



## 2019 RESERVED VENDOR STALL SCHEDULE

Vendor Name \_\_\_\_\_ Name of Business \_\_\_\_\_

**Our market offers Non-reserved and Reserved space. This form is for Vendors who want the same space each time they vend and who plan to attend a majority of market days.**

**NON-RESERVED VENDORS:** You do not need to complete this form. You pay each day you vend, but are not guaranteed a space at market & may be assigned to a different space from week to week, at the manager’s discretion. We usually have room at the market for all vendors, but this could change, especially during the peak season.

**RESERVED VENDORS:** You reserve and pay for all market days a half season at a time, except for April and up to 4 “exempt days” of your choice. This guarantees you the same vending space each market day (except for once in a while when the market “footprint” changes due to other events downtown). Plus, you don’t need to check in with the Manager, just go to your reserved space and start setting up.

**Reserved Space Guidelines (from POFM Market Rules)**

- 13. A space location can be reserved ½ of the Market season at a time. The first reservation period starts the first Saturday in May. The second reservation period will start the first Saturday of August for the remainder of the Market. Vendors may declare up to four (4) Saturdays in the Market year as exempt from reserved payment.
- 14. If the location is wanted by more than one vendor, the space will go to the vendor who reserved it in the last reserved period, otherwise to the vendor occupying it on reservation day. Reservations must be paid in check or money order, not cash.
- 15. The vendor who reserved the space in the last reservation period may reserve it the week prior to the reservation period.
- 16. Reserved craft vendors missing five consecutive markets without notice will have their membership revised to “other” status at the end of the reservation period. They will have to re-screen and may be placed on the waiting list pending space available.

2019 Market Dates are Saturdays, April 13 – October 12:

- April (3 market days) – not included in your reservation. You pay only if you actually vend.
- First half season – May 4 – July 27 (13 market days)
- Second half season – August 3 – October 12 (11 market days)

**List market dates (4 maximum per season) exempt from your reservation.** (You are not vending these dates.)

**Please return this entire form (keep a copy for yourself):**

by mail: POFM, Attn: Manager, PO Box 8247, Port Orchard, WA 98366 or  
by email: [treasurer@pofarmersmarket.org](mailto:treasurer@pofarmersmarket.org) and [manager@pofarmersmarket.org](mailto:manager@pofarmersmarket.org)

I have enclosed my check or money order for the 1st \_\_\_\_\_ or 2<sup>nd</sup> \_\_\_\_\_ half season  
(If you want to prepay any April days for convenience, please include a note)

I prefer to be invoiced for: 1st half reservation \_\_\_\_\_ 2nd half reservation \_\_\_\_\_

Office use only:  
Check rcvd \_\_\_\_\_  
Amt: \_\_\_\_\_

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Date