

**COLESVILLE COMMUNITY MARKET  
VENDOR APPLICATION & AGREEMENT  
2018 Season: May 19 – September 29, 2018**

Welcome! We are excited about your interest in participating as a vendor at the NEW Colesville Community Market (CCM). The CCM is a congregational community of the Colesville United Methodist Church committed to locally grown produce, individual and group artisans and quality handmade creations.

**Venue:** Colesville United Methodist Church parking lot  
Address: 52 Randolph Road, Silver Spring, MD 20904

**Day & Time:** Saturdays from 9 am to 1:30 pm (*Weekly*)

To be an approved vendor at CCM, a completed application *and* a signed agreement are required. Please complete the vendor application, the signed agreement, and enclose market fees (application fee + space fee ) made payable to the Colesville United Methodist Church) and mail them one week **prior** to the Saturday you intend to participate:

Colesville United Methodist Church  
ATTENTION: Colesville Community Market  
52 Randolph Road, Silver Spring, MD 20904  
***(Submissions in person will also be accepted:  
Only Mondays – Thursdays between 11 am – 4 pm)***

***ALL VENDORS AND THEIR ASSISTANTS MUST AGREE TO ABIDE WITH THE TERMS AND CONDITIONS OUTLINED IN THE APPLICATION, AGREEMENT, & MARKET HANDBOOK.***

There are three sections of the CCM application that must be completed for acceptance as a CCM vendor:

- I. Vendor Information
- II. Business Description
- III. Agreement (includes Terms and Conditions; Market Application Fees and Space Fees)

The CCM Market Handbook is provided as a reference that outlines additional market information and important vendor requirements. All vendors are expected to know and abide by the requirements through the market season.

Questions or requests for clarification may be emailed to CCM Market Manager at: [ccm@cumc.org](mailto:ccm@cumc.org).

**SECTION I: VENDOR INFORMATION**

(This application covers the period of one market season and must be renewed annually.)

Name \_\_\_\_\_ Business Name \_\_\_\_\_

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

Location of Kitchen/Studio \_\_\_\_\_

(if different from mailing address)

Primary Contact Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Receive Text Messages: Yes / No

Alternate Phone Number: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

**SECTION II: BUSINESS DESCRIPTION**

Category of business:  **Craft/Art**  **Baked Goods**  **Prepared Food**  **Agricultural Foods**  **Farm**

Website / Social Media links (if any): \_\_\_\_\_

MD Tax ID # (Required) \_\_\_\_\_

Permit/License from the State of Maryland # \_\_\_\_\_ *(for prepared foods only)*

License Expiration Date: \_\_\_\_\_ *(for prepared foods only)*

*(REMEMBER: It is important that copies of all applicable permits are included with the application before moving forward. We are required to have these at the Welcome/Information booth on market days.)*

Will you have other individuals with you at the market (i.e., assistant, family members etc..?) Yes / No

Name of additional individuals:

1) \_\_\_\_\_ 2) \_\_\_\_\_

Provide a brief description about your business (or a link if it is available online). Include types of products, how it started, a little about yourself and your business introducing yourself etc...)

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

**SECTION III: AGREEMENT**

**A. MARKET FEES**

1) Application Fee (non-refundable): \$35 for the season (May through September)

2) Space Fee (10 x 10):

Artisans/Bakers: \$50/month OR \$15/week (for the 1<sup>st</sup> 10 x 10 space)

\$20/month OR \$10/week (for 2<sup>nd</sup> 10 x 10 space)

Farmers: \$50/month OR \$15/week (For 10 x 10 space)

Food Vendors/Trucks: \$80/month or \$25/week  
(for vendors who have committed to participating during the season  
i.e. min 5 dates indicated below)

If less than 5 dates indicated below: \$80 for each date

*Payments accepted in US Money Order or Checks for Application Fee + Space Fee  
(Payable to Colesville United Methodist Church).*

*We are unable to accept cash payments.*

**B. DESIRED SPACE REQUIREMENTS AT MARKET**

Number of 10'x10' spaces desired to be reserved: \_\_\_\_\_

*All vendors must provide their own set up which includes tables, chairs, trash bin, and a  
10' x 10' canopy with weights for windy conditions.*

To promote strong vendor-customer relations, CCM values vendors who can commit to a weekly schedule for the entire season. We recognize, however, that a weekly schedule may not be possible. If that is the case, let us know your scheduling preference by circling the appropriate options below:

Prefer weekly

Prefer bi-weekly (every two weeks)

Prefer monthly

**Please CIRCLE the dates you will be selling at the Market:**

May 19

June 23

August 4

September 15

May 26

June 30

August 11

September 22

(Memorial Day  
Weekend)

July 7

August 18

September 29

July 14

August 25

June 2

July 21

September 1

June 9

July 28

(Labor Day Weekend)

June 16

September 8

Signature \_\_\_\_\_

Date \_\_\_\_\_

**C. ARTISAN/BAKERS CERTIFICATION OF PRODUCTS FOR SALE AT MARKET**

Please list **ALL** products to be sold at the Colesville Community Market (CCM). Include additional pages as needed. **PLEASE NOTE:** If an item is not listed, it cannot be sold without prior approval of the CCM Team.

- 1. \_\_\_\_\_ 6. \_\_\_\_\_
- 2. \_\_\_\_\_ 7. \_\_\_\_\_
- 3. \_\_\_\_\_ 8. \_\_\_\_\_
- 4. \_\_\_\_\_ 9. \_\_\_\_\_
- 5. \_\_\_\_\_ 10. \_\_\_\_\_

***IMPORTANT NOTE:***

Bakers should possess the proper licensing from Montgomery County Health and Human Services. Prepared food vendors must hold a current food service license and health department’s farmers market license required by both state and the county.

**FARMERS & GROWERS: CERTIFICATION OF PRODUCTS FOR SALE AT MARKET**

Check each category in which you plan to bring product to market:

- Fruits: \_\_ Vegetables: \_\_ Cut-Herbs: \_\_ Cut-Flowers: \_\_ Meat: \_\_ Poultry: \_\_ Seafood: \_\_
- Eggs: \_\_ Dairy: \_\_ Honey: \_\_ Mushrooms: \_\_ Bedding Plants/Flowers: \_\_
- Potted Herbs: \_\_ Other, please specify): \_\_\_\_\_

**D. AGREEMENT**

I hereby certify that I am the bona fide developer of the products and/or the authorized vendor for the handmade creations and other goods that I intend to sell at the Colesville Community Market, and said goods/products are produced/developed at the specified business location listed on this application. I also attest that I have read and understand the 2018 Colesville Community Market Vendor Application and Handbook, and that I agree to abide by them. I acknowledge that acceptance to sell at the Colesville Community Market (CCM) and market space assignments are made at the discretion of the Market Team. I agree that failure to comply with the Terms and Conditions, or to attempt to conduct resale transactions at the CCM, may result in losing my privilege to sell at this market. I further acknowledge that the public and beneficial purposes of the CCM include the

effort to support local artisans, fair trade practices, and local businesses. I further agree that the Market management does not warrant, expressly or by implication, that the participants will make a profit. I further acknowledge that any false statements I have made on this application will void this agreement and be grounds for removal from the Colesville Community Market.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**E. VENDOR CERTIFICATION AND INDEMNITY AGREEMENT**

- I (we) do understand that the space fee, length of season, and hours of operation are set in the rules and regulations and I (we) will abide by them.
- I (we) further agree to operate my (our) space in accordance with these rules and to pay all applicable fees as set out in the Application, Terms and Conditions, and I (we) will abide by them.
- I (we) the undersigned have read the Terms and Conditions of the Colesville Community Market, including the Market Handbook, and do agree to abide them and that they are subject to change.
- I (we) further understand that failure to comply with the Terms and Conditions of the Colesville Community Market, including the Market Handbook could result in my (our) privileges to be a CCM vendor.
- I (we) agree to HOLD HARMLESS and INDEMNIFY the Colesville Community Market (CCM), Colesville United Methodist Church (the sponsoring body), its members and employees, and Montgomery County from any and all liability or responsibility pertaining to any damages to person or property on the site assigned to me (us) by the Colesville Community Market, when such damages or liability result from my (our) own acts, or those of my (our) employees or associates, located at such site.
- I (we) verify that all information I (we) have provided about my business and/or items for sale on the CCM forms are true and accurate.
- I (we) understand that the CCM operates on limited funds. Accordingly, I (we) hereby agree that as a condition of my (our) participation in the Colesville Community Market (CCM), I (we) will not resort to litigation against the Colesville Community Market (CCM), and its Team. I (we) also acknowledge that the CCM's beneficial purpose will be impossible to pursue if it is subjected to costly litigation.
- I (we) understand and acknowledge that all photos taken at the market of my (our) image(s) or voice recording, or booth(s) or truck(s) or product(s) are the property of Colesville Community Market and may be used in advertising specifically promoting your business or generically promoting the market at any time even and may be used or remain in use on websites after I am/we are no longer a vendor at the market.

- I (we) acknowledge full responsibility for all my (our) activities in the Market (and for those assisting me (us) throughout the term of the market season (June to October).
- I (we) acknowledge the authority of the Market Manager to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations, and impose any penalties, including possible suspension or removal from the Market, subject to appeal under the procedures set forth in the Terms and Conditions.
- I (we) agree to allow the Market Manager, Market Team, representatives of CCM to inspect the premises where the products offered for sale, are produced, at any time. Refusal to allow an inspection will constitute a violation of the CCM Agreement.
- I (we) understand that CCM does not carry any insurance policies on my products, to cover individual participants, and that I am required to carry such insurance.
- I have read and agree to abide by the Terms and Conditions as outlined in this Vendor Application and Agreement, as well as all laws, codes and regulations, to cooperate with market management and to honestly pay the required stall fees.
- I certify that the information contained in this application is true. By signing this application, I authorize my check (if applicable) to be processed and deposited upon receipt.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ CUMC Representative's Signature: \_\_\_\_\_

**RETURN WITH COMPLETED APPLICATION AND PAYMENT BY US MAIL TO:  
COLESVILLE UNITED METHODIST CHURCH  
ATTN: COLESVILLE COMMUNITY MARKET  
52 RANDOLPH ROAD, SILVER SPRING, MD 20904.**

*(You may submit these in person to the church office between 11 am and 4 pm on Mondays - Thursdays. The office is closed on Fridays.)*