



**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:	_____

**2018 VENDOR APPLICATION**

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.

**First consideration will be given to complete applications received by March 10, 2018.**

Applications received later will be considered on a space available basis.

*Read the Market Polices and Guidelines for important details about market operations & requirements before signing this application.*

<p><b>2018 Dates and Times: Tuesdays, June 5-October 30, 2018, 11am-4pm</b>  <b>Fridays May 11-September 20, 2018 4-7 pm</b></p>

**VENDOR MEMBER FEES**

**A \$50 non-refundable membership fee is due with every application.** Daily stall fees are assessed at 7.5% of gross sales per day, with a \$15 minimum stall fee per day. Members who give less than 24 hours notice of absence from market will be responsible for their stall fee for that 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 \$15 discount for the season. **Prepayment is non-refundable.**

Indicate amount submitted with this paperwork.	<input type="checkbox"/> \$50 Membership Fee Enclosed (Required)
	<input type="checkbox"/> \$300 Full Season Prepayment Enclosed
	<input type="checkbox"/> \$10 for vendors needing access to electricity (per season)

**VENDOR INFORMATION**

Business Name		
Owner Name(s)		
Mailing Address		
	City:	Zip Code:
Physical Address/Location	Is your physical address the same as mailing address?	
	If no, please list physical address:	
Contact Info.	Daytime/Cell Phone:	Evening Phone:
	Email:	Website:
	Name of Business Page on Facebook:	
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 to 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, except on a case-by-case basis as allowed by the CFM Board of Directors.***

- 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/Greenbook/> 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.\*  
Failure to submit required documents may result in delay and denial of 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.***

Please include a description of your business that could be used for marketing purposes, such as in a newsletter, on Facebook, during presentations, etc. New vendors should submit photos of your business location and/or products emailed to [info@chehalisfarmersmarket.com](mailto:info@chehalisfarmersmarket.com), or submitted as a hard copy, to accompany your profile.

**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.** General statements like “Produce” is not specific enough and may delay your application. Please be specific and attach a separate sheet of paper if necessary, and/or include a copy of brochures and catalogs if applicable. Items not listed here are not allowed to be sold at market until approved by the CFM Board of Directors.

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

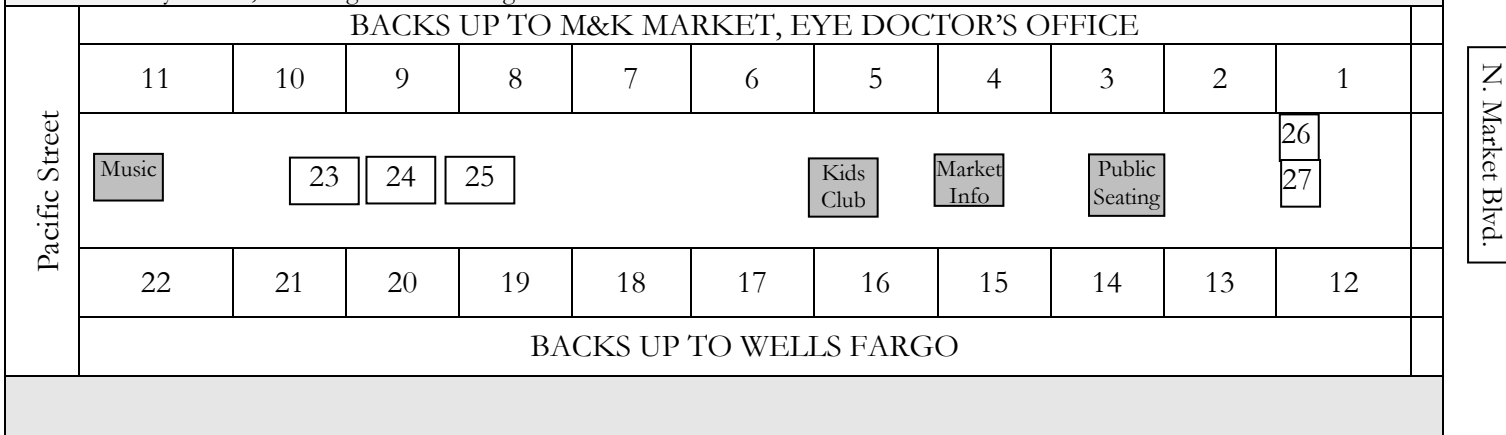
MY BUSINESS REQUIRES ELECTRICAL POWER <input type="checkbox"/> YES <input type="checkbox"/> NO	

**STALL PLACEMENT**

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

Review the stall space diagram below and indicate your top three stall space preferences by circling your preferred numbers. **Stalls 13-22 are required to have their tents partially set up on the sidewalk curb. Stalls 23-25 have altered ingress/egress schedules with less time available for set-up and take-down. Stalls 26-27 are reserved for prepared food vendors. All stall spaces are 10x10’.** If you would like more than one space, you must indicate this below. (Please see 2018 GUIDELINES AND POLICIES, Section V. - Stall Assignments for further detail.)

Preferences submitted with an application does not guarantee you will receive your requested space. However, your preferences will be taken into account, along with assignment guidelines noted in the CFM Policies. Stall assignments may change throughout the season based on many factors, including Market Manager discretion.



**DATES OF ATTENDANCE**

Indicate the dates you will be attending the market as a vendor. *You are not required to attend all 21 weeks.* However, you must indicate the dates that you will be in attendance on this application to ensure a stall reservation.

**TUESDAY**

<input type="checkbox"/> June 5	<input type="checkbox"/> July 3	<input type="checkbox"/> August 7	<input type="checkbox"/> September 4	<input type="checkbox"/> October 2
<input type="checkbox"/> June 12	<input type="checkbox"/> July 10	<input type="checkbox"/> August 14	<input type="checkbox"/> September 11	<input type="checkbox"/> October 9
<input type="checkbox"/> June 19	<input type="checkbox"/> July 17	<input type="checkbox"/> August 21	<input type="checkbox"/> September 18	<input type="checkbox"/> October 16
<input type="checkbox"/> June 26	<input type="checkbox"/> July 24	<input type="checkbox"/> August 28	<input type="checkbox"/> September 25	<input type="checkbox"/> October 23
	<input type="checkbox"/> July 31			<input type="checkbox"/> October 30

**FRIDAY**

<input type="checkbox"/> May 11	<input type="checkbox"/> June 1	<input type="checkbox"/> July 6	<input type="checkbox"/> August 3	<input type="checkbox"/> September 7
<input type="checkbox"/> May 18	<input type="checkbox"/> June 8	<input type="checkbox"/> July 13	<input type="checkbox"/> August 10	<input type="checkbox"/> September 14
<input type="checkbox"/> May 25	<input type="checkbox"/> June 15	<input type="checkbox"/> July 20	<input type="checkbox"/> August 17	<input type="checkbox"/> September 21
	<input type="checkbox"/> June 22	<input type="checkbox"/> July 27	<input type="checkbox"/> August 24	
	<input type="checkbox"/> June 29		<input type="checkbox"/> August 31	

**IMPORTANT INFORMATION!**

The Community Farmers Market has 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 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.

PLEASE READ AND SIGN THE VENDOR AGREEMENT  
ON THE FOLLOWING PAGE.

**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.
- I am responsible for the quality and safety of what I sell.
- I will 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.*
- I will follow all USDA Food Stamp Program rules and all Farmers Market Nutrition Program Rules, as outlined in the market policies.
- I understand that the Market Board has the right to remove vendors from the market who do not comply with market rules.
- I shall indemnify and keep 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.
- I shall defend at my 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.

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