



## 2018 Chelan Evening Farmers Market Vendor Application

Vendor Name \_\_\_\_\_ Date \_\_\_\_\_

Farm/Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

I am a: \_\_\_ Farmer \_\_\_ Food Processor \_\_\_ Food Concessionaire \_\_\_ Crafter \_\_\_ Non-Profit

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

I plan to sell: \_\_\_\_\_

(Please provide a detailed list on the back of this page if necessary.)

Farmers: Location where produce is grown: \_\_\_\_\_

Processors: Location of commercial kitchen: \_\_\_\_\_

Crafters: Location of studio/workshop: \_\_\_\_\_

**All crafters must be admitted by the Jury Committee. DEADLINE for crafter applications is May 13, 2018**

I plan to sell at the following markets:

_____ May 24	_____ June 28	_____ August 2	_____ September 6
_____ May 31	_____ July 5	_____ August 9	_____ September 13
_____ June 7	_____ July 12	_____ August 16	_____ September 20
_____ June 14	_____ July 19	_____ August 23	_____ September 27
_____ June 21	_____ July 26	_____ August 30	

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

**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. **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.

Any vendors choosing to only sell at a few (3-4) mid-season will not be charged the membership fee, but their daily fee will be \$15 each time.

*I have received and read the 2018 Chelan Evening Farmers 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 Farmers 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 Farmers Market  
PO Box 594  
Chelan, WA 98816

Questions may be directed to  
Market Manager Alexa Rodriguez, at 509-670-8655  
email: [manager@chelanfarmersmarket.org](mailto:manager@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 FARMERS MARKET 2018 RULES AND GUIDELINES

## I. THE CHELAN EVENING FARMERS MARKET

The Lake Chelan Evening Farmers Market is a community-based, non-profit organization committed to supporting local farmers and consumers by operating a vibrant Farmers Market where local farmers and value-added producers can sell their products directly to the public at fair market value.

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.

There are five seats on the Board, plus one alternate Board member. Two seats on the Board are reserved for farmer Vendors, one for a non-farmer Vendor, and one for a community Member. The other seat may be held by a community Member, city representative, or Vendor. The Board will appoint a Manager who manages the operations of 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 Farmers Market  
PO Box 594  
Chelan, WA 98816

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

Facebook: [www.facebook.com/chelanfarmersmarket](http://www.facebook.com/chelanfarmersmarket)

Email: [board@chelanfarmersmarket.org](mailto:board@chelanfarmersmarket.org)

[manager@chelanfarmersmarket.org](mailto:manager@chelanfarmersmarket.org) Alexa Rodriguez, Market Manager

## II. DATES, HOURS, AND LOCATION

The Market operates in Emerson Street between Riverwalk Inn Hotel and Riverwalk Park in downtown Chelan. In 2018, The Market will run from May 24 through September 27. Hours from 4:00 pm to 7:00 pm.

## III. ELIGIBILITY REQUIREMENTS

A. All Vendors must fill out a 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, and 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. FARM VENDORS: Farm Vendors shall sell only agricultural, horticultural, or food items that they themselves have grown, produced, or processed. Vendors may not sell products grown by others. No wholesale brokers will be allowed. A Vendor's Farm is subject to inspection by the Market Manager, to ensure that the Vendor is growing his products himself.

G. 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.

H. 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.

I. CRAFT VENDORS: All crafts products must be handcrafted by the applying Vendor. Crafters must present their products for Jurying to the Board or a designated committee, who will decide whether to grant permission to sell. Selection will be made on the basis of quality and originality.

The Market will retain a three-to-one ratio of Farm Vendors to Craft Vendors at any given market. Craft Vendors who are approved by the jury will be granted stalls as space becomes available, based on seniority.

J. COMMUNITY GROUPS: Non-profit groups, art groups, and civic groups may be given stall space at the discretion of the Board. Application must be made to the Board and approved before the group may be assigned a stall. The application should include the purpose of the organization and an explanation of the activities the group plans at the booth. The purpose of the community group must be in harmony with the mission of the Market and the requested stall must serve the community and enhance the Market. Political advocacy, proselytizing, and promotion of an ideology will not be allowed. Vendors have priority for stall space over community groups. Both the \$25 membership fee and daily stall fees are waived for community groups.

K. MUSICIANS & ENTERTAINERS: Entertainers must coordinate with the Entertainment Wrangler or Market Manger for scheduling times and performance locations within the market. Learn more about our Pre-scheduled Guaranteed funds for performers! Learn more at <http://www.chelanfarmersmarket.org/perform-at-the-market>.

L. In the event that there are more eligible Vendors than space available, Farm Vendors will be given priority. Such decisions will be handled by the Board.

#### **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 2018 will be \$10/week per 10'x10' stall.

\$15/week for short term vendors only coming a couple times ~ No \$25 membership fee required.

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 before the end of each Market day.

#### **V. VENDOR RULES**

A. SIGNAGE: All Vendors will post a sign identifying the name of the farm/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. SET-UP & SHUT-DOWN:

Vendors may arrive and begin setting up no earlier than 2:30 pm.

No Vendor may sell to the public before the opening bell or after the closing bell.

Vendors must stay until the final bell, even if they sell out of product.

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 your 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.

Vendors must exit the area by 7:45 pm.

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 24 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:** It is the **vendors responsibility** to have any necessary permits required to sell 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

Washington State Egg Dealers License

Certification of Organically Grown Produce

Grade A Dairy permits

Department of Fisheries wholesale 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

Pesticide Applicators License (cherry sales)

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