



2017 Chelan Evening CRAFTERS Market Vendor Application

Vendor Name _____ Date _____

City/State/Zip _____

Home Phone # _____ Cell # _____

Email _____ Website _____

Emergency Contact _____ Phone # _____

I am a: _____ Food Processor _____ Food Concessionaire _____ Crafter

If more than one category is applicable, please fill in the percent of estimated seasonal sales of each:

Processors: Location of commercial kitchen: _____

Crafters: Location of studio/workshop: _____

This is a juried craft market. Select the jury category that best represents your work. Your booth inventory must represent this category and be consistent in content, form, and quality with the submission shown in your photos or items physically reviewed by the jury. Prior approval is required before adding additional categories of inventory. You may have more than one category. Jury selection is based on:

- ★ quality, innovation and originality of your wares
- ★ artisans using materials from Washington State
- ★ esthetically appealing booth display

**All crafters must be approved by the Jury Committee.
DEADLINE for crafter applications is May 1, 2017.**

Check all relevant categories. If the category is marked by an asterisk (*), please write a brief description on the lines below.

- | | | |
|--|-----------------------------------|--|
| <input type="checkbox"/> BODY CARE/SOAPS | <input type="checkbox"/> FINE ART | <input type="checkbox"/> PAPER |
| <input type="checkbox"/> DOLLS | <input type="checkbox"/> GLASS | <input type="checkbox"/> PHOTOGRAPHY |
| <input type="checkbox"/> FIBERS | <input type="checkbox"/> JEWELRY | <input type="checkbox"/> POTTERY/CERAMICS |
| <input type="checkbox"/> Accessories* | <input type="checkbox"/> Beadwork | <input type="checkbox"/> SCULPTURE* |
| <input type="checkbox"/> Basketry | <input type="checkbox"/> Ceramic | <input type="checkbox"/> WOOD |
| <input type="checkbox"/> Clothing - Adults | <input type="checkbox"/> Glass | <input type="checkbox"/> Accessories |
| <input type="checkbox"/> Clothing - Adults | <input type="checkbox"/> Metal | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Hats/Purses* | <input type="checkbox"/> Other* | <input type="checkbox"/> Toys |
| <input type="checkbox"/> Weaving* | <input type="checkbox"/> LEATHER* | <input type="checkbox"/> Other* |
| <input type="checkbox"/> Other* | <input type="checkbox"/> METAL* | <input type="checkbox"/> OTHER – describe* |

Please describe in as much detail as possible (i.e., silk, batik, woven, patchwork, handbags, scarves, types of wood, type of sculpture, etc.) _____

I plan to sell at the following markets:

_____ May 25	_____ July 6	_____ August 17	_____ September 28
_____ June 1	_____ July 13	_____ August 24	_____ October 5
_____ June 8	_____ July 20	_____ August 31	
_____ June 15	_____ July 27	_____ September 7	
_____ June 22	_____ August 3	_____ September 14	
_____ June 29	_____ August 10	_____ September 21	

Please submit with this application a current copy of all licenses and permits you are required to have to operate your business.

There is an annual vendor membership fee of \$25.00, which is due *before* a vendor may sell at the Market. Stall fees are \$10 week. We encourage payment at this time, but you may also choose to pay by the week, at the beginning of each market. **Vendors may ONLY choose a permanent booth space when pre-paying for the season.** Vendors with seniority have first choice of their space from last year.

I have received and read the 2017 Chelan Evening Crafters Market Rules & Guidelines (attached) and agree to comply with them. I understand and agree to comply with all licensing and certification requirements of city, county, state, and federal agencies for the products I will sell. I agree to indemnify and hold harmless the Chelan Evening Crafters Market and the City of Chelan against any and all claims for alleged injuries to person or property on or off the premises arising out of the use or occupancy of the premises by me or my representatives. I shall defend at my own expense any legal action resulting from my alleged actions or those of my representatives during participation in any activity associated with the Chelan Evening Farmers Market.

Vendor Signature _____ Date _____

Send this application and payment to: (Your fees will be returned if your application is rejected for any reason.)

Chelan Evening Crafters Market
Attn: Laura Folsom
PO Box 594
Chelan WA 98816

Questions may be directed to:
Laura, Crafters Market Manager
email: craftersjury@chelanfarmersmarket.org

The following is an optional membership information/photo release:

I hereby grant the Chelan Evening Farmers Market permission to publish my name and/or business name, address and phone numbers in a Market publication to be shared with other Market members/vendors and on the web site. I hereby grant permission to be photographed, voluntarily and without compensation by the Chelan Evening Farmers Market, understanding that the same, along with my name, is intended for publication by print media, newspaper, television, video or motion picture.

X _____ Date _____

LAKE CHELAN EVENING CRAFTERS MARKET 2017 RULES AND GUIDELINES

I. THE CHELAN EVENING CRAFTERS MARKET

The Lake Chelan Evening Crafters Market is a community-based, non-profit organization committed to supporting local producers and consumers by operating a vibrant Market where local producers can sell their products directly to the public at fair market value. The Market is committed to providing a high-quality experience for both vendors and visitors. To that end vendors will be accepted only upon the review and approval of the Jury Committee.

Membership in the Market is open to potential vendors and supporting community members. Membership fees are \$25/year. Members nominate and elect a Board of Directors, which governs the Market.

The Manager is responsible for overseeing Vendor participation and booth assignments; market set-up and clean-up, collection of fees, and assuring Vendor compliance with Market rules. The Manager also acts as a conduit of information from Vendors and customers to the Board.

Mailing Address:

Chelan Evening Crafters Market
Attn: Laura Folsom
PO Box 594
Chelan, WA 98816

Website: www.chelanfarmersmarket.org

Facebook: www.facebook.com/chelanfarmersmarket

Email: craftersjury@chelanfarmersmarket.org (Manager, Laura Folsom)

II. DATES, HOURS, AND LOCATION

The Market operates in Emerson Street between Riverwalk Inn Hotel and Riverwalk Park in downtown Chelan. In 2017, The Market will run from May 25 through October 5. Hours are from 4:00 pm to 7:00 pm.

III. ELIGIBILITY REQUIREMENTS

- A. All Vendors must fill out the written Vendor Application, which includes a list of all products they intend to sell. Additional products must be approved before the Vendor brings them to Market.
- B. All products sold must be grown or produced by the Vendor within Chelan, Douglas, or Okanogan Counties.
- C. When the Board determines that their presence at the Market furthers the mission of the Market, producers from outside Chelan, Douglas, and Okanogan Counties may be granted permission to sell.
- D. Family Members or employees of the producer may represent the producer at the Market.
- E. Producers may apply to vend for one another at a cooperatively-managed booth.
- F. PROCESSED FOOD VENDORS: Processed foods, such as jams, wine, and baked goods, must be made by the Vendor. All processed foods must have the proper permits and licenses as required by the WSDA and local Health Department. Preference will be given first to Vendors who use ingredients grown themselves, and second to Vendors who source local ingredients.
- G. PREPARED FOOD VENDORS: Prepared, ready-to-eat foods such as take-away meals and snacks, must be made on-site at the Market. Preference will be given first to Vendors who use fresh food from the Market, and second to Vendors who source local ingredients. Vendor must have all required permits.
- H. CRAFT VENDORS: All crafts products must be handcrafted by the applying Vendor. Crafters must present their products, either in person or via photos, to the Board or a designated jurying committee, who will decide whether to grant permission to sell. Selection will be made on the basis of quality, originality, creativity and general appeal. The Board strives to maintain a balance of the types of crafts represented at the market. It is at the sole discretion of the Board to determine the appropriate number of crafters in any given category.

IV. STALL ASSIGNMENT AND FEES

- A. **STALL ASSIGNMENT:** The Manager will assign each Vendor a space on or before Market day on the basis of seniority. Seniority is defined as number of markets attended (in any year).
- B. **VENDOR FEES:** Stall fees in 2017 will be \$10/week per 10'x10' stall.

The Market encourages regular vendors to pay stall fees for the entire season at the beginning of the year. Fees not paid in advance must be paid to the Market Manager at the start of each Market day.

V. VENDOR RULES

- A. **SIGNAGE:** All Vendors will post a sign identifying the name of the business represented and where it is located. All goods for sale must be clearly marked with their prices.
- B. **PRICING:** Radical price-cutting is prohibited. Vendors are expected to price goods in a way that doesn't give the appearance of a "loss leader" product as used in large grocery stores. Vendors are not allowed to give produce or other items away for free or to offer it at below-cost pricing, thus undercutting the potential sales of other Vendors. While pricing of goods sold is the responsibility of the individual vendor, the Manager has the right to determine if a Vendor has violated this Rule and take appropriate action as outlined in Section VII.
- C. **HAWKING:** Calling attention to your products in a loud, repetitive, public manner is prohibited.
- D. **COURTESY:** All Vendors will conduct themselves courteously and are expected to treat other vendors, customers, market staff and volunteers with consideration, honesty and respect.
- E. **SET-UP & SHUT-DOWN:**
 - 1. Vendors may arrive and begin setting up no earlier than 2:30 pm.
 - 2. No Vendor may sell to the public before the opening bell or after the closing bell.
 - 3. Vendors must stay until the final bell, even if they sell out of product.
 - 4. Vendors are responsible for complete clean-up of their space at the close of Market. This includes collecting all trash that is generated in or around Vendor's stall and sweeping up any product debris left on the ground. Vendors should bring their own brooms, dustpans, and waste bags. Vendors are not allowed to dispose of produce waste or unsold produce in any on-site garbage cans or dumpsters. Market trashcans are not available for Vendor use. Pack it in, pack it out.
 - 5. Vendors must exit the area by 7:45 pm.
 - 6. Canopies, umbrellas, tables, etc. are all the responsibility of the Vendor. Canopies and umbrellas are required to be weighted with at least 25 lbs. per tent leg.

Vendors may sell out of their vehicles, with approval from the Manager.

- E. **PROHIBITIONS:** No firearms. No open alcoholic beverages except in authorized and designated areas. No drugs. No discourteous conduct. Vendors may not bring a dog to the Market, with the exception of service dog.
- F. **SECURING YOUR CANOPY:** *All vendors who wish to erect canopies (including umbrellas) on the Farmers Market site during a normal period of market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the Farmers Market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. Each canopy leg must have no less than 25 lbs. (pounds) anchoring each leg. (see more information about canopy weights on page 17 of the handbook)*

VI. LICENSES, PERMITS, AND SPECIAL REQUIREMENTS

- A. **HEALTH REGULATIONS:** All Vendors must comply with the Chelan-Douglas Health District requirements (see below)
- B. **ORGANIC PRODUCTS:** Vendors who are selling their product "Organic" must be certified as required by Washington State Law and must display their current Certification document.
- C. **SALES TAX:** Each Vendor is responsible for collecting his/her own sales taxes where applicable.
- D. **HOLD HARMLESS CLAUSE:** All Vendors hereby agree to indemnify and hold the Manager and the Board harmless from any loss, cost, damages, and other expenses, including attorney's fees, suffered or incurred by the Market by reason of the Vendor's negligence or that of its agents or employees.

E. **INSURANCE:** All vendors are required to carry their own insurance. Some products require additional permits and licenses.

Vendors are responsible for knowing and obtaining the licenses and permits necessary to operate at the market.

- Washington State Business License and UBI Number
- Washington State Nursery License (sellers of plants, seeds or bulbs for planting)
- WSDA Food Processors license
- Food Service Establishment Permit
- Exemption from Food Establishment Permit Application
- Chelan/Douglas Temporary Food Establishment Permit
- Washington State Department of Health Food Workers Permit
- Washington State Business License/Resellers permit
- City Business License
- Product Liability Insurance (policy amount minimum \$1,000,000)

VII. HEALTH PRACTICES

HEALTH PRACTICES: All vendors must comply with sanitary procedures per Chelan - Douglas Health District, or other governing body. Any vendor found selling contaminated, unfit, or illegal foodstuffs, produce, or plants shall be suspended from selling at the Market until satisfactory clearance has been obtained from The Chelan-Douglas Health District, or other governing body. All vendors must wear shirts and shoes.

SAMPLES: Samples cut or prepared at the Market require the vendor (or at least one person at the stall) to have a Chelan Douglas Health Board Food Workers Permit and to have an approved warm-water wash station and otherwise comply with applicable health district regulations. Either a plastic or glass cover must protect all food samples. Single serve items (i.e., toothpicks, small cups) must be used. Please consult with the Chelan Douglas Health District, 509-886-6450. The only time produce may be given free is at the end of the market to an established non-profit organization (i.e., Food Bank) and a record of this donation must be listed on the Market Daily Sales Form.

VII. MARKET RULE VIOLATIONS

- A. Vendors who fail to comply with these rules will be issued a verbal warning for the first offense. A second offense will result in a written warning of termination and a \$25 fine. A third violation will result in the termination of the Vendor's permission to sell.
- B. Vendors have the right to a hearing before the Board within two weeks of any disciplinary action.

VIII. MODIFICATION OF RULES

- A. The Board reserves the right to revise these rules as necessary at any time they deem appropriate.
- B. Any Market Member or Vendor may appeal for a modification to these rules in writing or in person at a Board meeting