

2011 Vendor Application

June 24 - September 30

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

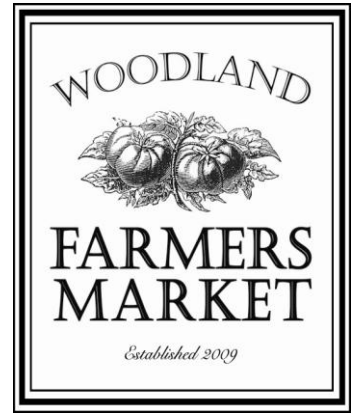
Setup beginning at 12:30pm

Teardown completed by 8pm

Located in Downtown Woodland at Horseshoe Lake Park

Member of WSFMA

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: _____

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

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: _____

4. If you are a team or have other employees/partners, provide names of all authorized sellers at your stall: _____

Their contact information and/or emergency contact information (phone and email): _____

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.

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

Payment Options:

- **Option A:** Vendors pre-Paying for the Entire Season of 15 weeks will receive a 10% discount. No refunds will be given for unexcused days. Quotes available upon request.
- **Option B:** Standard Payment: For those Vendors who do not wish to pay for the entire season in advance an annual application fee of \$50.00 is due. Daily Stall Fees are \$25.00 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. If you are an Artisan Vendor and are not accepted due to your category being full, you may be placed on a Waiting List. Your application will be held on Waiting List status until an opening becomes available. You 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. The Woodland Farmers Market (WFM) will give first priority of stalls to 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 (\$25 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.woodlandfarmersmarket.org/forms/2011_Woodland_Farmers_Canopy101.pdf

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.

June	July	August	September
24	1	5	2
	8	12	9
	15	22	16
	22	29	30
	29		

I am committing at this time to the Entire Season (which is 15 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 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 2011 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 the Woodland Chamber of Commerce, 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? _____

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 can we best help you promote your farm? _____

Any other information you feel would be helpful: _____

THANK YOU!

Remember:

- ALL APPLICATIONS ARE DUE BY 1ST DAY OF VENDING.
- Please read the **2011 Woodland Farmers Market Guidelines and Policies** pertaining to your category available online at www.woodlandfarmersmarket.org or available from the Market Master, *prior* to signing and submitting this Application.
- 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 BE SURE TO READ, SIGN, AND SUBMIT THE 2011 MARKET VENDOR AGREEMENT & LEGAL DISCLOSURE WITH THIS APPLICATION

Please send payment and completed Application to:

Woodland Farmers Market

P.O. Box 1012

Woodland WA 98674

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

REFUNDS: ARE NOT GIVEN ONCE YOUR APPLICATION HAS BEEN ACCEPTED UNLESS YOU ARE PUT ON THE WAITING LIST.

Thank you for being part of the Woodland Farmers Market!

Market Master and Woodland Farmers Market Contact Information:

Market Master, Dawn Blankenship 360-903-5251

Email: info@woodlandfarmersmarket.org

Website: www.WoodlandFarmersMarket.org

Market Advisory Committee: (360) 225-9225