



Community Farmers Market at Chehalis
 ~ Supporting local growers, their products, and our agriculture community ~

Office Use Only

Date Received: _____
 Fee Paid: _____
 Licenses/Permits: _____
 Board Approval Date: _____
 Other: _____

2011 VENDOR APPLICATION

Thank you for your interest in the Community Farmers Market!

Our organization is dedicated to supporting local business and local agricultural products and welcomes all growers, processors, artisans, and crafters located in Lewis County and surrounding counties to apply. **Refer to the current Market Polices and Guidelines for important details about our market operations and requirements.**

2011 Dates and Times: Tuesdays, June 14-October 25, 2011, Noon-5pm

VENDOR MEMBER FEES

A \$50 membership fee is due with your application. Daily stall fees are assessed at 7.5% of gross sales per day, with a \$15 minimum stall fee per day.

Vendors may prepay the minimum stall fee for the full season at a discounted rate. Prepaid fees, submitted at the time of application, receive one free day for a total of \$285 for the entire season. **Prepayment is non-refundable.**

Indicate amount submitted with this paperwork.	<input type="checkbox"/> \$50 Membership Fee Enclosed <input type="checkbox"/> \$285 Minimum Full Season Prepayment Enclosed <input type="checkbox"/> Other Amount? Specify:
--	--

VENDOR INFORMATION

Business Name		
Owner Name(s)		
Mailing Address		
	City:	Zip Code:
Physical Address/Location		
Contact Info.	Daytime Phone:	Evening Phone:
	Email:	Website:
Market Vehicle Info.	License #:	Make/Model:

AUTHORIZED SELLERS

List the individuals that are authorized to sell for you at the market:	

TYPE OF OPERATION

Vendors are categorized into six different producer types, depending on the products offered and the manner in which they were grown or produced.

Refer the Community Farmers Market Policies for a description of each type of operation, and check the appropriate box for your business.

Only one type of operation is permitted per application and stall space.

- Farmer
- Processor
- Reseller
- Crafter/Artisan
- Prepared Food Vender
- Miscellaneous

LICENSES AND PERMITS

The Community Farmers Market requires vendors to obtain all state and county licenses and permits that pertain to the type of business being run. Refer to the “WSDA Handbook of Regulations for Direct Farm Marketing (Green Book)” at <http://agr.wa.gov/Marketing/SmallFarm/directmarketinghandbook.aspx> and if applicable contact the Lewis County Public Health Department at (360) 740-1222 to help determine what licenses and permits your business needs.

In the table below, check the licenses and permits that your business holds. Please note that the below list is not a comprehensive list and other permits and licenses may be needed for your particular business and products.

Current copies of all applicable licenses and permits must be submitted with your application.

- | | |
|---|---|
| <input type="checkbox"/> WA State Master Business License (WSDOL) - UBI # | <input type="checkbox"/> WSDA Food Processors License |
| <input type="checkbox"/> USDA Organic Certification | <input type="checkbox"/> WSDA Milk Producer License |
| <input type="checkbox"/> Lewis County Food Handlers Permit | <input type="checkbox"/> WSDA Milk Processing Plan License |
| <input type="checkbox"/> Lewis County Retail Food Service Est. License | <input type="checkbox"/> WSDOL Egg Handler/Dealer License |
| <input type="checkbox"/> Lewis County Temporary Food Establishment Permit | <input type="checkbox"/> WA State Dept. Of Health License (Shellfish) |
| <input type="checkbox"/> WSDOL Nursery Dealer License | <input type="checkbox"/> WDFW Aquatic Farmers Registration |
| <input type="checkbox"/> WSDA Cash Buyer’s License (Reseller) | <input type="checkbox"/> WDFW Wholesale Fish Dealer’s License |
| <input type="checkbox"/> WSDA Produce Dealer’s License (Reseller) | <input type="checkbox"/> WSDA Laboratory Services Registration (Bees) |
| <input type="checkbox"/> WSDA Commission Merchant’s License (Reseller) | |
| <input type="checkbox"/> WSLCB License (Wine and Beer) | |
| <input type="checkbox"/> Other? Please List: | |

Current copies of all applicable licenses and permits must be submitted with your application.

GOODS TO BE SOLD

Provide a detailed and complete list of the products you would like to sell at the Community Farmers Market. **Products must be a part of your application and approved by the board in order to be sold at the market.** Please be specific and attach a separate sheet of paper if necessary, and/or include a copy of brochures and catalogs if applicable.

New artisans and crafters, please submit a sample of your products to the board for review.

STALL PLACEMENT

If you wish to share stall space with another vendor please list their business name. **Please note that stall space may not be shared by two different types of businesses. See Type of Operation section above.**

On the map below, mark your 1st, 2nd, and 3rd stall space preference. Stall preferences submitted with an application does not guarantee you will receive the space noted. Preferences will be taken into account, along with stall assignment guidelines in the CFM Polices.

Stall spaces are 10’x10’. If you would like more than one space, you must indicate this below. **Each stall space used by your operation is subject to the \$15 minimum stall fee per week.** See **CFM GUIDELINES AND POLICIES – SECTION V. STALL ASSIGNMENTS** for further detail.

Pacific Street	power										Market Street
	Boistfort Street										
	power										

Access to electrical power during market day is limited to certain stall spaces.

Does your business require electrical power to operate (yes or no)?

If “Yes”, please list the equipment you plan to use at market and indicate the amount of electrical current each piece of equipment requires:

DATES OF ATTENDANCE

Indicate the dates you will be attending the market as a vendor. ***You are not required to attend all 20 weeks.*** However, you must indicate the dates that you will be in attendance on this application to ensure a stall reservation.

<input type="checkbox"/> June 14	<input type="checkbox"/> July 5	<input type="checkbox"/> August 2	<input type="checkbox"/> September 6	<input type="checkbox"/> October 4
<input type="checkbox"/> June 21	<input type="checkbox"/> July 12	<input type="checkbox"/> August 9	<input type="checkbox"/> September 13	<input type="checkbox"/> October 11
<input type="checkbox"/> June 28	<input type="checkbox"/> July 19	<input type="checkbox"/> August 16	<input type="checkbox"/> September 20	<input type="checkbox"/> October 18
	<input type="checkbox"/> July 26	<input type="checkbox"/> August 23	<input type="checkbox"/> September 27	<input type="checkbox"/> October 25
		<input type="checkbox"/> August 30		

AGREEMENT

By signing this application on behalf of your business, you attest that you have read and understand the **Policies of the Greater Lewis County Farmers Market (dba Community Farmers Market)** and confirm the following:

- This application contains accurate and complete information.
- Only what is listed on this application will be offered for sale.
- To be responsible for the quality and safety of what you sell.
- To abide by the rules described in the Policies of the Greater Lewis County Farmers Market (dba Community Farmers Market) as they relate to Food Stamp, Credit, and Debit transactions. *See additional note below.*
- To follow all USDA Food Stamp Program rules and all Farmers Market Nutrition Program Rules, as outlined in the market policies.
- You understand that the Market Board has the right to remove vendors from the market who do not comply with market rules.
- You shall indemnify, keep and save harmless the Greater Lewis County Farmers Market and all agencies the market has agreements with, from and against, any and all claims and demands, whether for injuries to persons, or loss of life, or damage to property, on or off the premises, arising out of the use or occupancy of the premises by vendor and shall defend at vendor's own expense any action brought against the GLCFM and any of the above mentioned organizations or any other person or organization with which GLCFM has a contractual relationship by vendor's acts or omissions.

Vendor Name (please print):	
Vendor Signature:	
Date:	

IMPORTANT INFORMATION!

The Community Farmers Market has implemented a credit/debit/EBT (food stamp) program. The market’s goal, with vendors as partners, is to provide alternate payment methods for customers in the form of debit and credit cards, provide an additional revenue source for vendors, and to offer fresh, local food to low-income families who receive food stamps.

For consistency in the program and clarity for the market customer, the market requires that *all* vendors participate in the program. Customers will purchase EBT/credit/debit tokens at the Market Information Table and will use tokens to purchase products directly from vendors. All vendors will benefit from this shared technology.

Additional training on the program will be provided to approved vendors.