



PORT ANGELES FARMERS MARKET

2011 VENDOR APPLICATION PACKET

Thank you for your interest in participating in the Port Angeles Farmers Market. We are the only year-round market on the Peninsula, offering incredibly fresh produce, as well as unique art and delicious food.

Our goals for 2011 are to increase the number of customers and vendors at each market and to broaden the types of products that are available. We want the Port Angeles Farmers Market to be a bountiful community event where families and people of all ages and backgrounds come to buy food, farm products and crafts, learn about food and nutrition, and interact with community groups. Your customers will be able to purchase an abundance of locally grown produce, watch cooking demonstrations, interact with local artisans, listen to live music, and participate in children's activities.

If you are interested in joining the Port Angeles Farmers Market please follow the steps below. **New and returning vendors must complete a vendor application, sign a vendor agreement, include copies of appropriate permits, and pay membership dues annually before vending at the Market.**

1. Read the attached **2011 Vendor Policies and Guidelines**.
2. Sign the **Vendor Agreement**.
3. Complete the **Vendor Application**.
4. Attach **photos** of your product or display. (**required for new vendors**)
5. Complete emergency contact card.
6. Completed vendor packets can be given directly to the Market Manager, or mailed to PAFM, PO Box 336, Port Angeles, WA 98362. Vendor packets must include a membership dues check in the amount of \$50, made payable to Port Angeles Farmers Market.
7. **Attach copies of appropriate permits** (e.g. Food Handler, Fish and Wildlife license, etc.), and supply the Market with a State UBI number at the time of application, unless your business is exempt by law. For more info go to: **<http://agr.wa.gov/Marketing/Smallfarm/greenbook.htm>**

You will be notified within 2 weeks whether your application has been accepted.

All the necessary information and forms can be found on our website at portangelesfarmersmarket.com/vendors. Also feel free to contact the Market Manager, Cynthia Warne, with any questions. She can be reached by phone at 460-0361 or by email at portangelesfarmersmarket@gmail.com.

PORT ANGELES FARMERS MARKET 2011 Vendor Policies and Guidelines

The following policies and guidelines are to assure that the Port Angeles Farmers Market is a pleasant place where local farmers, artisans, processors, and prepared food vendors can make their products available to customers. The Market is a member of the Washington State Farmers Market Association and adheres to their "Roots" guidelines which can be found on their website at www.wafarmersmarkets.com.

Hours, Dates, Location – In 2011 the Market will operate year-round on Saturdays from 10 a.m. to 2 p.m. The Market will also operate Wednesdays during the summer (mid-June through September) from 2:30 p.m. to 6:30 p.m. The Market is located in the Gateway Pavilion on the corner of Front and Lincoln streets in Port Angeles.

Vendor Categories

Farmers/Growers – One who raises the produce, plants, or animals that they sell at the Market on land they own or lease in the State of Washington or counties which border Washington. Farmers/Growers are strongly encouraged to sell only products of good quality that they have grown themselves. Produce not grown by the farmer (on the Olympic Peninsula) must be clearly labeled as such (e.g. "Yakima Peaches") and must be approved in advance by the Market Manager.

Artisans – One who crafts products with their own hands in the State of Washington or counties which border Washington. Crafters/Artisans should incorporate materials produced in Washington as much as possible. No commercial, import, or second-hand items will be allowed.

Processors – One who sells processed foods which they have personally prepared on their own property or leased property. Processors are persons or entities offering fresh food products (such as meats, seafood, ciders, baked goods, jams, etc.) that have added value to their product through some sort of "hands-on" processing (e.g. hand-filletted fish, smoked or butcher meats, handmade candies, etc.). All Processors must meet all federal, state, county, and local health requirements. Processors must produce their products in Washington or in counties which border the State of Washington. In the case of seafood vendors, products must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska, and British Columbia. Alcoholic beverages must be made entirely from ingredients grown in Washington or from grapes grown in a recognized Washington appellation.

Prepared Food Vendors – One who offers freshly made foods available for sale and immediate consumption on-site. Prepared Food vendors shall possess and maintain all required state, county, and local permits. Prepared Food vendors should use ingredients produced in Washington as much as possible.

Non-Profits/Community Groups – As a service to our community, the Market will offer booth space to non-profits and other community groups, subject to availability and approval by the Market Manager. **This space is not to be used for distributing political or religious information.** Organizations may request donations and hold raffles, but they are discouraged from selling items at the market. Those wishing to sell items for fundraising purposes must have them pre-approved by the Market Manager, and these items must not compete with existing vendor's products.

Cooperative Booth – We encourage small vendors to cooperatively combine their products in one booth and share selling duties, if such an arrangement seems feasible. If gross sales are pooled and one fee is paid with a single receipt it is not necessary for both/all vendors to pay the yearly membership fee. If receipts are issued for fees paid separately by each vendor, yearly membership fees must be paid by each vendor. See Market Manager with questions.

Vendor Selection – All vendors must complete a Vendor Application, sign a Vendor Agreement, include copies of appropriate permits, pay the Membership Fee, and be approved by the Market Manager, prior to selling at the Market. Selection will be based on quality, originality, and compatibility with the existing market mix, as well as vendor performance and seniority. **Applications and signed agreements must be re-submitted annually.**

Participation Review - The PAFM Board maintains the right to perform periodic reviews of vendor performance, product quality, and product saturation at the Market. Reviews may be used to determine whether continued participation will be offered to our vendors. The PAFM Board may discontinue participation by vendors with multiple rules violations, unacceptable behavior, or consistently poor sales and consumer demand. The Market Manager and the PAFM Board maintain the right to determine vendor and product mix at the Market. The PAFM Board may prohibit anyone from selling, prevent any product from being sold, limit types of vendors in number and product, and regulate operations and behavior as related to the Market.

Membership and Booth Fees – A fee schedule will be established prior to each Market season. Membership fees are due upon approval of application and prior to selling at the Market. Booth fees are calculated on an “honor” system based on a percentage of gross sales and are due at the close of each Market. Gross sales are to include sales paid for with WIC or Senior FMNP checks as well as pre-paid cards (e.g. Nash Bucks, certificates). Habitual failure to comply with fee payment on Market day will result in a **\$15 fine** in addition to the regular booth fees. Vendors will not be allowed to set up until past obligations have been cleared.

Type	Annual Membership Fee	Daily Booth Fee Gross < \$100	% of Gross > \$100	Voting Rights
Member Vendor	\$50	\$5	8%	Yes
One-time Vendor*	\$0	\$30	8%	No
Youth Vendor	\$30	\$5	8%	No
Non-profit Vendor	\$20	\$0	0%	No
Community Member	\$50	n/a	n/a	Yes

*One-time vendors who have already paid the \$30 fee may pay an additional \$20 if they return to vend in the same calendar year, and receive full Member Vendor benefits.

Sales fees on CSAs/Farm Shares, Certificates and whole or partial animal sales will be paid as follows:

CSA/Farm Share: refers to a seasonal subscription for farm products. Typically customers pay an upfront price at the beginning of the season and then receive a weekly box of produce that represents a share of the harvest. At this time we do not expect to collect booth fees on the sale of CSA/Farm shares.

Certificates: When a farmer or other vendor sells a certificate (i.e. Nash Bucks, Red Dog Bones, etc) we DO expect that the 8% booth fee will be paid on that sale. It is the vendor’s option whether to pay that fee up front at the time the certificate is sold or whether to pay it as customers redeem the certificates.

Animal Share (half or quarter animal sales): Booth fees should be paid at the 8% rate on the deposit only. The balance is typically paid away from the Market at the time the meat is picked up. Fees do not need to be paid to the Market on the balance.

Booth Assignments – Vendor booth space is by reservation only. Reservations and cancellations must be made at least 48 hours prior to Market day. **An penalty of \$10 will apply if this rule is not followed.** The Market Manager will make all booth assignments. The minimum size of each booth allotment shall be 10' by 10', however, if space permits, a vendor may use a larger area at the discretion of the Market Manager. The Market Manager determines vendor location taking into consideration product mix, customer flow, special promotions, vendor seniority, and adherence to cancellation notification policy. Those requesting permanent space allotments will be assigned to a space on a regular basis, providing that attendance is consistent. Subject to availability and Market Manager approval, the Market will make booth space available to non-profit and community groups.

Market Day Set-up and Take-down – Set-up is from 7:30 a.m. to 9:45 a.m. on Saturdays and from 12:30 p.m. to 2:15 p.m. on Wednesdays. During set-up vendors may enter the Market area with their vehicles for the purpose of unloading only. Vendors should unload promptly and then move vehicles offsite. A vendor may not begin setting up his or her stall spaces until his or her vehicle is moved offsite. **NO VEHICLES WILL BE PERMITTED TO ENTER THE MARKET SITE AFTER 9:30a.m. Saturdays and 2:00 p.m. Wednesdays.** Set-up must be completed 5 minutes before the Market opens.

All vendors are required to remain at their stall spaces until closing – even if they have sold all their goods. At closing time, vendors shall cease selling and promptly begin taking down their booth spaces. Vehicles will be allowed to enter the Market site 15 minutes after the Market closes. **However, vendors should not leave the Market to retrieve their vehicles until they have broken down the majority of their display.**

Market Manager - The Market Manager (or designee) coordinates all the activities of the daily functioning of the Market and implements Market policies, including oversight of the Market set-up and clean-up, daily assignments, collection of booth fees and sales information, and assuring vendor compliance with all Market policies. The Market Manager also acts as a conduit of information from the vendors and customers to the Board of Directors. The Market Manager has complete authority to interpret and implement Market policy, including the authority to impose disciplinary action. The Market Manager has the authority to grant exceptions to Market policies on an individual basis for reasons of dire need.

Grievance Policy – All questions and complaints should be brought to the attention of the Market Manager. Vendors have the right to a hearing before the Executive Committee of the Board of Directors within two weeks of any disciplinary action. Vendors are encouraged to file a Vendor Concern Form about any grievances or items of disagreement and/or conflict (see Market Manager). These will be reviewed by the Board's executive committee and a timely response will be issued to the vendor. In the event of customer dissatisfaction, the dispute must be resolved to the satisfaction of the customer and the Market Manager in a timely manner.

Failure to Comply - All rules and regulations will be enforced by the Market Manager (or designee), who has ultimate onsite authority. Failure to comply with Market rules or applicable federal, state, or local regulations may result in expulsion from the Market or other consequences deemed appropriate by the Market Manager. **It is the responsibility of each vendor to make sure anyone working their booth has read and understands these guidelines.**

Vendor Responsibilities

Booth Clean-up – Vendors are responsible for sweeping and cleaning their booth area and removing all waste generated by the sale of their product. Vendors must bring containers suitable for waste removal, including oily waste, and haul out their trash at the end of the day.

Booth Fees – Vendors agree to accurately report gross sales and to pay booth fees at the close of each Market **before breaking down their display.**

Booth Reservations – Vendor booth space is by reservation only. Reservations and cancellations must be made at least 48 hours prior to Market day. An additional fee of \$10 may apply if this rule is not followed. Vendors who are regular no-shows may lose their right to vend at the Market.

Campaigning and Proselytizing – The Market is not a forum for political or religious activities. Vendors agree to refrain from campaigning or proselytizing.

Canopies, Umbrellas and Weight – All vendors who wish to erect canopies (including umbrellas) at the Market site 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.

For standard canopies approximately 25 pounds of weight is necessary for each leg. Gallon milk containers filled with water are not considered adequate weights. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the Market on that day, unless the vendor chooses to take down and stow their canopy and sell without it. The Market Manager may decide that all canopies, umbrellas, or other display items need to be removed or disassembled on windy days. Vendors must comply with this or any other safety concern as determined by the Market Manager. **If there is an accident resulting from a vendor's booth, the Market reserves the right to charge the vendor the amount of the insurance deductible.**

Conduct – Vendors will be neat, suitably dressed, and deal with the public, the Market Manager, and fellow vendors in a courteous and appropriate manner.

Display – Vendors will display their products neatly and attractively with consideration for the other vendors and the general public. Vendors must keep their area clean during the Market.

Early Departure – Full participation in each Market day attended is expected. Vendors will not be allowed to leave early due to weather, slow sales, or any other reason unless pre-approved by the Market Manager.

Electricity – All electrical equipment must be pre-approved by the Market Manager. Vendors requiring electrical power are responsible for providing their own outdoor extension cords and mats to cover any and all portions of the cord that lie in any area utilized by market customers. **The Market cannot guarantee electricity to its vendors.**

Liability – The Market carries property liability insurance only. It covers accidents in which the Market is negligent, which cause injury to customers, vendors, or employees of the Market, or which cause damage to the property where the Market is held or customers' property. The Market's policy does not cover vendor product liability. Product liability is the sole responsibility of the vendor selling the product.

Licenses and Permits – Vendors are responsible for obtaining all required licenses and permits prior to vending at the Market. The Washington State Department of Revenue requires the Market to verify that all its vendors are registered to do business in the State of Washington. **Therefore, unless a vendor is exempt by law, he or she must supply the Market with a State Department of Revenue UBI number at the time of application. A copy of all permits issued by the health department will be prominently displayed on the booth during each market day.** A copy of all other licenses, permits, etc. will be on the vendor or their employee during each Market day.

Pets – Vendors are not allowed to have dogs or other pets in their booths, with the exception of service animals.

Pricing – Pricing of goods sold at the Market is solely the responsibility of the individual vendor. Vendors are discouraged from giving produce or items away for free or at below-cost pricing, thus undercutting potential sales for other vendors. This does not include sampling.

Quality – Vendors agree to sell only products of good quality that are allowed by these guidelines.

Signage – Each booth space must prominently display a sign clearly identifying the farm or business by name and location. Signs, including those indicating the names and prices of all products sold, must be in place by the opening of the Market. All product descriptions must be accurate.

Smoking – Vendors are not permitted to smoke in the Market area or within 25 feet of the Gateway Pavilion area.

Carts and Trailers – All carts or trailers intended for display at the Market must be approved by the Market Manager and may only be used as originally proposed.

Weights and Measures – Vendors selling produce or other products by weight must provide their own scales. Scales must be “legal for trade” and are subject to inspection by the Department of Agriculture – Weights and Measures Program.

Deck Covering – Any vendor who uses materials potentially harmful to the Gateway deck surface (e.g. grease, paint, cooking oil, etc.) is required to provide adequate protection for the deck surface such as a tarp or other floor covering.

Criteria for New Vendor Selection

Port Angeles Farmers Market is committed to creating a diverse marketplace with the highest quality, locally produced products available. PAFM will not be bound to apply a particular set of selection criteria in every instance and must reserve unconditional discretion to accept or refuse anyone as a PAFM vendor and will consider many factors when evaluating vendor applications. Admission is subject to space availability.

Agriculture

- Priority is given to regional farmers and producers who bring product to market that is 100% grown and harvested on farmland they own and/or operate.
- Farmers who use environmentally responsible growing, breeding, raising and harvesting methods will also have priority

To qualify as a seafood “farmer” vendor must own, lease or operate the fishing vessel or parcel of land where the seafood is caught or harvested and must be a resident of Washington State.

Processors and Resellers

Processors are persons offering food products (such as meats, seafood, ciders, wines, baked goods, jams, nuts, etc.) that have added value to their product through some sort of “hands-on” processing (e.g., hand-filleted fish, smoked or butchered meats, handmade candies/nuts, etc.), but have not raised the ingredients themselves. **Resellers** are persons who buy products such as produce, shellfish, honey etc from other producers in Washington State, transport it to a WSFMA Member Market, and resell it to the consumer.

- Must have proof of appropriate permits and licenses issued by Federal, State and/or local agencies and Health Department certification.
- Processed food producers should use ingredients from Washington State farms or waters as much as possible.
- Priority will be given to vendors who source ingredients from Clallam/Jefferson counties primarily.
- Seafoods must originate from the greater Pacific Northwest which includes Washington, Oregon, Alaska and British Columbia.

Prepared Food Vendors

- Must show proof of appropriate Health Dept. licenses and permits.
- Priority will be given to vendors who demonstrate a use of locally grown ingredients produced in Clallam or Jefferson counties as much as possible.
- Priority will be given to vendors who offer foods made from fresh healthful ingredients.

Artisans/Crafters

- Should use materials produced or grown in Washington State as much as possible.
- Product should have a high level of quality and workmanship.
- Priority will be given to vendors who create high quality, unique or unusual items not already well represented at the Market.

General Guidelines for All Prospective New Vendors

Priority will be given to vendors who demonstrate:

- High product quality with attractive labeling/packaging that adheres to applicable regulations
- Attractive displays
- Neat personal appearance
- Past successful history with the PAFM or another market
- Products that fill a niche or service not currently represented at the Market
- A willingness to commit to regular participation in the Market

Guidelines for Vendor Governance

It is the desire of the Market Manager and Board of Directors to provide a venue where vendors can grow and prosper in a location that is highly visible, vibrant and positive. These guidelines for the governance of vendors who participate in the Market will help ensure that all vendors have a rewarding and profitable experience.

Guidelines for Vendor Governance

The Market Manager and Board of Directors reserves the right to take into account the following considerations before accepting returning vendors back into the market in a new year.

Product Quality and Presentation

- Consistently high product quality
- Clean and attractive booth area and displays
- Clean and neat personal appearance of vendor and staff
- Courteous, strong customer service and strong product knowledge

Conduct and Compliance

- History of compliance with Market rules and federal, state and local regulations
- Positive vendor conduct toward customers, fellow vendors and Market staff
- Timely submission of application, licenses and other Market correspondence

Food Safety

- Adherence to high standards in safe food production and handling

Market History

- Number of years vendor has sold at Market
- Number of markets at which vendor sells (year-round vendors vs. seasonal vendors)
- Attendance record
- History of compliance with Market rules
- Sales record

On-Going Evaluation

The Market Manager and Board of Directors *may* conduct quarterly evaluations of vendor performance. Non-compliance with Market standards and rules will result in a written warning. Continued non-compliance or additional instances of non-compliance *may* result in suspension, loss of reserved space privilege, fines or termination of vendor agreement. Vendors who historically have a record of poor sales *may be asked to* forfeit their booth space to create room for new vendors. Market staff will work with these vendors whenever possible to help them increase their sales and profitability.

**PORT ANGELES FARMERS MARKET
2011 VENDOR AGREEMENT**

Vendor Copy

I have read the Port Angeles Farmers Market 2011 Policies and Guidelines and agree to abide by them.

I agree to hold harmless the Port Angeles Farmers Market, the Market Board, Market Staff, all Market participants, the City of Port Angeles, and Clallam County for any claim, loss, or damage arising from this agreement or vendor's use of premises.

I understand that it is my responsibility to obtain all necessary permits and licenses for conducting business at the Port Angeles Farmers Market and that **I must have a copy of these with me while vending.**

I agree to report gross sales and pay applicable booth fees to the Market Manager at the close of each Market day.

Market Contact Information

Market Manager: Cynthia Warne

Phone: 460-0361

Email: portangelesfarmersmarket@gmail.com

Website: www.portangelesfarmersmarket.com

Mailing Address:

Port Angeles Farmers Market
PO Box 336
Port Angeles, WA 98362

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**PORT ANGELES FARMERS MARKET
2011 VENDOR AGREEMENT**

Market Copy

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I understand that it is my responsibility to obtain all necessary permits and licenses for conducting business at the Port Angeles Farmers Market and that **I must have a copy of these with me while vending.**

I agree to report gross sales and pay applicable booth fees to the Market Manager at the close of each Market day.

Business Name

Print Vendor Name

Signature

Date

Phone

Email address (please print clearly)

**PORT ANGELES FARMERS MARKET
2011 Vendor Application**

Please check the category that represents your Market activities:

Farmer Artisan Processor Prepared Food Service Nonprofit

Name

Business Name

Business Visiting Hours (if applicable)

UBI# (**REQUIRED for all vendors**)

Mailing Address

Farm Address (if different from above)

Phone (best number to reach you at)

Email Address

Website

Description of Products:

Note: Artisans must also provide a photo of their product.

How do you intend to display your products? (e.g. canopy, umbrella, cart, etc.)

If you intend to use a cart or trailer to display your product you must provide a photo.

Electricity or any other special needs? Yes No If yes, please describe:

Approximately how often to you intend to vend at the Market? Will you be a weekly, 12 month vendor? _____ Weekly seasonal vendor? _____ If seasonal, what is your time frame? _____ Occasional? (if space available) _____
When would you like to start vending? _____

Optional – The following information will be used to help promote your business on the Market’s website.

Personal Statement (a statement that will offer a personal draw to your products and help market your products on the Farmers Market’s website, e.g. background of the business, why you chose to vend at the Market, detailed description of your products, etc.):

Description of the business/farm (e.g: any certifications, practices, etc):

Would you like us to include a link to your website on the Market’s website? _____

Website address: _____

Can you provide digital photos for the website? _____

Please submit photos in .jpeg or .tiff format, file size no larger than 1mb per photo to:
portangelesfarmersmarket@gmail.com

Revised 11/2010

Emergency Contact Information

Vendor Name: _ _ _ _ _

Name of Contact: _ _ _ _ _

Daytime Phone: _ _ _ _ _

Relationship: _ _ _ _ _

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