

Please read through the [20XX USDA Farmers Market Rules and Procedures and Operating Guidelines](#) before applying online. This application is to participate in the USDA Farmers Market, which runs Day, Month,– Day, Month, The market will open for a X-hour period between (XX:XX) and (XX:XX). The market is located in Washington, D.C. outside USDA Headquarters on the National Mall.

Applications will NOT be reviewed unless complete. A completed application includes the following:

- o Complete this electronic application by signing and dating;
- o Submit a complete list of products or menu items along with a list of ingredients for each item and sources for ingredients. Name of farm, ranch or grower, address and contact information is required for all ingredients. All products **must** have prior written approval from Market Management before bringing/selling the product(s) at the farmers market;
- o Submit proof of ownership or copy of signed lease agreement(s) for farmer/rancher/grower;
- o Submit a map and/or directions to farm, grow site, processing facility, or production facility;
- o Submit liability insurance information;
- o Submit copies of organic certification documents (if applicable);
- o Submit proof of membership in a farmer, rancher, or fishery cooperative (if applicable); and
- o Submit copies of all food safety forms, inspection reports and licenses/permits applicable to the sale of your product(s). Participants are responsible for knowing which requirements apply to their product(s).

Upload all supporting documents to the above "LICENSES" SECTION of ManageMyMarket.

If having problems uploading documents, please email documents (POC email) (Point of Contact Name) can be reached at POC Email or POC Number (XXX) XXX-XXXX with questions.

Thanks for applying to the USDA Farmers Market! Selected vendors will be notified on or after Month, XX, 20XX

Please note, priority will be given to those vendors who grow, raise or harvest the products that are featured in the items they sell.

If you have additional questions, please call (XXX) XXX - XXXX.

Please do not forget to upload all required documentation in the licenses section.

Dates*

Applicant selects available market dates

Vendor Types

[Add](#)

I allow the following types of vendors at my market

1. Farmer - I own or lease a farm in my region. The grains, herbs, fruits, vegetables, and other products I wish to sell are produced on this land in fields and/or greenhouses. I understand that the re-sale of agricultural products by farmers, ranchers and growers is not permitted at the USDA Farmers Market. [edit](#) | [delete](#)
2. Grower - I am a grower who owns or leases the land my flowers, plants, bedding plants, trees and other products are produced on I understand that the re-sale of agricultural products by farmers, ranchers and growers is not permitted at the USDA Farmers Market. [edit](#) | [delete](#)
3. Rancher - I am a rancher who owns or leases the land the fowl, and/or herd or other products I wish to sell are I understand that the re-sale of agricultural products by farmers, ranchers and growers is not permitted at the USDA Farmers Market. [edit](#) | [delete](#)
4. Meat Processor - I primarily operate a food processing facility that processes meat raised by regional farmers or ranchers. I understand that sales of fresh meat or poultry products are prohibited at the USDA Farmers Market. Only frozen meat and frozen poultry products that have been processed in a USDA Food Safety Inspection Service (FSIS) licensed and inspected facility and bear the USDA seal of inspection are permitted. [edit](#) | [delete](#)
5. Dairy Product Maker - I make cheese and other value-added products from milk that is purchased from dairy farms myregion. The flavoring agents I use are sourced locally. I understand that exotic, out-of-region flavorings may be used minimally only with prior written approval from Market Management. [edit](#) | [delete](#)
6. Fisherman/Waterman - I raise or catch fresh fish and shellfish, and use my own or local processing facilities so that these seafood products can be sold at market. [edit](#) | [delete](#)
7. Value Added Food Producer - I make jellies and jams, preserves, syrups, salsas, flavored oils, vinegars, pickles, fermented products, and dried products using produce grown by myself or by a farmer, rancher or grower in my region. [edit](#) | [delete](#)
8. Specialty - I make other agricultural product(s), which are not currently available at the market and/or in my local region but are important to the agricultural economy in the United States. I understand that specialty products will be considered on a case-by-case basis. I understand that exotic, out-of-region products such as coffee, tea, chocolate, and olive oil fall under this category. [edit](#) | [delete](#)
9. Baker - I make freshly baked goods from scratch, using ingredients from my region as much as possible. My baked goods are handled in accordance with the rules and regulations described by the state and local health department in which my farm or production facility is located. I am submitting all required current kitchen inspection reports, licenses and permits. [edit](#) | [delete](#)
10. Pasta Maker - I make pasta and sauces from scratch, using ingredients from the region. A minimum of 75 percent of the ingredients (by item, not by weight) in the products I wish to sell

EXP. DATE XX/XX/XXXX

are sourced directly from a farmer, rancher or grower in my region. I understand that water, salt, pepper, oil, and sugar are excluded from the 75 percent requirement. [edit](#) | [delete](#)

11. Soap Maker - I make handcrafted soaps and/or other health-care products from scratch. A minimum of 75 percent of the ingredients (by item, not by weight) in my products are sourced directly from a farmer, rancher or grower in my region. I understand that water, salt, pepper, oil, and sugar are excluded from the 75 percent requirement. [edit](#) | [delete](#)
12. Food Concessions - I make ready-to-eat food that will be prepared partially or entirely at the market. My menu items are made from locally sourced ingredients. I understand that exotic, out of region ingredients will only be admitted on a case-by-case basis with prior written approval from Market Management. I understand heat and serve products prepared off-site are not allowed under this category. [edit](#) | [delete](#)
13. Beverage Maker - I make drinks from scratch using locally sourced ingredients from my region. I understand that exotic, out-of-region agricultural ingredients used to make a beverage like coffee or tea should be submitted under the Specialty category. I understand that the sale of water is prohibited. [edit](#) | [delete](#)
14. Artisan: I am a craftsperson who designs and handmakes unique seasonal goods, gifts, or decorations. My products may include items such as ornaments, wreaths, candles, woodworking, textiles, pottery, jewelry, or other handmade specialties. I understand that all items must be created by me or my immediate teams, and that resale, mass-produced, or wholesale goods are not permitted at the market.

Stall Sizes*

[Add](#)

My market has the following stall sizes

1. 10x10 feet [edit](#) | [delete](#)
2. 10x20 feet [edit](#) | [delete](#)
3. Other: Please indicate if you have extraneous circumstances that would require additional space.

Market Fees*

[Add](#)

Here are the different market fees that I have (for example, daily, weekly, etc.)

No Market Fee - USDA does not charge a fee to farmers, ranchers, growers and producers who participate in the USDA Farmers Market. Participants are asked to commit to supporting the USDA gleaning/food recovery initiative in lieu of paying market fees. This commitment asks market participants to donate fresh useable produce and other food products at the end of each market to DC Central Kitchen. Discounts

[Add](#)

My market offers the following discounts

Additional Charges

[Add](#)

My market has the following additional charges

Additional Questions

[Add](#)

I would like to ask the following additional questions

Vendors have already applied to this market. Editing of questions is disabled.

1. What percentage of ingredients in your products are sourced directly from a farmer, rancher or grower in your Region? Please provide a percentage. Required Long Answer [delete](#)
2. If a Farmer, Grower or Rancher, what product(s) do you wish to sell at the USDA Farmers Market? Please provide a full list. Not Required Long Answer [delete](#)
3. If a Producer, please provide a list of all ingredients for every product you wish to sell along with the name of the farm(s) including address(es) from which ingredients are sourced. Not Required Long Answer [delete](#)
4. Is your farm or processing facility USDA Certified Organic? Required Yes/No [delete](#)
5. Is your business a member of a farmer, rancher or fishery cooperative? Required Yes/No [delete](#)
6. Is your business owned by a USDA employee or a member of a USDA employee(s) household? Required Yes/No [delete](#)
7. Do you accept Supplemental Nutrition Assistance Program (SNAP) benefits?

Statements

[Add](#)

I would like vendors to agree to the following statements

1. I certify that the information in this application is, to the best of my knowledge, true and accurate and that I am a legal owner and/or representative of the above named farm/business. [edit](#) | [delete](#)

Legal*

I certify that I have read, understand and agree to adhere to all applicable rules and guidelines as outlined and referenced in the USDA Farmers Market 20XX Rules and Procedures and Operating Guidelines. I further understand that should I fail to comply with these specified rules and guidelines, my participation in the USDA Farmers Market may be terminated.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0229. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

EXP. DATE XX/XX/XXXX

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

*This application can be found on Manage My Market, using the following link:
<https://www.managemymarket.com/managers/mktsetup/default.aspx?marketID=4244>