

FAIRWOOD FARMERS' MARKET--2018 VENDOR APPLICATION

The Fairwood Farmers' Market is a unique opportunity where neighbors can regularly connect with local growers, artisan food producers and crafters in a festive environment. FFM is every Tuesday starting May 22 and running through October 9. We are located in the parking lot of 319 W. Hastings, 99218 in North Spokane County in front of Thomas Hammer Coffee. The market can accommodate up to 50 vendors. On average in 2017, there were about 37 booths.

- The 2018 Market will run every Tuesday May 22–October 9.
- Full season booth is \$440(\$21 per 21 markets),if paid in full by April 30, 2017 there will be a 5% discount making the total \$418. Also available is a half season of \$275(\$25 per 11 markets) if paid in full by April 30, 2017 the total will be \$261.25, reflecting the 5% prepayment discount.
- There is a per day fee of \$35, which if paid in advance before the Tuesday of the market attending, will be \$32.
- Booth fees are based on a 10'x10' booth space. A limited number of larger spaces, corner spaces and spaces with electrical service and connected parking are available for an additional fee.
- Vendor selections will be made on an ongoing basis. Payment is due within 14 days of vendor acceptance and the vendor has been notified accordingly.
- *Fees are not to be paid until acceptance into the market has been given. Receipt of payment prior to acceptance will not be a guarantee of acceptance into the market.*
- This market is not intended to be a forum for religious or political views and agendas.
- **Please read and sign the FFM rules. Submit the signed rules sheet with your application.**
- Please mail, email or fax completed application to: Attn: Karol Widmer
- Mail: 319 W. Hastings Ave., Suite A, Spokane, WA 99218
- Fax: 509-443-3764
- Email: Fairwood.market@gmail.com
- Phone: 466-0682

Business Name _____

Full Name of Business Owner _____

Brief Description of Business and Products _____

Business of Farm Location _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: primary: _____ alternate: _____

Email address: _____

Best way to reach you? _____

If you sell meat, seafood, poultry or other value added products, please provide the names and contact information for the certified facilities in which they are processed: _____

How much are you hoping to make on average? _____

Please check below if you would like your application to be sent to these additional markets:

Emerson-Garfield Perry Street Hillyard

Market Days -- 21 Markets

May. 22 29

June. 5 12 19 26

July. 3. 10 17 24 31

Aug. 7 14 21 28

Sept. 4 11 18 25

Oct. 2 9

Full Season

Please circle the dates you plan to attend or Full Season.

If applying for full season, will you be available for all 21 markets? If not, which dates will you miss? _____

If applying for full season, would you like a special booth space which covers the entire season?

- Double Space \$200 _____
- Corner \$100 _____
- Electrical \$50 _____
- Attached parking \$100 _____

If applying for the rotating “flea” booth, please label your 1st, 2nd, 3rd and an alternative choice date: _____

Is there any additional information that you would like to make us aware of? _____

2017 FFM Rules--The FFM rules are in place to ensure that the community receives the highest quality products grown or produced by local farmers, artisans and to set market guidelines for market activities. The FFM is not intended to be a forum for religious or political views and agendas.

- 1) Vendor Qualifications. A. Farmers and Hand Crafters: These vendors should grow, produce or wild craft the products sold at market or resell according to the WFSMA criteria for resellers. Some of these qualifications are: grown in Washington, pre approved by the board of directors, labeled accordingly. Under this qualification, products from U-pick operations, warehouses, gleaning, etc. are prohibited. Wild crafted (wild harvest) items such as huckleberries and mushrooms are allowed. Also under this qualification, crafts must be manufactured by the seller with their own hands. Commercial, second hand or imported items are not allowed to be sold in these booths. B. Rotating ‘Flea’ Vendors: Recognizing that local community members come in many forms, in the 2017 season there will be booths designated to ‘flea’ type vendors on a rotating basis. These vendors may have items that are second hand such as books, toys, games, clothes, etc. Network marketing vendor prohibited. Services such as an independent sales consultants or a locally owned business service that may want to build a client base among local community members. Booth and items must be clean, appropriate, nicely presented and are subject to market approval. No sales, marketing, or networking may occur outside of booth space during market hours. C. Musicians: The music at the market is intended to provide entertaining and enjoyable diverse background music for the

customers and vendors. Musicians must fill out an application and submit a demo cd for review. The market will provide a canopy over the stage area. Musician must have their own outdoor extension cords. There is no electrical fee. Musicians will be paid \$100 per full market day, ready when the market opens for business. Also, musicians must report daily tips, so FFM can help set expectations for new performers.

D. Concessionaires or Food Trucks:

These vendors offer freshly made food available for sale and immediate consumption on site. These vendors are required to carry all necessary permits and licenses. Concessions vendors must fill out an application.

- 2) **Market Time:** the 2017 will run every Tuesday from May 22–October 9. FFM hours will vary with sunset. Vendors may set up no earlier than 12:45 pm. *Vendors should be in place and their vehicles must be out of the market by 2:15 pm.* Tear down begins no earlier than market closing time. If a vendor sells out prior to the end of the market day, the vendor booth must stay intact until closing. Vendors should also consider the needs of customers by parking further away.
- 3) **Booth Space:** Booth fees entitle vendor to a 10'x10' booth space; a limited number of larger spaces are available upon request and at an additional fee per addition and season. Booths will be identified with a sign bearing the vendor's business name. Booths shall be kept clean and orderly during market hours. Vendors are responsible to clean up assigned space (including removing incidental trash) during normal period of market operations, including setup and tear down, must have their own canopies or umbrellas securely and safely anchored with at least 25lbs of weight on each leg of the canopy, from the time it is step up to the time it is taken down. Booth locations are made weekly at the discretion of the market manager. However, a reasonable attempt will be made to ensure that booth locations remain consistent throughout the season.
- 4) **Pricing:** Pricing of goods is up to the vendor but pricing below cost, resulting in the undercutting of other vendors is not allowed. Pricing complaints will be subject to board review. All vendors must report daily sales on provided forms.
- 5) **Conduct:** The market strives to create a comfortable, family friendly atmosphere for all who attend. All vendors and their representatives are expected to conduct themselves in a professional, courteous and peaceable manner with customers and other vendors. Vulgar, aggressive or inappropriate language is prohibited. This market is not a forum for religious or political activities. No smoking or vaping is allowed on the market site or within 25 feet of site entrances. Customers who have legitimate complaints about the quality of the product, should be given a full refund or replacement by the vendor if requested. Vendor grievances should be referred to the onsite market manager and if necessary they will be brought to the governing board for resolution.
- 6) **Vendor Approval Process:** The governing board of the market will review and approve vendor applications on a rolling basis. Vendors will be approved based on the market rules and goals, and to make sure that there is a diverse and quality line up of products and crafts at our market. Please send in your

application ASAP to be considered for the 2018 season Vendors will be notified accordingly upon approval.

- 7) Fees: Fees are based on a 10'x10' booth space. Full season rate is \$440(21 markets) or \$418 if paid by April 30, 2017. Half season rate is \$275(11 markets) or \$263.50 if paid by April 30, 2017. On a per day basis fees will be \$35 but if paid before the Tuesday of attendance will be \$32. Special booth space is available upon request for an additional fee that covers the entire season; Double space is \$200, Corner space is \$100, electric service is \$50 and space with a parking space is \$100.
- 8) Cancellation: **The market manager must be notified of cancellations by no later than 8:00 am on Monday of the same week.** If notice of cancellation has not been received AND confirmed by such time, a written warning will be sent to the vendor The second time such an occurrence takes place a written warning as well as a \$25 fee will be assessed to the vendor and the vendor will not be allowed to sell at the market until the fee has been paid. A third occurrence will be grounds for removal from participation in the market. No refund of full or half season fees will be given when a vendor is removed due to a rules violation.
- 9) Inclement Weather: The market will be canceled at the discretion of the market manager and/or governing board. In the case of inclement weather prior to the opening of the market, the market manager will call all vendors to notify them of cancellation and musicians will not be entitled to payment. In the case of possible inclement weather or warnings, vendors should still arrive at the market as normally scheduled. Otherwise, the market will run normally, weather permitting. Please remember that vendor and musician presence helps build customer loyalty to the market. Arriving as planned is a courtesy to your fellow vendors and market staff and prohibits last-minute gaps in the market lineup. However, if weather or other unforeseen circumstances cause a disruption, musicians will be paid \$25 per hour for each hour or any part of an hour in which they perform.
- 10) Compliance: The vendor is solely responsible for compliance with all applicable rules and regulations governing the growing, production and marketing of their goods. The vendor is asked to provide the market with a copy of any necessary permits.
- 11) Insurance: Vendors shall maintain their own liability insurance and shall provide proof of insurance to the market manager. Vendors shall make a bona fide attempt to have their insurance company name Fairwood Farmers' Market as an additional insured on their policy. Vendors accept responsibility for damage caused by their canopy, regardless of whether market anchoring guidelines are met. Please safely secure your canopies. Fairwood winds often reach 15+ miles per hour or more.

FFM is a tax exempt non-profit entity governed by a board of directors. The current board is comprised of two Fairwood neighborhood representatives, Two corporate sponsor representatives and two vendor representatives. More board positions may be added.

FFM is a member of the Washington State Farmers' Market Association and its associated affiliations.

I HAVE READ AND AGREE TO ABIDE BY THE ABOVE STATED RULES AND FURTHER AGREE TO ALLOW THE FAIRWOOD FARMERS' MARKET GOVERNING BOARD ACCESS, WHEN REQUESTED, TO MY FARM OR PLACE OF PRODUCTION FOR THE PURPOSE OF VERIFYING THAT THE PRODUCTS SOLD AT THE MARKET HAVE BEEN GROWN ON THE FARM BY THE VENDOR OR HAND PRODUCED BY THE CRAFTER.

_____ Vendor Name(please print)

_____ Signature

_____ Date