



Returning Vendor

New Vendor

DUVALL FARMERS MARKET 2023 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		

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

	NAME OF ADDITIONAL SELLER	PHONE # OF ADDITIONAL SELLER	LICENSE PLATE OF VEHICLE
1.			
2.			
3.			

Do you vend at other Farmers Markets? If so, please list those markets below.

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

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

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.

PRODUCT INFORMATION

ALL VENDORS *(information provided below is used in vendor selection process & permit/license/insurance verification)*

PLEASE LIST ALL ITEMS YOU INTEND ON SELLING AT MARKET ALONG WITH DATES WHEN AVAILABLE IF NOT A FULL SEASON PRODUCT.

CATEGORIZATION IS ACCEPTABLE (I.E. IF YOU INTEND ON SELLING A WIDE VARIETY OF VEGETABLES, YOU CAN JUST LIST "VEGETABLES").

Please continue your list on an additional sheet of paper if more space is needed.

PLEASE NOTE: Vendors may be limited to selling only what they have listed. If you decide to add new items, please obtain Market Manager approval before putting them out for sale.

DESCRIPTION OF ALL PRODUCTS FOR SALE AT THE MARKET

APPROX DATE AVAILABLE

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INSURANCE

The **Duvall Farmers Market** requires all vendors to carry liability insurance, naming Duvall Farmers Market as an Additional Insured. Please submit your proof of insurance with your application. This information must be shared with the Market's insurer, and with the city of Duvall during permitting. As such, we request your prompt submission.

Business/Farm Insurance Liability Company and Policy#:

please add Duvall Farmer's Market as additional insured and provide a copy of that form with your application or have your insurance company send a copy of the additional insured form including Duvall Farmers Market in email to info@duvallfarmersmarket.org or send a hardcopy via US postal mail at our PO box listed near the end of this document. If you cannot provide this document, please contact info@duvallfarmersmarket.org for additional instructions.

LICENSE AND PERMIT REQUIREMENTS

Please check all licenses and permits which are required to sell your products. Please submit a current copy (2023) of each when submitting Vendor Application. All Documents are verified prior to final application acceptance. If you are 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 <https://dor.wa.gov/state-endorsements/egg-handlerdealer>
- Liquor License <https://dor.wa.gov/state-endorsements/liquor-retail-and-nonretail>
- Scale License <https://dor.wa.gov/state-endorsements/weighing-and-measuring-devices>
- Nursery Retailer/Wholesaler <https://dor.wa.gov/state-endorsements/nursery-dealer-retailerwholesaler>

note: Nursery licenses not required for cut flowers or <\$100 in sales of Live plants per year for business.

WSDA LICENSES:

- Food Processor License <https://agr.wa.gov/departments/food-safety/food-safety/food-processors>
- Cottage Food Permit <https://agr.wa.gov/departments/food-safety/food-safety/cottage-food>
- Milk Producer / Processor License <https://agr.wa.gov/departments/food-safety/food-safety/dairy>
- Organic Certification <https://agr.wa.gov/services/licenses-permits-and-certificates/summary-descriptions/organic-certification>
- Honey Bee Hive Registration <https://agr.wa.gov/services/licenses-permits-and-certificates/summary-descriptions/apiary-registration>

WASHINGTON STATE FISH & WILDLIFE: FISH & SHELLFISH PERMITS: <https://wdfw.wa.gov/licenses/commercial>

- Wholesale Fish Dealers License https://wdfw.wa.gov/sites/default/files/2022-10/wholesale_fish_buyer_endorsement.pdf
- Direct Retail Endorsement License https://wdfw.wa.gov/sites/default/files/2022-07/2022_fish_dealer_license.pdf
- Aquatic Farm Registration https://wdfw.wa.gov/sites/default/files/2022-02/aquatic_farm_application.pdf

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
- Food Worker Cards
- Commercial Kitchen Permit

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

<http://www.kingcounty.gov/depts/health/environmental-health/food-safety/food-worker-card.aspx>

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)

BOOTH/STALL INFORMATION:

All stalls are measured and will accommodate a 10'x10' or 10'x20' or 10'x30' canopy. 10'x15' by special request. Please mark 'X' next to the booth size you need at the start of the market.

STALL SPACE REQUESTED: 10' X 10' _____ 10' X 20' _____ 10' X 30' _____ 10' X 15' _____

If you need to change booth size during the season please notify the market manager at least one week in advance. Please note that changes to stall size are limited by availability and may require relocation within the market.

BOOTH FEES: Booth fees are 6% of gross sales with a minimum booth fee based on booth size, as follows: 10'x10' booth - \$25, 10'x15' booth - \$35, 10'x20' booth - \$45, 10'x30' - \$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.

WATER AND POWER: At our market location, neither water nor electricity are available on site. If you wish to bring a generator, please contact the market manager in advance to make arrangements. Due to fire and safety regulations and the market's physical layout, the number of spots available for vendors requiring generator use is limited. Only quiet operation models with any necessary sound dampening are acceptable.

SPECIAL REQUIREMENTS: All vendors heating or cooking products 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.

MARKET DAYS – EXCUSED/NON-EXCUSED

It is our desire to provide our community with a vibrant, diverse market experience. Please let the Market Manager know as soon as possible if you cannot be present at market on your scheduled day(s). A 24 hour notice (by Noon on the Wednesday prior to market day) is required to avoid NO SHOW fees. 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.

APPLICATION FEE AND BOOTH FEE PAYMENT OPTIONS

The Market Application fee is \$35 and is due with your application. Booth fees are paid at the end of each market day.

PLEASE CIRCLE OR HIGHLIGHT THE DAYS YOU KNOW YOU WILL BE AT THE MARKET:

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

HOLD HARMLESS AGREEMENT

I have read, understand, and agree to comply with the **2023 Duvall Farmers Market Guidelines and Policies** and by signing my name below, I am bound by the terms and conditions outlined in the 2023 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, I (vendor) agree 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, 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 my business' use or occupancy of the premises and shall defend at my (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.

I (vendor) further agree 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.

- Completed application form
- \$35.00 application fee. All checks/money orders shall be made out to: Duvall Farmers Market
- Copies of any and all applicable Certifications (e.g. Organic certification) are attached
- Copies of all Licenses Permits and Tests are attached as required for the products I intend to sell.
- Proof of Insurance - Additional Insured form listing Duvall Farmers Market as an additional insured is attached.
- I have signed the Hold Harmless Agreement on the previous page.

Vendor Signature: _____ Date: _____

Applications that do not include the required permits, test results, ingredient information and insurance paperwork cannot be accepted and the manager will contact you for missing items before approving.

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 Valley Street #A.

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