

## 2021 Processors Application

**The Spokane Farmers' Market Association** is an independent and self-managed Washington state nonprofit corporation. It is organized through an agreement among member farmers. Volunteers manage the Spokane Farmers' Market and your help would be appreciated.

A completed application is required prior to selling at the market. We appreciate your interest in participating as a vendor at the market. If there's not enough space, please use additional sheets of paper and be as complete as possible.

Your name: \_\_\_\_\_

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

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Would you like to have this website linked to the market website? Y\_\_N\_\_

Products you would be selling at the market: \_\_\_\_\_

\_\_\_\_\_

If you have sold your products directly to the public, for how many years: \_\_

Do you grow any of the ingredients used in your products? Y\_\_N\_\_.

Where do you purchase your ingredients?

\_\_\_\_\_

The Spokane Regional Health District requires the use of a certified kitchen for processed foods.

How will you meet that requirement?

Please include any additional information about your products and business that you would like us to know

### Dates you are likely to be selling (circle)

MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
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Sat	Wed	Sat	Wed	Sat	Wed	Sat	Wed	Sat	Wed	Sat
		5		3	4	7	1	4		2
8	9	12	7	10	11	14	8	11	6	9
15	18	19	14	17	18	21	15	18	13	16
22	23	26	21	24	26	28	22	25	20	23
29	30		28	31			29		27	30

***Please read and sign the Market Rules***

Enclose \$20 membership fee  
 send to: Spokane Farmers Market Association  
 PO Box 1103 PO Box 1103  
 Spokane WA 99210

**Spokane Farmers’ Market Rules**

**A. Vendors must grow all produce to be sold. All vendors need market approval.**

**Only Eastern Washington vendors, with preferences toward farmers in Spokane and adjacent counties, may sell their produce (only what they grow) or value added products made by them with produce grown by them, at the Market. Farmers from outside this region may sell as needed where products do not compete directly with, or demand is not met by supply of products grown within this zone and with Market Council approval. Produce must be grown on a farm owned or managed by seller. Produce from U-pick operations, warehouses, gleaning, etc. is expressly forbidden. Wild harvested products that do not compete with farmed products (such as huckleberries, mushrooms, fish) and baked goods shall be allowed at board discretion. Principal farmers/ producers may send family members, partners or employees to the market in their place, but are responsible for having their designated person be aware of the rules and regulations of the market. A vendor may represent only one operation. By signing this form, vendors agree to allow visits/tours of their operation by market board representatives to ensure compliance with Rule A. Such tours shall occur at board discretion.**

**B. Fees and Sales Reporting:**

All applicants must enclose with application a \$20 membership fee; this fee will be returned if applicant is put on waiting list or is not approved to sell. All vendors must accurately report daily sales on provided forms, regardless of whether sales fall below minimum or above maximum fee level. There is a 5% fee on gross sales with a \$20 minimum if gross sales are under \$400 and a \$50 maximum if your sales are over \$1000. This fee entitles vendor to a 10’x10’ selling space; a limited number of double spaces and truck spaces are available, determined by regularity of vending, volume of sales and product, and availability of space. Such additional space costs \$15 per canopy or truck space, in addition to sales percentage. The vendor sales area must not extend beyond the allotted boundaries of the stall space.

**C. Weights:**

**All vendors who wish to erect canopies 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.** All vendors with tents and umbrellas must have 20 to 25 lbs per tent leg or umbrella stand securely weighted down at all times in order to sell at the market. Failure to provide proper weights means that vendor's tents and umbrellas cannot be set up. If any damage occurs because of insufficient weights, the vendor is responsible.

D. Selling time:

Market days run from 8 a.m. until 1 p.m. Vendors should arrive at least 30 minutes before market opens. If a vendor arrives within 30 minutes of opening, they may be asked to load off from a designated parking area. Vendors should be prepared to sell at 8 a.m. Vendors may not break down booths prior to 1:00 p.m. closing.

E. Signage:

All vendors will post a sign identifying the name of the farm/business represented. Prices should be clearly posted.

F. Booth clean-up:

Vendors are required to maintain their individual selling space in a clean and safe manner. They are also responsible for cleaning up their space of any debris at the closing of the market.

G. Pricing:

Pricing of goods at Market is solely the responsibility of the individual vendor, however, vendors are not allowed to sell at below-cost, thus undercutting potential sales of other vendors. Vendors are expected to bring quality produce to Market.

H. Courtesy and Conduct:

Vendors and their representatives shall conduct themselves in a safe, courteous, and harmonious manner with customers and other vendors. Customers, who have legitimate complaints about the quality of the product, should be given a full refund or replacement by the vendor if requested. Any vendor problems, questions or conflicts shall be referred to the on-site manager for resolution.

I. No vendor's pets will be allowed in the vendor's selling area.

J. The market is not a forum for political or religious activities.

K. The on-site market manager is authorized to interpret and enforce these rules. Violators shall be subject to dismissal from market.

*I have read the above rules and agree to abide by them.*

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Signature

Date