

To Prospective San Juan Island Farmers Market Food Vendors:

Thank you for your interest in becoming a food vendor at our market. As per the San Juan Island Farmers Market Association (SJIFMA) Bylaws, all food vendor applications are reviewed annually. Because the SJIFMA seeks to promote agriculture in San Juan County by connecting farmers and food processors, priority at the farmers market is given to food vendors who show a commitment to sourcing local food. Previous involvement in the market and type of food product are also criteria for consideration.

A food vendor becomes an SJIFMA member only after the membership is approved and the membership fee paid. **Annual renewal of food vendor membership is not automatic; applications are reviewed and food vendors selected on an annual basis.** All San Juan Island Farmers Market food vendors must abide by the San Juan Farmers Market Association Bylaws, market policies, and vendor participation agreement.

The following items are required to satisfy Washington State Farmers Market Association requirements and San Juan Island Farmers Market Association Bylaws and policies. In order to participate in the market, a food vendor must provide:

1. Sample menu/list of items to be sold at the market (see attached application)
2. List of local ingredients in the food products (see attached application)
3. Copy of current Washington State Food Worker Card (submit AFTER approval)
4. Location of approved kitchen used for food preparation (submit AFTER approval)
5. Copy of current Temporary Food Establishment Food Permit (submit AFTER approval)
6. Completed vendor's participation agreement

At the market, food vendors are required to post signs weekly indicating local foods featured and should be prepared to show receipts for local ingredients used.

Please submit application forms by mail to SJI Farmers Market Association, P.O. Box 1427, Friday Harbor, WA 98250, or by email to manager@sjifarmersmarket.com.

Included in this application packet:

- Letter of Introduction
- Food Vendor Application Form
- 2014 Participation Agreement

Please feel free to contact us if you have questions or concerns.

Sincerely,

San Juan Island Farmers Market Co-Managers:
Anna Coffelt (378-3724)
Candace Jagel (378-4009)

San Juan Island Farmers Market 2014 Food Vendor Application

APPLICATION DEADLINE: March 15 for participation at spring, summer, and fall 2014 markets. Applications received after this date will be considered pending availability of booth spaces designated for food vendors.

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

YOUR BUSINESS NAME: _____

YOUR NAME: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS (if different from above): _____

I AM APPLYING AS A PROCESSED FOOD VENDOR
 PREPARED (ready-to-eat) FOOD VENDOR

ARE YOU AWARE OF WHAT PERMITS ARE NECESSARY TO SELL FOOD AT THE FARMERS MARKET? YES _____ NO _____

APPROXIMATE START DATE: _____ **APPROXIMATE END DATE:** _____

GENERAL LIST OF ITEMS YOU WISH TO SELL AT THE MARKET, WITH BRIEF DESCRIPTION:

LIST OF LOCALLY OR REGIONALLY SOURCED INGREDIENTS AND/OR THE SOURCES OF DEFINING INGREDIENT(S) IN YOUR PRODUCTS(S):

LOCATION OF APPROVED KITCHEN IN WHICH FOOD IS PREPARED: _____

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, INCLUDING ACCESS TO ELECTRICAL POWER? (Answering this question will not guarantee any given booth space.)

2014 San Juan Island Farmers Market Vendor Participation Agreement

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. Additional guest vendors are allowed depending upon the product or services offered and availability of booth space.

1. Vendor participation agreement All vendors are required to read and sign this agreement. Signed agreements will be received by a manager of the San Juan Island Farmers Market Association (SJIFMA). No vendor may sell at the market before reading and signing this agreement and paying the annual membership or participation fee.

2. Fee structure

- a. It is the vendor's responsibility to pay all necessary fees, as follows:
- i. The SJIFMA membership fee is \$20/year for each voting member or for each voting partnership or cooperative that shares a booth. Vendors who attend the market more than five times per season must become voting members.
 - ii. The participation fee for guest vendors is \$10/year.
 - iii. Booth fees for voting members are \$15 per market for an outside corner booth, \$10 per market for an outside standard booth, and \$10 for a booth inside Brickworks. Booth size is 10' x 10', unless specified. Vendors assigned a corner because of changes to the market layout are not charged extra.
 - iv. Booth fees for guest vendors are \$30 for a standard booth and \$40 for a corner booth during the high season and \$25 for both a standard or corner booth during the shoulder seasons.
 - v. In addition to booth fees, vendors who are voting members of the association must pay the association 3% of gross sales, minus any sales tax collected, OR a minimum of a \$5 uplift, whichever is greater.
 - vi. Booth fees are per "selling unit," which may comprise two or more vendors selling from the same booth. If a selling unit is composed of a cooperative group, the booth "collective" has only one vote in SJIFMA matters.
 - vii. Cancellation fees in the amount of the booth fee are imposed when a vendor fails to inform the market managers by 3pm Thursday that he or she will not be attending the market that week.
 - viii. A late fee of \$5 is imposed each time the vendor does not submit the weekly fee collection form or pay fees on time OR each time the vendor must be contacted by a market manager because of failure to report or pay on time (see below).

3. Booth fee payment and reporting schedule. All booth fees are due at the end of each market. However, as a courtesy, regular market vendors may pay their fees before the next market. Vendors will be supplied with weekly fee collection forms. **It is the vendor's responsibility to submit the form and fees prior to the start of the next market.** Any vendor who does not pay fees on time will be charged a late fee, as per viii above. Any vendor who necessitates repeated follow up to obtain payment may be excluded from a market. In extreme cases, the association may choose to exclude a vendor from all markets remaining in the season. The managers will provide receipts. Vendors should keep records of all fee payments. Artist/crafter vendors must submit an annual income report on the form supplied by the market managers.

4. SJIFMA Bylaws. It is the vendor's responsibility to follow the guidelines set forth by San Juan Island Farmers Market Association Bylaws dated March 2014.

5. Market hours and vehicle guidelines. The Saturday market opens at 10am. No sales to the public are allowed before that time. Sales to other vendors, managers, and musicians are allowed. No selling is allowed outside the designated area. 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. Vendors are expected to stay until closing, although allowances may be made on a case-by-case basis. No cars may be in the vending area earlier than 15 minutes after closing. While driving on the Brickworks Plaza, vendors must use good judgment, drive slowly, and use a spotter as needed. *During the market, vendors may not park at the site or within two blocks of Brickworks.*

6. Booth assignments. As far as possible, regular vendors will have established booth sites. Vendors with reserved spaces who do not sell for two consecutive weeks or who do not pay their booth fees on time risk losing their usual space to other vendors. Regular vendors who begin selling after the first of the season must inform the managers at least a week in advance of their arrival so that booth assignments can be adjusted. In the case of disagreements over booth assignments, vendors will participate in a lottery to allocate stalls. Vendors must tell the market managers in advance, before 5pm Thursday, if they do not plan to be at that week's market. Vendors who arrive late to set up may find their spot taken. Weekly vendors will be assigned spaces by the market managers. The market managers have final say on all booth locations.

7. Vendor responsibilities. Collection of sales taxes, as required by state law, is the sole responsibility of the vendor. Maintenance of business licenses, food handler cards, and any other required permits or licenses is the sole responsibility of the vendor.

8. Booth use guidelines. Selling from vehicles is not allowed. No vehicle traffic is allowed in the market area during market hours. Pets are not allowed at the market. All booths must be staffed by at least one live body throughout the market. Booths are intended for sales of agricultural products, not just for advertising.

9. Booth clean up. It is the vendor's responsibility to keep the booth area clean and to provide trash disposal. Trash containers must be visible and of adequate size for the trash generated by the booth. All trash must be removed after the market.

10. Insurance. The SJIFMA carries liability insurance covering market operations only. Maintenance of personal, business, product liability, or any other insurance coverage is the express responsibility of the vendor.

11. Use of canopies or umbrellas. Vendors who erect canopies or umbrellas at the market must anchor their canopies or umbrellas to the ground from the time they are put up to the time they are taken down. Each canopy leg or umbrella MUST be anchored by no less than 24lbs. Any canopy or umbrella not properly anchored must be immediately taken down. Should an insurance claim be made because of a canopy or umbrella, the responsible vendor will be liable for the insurance deductible and any claims.

12. Concerns regarding management. Any issues involving the market managers should be discussed with the managers and, as necessary, brought to the attention of the SJIFMA board.

13. Vendor applications. All vendors must file an annual application to participate in the market.

I have read the 2014 San Juan Island Farmers Market Vendor Participation Agreement and accept its terms.

Signature _____ Date _____

Printed name _____ Phone _____

Business name & UBI number _____

Address _____

Email _____