

# Kitsap Regional Farmers Market Association, Operating the Port Orchard Farmers Market

## 2017 MEMBERSHIP APPLICATION / VENDOR CONTRACT

NEW VENDOR     
  RETURNING VENDOR – VENDED LAST YEAR     
  RETURNING VENDOR – DID NOT VEND LAST YEAR

BUSINESS NAME \_\_\_\_\_ UBI# \_\_\_\_\_ (1 UBI per application)

NAME \_\_\_\_\_ PARTNERS/ HELPERS NAMES \_\_\_\_\_

BUSINESS LOCATION \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE # \_\_\_\_\_ CELL# \_\_\_\_\_

VEHICLE(s) DESCRIPTION \_\_\_\_\_ LICENSE # \_\_\_\_\_

SPACE SIZE WANTED    \_\_\_ 10 X 10    \_\_\_ 10 X 20    \_\_\_ 5 X 5    \_\_\_ OTHER \_\_\_\_\_

Office Use (✓)	<b>Check Vendor Type(s) &amp; fill in license &amp; permit numbers</b> Vendors must show all required permits & licenses to manager & display in stall when selling. (see Vendor Guide for more info)	<b>List Products – be specific please.</b> <b>Use additional pages if needed</b>
( )	( ) Farmer – fresh produce (fruits & vegetables) only UBI # for Scale Registration only: _____	
( )	( ) Farmer – Eggs, Meats or Seafood SPEC. Permit # _____	
( )	( ) Farmer – Plants or Flowers (must live on Kitsap Peninsula) UBI (Nursery License) _____	
( )	( ) Processed Foods (must live on Kitsap Peninsula) Food Handlers # _____ Temp Food Est. Permit # _____ WSDA Permit # _____ Product Liability Ins. # _____ Insurer: _____ (must name POFM as additional insured) I grow the crops, fish, etc. I process (farmer) _____	
( )	( ) Prepared Food (onsite cooking/food prep) (must live on Kitsap Peninsula) Food Handlers # _____ Temp Food Est. Permit # _____ OR: Cottage Food Permit # _____ (provide approved list) WSDA Permit # _____ \$1 mil. Ins. Policy # _____ Insurer _____ (must name POFM as additional insured)	
( )	( ) Crafter / Artisan (must live on Kitsap Peninsula) Screened (new vendors only) Product Liability Ins # (for skin care items): _____ (must name POFM as additional insured)	
( )	( ) Reseller of fresh WA State grown farm produce (must live on Kitsap Peninsula) WSDA Permit # _____	

**OFFICE USE ONLY**

Membership Paid: \_\_\_\_\_ 1<sup>st</sup> Half Res Paid: \_\_\_\_\_ Reserved Space: \_\_\_\_\_  
 1<sup>st</sup> Day Paid: \_\_\_\_\_ 2<sup>nd</sup> Half Res Paid: \_\_\_\_\_ Reserved Space: \_\_\_\_\_

The KRFMA / POFM disclaims any and all liability that may arise from the sale of goods by the vendors or by the conduct of the vendors. The KRFMA / POFM in no way guarantees the marketability or fitness of the vendors' goods, nor does KRFMA / POFM guarantee the success of the vendor's efforts. Members will be accepted based on residency within the Greater Kitsap Peninsula boundaries, market product balance, and seniority.

The signer of this contract agrees to hold the KRFMA / POFM harmless for any problems that may arise from the vendors' use of the property occupied by the farmers markets.

**CANOPY REQUIREMENT** - 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# (pounds) anchoring each leg, and market umbrellas, 50#.

**LIABILITY** - Vendor assumes responsibility for any insurance deductible or other charge made against the KRFMA / POFM resulting from damage to persons or property by their canopy, umbrella, displays or products.

**VENDOR will follow all procedures & rules outlined in the current Vendor Guide, including but not limited to:**

Arrive at the market site in time to unload, move vehicle & set up before market opens

1. Park my vehicle(s) in vendor designated parking areas only
2. Follow market manager & staff instructions
3. Honestly report daily sales made at my booth
4. I have downloaded or was given a printed copy of the Vendor Guide - Market Rules & Bylaws. I agree to follow all policies, rules & bylaws in the Vendor Guide and make sure anyone working at my booth does as well.
5. Abide by the Canopy Requirement of 25 pounds of weight on each leg of my booth's canopy, and 50 pounds of weight for a market umbrella, or more if needed.

(see <http://wafarmersmarkets.org/resource-file/CanopySafety101.pdf> for info & ideas).

**[www.pofarmersmarket.org](http://www.pofarmersmarket.org)** - for more info & to download Vendor forms and current VENDOR GUIDE containing all market policies, procedures, rules and bylaws.

***My signature indicates that I have read the Vendor Guide policies, rules and bylaws and agree to abide by all the policies, rules, and bylaws of the Kitsap Regional Farmers Market Association / Port Orchard Farmer Market.***

Signature(s) \_\_\_\_\_ Business Name \_\_\_\_\_ Date \_\_\_\_\_

**OPTIONAL:**

*I hereby grant the Port Orchard Farmers Market permission to publish my name, business name, address, website URL, and phone numbers in a Market publication to be shared with other Market members and on the Market website.*

X \_\_\_\_\_ Date \_\_\_\_\_  
Vendor Signature

*I hereby grant permission to be photographed, voluntarily and without compensation by the Port Orchard Farmers Market, understanding that the same, along with my name, is intended for publication by print media, television, video, social media pages or on the Port Orchard Farmers Market Website.*

X \_\_\_\_\_ Date \_\_\_\_\_  
Vendor Signature

**Emergency contact during Saturday Market Hours (for our manager):**

**KEEP THIS PAGE FOR YOUR REFERENCE**

**MARKET FEES** (*all vendors must be market members*):

If your application is not accepted, any fees paid will be returned to you.

- **Annual Membership Dues:**  
\$20.00 single membership / 1 vote **or**  
\$40.00 double membership / 2 votes (for families or partnerships, optional)
  
- **Daily Vendor Stall Fees:** (*member vendors may share space up to two per full space*)  
\$15 for a 5' space (half space)  
\$25 for each 10' space (full space)  
\$50 for double space 20' (double space)  
\$5 for electric access, if needed

Applications are welcome throughout the season, however space cannot be guaranteed. We maintain waiting lists for full product categories. All Vendors must reside on the Kitsap Peninsula with the exception of farmers who may live and farm anywhere in Washington State. We do give preference to Kitsap County farmers but strive to maintain a diverse and broad range of Washington farm products at the market.

**All New Vendors** should submit their application **WITHOUT** any payment, for review and approval.

**All Arts and Crafts** must first be reviewed by the Arts & Crafts Screening Committee. These items must be handcrafted by the person selling them. This can be done before or after a membership or board meeting or on Saturday before market opens, or if you prefer, you can email your application and product photos. It is best to call before applying to make sure we have space for your product category. Depending on the type of product(s), a site visit may be performed in order to confirm local construction of said product(s).

You will be contacted quickly to review your application.

**All Returning Vendors** can mail a check for your Annual Dues with your completed application. If you are a RETURNING RESERVED VENDOR from last season, you may pay your first half season fee now (11 days less any "waived" days) to keep the same space you had last season. See the Vendor Guide and Stall Schedule Form for more information. **Returning Vendors should let us know before April 15th if you plan to be at market this season or your space could be given to a new vendor.**

Please mail completed, signed application, Stall Schedule & supporting documents (*make a copy for yourself*) to:

Attn: Market Manager  
Port Orchard Farmers Market  
P.O. BOX 8247  
Port Orchard, WASHINGTON 98366

**Returning/renewing Vendors should also include a check for their \$20 membership fee, plus half season stall reservation fee, payable to Port Orchard Farmers Market**

**Questions or Problems, please CONTACT:** (360) 602-1022 or [manager@pofarmersmarket.org](mailto:manager@pofarmersmarket.org)

