



2017 Season

May 13 - Dec. 16
Saturdays 8am - 1pm
Thursdays 3pm - 7pm

Thank you for your interest in participating with Wenatchee Valley Farmers Market 2017 season. We are looking forward to a bigger, event filled year with many new and returning vendors. For your convenience, we have included the Vendor Handbook with the application this year. Please be sure to read through the Vendor Handbook as there have been some changes. Include a copy of all necessary documents, license and permits when submitting your application. A submission of an application does not guarantee membership. You may pay your membership fee at any time, however it is not required until you have received your acceptance letter. Please mail completed application packet to:

**WVFM
PO Box 2824
Wenatchee, WA 98807**

If you are interested in reserving a stall location, all fees and completed application must be received by our Spring Vendor Meeting, April 1st. Stall reservations are not applicable to 1st year vendors or guest vendors. Stall location reservations will be made immediately after the spring vendor meeting with seniority picking first. For those who choose not to reserve a stall location, you may be subject to a different location weekly, dependent on the needs of the market. If you choose not to reserve a stall location, you will be asked to leave during the selection.

For any questions or additional information, please contact us at 509-663-8712.

**Thank you,
The Wenatchee Valley Farmers Market Team**

INFORMATION FOR LICENSE AND PERMITS

<http://agr.wa.gov/marketing/smallfarm/greenbook/>

3.0 RESERVATIONS AND FEES (vender handbook)

3.1 All enrolled or interested vendors of the WVFM are strongly encouraged to attend the annual Spring/Pre-Season Meeting, April 1st and the annual Fall/Post-Season Meeting, Oct. 14th.

3.2 An annual, non-refundable membership fee is due from all vendors **BEFORE** a vendor may sell.

Membership Fee - \$125 by/at vendor spring meeting March 26th or before first sell date.

Reservation Stall Fee - \$30 per stall (per season, max. of 3 stall spaces) fee must be paid at the spring meeting to reserve a stall space. If two vendors are interested in the same space, seniority point system will be enacted. You may choose to reserve a stall space after the spring meeting, however you will not be allowed to choose an already reserved space regardless of seniority.

Vending Fees

1st Stall Space – the larger of \$12 or 7.5% of gross sales.

Additional Stalls - each additional stall is \$20/stall.

Vehicle Fee: \$6 only to stall spaces with available parking.

Electricity: \$6 per market

Cancellation less than 24 Hrs: \$12 per stall.

No Show: \$24 per stall. No Show is defined as not giving notice before 6 am on market day. The No Show fee **MUST** be paid in order to vend at your next intended market.

Stall Space – 10x10 square with frontage

We are a Non-Profit, Equal Opportunity Business and an active member of Washington State Farmers Market Association. All applications are reviewed and accepted under the Wenatchee Valley Farmers Market Manager and the Board Members discretion based upon WSFMA standards, available space, diversity, and needs of the market.

FARMERS:

Are you certified organic: _____ (if yes, please include a copy of your certification)

Location where produce is grown: _____
(Street) (City) (Zip)

Location where produce is grown: _____
(Street) (City) (Zip)

If you are not the owner of the property, who do you lease from: _____
(property owner) (phone)

WIC/SR Nutrition #: _____

Pesticide Applicators License # (selling cherries): _____

Liability Insurance Carrier & Policy # (required for food considered high risk by CDCH): _____

Is your scale certified for use in 2016 from WA State Dept. of Weights and Measures (required if selling weighed produce): _____

Please be sure to include a copy of all applicable license and permits. You will need a legal handwashing station if you plan to hand out samples. For more information on necessary permits and license please see p.1.

PROCESSORS

Location of commercial kitchen: _____
(Street) (City) (Zip)

If you are not the owner of the property, who do you lease from: _____
(property owner/mgmt. co.) (phone)

If your product is grown by you but processed/bottled by someone other than you, who does this work: _____
(Name) (Location) (ph. No.)

ARTISANS

Location of workshop: _____
(Street) (City) (Zip)

If you are not the owner of the property, who do you lease from: _____
(Owner/Mgmt Co.) (City) (Zip)

ALL APPLICANTS

The following information is important to ensure the diversity and needs of the market and the customers of the market. Be sure to list ALL produce/products you plan to sell. Include a fresh sheet, menu or another sheet of paper if necessary. Please keep in mind, the selling of products/produce not included may be considered a breach of contract and could result in the revocation of membership.

Farmers – In the space below, please list the crops and other products you wish to sell at the market, along with the approximate dates of availability.

Artisans – In the space below, please describe your work and attach photos or provide a link to view your work.

Processors – In the space below, please list products you will be preparing and selling. Please include where your ingredients are sourced from if applicable.

Concessionaires – In the space below, please list all items you will be preparing and selling including beverages.

I understand and have completed the Wenatchee Valley Farmers Market application to the best of my knowledge. I have included copies of all necessary license and permits.

(Name - Print)

(Signature)

(Date)

WENATCHEE VALLEY FARMERS MARKET CODE OF CONDUCT 2017

All Wenatchee Valley Farmers Market Vendors, their representatives, and their families must follow the Code Of Conduct while in the market.

1. Practice patience and understanding.
2. Demonstrate sensitivity to people of all ages, ethnicities and diversities.
3. Treat customers with courtesy, respect and honesty.
4. Assist other vendors whenever possible.
5. Treat market staff, volunteers and other vendors with respect and understanding.
6. Notify the market manager immediately of any unsafe conditions.
7. Resolve conflicts in an unobtrusive manner
8. Rough, menacing, vulgar, profane or abusive language and sexual harassment will not be tolerated.
9. Absolutely NO pet are allowed in the booths at the market unless service dog papers are on person and on file.
10. Practice safe behaviors at all times, including while driving on and off site, loading and unloading.
11. No vendor may be under the influence of drugs or alcohol while participating at the market.
12. No vendor may smoke within the market area. All smoking must be done outside the market area and at least 20 ft. away from any market tents.
13. All products offered for sale must be safe, have a decent life expectancy and exhibit quality of construction.
14. All vendors will leave their spaces clean, and free of debris. Vendors are responsible for throwing away their debris in the dumpsters provided by Pybus, behind our storage unit. Do not dispose of your garbage in the customer trash cans placed around the market.
15. No political or religious campaigning is allowed.
16. Report ALL market sales truthfully.
17. Please refrain from taking pictures of other vendors displays, products or crafts without their permission.

Failure to comply with these rules will result in the “3 Strike Rule” being enforced.

THREE STRIKES RULE

Vendors not complying with the above rule will be subject to the following:

- **First Offense** – A verbal warning from the Market Manager.
- **Second Offense** – Followed by the above, a letter in writing from the Market Manager stating the violation. The Market Manager will advise the WVFM Board of the offense.
- **Third Offense** – Vendor will be asked to leave the Market immediately by the Market Manager. The Manager will be assisted by the presence of a Board Member.

Vendors will be allowed to grieve the removal at the next Board meeting. The Board will make the final decision as to whether the removal is temporary or permanent.

RELEASE AND INDEMNITY CLAUSE 2017

I agree to indemnify and hold harmless the Wenatchee Valley Farmers Market, The Port of Chelan County, The Pybus Public Market and the directors, officers, employees, agents, attorneys and/or volunteers of these entities from all claims, causes of action, liability, judgements, obligations or costs of any nature whatsoever, including but not limited to costs and attorney fees, in connection with any such claims or the like made by or on my behalf of any individual and/or entity and/or the individual's and/or entity's spouse, children, heirs, assigns, insurers, guarantors, officers, directors, agents or persons or entities claiming by or through individual and/or entity.

By signing below, I, both on behalf of my business if any, and individually:

1. Acknowledge that I read and understand the Wenatchee Valley Farmers Market Code of Conduct, Three Strikes Rule, Vendor Handbook and By-Laws.
2. Agree to bound by and comply with the Wenatchee Valley Farmers Market Code of Conduct, Three Strikes Rule, Vendor Handbook and By-Laws.
3. Acknowledge that I have read and understand the Release and Indemnity Clause, and agree to be bound by and comply with the Release and Indemnity Clause.

(Date)

(Vendor/Individual)

(Business Name)

(Title)