

# 2010 Vendor Application

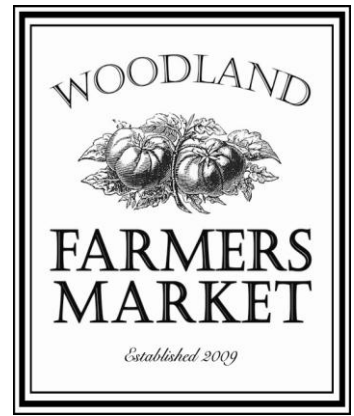
2nd Season: May 14 - October 1

Every Friday: 3:00 pm - 7:00pm

Located in Downtown Woodland at Hoffman Plaza

Member of WSFMA

[woodlandfarmersmarket.org](http://woodlandfarmersmarket.org)



## VENDOR INFORMATION

First & Last Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Physical Farm/Business Address (if more than one location, please list all): \_\_\_\_\_

Mailing Address (if different than Physical Address): \_\_\_\_\_

Day/Evening Phone: (     ) \_\_\_\_\_ Cell Phone: (     ) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Web Address: \_\_\_\_\_

WA State Tax (UBI) #: \_\_\_\_\_ Vehicle License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Auto Insurance Co and Policy #: \_\_\_\_\_

Business/Farm Insurance Liability Company and Policy #: \_\_\_\_\_

(Please note: Those who sell bath & beauty products, home distilled essential oils, are food vendors or food processors are required to have liability insurance).

### **In Case of Emergency, please contact:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

*This information is kept strictly confidential and will only be used in the event Vendor becomes unable to communicate with Emergency personnel. This information is kept with the Market Master on Market site at all times. This information will only be disclosed to emergency personnel. Choosing not to disclose this information will in no way affect the application process.*

### **What Do You Produce?**

Farmer with produce/fruit, meat, cheese, nuts, and/or nursery plants, etc. **only** \_\_\_\_\_

Farmer who is selling items listed above **AS WELL AS** Value-Added Products \_\_\_\_\_ (Value-Added Products Juried)

Beekeeper/Apiary \_\_\_\_\_

Farmer that is only present for specific seasonal crops (i.e. only strawberries/raspberries) \_\_\_\_\_

Artisan (i.e. crafters/artists) \_\_\_\_\_ (Juried) **Please submit photos of your product along with the application.**

Food Vendor/Concessionaire \_\_\_\_\_ (Juried)

Other (i.e. Non-Profit) \_\_\_\_\_

### **ITEMS TO BE SOLD - PLEASE LIST ITEMS YOU INTEND TO SELL AT MARKET ALONG WITH DATES WHEN THOSE ITEMS WILL BE AVAILABLE**

(Please add additional sheet(s) of paper if requiring more space)

**Vendors will be granted a permit to sell only what is listed. Any items after application that have not been listed must be submitted to the Market Master for Jury.**

Description

Date Available

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**Those FARMERS WITH VALUE-ADDED PRODUCTS and/or ARTISANS (those who create/make with their own hands, the items they wish to sell):**

1. Please describe any use of ready-made objects: \_\_\_\_\_

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2. Do you make the items you sell yourself? Please describe: \_\_\_\_\_

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3. If selling farm produce/fruit/nuts, please tell us when and if you spray or use chemicals and when during the life cycle of that produce you apply it and what it is called: \_\_\_\_\_

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4. If you are a team or have other employees/partners, who else will be selling in your stall? \_\_\_\_\_

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Their Contact Information (phone and email): \_\_\_\_\_

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**LICENSE AND PERMIT REQUIREMENTS**

Please check all licenses and permits you are required to have to operate your business and ***submit a current copy of each with this application. Photocopies are ok but MUST be current. To be eligible to participate in the Woodland Farmers Market you MUST have a Washington State Master Business License.***

- |  |  |
|--|--|
| <input type="checkbox"/> Food Processors Permit  | <input type="checkbox"/> Fisheries Wholesale License |
| <input type="checkbox"/> Commercial Kitchen Permit   | <input type="checkbox"/> Organic Certification       |
| <input type="checkbox"/> Pesticide Applicators License   | <input type="checkbox"/> Grade A Dairy Permit        |
| <input type="checkbox"/> Nursery License   | <input type="checkbox"/> High Hazard Food Permit     |
| <input type="checkbox"/> Food Handlers Permit  | <input type="checkbox"/> Liability Certificate       |
| <input type="checkbox"/> Lab Testing Results (for all lotions/creams, home-distilled essential oils) <input type="checkbox"/> WA State Master Business License |  |

**Payment Options:**

➤ **Option A:** Pre-Paying for the Entire Season between May and October = \$282.00 (this total includes the \$30.00 application fee). This option reduces your stall fee to \$12.00/day (regular daily stall fees are \$15.00). This is a total season’s savings of: \$63.00.

➤ **Option B:** Standard Payment: For those Vendors who do not wish to pay for the entire season in advance an annual application fee of \$30.00 is due. Daily Stall Fees are \$15.00 per each 10 x 10 stall. Stall fees are due on a weekly basis. Please refer to Guidelines for full details of Stall Fees and due dates.

➤ **Waiting List**

Our first priority is to our Farmers and in particular to our Woodland area Farmers. If you are an Artisan Vendor and are not accepted due to your category being full, your \$30.00 Application Fee will be returned to you. Your application will be placed on Waiting List status until an opening becomes available. Should a stall space become available the next Vendor on the Waiting List will then be required to pay the Application Fee.

Are you interested in being placed on the Woodland Farmers Market Waiting List, if a stall should become available throughout the Market season?

Yes \_\_\_\_ No, thank you \_\_\_\_

**SPACE NEEDS**

**All single stalls are measured and will accommodate a 10’ x 10’ canopy.** Please take a moment to let us know what your canopy measurements are so we know how best to accommodate you. The Woodland Farmers Market (WFM) will give first priority of stalls to Farmers and in particular to our Woodland area Farmers. Market configurations are critical as the information helps determine where we place you based on your needs. Please specify if you require more than one space (\$15 per 10 x 10 stall space per Market day).

Do you require more than one space? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you require electricity? \_\_\_\_\_Yes \_\_\_\_\_No (available on limited first come, first served basis)

Do you use Generators? \_\_\_\_\_Yes \_\_\_\_\_No (encouraged if you do require electricity)

Do you require Water? \_\_\_\_\_Yes \_\_\_\_\_No (available on a limited basis)

Please contact us if you have specific concerns about the availability of water or electricity affecting your participation in the Woodland Farmers Market.

*Note: The Vendor is responsible for all supplies needed for selling. Canopies, canopy walls, weights, ties for weights, tables, chairs, scales or bags, etc. are not the responsibility of the Market Master or the Woodland Farmers Market.*

**ALL Vendors are required to have canopy weights of no less than 24 lbs for each leg of canopy. We will inspect each canopy. Should you not have weights or stakes, you will be asked to take down your canopy for that day. Vendor will be required to pay insurance deductible if damage occurs.**

**We ask that you please review Canopy 101 at**

**<http://www.wafarmersmarkets.com/resources/canopysafety101.html>**

**MARKET DAYS - EXCUSED/NOT-EXCUSED**

**NOTE:** Please contact the Market Master *at least* 48 hours in advance if you are not going to be present at Market on your scheduled day. It is our desire to present a full Market with no holes to our Community and also to let your customers know when you will return to Market.

**PLEASE CIRCLE THE DAYS YOU KNOW YOU WILL BE PRESENT FOR VENDOR SALES:**

Note: This is not set in stone; it merely gives the Woodland Farmers Market Committee an idea of who will be present throughout the season and assists us when promoting you and the Market. However, should your plans change, please contact the Market Master as soon as possible in order for us to try and accommodate you.

May	June	July	August	September
14	4	2	6	3
21	11	9	13	10
28	18	16	20	17
	25	23	27	24
		30		

I am committing at this time to the Entire Season (which is 20 total market days) Yes \_\_\_ No \_\_\_

I am enclosing a check or money order in the amount of: \_\_\_\_\_ Check # \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

Vendor has read and understands the **Woodland Farmers Market Guidelines and Policies**. Vendor is bound by the terms and conditions outlined in them. Vendor will sell only what is listed on this application and any or all items not listed on this application will be subject to Jury. The Woodland Farmers Market Committee and/or Market Master reserves the right to give 24-hour notice of visitation to Farm and/or Business/Studio prior to, during, or after Market season to view and verify farm/business operations of those who are being considered or have been accepted to participate in the 2009 Woodland Farmers Market season. Vendor is responsible for the quality and safety of what they sell. Vendor shall indemnify, keep, save and hold harmless the Woodland Farmers Market and the City of Woodland and all other agencies the WFM has agreements with, including Downtown Woodland Revitalization from and against, any and all claims and demands, whether for injuries to persons, or loss of life, or damage to property, on or off the premises, arising out of the use or occupancy of the premises by Vendor and shall defend at Vendor's own expense any action brought against the WFM and any of the above mentioned organizations or any other person or organization with which WFM has a contractual relationship by Vendor's acts or omissions.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this Application, the Vendor agrees to abide by ALL Guidelines and Policies of the Woodland Farmers Market.

**PLEASE RETAIN A COPY OF THIS SIGNED DOCUMENT FOR YOUR RECORDS**

**Throughout our season, local news agencies, community leaders and various County and State agencies seek information from us about those who sell at our Farmers Market. In order to represent and understand your farm/business better, please fill out the following information and return with your Application.**

How many miles do you drive from your farm/business to our Market? \_\_\_\_\_

How many years have you been in business or farming? \_\_\_\_\_

Do you have employees? If so, how many do you employ? Seasonal \_\_\_\_\_ Permanent \_\_\_\_\_

What other Farmers Markets or events do you sell at and on what days of the week? \_\_\_\_\_  
\_\_\_\_\_

Does your farm offer a CSA program that we can help promote? \_\_\_\_\_

Organic Grower?  No  Yes Certification # \_\_\_\_\_

How many acres do you cultivate? \_\_\_\_\_

How many acres total do you own? \_\_\_\_\_

How many acres do you rent or lease? \_\_\_\_\_

How can we best help you promote your farm? \_\_\_\_\_

Any other information you feel would be helpful: \_\_\_\_\_

Would you be interested in serving on the Woodland Farmers Market Committee? \_\_\_\_\_

**THANK YOU!**

**Remember:**

- **ALL APPLICATIONS ARE DUE BY April 30, 2010.**
- Please read the **2010 Woodland Farmers Market Guidelines and Policies** pertaining to your category *prior* to signing and submitting this Application.
- Choose which Option of Payment and either enclose full amount of \$282 for the entire season (Option A) or if choosing Option B, you must at least enclose the application fee of \$30.00. **All checks/money orders should be made out to: Woodland Farmers Market**
- Provide and attach copies of any and all applicable Licenses/Permits/Tests.
- Those required to be Juried must attach (3) (non-returnable) photos of your product. This is required for all Artisan Vendors and those Farmers selling handcrafted or Value-Added items.
- Food Vendors must attach a Menu or Brochure of items that you intend to prepare/cook. You may still submit your application if you are currently waiting on Health Department documents.
- **Please retain a copy of this signed application for your records.**

Please send payment and completed Application by **April 30, 2010** to:

**Woodland Farmers Market**

PO Box 1634

Woodland, Washington 98674

Unless otherwise requested, please do not email your application form.

**REFUNDS: ARE NOT GIVEN ONCE YOUR APPLICATION HAS BEEN ACCEPTED.**

*Thank you for being part of the Woodland Farmers Market!*

**Market Master and Woodland Farmers Market Committee Contact Information:**

**Email:** [info@woodlandfarmersmarket.org](mailto:info@woodlandfarmersmarket.org)

**Market Master, Melissa Steckel 360-904-0115**

Website: [www.WoodlandFarmersMarket.org](http://www.WoodlandFarmersMarket.org)