



**Kitsap Regional Farmers Market Association, Operating the
Port Orchard Farmers Market
2018 VENDOR MEMBERSHIP APPLICATION / 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 _____

Go to www.pofarmersmarket.org - **Participate** for information on vendor types and eligibility & to download forms. Call or email our Market Manager with questions.

Office Use Only <input checked="" type="checkbox"/>	VENDORS – Check (✓) Vendor Type(s) & fill in license & permit numbers Vendors must provide copies of all required permits & licenses to manager & display in stall when selling. (see Vendor Guide for more info)	List Products – be specific please. Use additional pages if needed
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Farmer – fresh produce (fruits & vegetables) only UBI # for Scale Registration only: _____ <input type="checkbox"/> Farmer – Eggs, Meats, Honey, or Seafood SPEC. Permit # _____ <input type="checkbox"/> Farmer – Plants or Flowers <i>(must live on Kitsap Peninsula)</i> UBI # (Nursery License) _____	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Processed Foods <i>(must live on Kitsap Peninsula)</i> Food Handlers # _____ Temp Food Est. Permit # _____ WSDA Permit # _____ Product Liability Ins. # _____ Insurer: _____ <i>(must name POFM as additional insured)</i> I grow the crops, fish, etc. I process (farmer) _____	

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Prepared Food (onsite cooking/food prep) <i>(must live on Kitsap Peninsula)</i> Food Handlers # _____ Temp Food Est. Permit # _____ OR: Cottage Food Permit # _____ (provide approved list) WSDA Permit # _____ \$1 mil. Ins. Policy # _____ Insurer _____ <i>(must name POFM as additional insured)</i>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Crafter / Artisan <i>(must live on Kitsap Peninsula)</i> Screened (new vendors only) Product Liability Insurer & policy # (for skin care items): _____ <i>(must name POFM as additional insured)</i>	
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Reseller of fresh WA State grown farm produce <i>(must live on Kitsap Peninsula)</i> WSDA Permit # _____	

OFFICE USE ONLY

Membership Paid: _____ 1st Half Res Paid: _____ Reserved Space: _____
1st Day Paid: _____ 2st Half Res Paid: _____ Reserved Space: _____

VENDOR will follow all procedures & rules outlined in the current Vendor Guide, Market Rules & Bylaws, 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/will download 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 (POFM requires) of weight on each leg of my booth's canopy, and 50 pounds of weight for a market umbrella, or more if needed for wind conditions.
<http://wafarmersmarkets.org/resource-file/CanopySafety101.pdf>.

WSFMA 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.

The KRFMA / POFM disclaims 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.

My signature indicates that I have read (or will read before vending) and agree to follow the Kitsap Regional Farmers Market Association / Port Orchard Farmer Market policies contained in this Application, the Vendor Guide, Market Rules, and Bylaws.

Signature(s) _____ Business Name _____ Date _____

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

Name _____ Phone Number(s) _____

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

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 except for 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 New Crafters / Artisans or returning vendors with new products must also first be reviewed by the Screening Committee. 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 to confirm local construction of said product(s).

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 1st if you plan to be at market this season or your space could be given to a new vendor.**

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
- **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

Please mail completed, signed application (*pgs. 1-3*), Stall Schedule with copies of Business Licenses and Permits (*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 Annual Membership fee.
- Vendors who Reserved last year and want to continue doing so, should also include their first half season stall reservation fee (*see Stall Schedule for details*).
- *Please make checks payable to Port Orchard Farmers Market*

Questions or Problems, please CONTACT Juliet Fox @ (360) 602-1022 or manager@pofarmersmarket.org

Go to www.pofarmersmarket.org - for more info & to download Vendor / Member forms, and current Vendor Guide, Market Rules and Bylaws.