



2007 Vendor Application

(A Juried Market)

Every Wednesday beginning June 6 and ending September 26

Time: 3:00 pm – 7:00 pm

New Location for market is on 1st Avenue (between Stella and Stephens streets) – Outdoors Rain or Shine!
(The market will be utilizing 1st Avenue for Market, the Duvall Church parking lot for parking)

The Duvall Farmers Market is a Juried Market.

Please read **Market Guidelines/Policy** pertaining to your category before submitting this application.

Please submit Application, a check of \$45.00 Application Fee, photos of works in progress, along with copies of permits, testing results and/or licensing.

Checks or Money Orders to be made out to:

Duvall Farmers Market

Mail to:

Duvall Farmers Market

c/o Laurie Gilbertson, Market Director

PO Box 957

Duvall, Washington 98019-0957

VENDOR INFORMATION

First/Last Name: _____ Company Name: _____

Physical Farm Address (if more than one location, please list all addresses):

Note: If your business has no physical location address, describe its location using major roads, intersections, etc. indicating North, South, East, and West. Please attach the description to a separate sheet of paper.

Physical Business Address: _____

Mailing Address (if other than Physical Address): _____

Daytime Phone: () _____ Evening Phone: () _____

Cell Phone: () _____ E-mail address: _____

WA State Tax (UBI) # _____ Web Address: _____

Vehicle License Plate Number: _____ State: _____ Make/Model: _____

Auto Insurance Company and Policy #: _____

Business/Farm Insurance Liability Company and Policy #: _____

In case of Emergency, please contact:

Name: _____ Phone: _____ Relationship: _____

Primary Care Physician (this information is kept confidential and will only be used in the event Vendor becomes unable to communicate with Emergency personnel. This information is kept with the Market Director on market site at all times. This information will only be disclosed to emergency personnel. By not disclosing this information will in no way affect the application process.

Physicians Contact Information: _____

FARMERS WITH VALUE-ADDED PRODUCTS and/or ARTISANS

Please describe your work: _____

Please describe any use of ready-made objects: _____

Have you sold your PRODUCE/ARTISAN WORK at other Farmers Markets/Fairs/Events, etc. and if so where? _____

Did you sell at the 2006 Duvall Farmers Market? Yes _____ NO _____

Did you participate at the 2006 Duvall Farmers Market Christmas Craft Fair? Yes _____ NO _____

Other than you, who will be selling in your booth? _____

Contact Information: _____

LICENSE AND PERMIT REQUIREMENTS

Please check all licenses and permits you are required to have to operate your business and **provide a current copy of each with this application. Photocopies are ok but MUST be current.**

- Food Processors Permit
- Commercial Kitchen Permit
- Pesticide Applicators License
- Nursery License
- Food Handlers Permit
- Lab Testing Results (for all lotions/creams, Essential Oils)
- Fisheries Wholesale License
- Organic Certification
- Grade A Dairy Permit
- High Hazard Food Permit
- Liability Certificate

Annual Application Fee

Vendor understands the yearly application fee is \$45 (non-refundable). **Fee must be paid when submitting your application. However, if your application is not accepted, your application fee will be returned to you.**

Daily Stall Fee

Vendor understands that the Market Fee for each Market day is \$20 per stall per day or 5% gross sales over \$400.00, whichever is greater and must be paid and recorded on the envelope provided by the Market Director by close of each market day.

Waiting List

(\$45.00 Application Fee will not be applied to those Vendors who are on the Market Waiting List. If at the time a Vendor is notified that a stall has been vacated for the remainder of the season, Vendor will be required to pay the Application Fee.)

If not accepted for this Season, would you be interested in being placed on the Duvall Farmers Market Waiting List, if a stall should become available throughout the Market season? Yes ____ No, thank you ____

If yes, are you willing to be called if a stall space is available for only 1 – 2 weeks, or until that Vendor returns from Vacation or Emergency? Yes ____ No, thank you ____

SPACE NEEDS

All spaces are measured and will accommodate a 10' x 10', 10' x 15', or 10' x 20' canopy. Please take a moment to let us know what your canopy measures. The Duvall Farmers Market (DFM) will give first priority of stalls to those Farmers who are selling produce, meat, cheeses, food, flowers, etc., and to those who are working out of refrigeration trucks, trailers, etc.

STALL SPACE REQUESTED: 10' x 10' _____ 10' x 15' _____ 10' X 20' _____

Please draw and describe your booth/table configuration that is needed for selling at this market:

- Do you require electricity? _____ Yes _____ No
- Are you using Generators? _____ Yes _____ No
- Do you require Water? _____ Yes _____ No

Note: The Vendor is responsible for all Vendor supplies needed for selling. Canopies, walls of canopy, weights, ties for weights, tables, chairs, etc. are not the responsibility of the Market Director or the DFMSC.

MARKET DAYS – EXCUSED/NOT-EXCUSED

NOTE: Any UNEXECUSED or a NO-SHOW vendor will be required to pay that days stall fee upon the vendor’s return to the market the following week. Please let the Market Director know if you are going to be gone for two or more consecutive weeks due to vacations, time off, etc. It is our desire to present to our community a full market with no holes. If you know that you are going to be gone for more than 1 week, the Market Director may decide to call a Vendor who is on the Waiting List to take your booth site until your scheduled return.

I am committing at this time for the Entire Season (which is 16 total market days) Yes _____ No _____

If no, what days will you **NOT** be present at the Duvall Farmers Market? **Please MARK AN ‘X’ over the block to show which day you plan on attending.** (Note: this is not set in stone; it merely gives the Market Director an idea of who will be present throughout the season.) Please notify the Market Director, if your schedule changes from what you originally submitted on this application.

June	July	August	September
6	4 No Mkt	1	5
13	11	8	12
20	18	15	19
27	25	22	26
		29	

HOLD HARMLESS AGREEMENT

Vendor has read and understands the **Duvall Farmers Market Guidelines and Policies** of the Duvall Farmers Market (DFM). Vendor is bound by the terms and conditions outlined in them. Vendor will sell only what is listed on this application and any or all items not listed on this application will be subject to Jury. The Duvall Farmers Market Steering Committee also reserves the right to give 24-hour notice of visitation to Farm and/or Business prior to, during, or after Market season to view farm/business operations to those who are being considered or have been accepted to participate in the 2006 Duvall Farmers Market. Vendor is responsible for the quality and safety of what they sell. Vendor shall indemnify, keep, save and hold harmless the Duvall Farmers Market and the City of Duvall and all other agencies the DFM has agreements with, including Laurie Gilbertson/Trinity Lavender Farm, LLC, 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 DFM and any of the above mentioned organizations or any other person or organization with which DFM has a contractual relationship by vendor’s acts or omissions.

Vendor Signature: _____ Date: _____

Return to: Duvall Farmers Market, c/o Laurie Gilbertson, PO BOX 957, Duvall, Washington 98019-0957

Contact Information: Email: DuvallFarmersMarket@msn.com or Market Information Line: (425) 788-1184, 402

PLEASE RETAIN A COPY OF YOUR SIGNED APPLICATION FOR YOUR RECORDS

FARM AND MARKET BUSINESS VENDOR INFORMATION

This information is being gathered to help the Duvall Farmers Market (DFM) Steering Committee understand who is selling at the market and the size of the Farm/Business operations. It will be used as part of the Committee's continuing advocacy of small farming/market business to improve the market's ability to successfully support your operations.

ALL VENDORS

Farm or Market business name: _____

How many miles do you drive from your farm /business to the market? _____

What percentage of your family/household income comes from farming/market business? _____

What percentage of your farm/market business comes from direct selling at farmers markets? _____

How many years have you been in business or farming? _____

How many employees do you have? Seasonal/Permanent _____

What other Farmers Markets do you sell at and on which days? _____

FARMERS ONLY

Organic Grower? No Yes Certification # _____

Acreage: # Cultivated _____ # Owned _____ # Rented/Leased _____

PERSONAL BIOGRAPHY: HISTORY OF FARM AND/OR BUSINESS

The DFM Steering Committee is very interested in gathering information about your farm and/or business. This background information would be shared with members of the press and media on request so they can get a better sense of the work and commitment necessary for your farm and business to survive and prosper.

This part of the application is not required, but would be very useful for our marketing and outreach efforts.

On a separate sheet of paper, in your own words (250 or less), can you tell us a brief history of your farm and/or business? *How many years (generations) are represented on your farm/business? What are some of the unique, special, and unusual aspects of your farm/business? What brought you to farming/business? Why do you grow leeks, raise beef, make bread, or preserve jam, Crafts/Art? What are your farm's or small business's biggest challenges? What is farming/business biggest challenge? What role do Farmers Markets play in your business?*

THANK YOU!

Please Remember to:

- ▶ Please read the **2007 Duvall Farmers Market Guidelines and Policy** pertaining to your category prior to signing and submitting this Application.
- ▶ Please complete the Application
- ▶ Enclose your **\$45.00 Application Fee** and make checks payable to: **Duvall Farmers Market** **Note: Nightly Stall Fees are \$20.00/day and are due at the end of the market day. All checks should be made out to Duvall Farmers Market**
- ▶ Provide and attach copies of any and all applicable Licenses/Permits/Tests.
- ▶ Attach one (1) non-returnable current photo of your booth set up.
- ▶ Attach at least three (3) non-returnable photos of work in progress for Jury if applying for any Farmer Value-Added or Artisan items.
- ▶ Attach a Menu List (may submit a brochure) of items that you intend to prepare, cook, serve if you are a Food Vendor.
- ▶ **Retain a copy of this signed application for your records.**

Application is due by April 2, 2007 - The Jury Process begins April 2, 2007. Stall spaces are very limited for some items like jewelry and bath/beauty products. (Application Fee will be returned if your Application is not accepted for this season or if you are placed on the Waiting List due to overabundance in one category) Vendors are not required, but are encouraged to attend all weeks of the market.

Please send payment and completed Applications to: **DO NOT EMAIL – Applications will be declined.**

Duvall Farmers Market

Attn: Laurie Gilbertson, Market Director
PO Box 957
Duvall, Washington 98019-0957

Any questions: Please email to DuvallFarmersMarket@msn.com or call Office at (425) 788-1185, ext. 402