



Farmers Market Form 2018

Fill in the information below and return to lesliem@midwestfoods.com or fax to
773.927.8718 attn: Leslie at least **3 weeks before** the date of the market

Name of Account: _____

Please Circle: **Market** or **Display** Sales Rep Attending: **YES** or **NO**

Sales Representative: _____

Contact Name: _____ Number: _____

Contact Email: _____

Day of FM: _____ Start Time: _____ End Time: _____

Delivery Date: _____ Pick-up Date: _____

Estimated order size of Market: \$ _____ Number of Helpers: _____

___ **Standard Farmer's Market Kit and Baskets** (Includes: burlap, price cards, plastic picks, plastic bags, receipt books, 2 crates, 2 jumbo baskets, 15 medium baskets, and 10 small baskets.)

___ **Special Request Items**

NOTE: If there are any special requests such as a farmer, social media marketing, baskets, signs, or display items please contact Leslie directly VIA EMAIL to lesliem@midwestfoods.com

To be completed by customer:

By signing below you agree to the following:

- The FM date, delivery date, and order date
- You agree to the terms and conditions provided and you have received your copy of rules and regulations

Account Signature: _____ Date: _____

Office use only:

Calendar

Account overview

Helper Schedule

Date Received ___/___/___



Customer Copy

Farmers Market Rules and Regulations

- \$500 minimum
- FM will be available Tuesday-Friday
- Book minimum 3 weeks in advance. It is on first come, first serve basis.
- Sales Rep/Customer must have the order placed by **48 hours before their delivery date**
- 48 hour notice is required if a customer wants any products to be divided ahead of time (i.e green beans into 1 lb bags).
- All accounts must KEEP ALL PRODUCT ordered for FM
- Any cancelled FM within 48 hour notice will result in a fee
- Product and supplies will be delivered to the customer the day before the market.
 - This will not be an additional delivery date. If the day before the market is not your standard delivery day, this will now become your delivery day. Please plan accordingly and order your regular delivery at this time. You will receive both FM and regular delivery on this day.
- Pick up for the market kits will be entered for the following day
 - Any items that do not return the following day WILL BE CHARGED to the account
- We will provide helper(s) to attend 2 markets each season per account for no extra charge.
- **Customer Responsibilities:**
 - The customer is responsible for finding someone to work the cash box. FM helpers are not to handle any money.
 - Customer must have the pricing ready before the day of the market.
 - Tables and produce must be placed in the location of where the customer wants the FM before helpers arrive.
 - Farmer's market workers are not allowed to get produce out of your kitchen. Please have it out ready for us to set up.

- Prices in parenthesis will only apply if the items do not return the following day*

Standard FM Kit (\$150)

- Thank you bags
- Guest Checks
- Plastic picks
- Blank business card cardstock
- Burlap
- Pens and sharpies

Standard FM Basket Kit

- 10 Small baskets (\$5 ea)
- 15 Large baskets (\$10 ea)
- 2 Jumbo baskets (\$15 ea)
- 2 crates (\$35 ea)

Cancellations within 48 hours notice

- Restocking Fee (\$75)
- If already on truck (\$150)

Special Basket Kit Options*

- Extra baskets or crates
- Assorted wicker baskets (\$10 ea)
- Display tier with box (\$50)
- Standing display with box (\$150)

Additional Special Options*

- Farmer or local representative
- Chalkboard Picks (\$5 ea)
- Large chalkboard table signs (\$5)
- Posters (\$50)
- Local flyers and handouts
- Midwest Foods tent with bag (\$3,000)
- Midwest Foods tablecloths (\$400)

**Any requests for special options need to be discussed with your sales representative*

FM Date: _____ Delivery Date: _____ Order By: _____
(1 day prior to market) (2 days prior to market)