



2018 Season

May 12 - Dec. 22

Saturdays 8am - 1pm

Wednesdays 3pm - 7pm

Thank you for your interest in participating with Wenatchee Valley Farmers Market 2018 season. We are looking forward to a bigger, event filled year with many new and returning vendors. 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, March 31st**. 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 returning vendors of the WVFM are required to attend the annual Spring/Pre-Season Meeting, March 31st and the annual Fall/Post-Season Meeting, Oct. 20th. **A \$20 “No-Show” fee will be charged to any vendor who is absent from the Spring Meeting.** You can send a proxy to this meeting if you cannot personally attend. This fee will be added to your membership fee. New and interested vendors are strongly encouraged to attend the meeting.

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 31st 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 \$13 or 7.75% of gross sales.

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

Electricity: \$6 per market

Cancellation after issuing of Market Map: \$12 per stall.

No Show: \$24 per stall. No Show is defined as not giving notice before 5am on market day, 6am for winter market. The No Show fee MUST be paid in order to vend at your next intended market.

Stall Space – 10x10 square with frontage

Winter Market – 8’x5’, Pybus Concourse

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.

**WENATCHEE VALLEY FARMERS MARKET
2018 APPLICATION**

GENERAL INFORMATION

Farm/Business Name: _____

Owner(s) Name: _____
(Last) (First) (partner)

Are you applying as a member or a guest? (if you are unsure, please see Vendor Handbook for definition) Member Guest (guest vendors must complete application packet and include all necessary permits and license)

Names of individuals selling for you this season:

Mailing Address: _____
(Street)

_____ (City) _____ (Zip)

Phone: _____ **Cell:** _____

Email: _____

Website/Social Media: _____

Check all that apply: Farmer _____ Processor _____ Artisan _____ Concessionaire _____

I plan to sell at the following markets:

May _____ June _____ July _____ Oct _____ Nov _____ Dec _____

I plan to sell on the following day: Saturday _____ Wednesday _____

I will need: Electricity (\$6 per market) _____ Water _____
Ex. Stall Space(see 3.2 in Vendor Handbook) _____

What other market(s) do you vend at: _____

Business License (UBI) Number: _____

Auto Insurance Carrier: _____

FARMERS:

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

Are you Certified Naturally Grown: _____ (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 2018 from WA State Dept. of Weights and Measures (required if selling weighed produce): _____ (you can get your scale certified on the day of the Spring Vendor Meeting March 31st.)

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.)

Liability Insurance Carrier & Policy #: _____

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)

Liability Insurance Carrier & Policy # (required for bath and body products or essential oils): _____

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 2018

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 pets allowed in the booths at the market unless service papers are on person and on file.
10. Practice safe behaviors at all times, including while driving on and off site, loading and unloading. All vehicles must be out of Farmers Market area 30 minutes prior to market opening.
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 2018

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, insures, 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)