



## Vendor Application Instructions

2017 Season

Applications Due March 17, 2017

*You do not need to return these instructions with your application materials.*

### STEP 1

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In order to save yourself some time and to avoid having your application rejected, please be sure to thoroughly read and understand these instructions.

If you have questions or problems with the application, management is hosting workshops at the end of February and beginning of March to help vendors with the application process.

### STEP 2

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Review the application packet for required documents and information. Application packets include a checklist to help you make sure you have all the necessary information ready to submit with your application.

It is your responsibility to understand the required documents, especially the BHFM rules and regulations, as there are several new rules beginning with the 2017 season.

### STEP 3

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Fill out the application packet based on your vendor type (food and/or artisan), and gather the \*supplemental documents you need to submit with your application.

**Note:** If you sell both food and artisan items, **only** fill out the food vendor application, but submit a list and description of artisan items and photos of each item. Artisan items are subject to review by the Artisan Committee prior to being permitted for sale at the Black Hills Farmers Market.

\*If you are a returning canned-goods vendor, you will receive a list of verified recipes already on file with management, and will only need to submit verification letters for **new** recipes you intend to sell at market. However, you will still need to include an itemized list of all your canned goods on your application (both old and new recipes).

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## **STEP 4**

Use the application checklist to make sure you have everything necessary for your application. Once you are certain you have all your materials together, follow the instructions in the application packet for submitting your application to management.

## **IMPORTANT INFORMATION**

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As of 2017, the market is no longer at Founders Park. BHF<sup>M</sup>'s new location is 145 E. Omaha St., Rapid City, next to Rapid Spa.

Market setup maps will be provided prior to the start of the season, giving vendors enough time to advertise their locations with customers.

**Note:** Management is asking each vendor to specify if he/she must have a trailer as part of booth setup. If you select this box on your application, management will call you to discuss booth setup options.

## **2017 Schedule**

**Saturdays:** 8 a.m. to 2 p.m. (Setup at 7 a.m.)

*Saturday markets begin May 13, 2017*

**Tuesdays:** 2 p.m. to 6:30 p.m. (Setup at 1 p.m.)

*Tuesday markets begin July 11, 2017*

**Thursdays:** 8 a.m. to 2 p.m. (Setup at 7 a.m.)

*Thursday markets begin July 13, 2017*