

2021 Wahkiakum County Fair Farmers Market

Vendor Agreement

Name/Business Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

UBI# _____ (recommended) Website: _____

Vendors who do not have a UBI# and would like one, may obtain one by contacting WA State Dept of Licensing, phone#(360)664-1400, write Dept of Licensing Master License Service, PO Box 9034, Olympia, WA 98507, or Online at: www.dol.wa.gov/forms/70028.htm Vendors at the Wahkiakum Fair Farmers Market have the sole responsibility of obtaining and maintaining any license required to sell or distribute such products. A certificate of Liability Insurance and Product liability insurance is recommended and the vendors responsibility.

All vendors selling food products must have a food Handlers Permit and remit a copy to the Market Manager.

Please indicate your preferred space/area and any special needs. We will do our best to accommodate any special requests. The market will be held on Tuesdays from 4:00pm to 7:00pm. Please circle the dates that you plan to attend.

May 4	May 11	May 18	May 25	June 1	June 8
June 15	June 22	June 29	July 6	July 13	July 20
July 27	Aug 3	Aug 10	Aug 17	Aug 24	Aug 31
Sept 7	Sept 14	Sept 21	Sep 28	Oct 5	Oct 12
Oct 19	Oct 26				

Do you need electricity? Yes _____ No _____

Inside Space (cow barn) _____ (\$10.00 day or 20% of sales whichever is less) No Refunds

CO-OP space(cow barn) _____ (10% of sales plus a \$5.00 set up fee, not to exceed \$15.00) No Refunds

Outside Space _____ (\$10.00 day or 20% of sales, whichever is less) No Refunds. Must provide your own canopy. (see rules for canopy)

Items to be sold: _____

(Please list all items you wish to sell. Any additional items will be at the discretion of the Market Manager)

Wahkiakum County Fair will not be held liable for any loss or damage to vendors property or products.

Copies of any and all licenses and insurances should be presented to the Market Manager BEFORE set up.

Vendor Certification/Agreement

By signing below I certify that I and/or my business, am currently and properly licensed and insured , through the city and state to operate at the market. I have read, understand and will adhere to all applicable guidelines as stated in the market Operating Guidelines and Vendor Agreement. I acknowledge and will follow all State, Federal and local Health and Safety guidelines and protocols as well as Covid 19 guidelines. I further understand that should I fail to comply with these specified guidelines my participation in the Wahkiakum County Fair Farmers Market at the Wahkiakum County Fairgrounds may be terminated.

Signature of Vendor

Date

Signature of Market Manager Lori Cagle (360) 703-7291 email:lrcagle@gmail.com **Date**

You can mail the application to Lori Cagle, 85 Hodgson Rd, Cathlamet,WA 98612 or email it back to me.

Wahkiakum County Fair Farmers Market

Operating Criteria, Guidelines and Vendor Agreement

- 1) **Market Day, Time & Site:** The Market will be held every Tuesday from 4:00pm to 7:00pm at the Wahkiakum County Fairgrounds. All vendors must complete set up by 3:45pm and have vehicles removed from inside the fairgrounds. Selling will not begin before 4:00pm and will end promptly at 7:00pm on each market day. All property of the vendor must be vacated from their market site no later than 8:00pm. Vendors **must** stay for the 3 hour duration. **NO EARLY TAKE DOWN PERMITTED**
- 2) **Products to be sold:** Products to be sold will be admitted at the discretion of the Market Manager based on items listed on the Vendor Agreement. If additional items are to be sold please see the Market Manager **BEFORE** set up. Vendors selling “like items” may be limited. All food handlers must have a Food Handlers Permit from the Health Department.
 - **All Producers:** Fresh food products they have personally prepared; meats, seafood, ciders, jams, jellies, baked goods, must meet all federal, state and local health requirements and have necessary licensing as well as any farm raised meats or eggs. A copy of said license or permit should be given to the market manager prior to set up.
 - **Resellers:** One who sells produce purchased directly from the farmer in Washington or bordering areas directly to the consumer
 - **Farmers:** One who raises produce, animals or plants to be sold at the market.
- 3) **Artists & Crafters:** Persons who create with their own hands, made with organic materials, no plastics. Acceptable are: woodworking, quilting, pottery, hand woven or handspun items, metalwork, basket weaving, stained glass, paintings, etc. No clothing or resale items.
- 4) **Notification of Attendance:** Vendors must give a minimum 48 hour notice if they have signed up for a specific date and are unable to attend. Failure to notify Market Manager within 48 hours may result in the loss of your pre-arranged space or termination of market participation. Vendors who arrive late or need to leave early **MUST** notify the Market Manager as soon as possible.
- 5) **Booth Appearance :** Vendors must provide their own tables and chairs and clearly display the name of their business(Banners can be hung in the cow barn) and post prices for all items being sold. All items will be displayed in a clean, orderly and professional looking booth. Tables should be covered if possible. Food must be at least 18”off the ground. Booths that are pleasing to the eye and well stocked do a better business usually.
- 6) **Cleanup:** Vendors are responsible for cleaning all bi-products from their products, trash, and waste within and around their allotted space. Failure to do so may result in a \$20.00 clean up fee. Garbage bins are provided on site.
- 7) **Application:** All new and returning vendors must complete an application each year. You must list the types of products to be sold during the season. This helps us to ensure a good variety at the market.
- 8) **Liability:** Vendor bears sole responsibility for his/her booth and contents. The Wahkiakum County Fairgrounds, Market Manager and affiliates are not liable for any loss or injury due to theft, weather or any other cause while a vendor is setting up, attending or breaking down after the market.
- 9) **Non Compliance:** The market reserves the right to refuse acceptance of any vendor or item that is not in keeping with the rules or quality of the Market Criteria or Guidelines.
- 10) **Canopy** All canopies or booth covers must have weights on all legs from the time they are erected to the time they are torn down. This rule applies regardless of weather conditions. Weights of approximately 25 pounds each are required, but you are responsible for making sure the weight you

use is sufficient. Any vendor who fails to secure a canopy properly may not be allowed to vend that day unless the canopy is removed, and the vendor sells without it. Additional fines and disciplinary action may be applied as well. Market management enforces this rule strictly.

11) **Cost:** **ALL fees will be paid to the Market Manager at the end of the day. You will be issued a space prior to set up.**

Cost is \$10.00 or 20 % of sales daily(whichever is less) for inside booth spaces 10'x10' (cow barn),Co-Op vendors cost is 10% of sales plus a \$5.00 set up fee(not to exceed 15.00), and \$10.00 or 20% of sales daily(whichever is less) for Outside spaces 10'x10'.

Wahkiakum County Fairgrounds Farmers Market

Non Booth Vendors

“CO-OP” Space

Limited Space Available

First come First serve basis with applications

- 1) Vendors who wish to drop off items for sale (produce, eggs or plant sales only), must have an itemized list including quantities, price, and any other pertinent information attached to the application. All produce must be pre weighed, pre packaged or pre bagged and priced. Tag should also include your vendor number which will be given to you at the time you present your application.
- 2) Non booth vendors need to submit their application the week before market day so that they have time to correctly bag and label items for sale.
- 3) If you plan to be a non booth vendor more than once, you only need to fill out an application once. However you must specify dates and notify the Market Manager if those dates change.
- 4) Vendor will be charged a 10% sales fee on total daily sales amounts and a \$5.00 set up fee.
- 5) All unsold items must be picked up by 8:00pm on Market day. If they are not they will be donated or thrown away unless other arrangements have been made.. If all items are sold you will be emailed or text, to save you a trip.
- 6) Monies with receipts will be paid on the same day if the Vendor is there for pick up in the evening or will be paid at the start of the following market date. It will not be available during the week on non market days.
- 7) Non Booth Vendors are not required to show proof of Insurance, however product liability insurance is highly recommended for your protection if someone were to get sick from your product. Wahkiakum County Fair insurance does NOT cover vendors or their products.

Wahkiakum County Fairgrounds Farmers Market Prepared Food Vendors

Potential food vendors must apply to sell with the Fairground Manager before selling at the market. Additional rules may apply to vendors of hot food and/or processed food. Health Department rules and requirements change from time to time.

1. The intent of the Market is to present a fresh, natural, unusual, and varied eating experience .We encourage the creative use of locally grown and produced products. Food vendors are encouraged to support local growers whenever possible. In order to achieve variety and high quality, vendors are expected to present their own unique products.
2. All menu items must be approved at the time of application to be eligible for sale. As vendors are encouraged to highlight seasonal products, seasonal menu items will be allowed with approval of the fairground manager.
3. Food vendors must obtain all applicable licenses for their product. Which may include but may not be limited to, Wahkiakum County Health Department Annual Itinerant Permit, Wahkiakum County Food Workers Card, Washington State Department of Agriculture Producers License, etc.
4. The vendor must stand behind his/her word through truth in advertising, value for money, and good quality.
5. The food or raw materials used must be greatly altered and enhanced by the vendor.
6. Each food vendor will be issued one appropriately sized trashcan per space occupied.
7. All food vendors must follow appropriate fire safety guidelines.
8. The Health Department requires the Market to have a 3-compartment sink where vendors may wash, rinse, and sanitize items such as pots, pans, and serving utensils. Because all our food vendors share this sink, please do not use it for all your washing needs, but only for what is required to comply with Health Department regulations. Cooking items should be taken to your commercial kitchen to be sanitized after the market day.
9. Vendors may use the 2-compartment sink for produce washing. Vendors are responsible for sanitizing the sink prior to use and using appropriate produce washing methods (using a colander, etc.).

COVID 19 GUIDELINES

VENDORS:

- 1) Must arrange booth to comply with safe distancing
- 2) Display items only to view. Customers are not allowed to handle your food items. All food needs to be pre-packaged, pre-weighed and pre-bagged if possible. If they touch it-they buy it.
- 3) Use gloves and masks when handling money or food items. You may want to designate one person for payment and one for handling food.
- 4) No sampling or self service areas
- 5) Maintain 6' social distancing.
- 6) Encourage pre-orders from your current customers or returning customers
- 7) Plan to protect yourselves by using gloves, masks and hand sanitizer
- 8) Wash hands Often
- 9) **MASKS ARE REQUIRED AT ALL TIMES WHILE IN THE FARMERS MARKET AREA.**

MARKET:

- 1) Remove chairs and tables to prevent gathering.
- 2) No onsite food consumption, except in designated areas.
- 3) Encourage single shoppers not families and pre-ordering
- 4) Arrange booths a minimum of 6' apart
- 5) No pets allowed except service animals to prevent crowding
- 6) Provide handwashing station or hand sanitizer
- 7) Clean restrooms every hour
- 8) Post signage and limit entrancing when necessary
- 9) **MASKS ARE REQUIRED AT ALL TIMES WHILE IN THE FARMERS MARKET AREA.**