



Returning Vendor

New Farm Incentive

## DUVALL FARMERS MARKET 2017 Application

Farm       Processed Food       Prepared Food       Craft       OK on WEB?

Primary Product Description e.g. produce, fruit, dairy, honey or pizza		<input type="checkbox"/> <small>Mark rows above OK to publish on MKT. WEB page</small>
Business Owner Name		
Contact Person (if other than Owner)		
Farm/Business Name		
Day/Evening Phone		
Cell Phone		
Email Address		
Web Address		
Physical Farm/Business Address (please include cross streets)		
Business Mailing Address (if different than physical location)		
County Farm or Business is located in		
WA State Tax UBI Number (REQUIRED)		
Emergency Contact Name & phone number		

**VEHICLE INSURANCE:** Please list all vehicles that will be at the market during the season to support your booth.

	AUTO INSURANCE COMPANY NAME	INSURANCE POLICY #	WA. STATE LICENSE PLATE #
1.			
2.			
3.			
4.			

Business/Farm Insurance Liability Company and Policy#:   
 please add Duvall Farmer's Market as additional insured and provide a copy.

**OTHER SELLERS:** Other than you, who will be selling for you at your booth?

	NAME OF ADDITIONAL SELLER	PHONE NUMBER OF ADDITIONAL SELLER
1.		
2.		
3.		

What other Farmers Markets do sell in and what days?


What additional information may we put on our webpage to describe and advertise your business?


If accepted and your category is full, would you like to be placed on the Waiting List?    Yes     No

Do you need electricity?    Yes     No                       Limited Electricity is available - contact the market manager.

**No Generators are allowed.**

Do you require Water?    Yes     No                       **(NOTE: AVAILABLE WATER IS NOT POTABLE)**

**All vendors heating or cooking must have a fire extinguisher in their booth at all times with a minimum rating of 2A:10BC. If deep frying a second fire extinguisher with a K rating is also required. All fire extinguishers must be less than 12 months old or have a service tag dated within the last 12 months – as per the Duvall Fire Department.**

All stalls are measured and will accommodate a 10'x10' or 10'x20' or 10'x30' canopy. Please mark 'A' the booth size you need at the start of the market & a different size is needed later mark it with 'B'. Write a date above the 'B' about when you will need a different booth size. (Only one size? – use an 'X'!) Note: as the market grows we may limit vendor space.

**STALL SPACE REQUESTED:**      10' x 10' \_\_\_\_\_    10' X 20' \_\_\_\_\_    10' X 30' \_\_\_\_\_

When you need to change booth size please notify the market manager at least one week in advance.

Booth fees are 6% of gross sales with a minimum booth fee based on booth size. The minimum booth fee for a 10'x10' booth is \$25, for a 10'x20' booth it is \$45 and for a 10'x30' it is \$60. The minimum booth fee applies if 6% of gross sales is less than the minimum booth fee for your booth size. Full chart on page 11 of the Guidelines & Policies document.

<b>Gross Sales &amp; Booth Size to Booth Fee Calculator</b>					
Gross Sales			10x10 feet	10x20 feet	10x30 feet
\$0.00	to	\$416.67	\$25.00	\$45.00	\$60.00
\$416.68	to	\$425.00	\$25.50	\$45.00	\$60.00
\$426.00	to	\$450.00	\$27.00	\$45.00	\$60.00

NOTE: *table to the left is a sample only.* Full table will be printed on back of weekly sales recording sheet for reference.

## LICENSE AND PERMIT REQUIREMENTS

Please check all licenses and permits which are required to sell your products. Please submit a current copy (2017) of each when submitting Vendor Application. All Documents are verified prior to fully accepting your application. The exception is those vendors waiting on King County Health Department permits. Please note pending permits, licenses, registrations or certificates below and supply copies to the market manager on market opening day.

### WASHINGTON STATE LICENSES:

- Washington State Business License <http://www.bls.dor.wa.gov/>
- Specialty Business License**
  - Egg Handler/Dealer <http://www.bls.dor.wa.gov/eggdealer.aspx>
  - Liquor License <http://www.bls.dor.wa.gov/liquor.aspx>
  - Scale License <http://bls.dor.wa.gov/weightsandmeasures.aspx>
  - Nursery Retailer/Wholesaler <http://www.bls.dor.wa.gov/nursery.aspx>  
note: Nursery licenses not required for cut flowers or <\$100 in sales of Live plants per year

### WSDA LICENSES:

- Food Processor License <http://agr.wa.gov/foodanimal/foodprocessors/default.aspx>
- Cottage Food Permit <http://agr.wa.gov/foodanimal/cottagefoodoperation/default.aspx>
- Milk Producer License <http://agr.wa.gov/FoodAnimal/Dairy/DairyLicense.aspx>
- Milk Processing Plant License <http://agr.wa.gov/FoodAnimal/Dairy/DairyLicense.aspx>
- Organic Certification <http://agr.wa.gov/foodAnimal/organic/>
- Honey Bee Hive Registration <http://agr.wa.gov/PlantsInsects/Apiary> Additional information on honey sales: <http://agr.wa.gov/marketing/smallfarm/greenbook/docs/31.pdf>

### WASHINGTON STATE FISH & WILDLIFE: FISH & SHELLFISH PERMITS: <http://wdfw.wa.gov/licensing/commercial/>

- Wholesale Fish Dealers License [http://wdfw.wa.gov/licensing/commercial/open\\_wholesale.html](http://wdfw.wa.gov/licensing/commercial/open_wholesale.html)
- Direct Retail Endorsement License <http://wdfw.wa.gov/licensing/commercial/forms/dre.pdf>
- Aquatic Farm Registration [http://wdfw.wa.gov/licensing/commercial/misc\\_additional\\_permits.html](http://wdfw.wa.gov/licensing/commercial/misc_additional_permits.html)

### KING COUNTY HEALTH DEPARTMENT PERMITS:

<http://www.kingcounty.gov/depts/health/environmental-health/food-safety/food-business-permit/farmers-market.aspx>

- Exemption from Permit
- Minimal Temp. Food Establishment
- Moderate Temp. Food Establishment
- Complex Temp. Food Establishment
- Mobile Food Establishment <http://www.kingcounty.gov/depts/health/environmental-health/food-safety/food-business-permit/mobile.aspx>
- Food Worker Cards <http://www.kingcounty.gov/depts/health/environmental-health/food-safety/food-worker-card.aspx>
- Commercial Kitchen Permit

### LAB TESTING RESULTS:

- Lotions, creams and home-distilled essential oils are required to be tested by a cosmetic lab

Note: Infused Vinegars require at least a Cottage Permit but Infused Oils require instead a Food Processing License. All processed food items to be sold at the market must be listed on either your Cottage Permit or Food Processing License. Exemptions to this are listed on Food Processing License web page (link included above).

**MARKET DAYS – EXCUSED/NOT-EXCUSED**

Please let the Market Manager know as soon as possible if you cannot to be present at market on your scheduled day. It is our desire to present to our community a full market with no holes. NO SHOW Vendors will be charged the minimum size based stall fee for missed weeks and will not be allowed to set up again until all NO SHOW Fees are paid in full. VENDORS MUST GIVE MARKET MANAGER 24 HRS. NOTICE i.e. by noon on Wednesday to avoid a NO SHOW fee.

PLEASE CIRCLE THE DAYS YOU KNOW YOU WILL BE PRESENT:

May	June	July	Aug	Sept	Oct
<b>4</b>	<b>1</b>	<b>6</b>	<b>3</b>	<b>7</b>	<b>5</b>
<b>11</b>	<b>8</b>	<b>13</b>	<b>10</b>	<b>14</b>	<b>12</b>
<b>18</b>	<b>15</b>	<b>20</b>	<b>17</b>	<b>21</b>	
<b>25</b>	<b>22</b>	<b>27</b>	<b>24</b>	<b>28</b>	
	<b>29</b>		<b>31</b>		

**PAYMENT OPTIONS**

- **OPTION A:** Pay for entire season before April 1<sup>ST</sup> = \$465.00 for the 24 week calendar. The registration fee is waived. (The Yearly Fee only covers the minimum charge of \$25 for the first 10’x10’ booth space.)
- **OPTION B:** Standard Payment for those vendors who do not wish to pay for entire season. Please submit a \$35.00 application fee with this application. Minimum daily stall fee is \$25.00 for a 10’x10’ booth, payable at close of market. (For more booth fee information see the previous page).

**FARMERS:** (information provided below is used in vendor selection process)

Are you a certified organic grower? YES \_\_\_\_\_ NO \_\_\_\_\_ Certification number: \_\_\_\_\_

Do you have any other certifications? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please attach a copy of that certification.

If not certified organic and you wish to explain your growing practices, please attach a separate sheet and describe.

What is the total # of acres you cultivate for your farmers market business:	
What is the total # of acres you own:	
What is the total # of acres you lease/rent and farm yourself:	
What is the total # of acres of orchards:	
What is the total # of acres of row crops:	
What is the total # of acres of livestock:	

**NON-FARMERS** (information provided below is used in vendor selection process)

Please attach a separate sheet and list all materials or ingredients that are from the State of Washington as well as listing the materials, ingredients and their origin if not from the State of Washington. Crafters, Processed Food and Prepared food are all juried vendor categories so please submit at least 3 photos of your work, product labels or menus. Vendors selling Soaps, Lotions and other Beauty Products - please supply proof of product liability insurance and proof of product testing by a cosmetics lab.



## HOLD HARMLESS AGREEMENT

I have read, understand, and agree to comply with the **2017 Duvall Farmers Market Guidelines and Policies** and by signing my name below, I am bound by the terms and conditions outlined in the 2017 Duvall Farmers Market Application and the Guidelines and Policies. I understand and agree that any family members and employees at the Duvall Farmers Market site will be made aware of and bound by the same Guidelines and Policies of the Duvall Farmers Market. Vendors are responsible for the quality and safety of the products they sell and agree to comply with all Federal, WA State and King County Health Department Rules and Regulations.

By signing below, Vendor agrees to defend, indemnify, keep and hold harmless the Duvall Farmers Market, Duvall Farmers Market Board of Directors, Duvall Farmers Market Manager, and all other agencies the Duvall Farmers Market has agreements with, including True Value, Family Grocers, Ixtapa and all surrounding businesses, their agents and representatives from and against, any and all claims and demands, whether for injuries to persons, 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 Duvall Farmers Market and any of the above mentioned organizations or any other person or organization with which Duvall Farmers Market has a contractual relationship by vendor's acts or omissions.

Vendor further agrees to defend, indemnify, and save harmless the City of Duvall, its appointed elective officers and employees, from and against all loss of expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the City of Duvall, its elected or appointed officials or employees directly or indirectly arising out of the permit issued for the Duvall Farmers Market. It is further provided that no liability shall attach to the City of Duvall, by reason of issuing the Permit for the Duvall Farmers Market.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
if Vendor is under the age of 18

***By signing this application, Vendor agrees that they and their employees have read and will adhere and abide by ALL Duvall Farmers Market Guidelines and Policies.***

**PLEASE RETAIN A COPY OF THIS SIGNED DOCUMENT FOR YOUR RECORDS**

**THANK YOU!**

## APPLICATION CHECK LIST

You do **not** need to return this Application Check List section with your application.

- Please read the Duvall Farmers Market Guidelines & Policy document prior to signing and submitting this Application.
- Please print and fill out the pages above (typing in your responses is ok – but you then need to print & US Mail the application into the market)
- Please submit a check or money order for the \$35.00 application fee or \$465 fee for the full season.
- Full season fee must be paid before April 1<sup>st</sup>.
- All checks/money orders shall be made out to: Duvall Farmers Market
- Provide and attach copies of any and all applicable Insurance/Certifications/Licenses/Permits/Tests.
- Please specify website address or attach three (3) photos of work, product labeling, menus or brochure. This is required for all Craft/Artisan Vendors, Processed food vendors, Prepared food vendors and Farmers selling items in these categories.
- Craft, Processed & Prepared food vendors please include descriptions of the ingredients or materials used in making your product and include their state/country of origin. Products made from ingredients or materials sourced in the State of Washington are given preference in vendor selection. This information will be important in full categories.
- You may submit your application if you are still waiting on health department documents. Please bring a copy of these health permits for the market manager on opening day of the market.
- Please retain a copy of this signed application for your records.

**NOTE: Refunds are not given once your application has been approved and your check deposited. Vendor is required to pay all NSF fees.**

Please send payment and completed Application to:

**Duvall Farmers Market**  
PO BOX 219, PMB 190  
Duvall, WA 98019

**You may also drop off your completed Application at Valley Mail on 26311 NE Street #A which moved in late 2016 & is now across the street behind Family Grocery Store.**

**Unless otherwise requested, please do not email this application form.**

**If you have any questions or need assistance, please do not hesitate to contact our Market Manager.**

Thank you,  
Duvall Farmers Market Manager  
[info@duvallfarmersmarket.org](mailto:info@duvallfarmersmarket.org)