

San Juan Island Farmers Market
2014 Community Organization Application

APPLICATION DEADLINE: March 15 for participation at spring, summer, and fall 2014 markets.

PLEASE SUBMIT TO THE MARKET MANAGERS at manager@sjifarmersmarket.com or P.O. Box 1427, Friday Harbor, 98250.

YOUR ORGANIZATION NAME: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

DATES INTERESTED IN PARTICIPATING IN THE MARKET: _____

GENERAL REASON FOR WISHING A BOOTH AT THE FARMERS MARKET AND TYPE OF INFORMATION YOU WILL MAKE AVAILABLE AT YOUR BOOTH:

IF FUNDRAISING, PLEASE EXPLAIN YOUR FUNDRAISING ACTIVITY AND THE FUNDRAISING GOAL:

An outside market booth is 10' x 10'. **HOW MANY BOOTH SPACES ARE YOU APPLYING TO LEASE?** _____ (Answering this question will not guarantee booth space.)

DO YOU HAVE ANY SPECIAL REQUESTS REGARDING BOOTH LOCATION? (Answering this question will not guarantee any given booth space.) _____

2014 San Juan Island Farmers Market Participation Agreement for Community Organizations

The San Juan Island Farmers Market is intended as an agricultural marketplace for San Juan County residents. The market accepts vendors of products grown and gathered in San Juan County, vendors of food products made in San Juan County, and vendors of art and crafts made in San Juan County. However, when a booth at the market is not taken by a vendor, that booth may be made available to a local organization, as a community service.

1. Community Organization Participation Agreement. All community organizations wishing to use a booth at the market are required to read and sign this agreement. No community organization may use a booth at the market before reading and signing this agreement and submitting it to the San Juan Island Farmers Market Association.

2. Booth fee.

a. Local community organizations pay no annual dues to the market:

- The booth fee for community organizations is \$12 per market for informational booths and \$15 per market if any fundraising occurs.
- The booth fee may be waived at the discretion of the San Juan Island Farmers Market Association.
- A Cancellation fees in the amount of the booth fee is imposed when an organization fails to inform the market managers by 3pm Thursday that they will not be attending the market that week.

3. Booth fee payment. It is the community organization's responsibility to pay any booth fee to the market manager before the manager leaves the market for the day. The market manager will provide receipts. Arrangements may be made to pay for several weeks at a time.

4. SJIFMA Bylaws. It is the community organization's responsibility to follow the guidelines established by San Juan Island Farmers Market Association Bylaws dated March 2014, as far as they apply to community organizations.

5. Market hours, set up, and break down. The Saturday market opens at 10am. Booth set-up is at 9am. All vehicles must be out of the vending area by 9:30am. The market closes at 1pm, except between July 4 and Labor Day, when it closes at 1:30pm. Community organizations using a booth are expected to stay until closing. No cars may be in the vending area earlier than 15 minutes after closing. Any community organization representative driving on the Brickworks Plaza must use good judgment, drive slowly, and use a spotter as needed. *During the market, community organization representatives may not park at the site or within two blocks of the site.*

6. Booth assignments. No community organization may reserve a permanent space at the market. Once a community organization has been assigned a booth for a given market day, the community organization **MUST** inform the market manager by 3pm on the Thursday before the market if they will not be attending that market or if they have switched market days with another community organization. Representatives of community organizations who arrive late to set up at the market (after 9:15am) may find their spot taken.

7. Fundraising at the market. Community organizations may not fundraise at the market without permission from the market managers. Community organizations that are granted permission to fundraise pay an increased booth fee, depending on the level of fundraising.

8. Community organization responsibilities. It is the responsibility of the community organization to maintain any necessary licenses or permits.

9. Vehicles and dogs at market. No vehicle traffic is allowed in the market area during market hours. Dogs are not allowed at the market.

10. Booth clean up. It is the community organization's responsibility to keep the booth area clean and to provide for trash disposal, as appropriate. Any trash containers must be visible and of adequate size. All trash must be removed from the site after the market.

11. Insurance. The San Juan Island Farmers Market Association carries liability insurance, which covers market operations. Maintenance of personal, business, liability, or any other insurance is the express responsibility of the organization using a booth. The community organization agrees to hold harmless the San Juan Island Farmers Market Association (see attached).

12. Use of canopies or umbrellas. Community organizations that erect canopies or umbrellas at the market must anchor the canopy or umbrella to the ground from the time it is put up to the time it is taken down. Each canopy leg or umbrella stand **MUST** be anchored by no less than 24lbs. Any canopy or umbrella that is not properly anchored must be taken down immediately. Should an insurance claim be made because of a canopy or umbrella, the community organization will be liable for the insurance deductible in addition to any claims.

As a representative of the community organization named below, I have read this agreement and accept its terms and conditions. I understand that all representatives of the organization named below who use a booth at the farmers market must be made aware of and abide by the terms and conditions of this agreement.

Signature of organization representative: _____ Date _____

Printed name of organization representative: _____ Phone _____

Organization name & UBI number: _____

Address: _____

Email address: _____

Telephone: _____