact Person: _____ Title: _____

Business Name: _____ Year Established: _____

Address(Kitchen): _____

City/State/Zip: _____

Property Owner (Kitchen): _____

Contact Person (Kitchen): _____ Phone #: _____

Address (Residence): _____

City/State/Zip: _____

Daytime #: _____ Evening #: _____

Email: _____ Website: _____

Electrical Power Needs & Reason (Be Specific): _____

Brief description of goods (i.e. "local produce" or "baked goods"): _____

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

***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 CFM Food Concessionaires must use local ingredients. Priority is given to applicants displaying a greater dependency of local ingredients. List business and location of purchase:

(CFM Management reserves the right to require invoices 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 CFM Vendor Manual](#) including; **Rules & Regulations** and **On-Site Operation Guidelines**
- 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 vendor is guaranteed acceptance and is subject to review by the City of Charleston Office of Cultural Affairs**
- Food Concessionaire vendors that are accepted into the 2017 CFM will be notified by the City of Charleston Office of Cultural Affairs 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 or money order) made 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 Street, Charleston, SC 29401

The City of Charleston Office of Cultural Affairs (OCA) invites eligible Food Concessionaires to participate in the 2017 CFM in accordance with the guidelines and criteria outlined in this Application & Participation Agreement. While we anticipate the CFM to continue to face additional space constraints arising from construction projects on sites adjacent to Marion Square and based on the park's overall capacity, the OCA remains committed to ensuring the continuing success of this vital resource. We welcome submissions from Food Concessionaire vendors from the 2016 season as well as eligible vendors who have not participated in past seasons on a space-available basis. While specific locations, a specific number of tents and a specific frequency of participation cannot be guaranteed, applicants may contact the CFM Manager at any time to discuss specific requests or special needs.

Signature: _____ Date: _____

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

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