

## San Juan Islands Farmers' Market Participation Agreement 2012

The San Juan Island Farmers' Market is intended as an agricultural marketplace for county residents. The market accepts vendors of products grown and gathered in San Juan County or food products made in San Juan County.

1. All sellers are required to read this agreement and sign where indicated. Signed agreements will be received by an officer of the Association. No one will sell at the Farmers' Market before reading and signing this agreement and paying the annual membership fee..
2. Stall fee.
  - a. Members pay an annual membership fee, weekly fees for market stalls and a percentage of their gross income from market sales:
    - i. Membership fee is \$25 per year.
    - ii. Stall fees at Brickworks are \$15 per market for a corner stall and \$10 per market for a non-corner stall.
    - iii. Stall fees are per "selling unit" which could be two or more vendors selling from the same booth. If your selling unit is more than one person there is still only one vote in Association matters.
    - iv. In addition to stall fees, vendors will pay the Association 3% of gross sales. Reports on gross sales and the payment of stall and percentage-on-gross fees are payable to the Market Manager before the beginning of the next scheduled market. Vendors who do not pay fees in a timely way will not be allowed to participate in the market until all fees are paid.
  - b. Guest vendors will pay \$20 per market. Fee may be waived for community groups. No membership fee is required for guest vendors.
3. It is the vendor's responsibility to pay the Market Manager before the beginning of the next market. Vendors should request receipts for, and keep records of, all fee payments.
4. It is the vendor's responsibility to follow the guidelines set forth by SJIFMA by-laws as updated in January, 2011.
5. The Saturday market opens at 10 AM. No one will sell before that time. All vehicles must be out of the vending area by 9:30 AM. The market closes at 1 PM. Vendors are encouraged to stay until closing, and no cars may be in the vending area earlier than 15 minutes after closing. Use careful judgment, slow speed and a spotter if customers are still present. *At Brickworks, vendors may not park at the site or within two blocks of the building.*
6. 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 stall fees risk losing their space to other sellers. Season vendors who begin after the first of the season must inform the Manager a week in advance so that weekly vendors can be moved. Vendors with permanent assigned stalls should tell the Market Manager in advance if they do not plan

to be at a market on a specific Saturday so that the booth can be let to someone else for that day. Vendors who arrive late may find their spot taken. Weekly vendors will be assigned spaces by the manager to fit within the market. No selling is allowed outside the designated area. No selling is allowed outside of the market's open hours, except for sales to other vendors and musicians.

7. Collection of sales taxes required by State law is the express responsibility of the vendors. Maintenance of business licenses and food handlers' permits and meeting other state or county requirements are the responsibility of vendors. Any vendor requiring a UBI number must provide the Market with that number.

8. Vendors will set up and sell from tables. Selling from vehicles is not allowed. No vehicle traffic is allowed in the market area during market hours. Dogs are not allowed at the market.

9. It is the vendor's responsibility to keep their area clean and provide appropriate trash disposal. Any trash container must be removed from the site at the end of the market and be disposed of in correct manner off site.

10. The market site is covered by Washington State Farmers' Market Association Insurance. Maintaining personal, business, or liability insurance, and any other form of insurance that is required in regard to specific products sold at this market is the express responsibility of individual vendors.

11. Vendors who wish to erect canopies or umbrellas on the Farmers' Market site are required to have their canopies and umbrellas anchored to the ground from the time the canopy is put up to the time it is taken down. Each canopy leg must have no less than 24 pounds anchoring each leg. Any vendor who fails to properly anchor a canopy will not be allowed to sell at the market on that day unless that vendor chooses to take down and stow the canopy. Should an insurance claim be made because of a canopy, the responsible vendor will be liable for the insurance deductible.

12. All vendors agree to provide the Treasurer with yearly sales figures by December 31 of the selling year. The market will provide a form for tracking sales. This form must be returned to the treasurer before the vendor is allowed to sell in the next year.

13. Crafters participate in a lottery that allocates stalls.

14. Any issues with the Market Manager should be brought to the officers.

15. All vendors must file with the Market Manager an application to participate in the SJIFM. Food processors—whether principally a farmer or a processor—need to file a separate food processor's application.

I have read the 2012 San Juan Islands Farmers' Market Association Vendor's Agreement and accept its terms for vending at the Market.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Phone \_\_\_\_\_

Business name & UBI number \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_