



Farmer's and Crafts Market of Las Cruces, Inc.

Vendor Membership Application

Vendor Name:	Date:
Business Name:	Phone: ()
E-Mail Address:	
Mailing Address (include city, state, zip):	
Physical Address (include city, state, zip): No PO Boxes	
NM County of Residence (circle one county): CRAFTERS: Dona Ana Only OTHERS: Dona Ana, Luna, Otero, Grant, Sierra	
Type of Physical Residence Documentation (please describe if you check "other"): No PO Box Addresses <input type="radio"/> driver's license <input type="radio"/> utility bill <input type="radio"/> rental lease agreement <input type="radio"/> other _____	
Parents Name:	
Emergency Contact:	Phone Number:

What business type best describes yours?

- Corporation Individual LLC
 Non-Profit Partnership

Are you currently reporting NM CRS Taxes? YES NO

Attach copies of the following documents if you intend to SELL:

Bottled Water: P2 Letter	Eggs: Grading
Live Plants: Nursery D. License #	Meat: USDA packaging

Check the category (-ies) that best describe your business:

- Ag. Products Apparel Artwork Bath & Body Ceramics/Pottery
- Crafts (General) Entertainment Fabric Art Floral/Wreaths Jewelry
- Leatherwork Live Plants Metalwork Mind & Body Health Photography
- Produce Services Woodwork Other (Please Describe)
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Product Description and Assembly Methods. *If you need extra space, please attach a sheet of paper with descriptions and your name, business name, and date in the upper right corner.*

Product Integrity Verification	Reviewer's Name	Review Date
Product Integrity Verification	Reviewer's Name	Review Date

Vendor Membership Form Instructions

GENERAL:

- 1) Please type or print legibly in blue or black ink to complete your application. Do NOT use pencil.
- 2) As a vendor at our market, you will be required to pay an annual membership fee of \$25.00. This is non-refundable and is due on or before your orientation date. Thereafter, it will be due annually no later than January 15th. Please make *checks payable to: FCMLC, Inc.* Also, refer to “Annual Membership Dues” in the Vendor Policies and Procedures manual (available on the FCMLC website).

Vendor Name

State who the owner of the business is. If it is co-owned, no more than two (2) may share a single space. See “Booth Sharing” in the Vendor Policies and Procedures manual. Each owner will have to fill out a separate application as well as pay separate membership fees. Your weekly space fees will be for one business.

Date

This is the date you fill out the application.

Business Name

This is the business name that appears on your CRS/Tax ID number, the name your customers will or have come to know you by.

E-Mail Address

This can be either personal or professional and is needed for daily operations as well as emergencies. If you would like to provide an alternative address as well, please include it on your application.

Mailing Address

Please put the address where you wish to receive mail. This can be a post office box or your physical address.

Physical Address

This is a required part of your proof of physical residence. This is also needed in case the Market Manager needs to do a site visit.

NM County of Residence

Please refer to “Vendor Information” in the Vendor Policies and Procedures manual available on the FCMLC website.

Physical Residence Documentation

Please refer to “Vendor Information” in the Vendor Policies and Procedures manual available on the FCMLC website.

Primary Market Vehicle

If your car gets damaged or breaks down, or is in an unauthorized parking area, the Market Manager of FCMLC will need to be able to notify the owner.

Emergency Contact

In the case of a medical or other emergency where you may be unable to advocate for yourself, please provide the name and phone number of a person we can reach.

Your Business Type

How is your business registered, as stated through either your business license or your Tax ID?

Current NM CRS Taxes

If you are already a current business owner and would like to set up during one of the market days, you will need to provide proof of CRS Compliance. If you are new to both owning your own business and to the market, please provide proof of an assigned BIN (Business Identification Number). If you live in Las Cruces, you can obtain these at the state office listed below:

Taxation & Revenue Department
2540 S. El Paseo, Bldg. #2
P.O. Box 607
Las Cruces, NM 88004-0607
Phone: (575) 524-6225

If you are not compliant, or you’re unsure, you can contact the office above. Compliance is a mandate for all vendors. See “Taxes & CRS Compliance” in the Vendor Policies and Procedures manual.

Copies of Agricultural and Food Documents

Documentation can include P2 letters, Nursery licensing, Ungraded Egg Permit, NM

Environmental Department Licensing for prepared food, home bakery, food handler permit, etc. Please see “Specific Requirements Chart” in the Vendor Policies and Procedures manual for additional information.

Category (-ies) That Describe Your Business

Please indicate which item(s) you wish to sell at our market. If you think you may be adding more at a later date, you will be responsible for providing a written update and obtaining permission from our Market Manager. See “Product Description and Assembly Method” below.

Product Description and Assembly Method

Please list each type individually followed by your creation process. Briefly describe the materials you use and how you change those materials into the end product. If you add another product at a later date, you will be responsible for providing, in writing, your addition to your table. Information you need to include are: that it is a new product, date of the new addition to your products, your name, your business name, and the description process detailed above. The Market Manager must approve this product before you bring it to market. This is for Quality Control issues to ensure that it is an original handmade or hand grown product by the vendor.

If you have any questions or comments, you can contact the FCMLC below:

125 N Downtown Mall
Las Cruces, NM 88001
Phone:(575) 201-3853
www.fcmlc.org

Thank you for expressing interest in our market and good luck!