



**City of Lakewood Farmers Market  
Vendor Application  
June 6- September 12, 2017 Tuesdays 10am-3pm**



**Enjoy our unique setting in the courtyard around the foundation at Lakewood City Hall**



Website: <https://www.cityoflakewood.us/parks-and-recreation/farmer-s-market>

Thank you for your interest in becoming a vendor at our Farmers Market. For those of you who are returning vendors, thank you for your loyalty to the Lakewood Farmers Market and for making it the successful market we enjoy every summer! We look forward to our sixth season and strive to remain loyal to those farmers and vendors who have been with us for many years providing diverse, high quality products with excellent customer service. Vendor selection is based on seniority, those who pay the season fee upfront, quality, compatibility with existing vendors, fit, demand for product, and originality. Completion of this application does not guarantee a place at the farmers market. Thank you and please call if you have any questions.

Sincerely,  
Sally Martinez and Isaiah Harris  
smartinez@cityoflakewood.us

## Lakewood Farmers Market Application

### Contact Information

Farm/Business Name: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Name of Person Attending Market: \_\_\_\_\_

UBI #: \_\_\_\_\_

Physical Location of Farm/Business: \_\_\_\_\_

Mailing Address, City, State and Zip: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_

Other Phone (Specify): \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Number of years you have been a vendor at the Lakewood Farmers Market: \_\_\_\_\_

**Vendor Description:** Please check all that apply: Farmer\_\_\_, Artist/Crafter\_\_\_, Reseller\_\_\_, Processor\_\_\_

**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 the 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. 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.

## Lakewood Farmers Market Fees

All vendors 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). **Vendors who pay the seasonal rate in full no later than May 1<sup>st</sup> will be given first priority.** Vendors can also pay a daily rate each market day. Prepaid vendors who fail to show up on market day are not entitled to a refund for that day. Seasonal rates offer a significant discount to vendors and *we do not charge a commission.*

**Stall fee: 10x10 (includes food trucks)**

Seasonal: \$250

Daily: \$25.00

**Stall fee: 10x20**

Seasonal: \$500

Daily: \$50

Please select all the days you will attend the Lakewood Farmers Market  
Regular season is Tuesdays 10-3pm, except July 4<sup>th</sup>.

1. June 6 \_\_\_\_\_
2. June 13 \_\_\_\_\_
3. June 20 \_\_\_\_\_
4. June 27 \_\_\_\_\_
5. July 11 \_\_\_\_\_
6. July 18 \_\_\_\_\_
7. July 25 \_\_\_\_\_
8. August 1 \_\_\_\_\_
9. August 8 \_\_\_\_\_
10. August 15 \_\_\_\_\_
11. August 22 \_\_\_\_\_
12. August 29 \_\_\_\_\_
13. September 5 \_\_\_\_\_
14. September 12 \_\_\_\_\_

Vendor Booth Fee	\$ _____
Number of Days	_____
Total Payment Enclosed	\$ _____

Please return this packet , photos of products sold, appropriate permits and licenses, insurance and full payment) to:  
Lakewood City Hall 6000 Main Street SW Lakewood, W A 98499 Attn: Sally Martinez, Farmers Market

**Please make checks payable to the City of Lakewood.**

**Enclose**

Application page 2, 3 & 4.

Payment

Waiver of Liability

Insurance requirements

Please be sure to read all rules and regulations

### Waiver of Liability

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, it’s 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 2016 and sign below to indicate your agreement with those guidelines & rules.

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Signature

Date

### City of Lakewood Food Truck Insurance Requirements

Commercial General Liability coverage, with limits of \$1 million per occurrence & \$2 million aggregate.  
Commercial General Liability coverage listing the City of Lakewood as an additional insured. The additional insured coverage needs to include ongoing and completed operations.  
Proof of Auto Liability coverage not less than \$500,000.

### City of Lakewood hot food (in canopy) Insurance Requirements

Commercial General Liability coverage, with limits of \$1 million per occurrence & \$2 million aggregate.  
Commercial General Liability coverage listing the City of Lakewood as an additional insured.  
The additional insured coverage needs to include ongoing and completed operations.

Comments:

For Office Use Only

Application Approved  YES  NO Insurance Provided \_\_\_\_\_ Approved By:

Notes:

Space #:

# VENDOR RULES FOR 2017

## All Vendors must complete a Vendors Application Form

### Only Washington State Farmers, Producers and Businesses may sell at the Markets

*All products must be grown or produced in Washington State. All products must be grown or produced by the seller. Any violation of these rules will result in the product being automatically removed from the vendor's tables and possible revocation of the vendor's Permit to Sell. Interpretation of this rule is at the Market Manager's discretion.*

"Permits to Sell" are only granted to the principal farmer/producer owner. The principal farmer/producer may send family members; partners or employees to the market in his/her place, but are responsible for having the on-site representative aware of all market rules and violation policies. All employees, partners, and family members may be asked to sign an agreement that states they understand and will comply with Market Policies and Guidelines. Market Management recommends that the principal farmer/producer be present at as many markets as feasible, and that his/her staff the booth at least once a season.

### Weights Are Required

All vendors with tents and umbrellas are required to have at least 25 pounds per tent leg or umbrella stand, securely attached at all times, in order to sell at the markets. Failure to have proper weights means that vendor's tents and umbrellas cannot be set up on market day. Any damage incurred by a vendor due to insufficient weights will be at the expense of the vendor.

### Punctuality

The hours of operation of the Lakewood Farmers Market are 10:00 a.m. to 3:00 p.m. No vendors will be allowed on the site before 8:00 a.m. All vendors must vacate the site by 5:00 p.m. All vendors must be set up and ready to sell by start time. Vendors with vehicles must arrive between 60 minutes to 2 hours before Market start time. Vendors with vehicles who arrive less than 30 minutes before the market open will have to load off from a designated vendor parking area and will be issued a verbal warning. A second violation may result in a possible termination of the vendor's "Permit to Sell."

Vendors must remove their vehicle from the market area within 30 minutes of start-time. Vendors who fail to remove their vehicles within 30 minutes of start time will be issued a verbal warning. Vendors who violate this policy a second time may risk possible termination of the vendor's "Permit to Sell."

Vendors who cannot attend on a market day should contact the Market Manager 24 hours prior to market day. Please call the Market Manager at (253) 983-7758.

If a vendor does not call or occupy the reserved booth three weeks in a row, the stall shall be declared vacant and will be available for reassignment.

### **Selling Time**

No selling shall begin before the stated opening time at each market and a designated signal is to be given by the Market Manager indicating that the market is officially opened. Repeated violation of this policy will result in termination of the vendor's Permit to Sell.

Vendors are required to stay until closing. Vendors who sell-out early must keep their stall set up until closing time, and should post a sign letting customers know they have sold-out. Vendors should not leave their vehicles and possessions unattended. Vendors will be loaded up and vacate the site no later than 5:00 p.m. Any exceptions must be approved by the Market Manager.

### **Reporting Sales**

Vendors must report their total gross sales to the Market Manager within one hour of closing time.

### **Signage**

All vendors will post a sign identifying the name of the farm/business represented and where it is located. Vendors will have their signs displayed before sales begin. Vendors should limit their advertising of other types of market (web sites, etc.) to brochures and/or small information signs on their tables.

### **Price Signage**

All goods for sale should be clearly marked with their prices. This can be done by individually tagging each item with a sign or by listing all produce and prices on a large blackboard, so that it is clearly readable.

### **Selling Space**

The vendor sales area (where the produce is marketed) must not extend beyond the allotted boundaries of the stall space.

### **Vendor Vehicles and Loading/Unloading**

Vendor booths and vehicles must not extend beyond the allotted booth space. All over-size or additional vehicles must be off the market site no later than 30 minutes before the market starts, and parked at a designated parking area.

### **Electricity**

A limited number of power sites are available on a first served basis. Extra fees apply. Power cords must be provided by the vendor, with adequate protective covering. On-site generators must be approved by the Market Manager on a case-by-case basis.

## **Water**

Several water sources are available. Proximity to sites is available on a first served basis.

## **Booth Clean Up**

Vendors are required to maintain their individual selling space in a clean, safe and sanitary manner, including protecting the pavement from drips from any part of the vendor's vehicle. Each vendor is responsible for keeping his/her booth space clean during the market and for complete cleanup of the space at the close of the market. This includes removing with any trash or garbage that is generated in or around your booth and sweeping up any product debris left on the ground. Farmers are not permitted to dispose of produce waste, overripe or leftover product or boxes in any on-site garbage cans or dumpsters. Market trash cans and dumpsters are not available for vendor use.

Vendors should bring their own brooms and dustpans. Those who do not clean up at the end of the market will be issued a written warning for the first offense and a \$25.00 fine for a second offense. A third offense is grounds for termination of a vendor's Permit to Sell.

## **Set Out Distance for Vendor Display**

Displays and signs must allow clear visibility to adjoining booths. Display and selling techniques must not impair other vendors' ability to sell, or create a hazardous situation for customers. Our intention is to create a visually enticing market for customers and enable all vendors to maximize their selling space.

## **Pricing and Quality of Produce**

1. Pricing of goods sold at the market is solely the responsibility of the individual vendor.
2. Vendors are expected to bring good quality produce to the market.
3. Vendors are responsible for the safety of their food and cannot sell adulterated food.

## **Product Donations**

At the end of the market day, vendors may donate left over produce to various charities.

## **Scales**

Vendors selling produce by weight must provide their own scales. Scales must be “legal for trade” and are subject to inspection by the Department of Agriculture’s Weight and Measures Program”. All scale displays must be readable and in easy sight to your customers during business transactions.

### **Pets**

Vendor pets will not be allowed in the vendor’s selling area. The only exceptions will be animals certified as service animals.

### **Children**

Vendors must monitor and supervise their children at all times during the market day. Set-up and take-down times can be an especially dangerous time for unattended children. Children should not be allowed to wander the grounds and adjacent properties without a parent or guardian with them. The Market can take no responsibility for their safety or whereabouts, or any injuries that may incur.

### **Courtesy/Conduct**

1. Markets are community events where many diverse people are gathered to shop and sell. Vendors and their representatives are expected to conduct themselves in a respectful, safe, courteous and harmonious manner with customers, market staff and with each other.
2. Any language or behavior that jeopardizes the normal operations of the market will be grounds for termination of the vendor’s Permit to Sell. Vendors may not threaten or use abusive language with customers, staff, community representatives or each other during market operations.
3. Customer complaints about individual vendors will be discussed with the vendor. Shoppers may also fill out the Shopper Concern Form which will be shared with Market Management. If the market receives numerous complaints about a vendor, the Market Manager will discuss the situation with the vendor and will determine if any corrective action is needed.
4. All vendors need to respect each other’s booth space and products during market hours and stay within the boundaries of this policy. Non-compliance with this basic policy can result in the termination of a vendor’s Permit to Sell.
5. Consumption or sale of alcoholic beverages or any controlled or illegal substance while at the market is prohibited.

### **Refunds**

Vendors selling at the Lakewood Farmers Market shall guarantee the quality of the products they offer. This shall apply to any food, craft, plant or any other item sold at the market. If an exchange or other arrangement is not acceptable to the customer, a refund in the same kind as the payment, usually cash, must be offered by the

vendor. In order to qualify for a cash refund the customer must return the unused portion of the product in question. Refunds beyond a seven (7) day period, from the time of purchase, will be honored only at the discretion of the vendor.

Customers who have a legitimate complaint about the produce they purchase should be given a full monetary refund or replacement of equal value. If a customer wishes to exchange a partial bag of produce, only partial credit is due. It is the Market's policy to satisfy the customer and to promote good will by being generous with produce and food products. If produce is overripe and must be consumed the same day, the customer must be informed in advance. Complaints that seem unfounded or excessive may need to be mediated by Market Management.

### **Hawking**

Hawking (calling attention to your products in a loud, repetitive, public manner) during the market day is discouraged and may be limited or prohibited by the Market Manager.

### **Vendor Dress**

Vendors are required to wear shirts and shoes at their booths during the market hours.

### **Vendor Music**

Vendor music/radio in or about his/her booth space is prohibited.

### **Safety**

Vendor vehicles, tables and overhead shades must be maintained and used in a safe manner. Table legs must be firmly locked into place. Tables must have smooth edges and remain stable when loaded with produce. Tent poles, canopy legs, boxes, umbrella stands must not obstruct foot traffic flow and care must be taken when setting up or taking down displays. All tents and umbrellas must be weighted and properly tied down.

### **No Smoking**

The Lakewood Farmers Market is a tobacco free area. Smoking is not allowed anywhere on the market site at any time.

### **Vendor or Shopper Concerns**

Vendors or shoppers who have concerns regarding market operations and policies should complete an evaluation form. Forms are available from the Market Management. Each evaluation form will be read and responded to by the Market Management. Forms are also available at the market booths or on-line at the [cityoflakewood.us](http://cityoflakewood.us).

### **Farm Visits**

Market Managers and staff may inspect or visit any farms or establishments used by vendors. Farm visits will be conducted with at least a 24-hour notice. Vendors should provide help during a visit in identifying the crops listed on the application for Permit to Sell.

The Market Manager reserves the right to prohibit anyone from selling or any product from being sold, based upon the intended purpose of the market. This may include, but not limited to any legal restrictions on a product whether local, state, or federal.

The Market is not responsible for loss of property or damage.

There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age or nationality.

## **LICENSES, PERMITS AND SPECIAL REQUIREMENTS**

### **On-Site Food Storage Requirements**

The Tacoma-Pierce County Health Department (TPCHD) requires that all food must be kept at least 18" above the ground.

### **Taxes**

Retail sales taxes and Business and Occupation taxes are the responsibility of the individual vendor. Most vendors are required by law to have a Washington State Master Business License Number and must supply this tax number when application is made to sell at the Market. (Note: the vendor's application will not be processed without this number.)

### **Proof of Permits, Licenses and Insurance**

All vendors shall provide at the time of application current copies of any permits, insurance and licenses applicable to the sale of their products. This will include the vendor's Washington State tax number, and where applicable, City of Lakewood Business License, Pierce County Health Department permits, Washington State Nursery License, Washington State Dept. of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, Washington State Liquor Control Board Endorsement for sale of Washington State wines at Farmers Markets, or Department of Fisheries Wholesale License, Vehicle Insurance, Product Liability Insurance, and Processors Insurance. Vendors selling shellfish must have additional licenses from the Washington State Dept. of Health. All vendors must have a City of Lakewood business license.

### **Processed Foods**

All farmers and vendors who sell processed foods must be licensed by the Washington State Department of Agriculture. These foods include baked goods, breads, dried fruits, dried or mixed herbs, teas, cider, wines, distilled beverages, preserves, jams, jellies, salsa, canned fish and meats, dried fish and meats, condiments, salad dressings. Beekeepers who process their own honey do not need a Food Processor's license, unless the honey is sold wholesale. Vendors who sell processed foods are responsible for understanding and meeting all WSDA requirements for processing and selling food, and must provide copies of all permits and licenses to the Market Manager with their application to sell.

### **Labeling**

Processed foods, including honey, have Washington State Labeling requirements. Labels on processed foods must meet State requirements.

### **Sampling**

Special Health Department guidelines must be used at vendor booths for food demonstration and sampling.

### **Food Handler's Permits**

All prepared foods and baked goods vendors must have a current Tacoma-Pierce County Health Department (TPCHD) Food Handler's Permit, and keep a copy of this permit at their market stall at all times.