



## CENTRALIA FARMER'S MARKET 2023 VENDOR CONTRACT

Centralia Farmer's Market is a State of Washington as a non-profit corporation and, as such, does not discriminate against any member because of sex, race, or religion. Centralia Farmer's Market (CFM) adheres to the Washington State Farmers Market Association (WSFMA) Roots Guidelines. <https://wafarmersmarkets.org/wsfma-rootsmembereguidelines/>

**2023 Dates are Fridays from April 21 thru September 29. Hours are 11AM-4PM**

We are located at Pine Street Plaza in downtown Centralia. 100 E Pine St, Centralia Wa, 98531.

As a participating member of the Centralia Farmer's Market, I agree to the following:

### SECTION 1. CONTRACT INFORMATION

- A. **Annual dues are \$25 per year. Submit dues with application.** Dues are non-refundable and not prorated. Daily fee is \$10.00 up to \$150 in sales or 7.5% of sales. The market manager will collect this amount at the end of each market day.
- B. **Washington State Business License and any associated specialty licenses or permits are required. Submit with application.** Vendors are responsible to the state of Washington and any governing agency for any fees, taxes, licenses, or inspections required for the sale of products, and for any sales tax collected from customers.
- C. **Proof of liability insurance is required by all vendors. Submit with application.** Market coverage requires all vendors to name Centralia Farmer's Market as an additional insured for \$1,000,000 per occurrence.
- D. Market hours are 11:00AM-4:00PM. Vendors may begin setup at 10:00AM and must be cleared by 5PM. There is no selling prior to, or after, market hours. If you sell out of your product, place a sign stating such at your table. Early teardown is not allowed. See Manager for exceptions.
- E. Canopy Weight Requirements. The following is taken from WSFMA *Roots Guidelines for Member Markets* and is required to be included in all contracts, guidelines, handbooks or policies. "All vendors who wish to erect canopies (including umbrellas) on the Farmers Market site during a normal period of market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is

put up to the time it is taken down. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the Farmers Market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. Each canopy leg must have no less than 24# (pounds) anchoring each leg, and market umbrellas, 50#. Alternatively, canopies may be secured on grass or unpacked soil by steel auger anchors or spiral tent stakes of at least ½” thickness and 12 – 15” length, properly installed and secured. Non-spiraled, straight tent stakes are not an acceptable canopy anchoring system. Holding capacity of auger anchor systems is dependent on soil conditions and density and may not be adequate in rocky soils.”

- F. I will follow all USDA Supplemental Nutrition Assistance Program (EBT) rules. The Centralia Farmer’s Market has a credit/debit/EBT program. Our goal, with vendors as partners, is to provide alternate payment methods for customers in the form of debit and credit cards, to provide an additional revenue source for vendors, and to offer fresh, local food to community members who receive SNAP (EBT). For the sake of clarity and consistency, the market requires all vendors to participate in the program. Customers will purchase EBT/credit/debit tokens at the Market Manager’s Information Booth and will use tokens to purchase products directly from vendors.
- a. SNAP benefits CAN be used to purchase:
    - i. Fruits, vegetables, meats, fish, and poultry
    - ii. Eggs and dairy products
    - iii. Seeds and plants intended for growing food
  - b. SNAP benefits CANNOT be used to purchase:
    - i. Non-food items
    - ii. Ready to eat or hot foods, items intended to be eaten on-site.
  - c. Vendor may not set a minimum purchase requirement, nor may you give change for SNAP tokens.
- G. I will maintain my booth in a clean, safe manner. My display and signage will not hamper or impede other vendors or cause a hazardous situation for customers.
- H. I will abide by the decisions of the corporation and its agents. The Market Manager is the on-site representative of the Board of Directors, and as such, is empowered to deny access to or expel members who do not abide by the policy/rules of the market.
- I. See the 2023 Policy for further information.

Keep this page for your records!

Date Rec: _____
Fees Paid: _____
License Included: _____
Date Approved: _____

**SECTION 2. APPLICANT INFORMATION**

A. Vendors are classified into 1 of 6 types. Check the box that describes your business.

Producer	<input type="checkbox"/>	Processor	<input type="checkbox"/>	Reseller	<input type="checkbox"/>
Artisan/Crafter	<input type="checkbox"/>	Prepared Food	<input type="checkbox"/>	Miscellaneous	<input type="checkbox"/>

B. Give a detailed description of your product. Attach additional sheet if necessary. Include photos or example of your craft.

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C. MARKET DATES FOR 2023: April 21 - Sep 29. Please check dates you will attend.

April 21	April 28	May 05	May 12
May 19	May 26	June 02	June 09
June 16	June 23	June 30	July 07
July 14	July 21	July 28	August 04
August 11	August 18	August 25	September 01
September 08	September 15	September 22	September 29

I HAVE RECEIVED A COPY OF THIS VENDOR CONTRACT AND “2023 POLICY” AND WILL COMPLY WITH BOTH.

PRINTED NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

(Street or box; town; zip code)

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

UBI Number \_\_\_\_\_

WEBSITE/FACEBOOK \_\_\_\_\_

VENDOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_