



2016 SFM Non-Profit/Business Application

Greetings Prospective Non-Profit and Business Vendors!

The Shoreline Farmers Market would like to welcome your application for the 2016 market season! Our mission is to support local and sustainable agriculture, a healthy community and environment, and a thriving local economy. Our market is conveniently located at Aurora Square – adjacent to Central Market, Sears and other shops. We moved to this exciting location in 2015 and saw a dramatic increase in both market attendance and vendor sales. We have a growing mix of vendors, a committed community and wonderful partners that are supporting the growth of our market every year. We look forward to hearing from you and please share this application with fellow farmers, artisans and producers as you see fit. Thank you!

Please read this packet and return appropriate documents and payments to:

Shoreline Farmers Market Association
c/o City of Shoreline, Economic Development
17500 Midvale Ave N
Shoreline, WA 98133-4905

ONLINE Submissions OK! Email Agreement and applicable permits and insurance info to:
info@shorelinefarmersmarket.org

Please Note: If you have been with us in 2012-2015 please just email us to request your dates and submit the appropriate payment as soon as possible – thank you! Also – are you a farmer, artisan food or craft producer, a food truck? Please visit our Standard Vendor Application on our [Website!](#)

Space for non-profits and traditional businesses is available on a first come, first serve and LIMITED basis so if you are interested in joining us, please send us your requested dates ASAP!

2016 Shoreline Farmers Market Days of Operation and Location:

Saturdays, June 11th – October 8th, 10am – 3pm

Aurora Square, 15300 Westminster Way North, Shoreline, WA 98133

Thanks and we look forward to hearing from you!

Brendan Lemkin, Shoreline Farmers Market Founder



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For Non-profits

1. Non-profits looking to table need to contact us with available schedule dates as well as a maximum number of times you would like to attend the market throughout the season. Approved non-profits should be supporting the mission of the Shoreline Farmers Market of active sustainable communities, economies and environments. We do not allow political or religious tabling at our markets at this time. Examples of approved non-profits are community gardens, government agencies, sustainable and educational organizations. There is currently only a one-time \$40 annual membership charge for approved non-profits to table at our market although space is limited. There are no stall charges for approved non-profits and community organizations at this time.

For Traditional Businesses

2. Traditional Businesses that would like to table at the market will be charged the standard daily vendor stall fees and annual membership. We very much encourage in-kind offerings in-lieu of daily stall and membership fees. For example; Recology (CleanScapes) offered to donate Trash/YW/Recycle Containers to the Market. With this donation, we waived the fees. These in-kind offerings are subject to the approval and discretion of the Shoreline Farmers Market. Approved businesses should be supporting the mission of the Shoreline Farmers Market of active sustainable communities, economies and environments. Recology is a primary example of this type of business as they are a for-profit company that fits the mission of the SFM.

Restrictions

3. Non-food or artisan related businesses and non-profits are not allowed to sell anything or fundraise at the market without the written approval of the Shoreline Farmers Market. Examples of approved sales table from previous years are plant sale tables from Kruckeberg Gardens and Diggin' Shoreline. The purpose of these tables is to introduce your organization or business to our community and we have had positive feedback from the exposure that many received last season.



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General Vendor Responsibilities and Market Expectations

1. **Hold Harmless Clause:** Vendors release SFMA and the City of Shoreline from liability of claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to activities at the Market.
2. Vendors will include proof of automobile insurance in the vendor application for all market vehicles that will transport goods to the market.
3. If selling or fundraising - vendors are REQUIRED to report their gross earnings for each market day before leaving the market site. **Failure to do so will incur a \$25 fine.** This is also required by the WSFMA.
4. The Market encourages a 'team' atmosphere and a cooperative spirit. Vendors are strongly advised to refrain from openly criticizing or challenging other vendor's products, displays, pricing, etc. or the Shoreline Farmers Market. Any questions regarding another vendor's participation must be directed solely to the Market Manager. Failure to comply may lead to suspension and or dismissal.
 - All complaints regarding the market and vendor participation must be given to the Market Manager in writing using the complaint form. Complaint forms are available at the market information boot or an electronic copy may be requested via email. All complaints must be signed and dated or they will not be considered.
5. All fines from the previous market day MUST be paid in full before participation in the following market day. Failure to pay fines resulting in non-participation for more than one market day will result in your suspension for the remaining market season and the remainder of you pre-paid stall fee(s) is forfeited.
6. **All fees and fines are NON-REFUNDABLE.**

Vendor Stall Rules and Hours of Operation

1. **The Market opens at 10:00 am. Vendor check in time is between 7:30 and 9am**
 - No selling or fundraising is permitted unless pre-approved by Market Manager
 - Vendor vehicles must be **moved by 9:30am**
2. The Market closes at 3:00 pm. No selling is permitted after this time.
NOTE: Vendors who do not abide by rules 1 and 2 will be fined \$25 per violation. Vendors who arrive after 9am will not be allowed to participate in the market day
3. **NO SMOKING** allowed on the premises.
4. **NO PETS** are allowed in vendor stalls w/o prior SFM approval.



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5. Vendors must supply their all their own equipment: canopy, tables, chairs, display racks, display signs, bags for customers and money for change.
- The maximum size for a single stall is 10' x 10'.
 - **Canopy safety guidelines set forth by the WFMA MUST BE FOLLOWED.** This includes a minimum of 24 lb. weights on each corner of a standard stall, or 6 24 lb. weights for an attached double stall.
 - Stalls that do not comply with our canopy safety guidelines will be fined \$50 after first warning. Please refer to [this website link](#) for detailed information.
 - There is limited access to electrical outlets at the market. Please contact the Market Manager to make arrangements if electricity is needed. Priority will go to vendors for refrigeration, coffee and music. Scales should be self-contained and powered by battery. No generators will be allowed on premises without prior approval.
6. Each vendor is responsible for keeping his or her own space clean, attractive and staying within his or her assigned area. Failure to maintain stall upkeep and cleanliness may result in disciplinary action by the Market Manager
7. Upon closing of the market, vendors must clean and sweep stall space and haul all trash (including compostables, recycling, garbage, and gray water) from the market site. Trash accommodations at the market are reserved for market patrons ONLY. Vendors are responsible for bringing his or her equipment/utensils for cleanup.
- NOTE: Vendors who do not clean stall areas, empty gray water onto market site and/or leave trash behind will be fined \$50/violation.**
8. Vendors are required to display applicable licenses or permits, price list and a sign posting their name and location of their farm/business. Signage is subject to the approval of the Market Manager.
9. Hawking is not allowed. Vendors are restricted from attracting attention to items for sale by communicating in a loud, annoying, rude or offending manner.
10. Vendor will occupy and attend assigned space from 10am – 3pm for each market day.
11. Only the Market Manager or his/her representative can close the market at any time other than that which is scheduled. Early pack-up or departure not approved by the Market Manager will result in disciplinary action.

Vendor Cancellation Policy

1. 24-hour notice must be given to our Market Manager to confirm cancellation.
2. Failure to provide 24-hour notice of cancellation will result in a fine of your previous stall price paid (i.e. 10' x 10' fine is \$40; 10' x 15 fine is \$60).
3. Emergency situations can be documented and fine can be appealed through written explanation of circumstances. Market manager will determine validity of appeal.



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4. Multiple cancellations may lead to suspension of vendor privileges at the Shoreline Farmers Market.

Rights Reserved by the Market Manager

1. The Market Manager reserves the right to reject a vendor application if, in the Market Manager's judgment, the goods and merchandise are not compatible with the overall concept of the market or are inappropriate.
2. The Market Manager reserves the right to immediately deny a vendor the privilege of selling at the market. Reasons may include misrepresentation of products, poor quality of products or produce, nonpayment of fees, disorderly conduct or failure to heed the requests of the Market Manager.
3. The Market Manager shall have the authority to oversee and enforce the market rules and has the right to refuse a vendor's participation at any time for any reason that the Market Manager feels appropriate.
4. The Market Manager holds the right to check temperatures of all hot ($\geq 160^{\circ}\text{C}$) and cold ($\leq 41^{\circ}\text{C}$) foods at any time during the market.
5. The Market Manager may also exercise Due Process for suspension in accordance with the following criteria:
 - Adequate verbal notification to the specific vendor by the Market Master.
 - Written notification to specific vendor provided by the market manager and copy to the SFMA Board.
 - Written notification of suspension from the market manager based on noncompliance by the vendor to adhere to verbal and written direction.



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Click here to enter a date.

Non-Profit/Business Name

Date

Owner/Operator Name(s)

Mailing Address

City

ZIP Code

Mailing Address

City

ZIP Code

Phone Number

Alternate Number

Email Address

Click here to enter text.

State UBI Number

Shoreline Business License Number
(if applicable)

Please check what you will be selling at the market

(see description on page 2 of Vendor Instructions)

Produce

Processed Foods

Prepared Foods

Foraged Foods

Craft/Artisan

Please include copies of all applicable permits, licenses, certifications and proof of insurances. (see pages 5-8 of Vendor Instructions)

Please attach a detailed product or organization description if you intend to sell or fundraise at the SFM



Please Mail Completed Application to:
Shoreline Farmers Market Association
c/o City of Shoreline, Economic Development
17500 Midvale Ave N
Shoreline, WA 98133-4905



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Vendor Stall Reservation

(\$40/stall/market day) (free for qualifying non-profits)

Please check which market days you wish to attend. Please select available days. We will schedule you on a rotational basis capped at 3-4 community booths per day. We will contact you as soon as this schedule is set. Please send us your dates ASAP as space is LIMITED.

Full Season - 18 markets <input type="checkbox"/>	August 6 <input type="checkbox"/>
June 11 <input type="checkbox"/>	August 13 <input type="checkbox"/>
June 18 <input type="checkbox"/>	August 20 <input type="checkbox"/>
June 25 <input type="checkbox"/>	August 27 <input type="checkbox"/>
July 2 <input type="checkbox"/>	September 3 <input type="checkbox"/>
July 9 <input type="checkbox"/>	September 10 <input type="checkbox"/>
July 16 <input type="checkbox"/>	September 17 <input type="checkbox"/>
July 23 <input type="checkbox"/>	September 24 <input type="checkbox"/>
July 30 <input type="checkbox"/>	October 1 <input type="checkbox"/>
	October 8 <input type="checkbox"/>

Please provide a brief description of your organization/business:

Click here to enter text.

Click here to enter text.

Click here to enter text.

I certify that I have read, understand and are bound by the terms and conditions outlined in the 2015 Shoreline Farmers Market Vendor Application. I also certify that I am the business owner/operator and I have accurately represented myself as a local Washington non-profit or non-farmer/artisan crafter

Please Print & Sign Your Name and Date Below

_____		_____
Print Name		Date
_____		_____
Sign Name		Date