



2017 MERCHANT APPLICATION GUIDE

APPLICANT INFORMATION	
<p>NFM will be accepting applications from the following merchant categories: Farmer/Producer, Farmer/Producer Collective, Food Artisan, Craftsperson, and Flea Merchant. All applications will be reviewed and processed according to the timeline below.</p>	
<p>RETURNING (Renewing) MERCHANTS</p> <ul style="list-style-type: none"> • Returning merchants must be in good standing to be eligible for renewal. • A Renewal Application must include up-to-date copies of all required documents. • Applications must be complete, and all documentation must be submitted in order to be approved. • Please deliver completed Renewal Applications in person to Jackie in the NFM office on Tuesday-Thursday 9:30am-noon. If you are unable to deliver the completed Renewal App in person, please send to Jackie.contreras@nashville.gov and request an appointment time to speak with Jackie about the application. 	
<p>NEW MERCHANTS</p> <ul style="list-style-type: none"> • Please complete all appropriate sections of the 2017 Merchant Application. • Applications must be complete and all documentation must be submitted in order to be approved. • Applications can be mailed, emailed, or hand-delivered to Jackie Contreras, Program Manager: Attention Jackie Contreras, Nashville Farmers Market, 900 Rosa L. Parks Blvd, Nashville TN 37208 or Jackie.contreas@nashville.gov • Applications delivered to NFM staff in-person will only be accepted during payment hours Tuesday – Thursday 9:30am-noon. If you are unable to deliver in this time, or if you have questions and need a consultation, please schedule a time to meet with Jackie on Tuesdays or Thursdays noon-4:00pm. 	
<p>Completed applications will be reviewed by NFM staff, and approved merchants will be notified according to the timeline below</p>	

TIMELINE	
ACCEPT NEW AND RENEWING APPLICATIONS	FEBRUARY 1 - MARCH 1
ACCEPT NEW APPLICATIONS	FEBRUARY 1 – MARCH 10
NFM STAFF REVIEW APPLICATIONS	FEBRUARY 1 – MARCH 15
NOTIFY MERCHANTS OF SPRING PLACEMENT	After MARCH 15
BEGIN SPRING PLACEMENT	APRIL 1
FARM VISITS AND PRODUCT REVIEWS	APRIL 15 – OCTOBER 31
<p>NFM will continue to accept Merchant Application on an on-going basis after March 10 and will incorporate approved merchants filing after March 1 as space allows.</p>	

