Lakewood Farmers Market 2015
Vendor Information Sheet

**Event Information**

**Location**
Lakewood City Hall
6000 Main Street SW
Lakewood, WA 98499

**Agenda**
- Tuesdays, 10am-3pm; from June 2 through September 15, 2015
- Special Events every other Tuesday
- Theme Schedule to follow
- Live Entertainment
- Additional marketing to include: street banners, A-Frame Signs, newspaper advertisements, online advertisements, brochure advertisements (Lakewood’s Newsletter/Recreation Guide and Washington State and more

**2015 Priority Registration Periods**

<table>
<thead>
<tr>
<th>Previous Vendors (From 2014 Season)</th>
<th>Through Friday, February 13(^{th})</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Farmers/Processors</td>
<td>Through Friday, February 27(^{th})</td>
</tr>
<tr>
<td>Open to all new Vendors</td>
<td>Beginning Monday, March 2(^{nd})</td>
</tr>
</tbody>
</table>

**Themes may be changed at Market Manager’s discretion, vendors will be notified but refunds will not be issued.**
Vendor Description

Farmer: Those who raise the produce, plants or animals which they sell at the Lakewood Farmers Market on land they own or lease/rent in the state of Washington, or counties which border Washington. This includes; farmers, ranchers, dairymen, apiaries, fisherman, etc. If a farmer farms on land that he or she rents or leases, they must provide the Market Management with a copy of the signed lease agreement(s). Farmer category also includes vendors who sell value-added products made from their own farms’ products.

Artist/Crafter: Artist/Crafters are persons or entities who craft with their own hands the products they offer for sale at the Lakewood Farmers Market. To qualify as a crafter, a majority of the tools and equipment used by the crafter to produce their products must require skills, personal handling and/or guidance by the crafter. Crafters should incorporate materials produced in Washington as much as possible. Crafters must create their products in Washington, or counties which border the state of Washington.

Reseller: Vendors who buy produce from farmers in Washington State, or counties which border Washington state, trucks it to the Lakewood Farmers Market and resells it directly to the consumer. The reseller is expected to be the only stop between the grower and the consumer.

Processor: Vendors who sell processed food which they have personally prepared on their own or leased/rented property. Processor vendors may sell processed foods, value-added foods, baked goods, and hot “ready to eat” foods. Processor vendors must provide Market Management with all applicable copies of licenses as appropriate to their product. Vendors are responsible for knowing and acquiring all necessary licenses. Processor categories include processed goods, prepared foods, and processed foods.

Other: Any vendor which does not fit into, or violate, any of the above standards.

Vendor Fee Schedule

All vendors will pay a daily or seasonal rate. These fees are non-refundable. This fee must be paid at the time of application (mailed in with the application and all supplemental materials). Priority review due date for the 2015 applications is May 8, 2015 for participation in June’s market dates. Vendors may choose to pre-pay for part (daily fee) or all of a season, or may choose to initially pay on a daily basis and revert to a seasonal basis with pro-rated charges. Prepaid vendors who fail to show up on market day are not entitled to a refund for that day.

<table>
<thead>
<tr>
<th>Daily Rate</th>
<th>$25.00</th>
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<tbody>
<tr>
<td>Daily Rate with power (electricity – 120v AC)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Daily Rate for stalls with pull-through slots</td>
<td>$40.00</td>
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<tr>
<td>Seasonal Rate</td>
<td>$250.00</td>
</tr>
<tr>
<td>Seasonal Rate with power (electricity – 120v AC)</td>
<td>$300.00</td>
</tr>
<tr>
<td>Seasonal Rate for stalls with pull-through slots</td>
<td>$350.00</td>
</tr>
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</table>
Farmers Market 2015
Vendor Application Packet

This packet must be completed and submitted with the appropriate vendor fee by May 8, 2015, to guarantee review of your application for the 2015 Farmers Market.

<table>
<thead>
<tr>
<th>Farm/Company Name</th>
<th>Applicant Name(s)</th>
</tr>
</thead>
</table>

Select Vendor Type(s): *check all that apply

- [ ] Farmers
- [ ] Artist/Crafter
- [ ] Producer
- [ ] Processor
- [ ] Other (please specify): _________________________________________________________

**Farm/Company Information:**

<table>
<thead>
<tr>
<th>Farm/Company Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tbody>
<tr>
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<tr>
<th>Phone</th>
<th>Fax</th>
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Website Address of Farm/Company

**Applicant Information:**

<table>
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<table>
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<tr>
<th>Day Phone</th>
<th>Cell Phone</th>
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E-Mail Address  *please print clearly all correspondence, including permit, will be e-mailed to you!

Please give a brief description of your items and/or booth and **enclose a photo** of the product/booth with your application:

________________________________________________________________________

________________________________________________________________________

Booth Assignment Requests (if you would like a specific space or would like to be placed next to another vendor, please note that here. We will do our best to accommodate, but are unable to guarantee specific assignments):

________________________________________________________________________
Please select fee which best suites your needs: (Please refer to the vendor fee schedule above)

- Daily Rate ($25)
- Daily Rate w/ Power ($30)
- Daily Rate w/ Pull-Through Slot ($35)
- Seasonal Rate ($250)
- Seasonal Rate w/ Power ($300)
- Seasonal Rate w/ Pull-Through Slot ($350)

Date(s) Stall Space Wanted:

- 6/2
- 6/9
- 6/16
- 6/23
- 6/30
- 7/7
- 7/14
- 7/21
- 7/28
- 8/4
- 8/11
- 8/18
- 8/25
- 9/1
- 9/8
- 9/15

Vendor Booth Fee $  
Number of Days  
Total Payment Enclosed $  

Waiver of Liability Release

All vendors, their staff, family and associates, taking part in Lakewood’s Farmers Market program and events agree to the following release: I/we assume all risks and hazards incidental to such participation including transportation to and from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless the City of Lakewood, its staff, instructors, officials, partners and volunteers for any claim arising from injury to myself or my/our representatives. Furthermore, in case of an emergency I give permission for a City of Lakewood representative or designee, to secure the emergency medical attention required. Any direction to the contrary should be noted on the registration form and signed. I agree that pictures taken during program hours may be used for future promotional purposes.

Please read the Vendor Rules for 2015 and sign below to indicate your agreement with those guidelines & rules.

Contact Person’s Signature    Date
Application Process

All vendor applications will be reviewed by the Market Manager and applicants will be notified of their status within fifteen (15) business days of receipt.

In order to ensure a wide variety of products and services, we will limit the number of similar vendors. The allotted number of vendors in each category will be selected on a first come, first served basis.

Vendor applications must be postmarked by May 8, 2015 in order to be reviewed for participation in June. Any application postmarked after May 8, 2015, is subject to being denied space at the 2015 Farmers Market. Booth space may fill sooner than the printed deadline of May 8, 2015, so early response is recommended.

Please return this packet, photos of products sold, appropriate permits and licenses, insurance and full payment (refer to vendor fee schedule) to:

Lakewood Parks, Recreation and Community Services
Attn: Lakewood Farmers Market
6000 Main Street SW
Lakewood, WA 98499

Or fax to (253) 589-3774
ATTN: Lakewood Farmers Market
*if you fax in your application we will call for over the phone payment with a credit or debit card

Lakewood Farmers Market Use Only

Application Approved [ ] YES [ ] NO Approved By: ____________________________

Notes: ____________________________________________________________ Space #: _____