



<u>Market use only</u>	
Rcvd Rules	_____
Sent Yah, Nah Ltr	_____
Paid amount	_____
Check #	_____
Receipt	_____

## 2023 CRAFTERS APPLICATION

OPEN SATURDAYS 9am – 3pm

Location: South parking lot at The Commons at Federal Way

Must have: UBI # \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE DAY #: \_\_\_\_\_ PHONE EVENING #: \_\_\_\_\_ FAX #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ EMERGENCY PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

\*\*\*\*\*

### PRODUCT LIST: (Food & Farm products do not use this application)

LIST ALL THE PRODUCTS YOU WILL BE SELLING (EACH ITEM)  
AS THE RULES STATE, **ALL PRODUCTS MUST BE HOME/HAND MADE BY THE VENDOR.**

PRODUCTS

_____	_____	_____
_____	_____	_____
_____	_____	_____

Please check off the dates you want to be at the market:

#### MARKET DAYS FOR 2023:

- |                                 |                                  |                                  |                                    |                                       |                                     |
|---------------------------------|----------------------------------|----------------------------------|------------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> May 13 | <input type="checkbox"/> June 3  | <input type="checkbox"/> July 1  | <input type="checkbox"/> August 5  | <input type="checkbox"/> September 2  | <input type="checkbox"/> October 7  |
| <input type="checkbox"/> May 20 | <input type="checkbox"/> June 10 | <input type="checkbox"/> July 8  | <input type="checkbox"/> August 12 | <input type="checkbox"/> September 9  | <input type="checkbox"/> October 14 |
| <input type="checkbox"/> May 27 | <input type="checkbox"/> June 17 | <input type="checkbox"/> July 15 | <input type="checkbox"/> August 19 | <input type="checkbox"/> September 16 | <input type="checkbox"/> October 21 |
|                                 | <input type="checkbox"/> June 24 | <input type="checkbox"/> July 22 | <input type="checkbox"/> August 26 | <input type="checkbox"/> September 23 | <input type="checkbox"/> October 28 |
|                                 |                                  | <input type="checkbox"/> July 29 |                                    | <input type="checkbox"/> September 30 |                                     |

Notes to market staff:

# FEES FOR 2023

## THE FEES BELOW ARE PER MARKET DAY

Single space (10x10) \$30.00 + 6% of sales

Double space (20x10) \$60.00 + 6% of sales

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**All vendors must read and sign a copy of the Rules and Regulations (Available on web site)**

Only one business per booth.

No smoking in or around the premises of the market.

Crafters should always have with them, at the market, proof that your products were handmade by you.

**All vendors are required to arrive 7:30am-8:15am. Must be set-up to sell at 9am.**

**All vendors must stay set-up until 3:00pm. NO LEAVING EARLY**

**Must bring your own canopy, table and chairs, the market does not have extras.**

Vendors are responsible for reporting daily sales totals. If you are suspect of not reporting the correct amount, you will be subject to an audit and/or removal from the market. Payment is due at the end of the market day.

Market Management has the right to limit/refuse vendors. More information in the rules & regulations.

All vendors must stay the entire market day-no leaving early

**By signing this application:**

- I have read the rules and application and agree to the condition set by the market
- I give my permission for the market manager to give out your phone number to customer inquiries
- It is ok for the market to use your photograph of you and your booth for advertising purposes

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

IF APPLICABLE: Please include a copy of your permits, business licenses and insurance coverage

**New craft vendors: Please bring your application and samples of your product to the Farmers Market information booth**

### Federal Way Farmers Market

Site: [www.federalwayfarmersmarket.com](http://www.federalwayfarmersmarket.com)

CONTACT MARKET MANAGER: KARLA OR ROSE 253-261-8157



## 2023 RULES & REGULATIONS

**We are a pet friendly market. Please design your set-up so your product is off the ground and out of pet reach.**

1. All produce must be grown locally or locally produced. (Local means within the State of Washington)
2. All items sold must be grown, reared, caught, brewed, pickled, baked, smoked or processed by the producer/stallholder.
3. Stalls must be staffed by the producer, their family or an employee who is directly involved with the growing/producing of the product on sale, i.e. a knowledgeable representative.
4. All changes/additions of product must be approved by the manager/board.
5. All stalls must comply with current Health Department regulations. (Sneeze guards etc. . . )
6. Farmers must agree to an inspection of their farm. (A drop-in inspection at any time for any reason.)
7. No produce reselling is allowed. (Selling other farmers products)
8. Vegetable starts, bedding and landscape plant and flowers (live or cut) must be grown by the vendor from seed, cuttings, bulbs, plug or plant divisions.
9. Fishers selling seafood must have been caught by the seller, and must clearly identify in which waters the catch occurred.
10. If the market believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.
11. All products must be of the highest quality. The Federal Way Farmers Market management reserves the right to prohibit anyone from selling.
12. No selling directly off of vehicle; must have a display. (See manager for exceptions)
13. No person shall, to the annoyance of any other person, ring any bell or blow any horn, operate any record player, radio or cassette recorder during the open market hours.
14. Vendors are responsible for informing themselves and complying with all federal, state and local health regulations and licensing requirements which govern the production, display, distribution, sampling and sale of their products.
15. Vendors are responsible for collecting and reporting sales tax.

16. Vendors who provide samples of their products must comply with the rules and procedures of the Health Department.
17. Vendors are responsible for making sure that all persons working at their booth are familiar with and adhere to all market rules.
18. Vendors shall provide the Market with copies of any permits and licenses applicable to the regulation and sale of their products.
19. Food vendors using approved propane set-ups are required to have a fire extinguisher on hand, and adhere to all fire codes.
20. Vendors booths, tables, signs and canopies shall not be a hazard to the public or to other vendors.
21. Canopies must be sufficiently weighted from the moment they are erected. As soon as the weights are removed, the canopy must be taken down immediately.
22. Canopies must have sufficient weight to keep them in place during any weather conditions. Canopies without weights on each corner will not be allowed to set-up. If you forget your canopy weights you will be asked to take down your canopy.
- 23. If an accident occurs due to your canopy moving, you will assume all financial responsibility for paying any and all of the insurance costs.**
24. There will be no staking canopies to the ground.
25. The Market operates rain or shine. If you set up you are committed to operate for the duration of the market day. Insurance parameters prohibit traffic movement on the Market sight during open hours.
26. Bring plenty of change. The Manager will not have the funds to make change.
27. Each booth space must prominently display a sign clearly identifying the farm (and possibly a picture) or business by its name and location. All product descriptions must be accurate.
28. No printed matter can be distributed. No other posting or placard or poster can be displayed besides a description of goods being sold.
29. No burning of candles or incense.
30. No person shall keep, store or sell any gunpowder, fireworks, ammunition or weapons on the market premises.
31. Vendors are responsible for keeping their space clean and attractive during market hours and must clean up their space after the market closes, including sweeping up any debris and removing trash.
32. Vendors whose products generate waste (samples, food vendors) must provide a trash receptacle at their booth for customers to use. All trash must be placed in the dumpster, not in the market cans.
33. On site trash cans are for customer use only. There is a large trash bin for vendors. A fine of \$20 will be assessed to vendors who do not clean up their assigned space before leaving the market.
34. The Federal Way Farmers Market will try to keep a non-smoking atmosphere. There is no smoking in or around canopies.
35. Vendors are expected to behave courteously to customers, other vendors and market staff at all times.

36. There is no loud hawking of goods.

37. Vendors are not to publicly disparage other vendors or products.

## **ARTS AND CRAFTS**

All arts and craft products must be pre-screened and pre-approved.

All arts and crafts must be locally produced. (Local means within the State of Washington.)

All arts and crafts must be made by the producer/stallholder.

Stalls must be staffed by the maker, their family or an employee who is a knowledgeable representative.

All changes/additions of product must be approved by the manager/board.

All stalls must comply with current Health Department regulations, and have all licenses and insurance.

Crafters must have with them at all times, a means to prove they created their product (example: jewelry vendors should have with them beads, and string to prove they made the product).

Crafts which directly relate to gardening and landscaping and outdoor living will generally be given priority. Approval is at the discretion of the Market manager and Board.

## **SET-UP AND TAKE DOWN**

Booth set-up is not permitted before 7:00am (exceptions please talk to management).

**Vendors are not allowed to begin disassembling booths before 3:00pm.**

**NO LEAVING EARLY. IF YOU CANNOT BE THERE THE WHOLE TIME, DO NOT SET-UP**

All vendors must be out by 5:00pm.

By 8:30am, there will be no vehicle traffic in the market grounds.

**ALL VEHICLES MUST BE OUT OF THE MARKET BY 8:30AM, NO EXCEPTIONS.**

No vendor is allowed to display their goods outside of their assigned space. (For exceptions, please speak to the manager.)

All stalls must be cleaned before and after the market hours and as often as may be necessary during those hours.

No person shall intentionally or negligently throw, drop or leave any fruit or vegetable matter or any other litter in or upon any avenue, roadway or passageway in the market place or in the immediate approaches thereto in a manner likely to cause injury to any person.

Late arriving vendors (after 8:00am) must park their vehicle outside the market area and carry their supplies to their booth.

All vehicles must be parked outside of roped off area.

The market manager assigns unreserved spaces to vendors as they arrive at the market. Vendors with reserved spaces may occupy their spaces upon arrival. Vendors without reserved spaces may not set up until directed by the market manager to do so.

**Reserved spaces not occupied by 8:00am prior to opening may be reassigned to another vendor.**

### **ENFORCEMENT AND DISPUTES**

All rules of the market are enforced by the market manager or the onsite designee.

The Market Manger has the right to not allow a vendor or product in the market.

Complaints or problems should be directed to the market manager in a manner that is not disruptive to the market. Vendors will be asked to put serious complaints in writing. Matters will be discussed at the next Board meeting.

If a vendor does not comply with the market rules, the manager or a designee may take action deemed appropriate, including assessing fines or barring the vendor from selling at the market for that day and/or any future market days.

The market manager's decision is binding until the Board rules on the appeal.

A vendor may appeal any decision of the market concerning violation of these rules. An appeal must be presented in writing to the Board of the Federal Way Farmers Market. A decision by the Board shall constitute a final decision of any appeal.

Federal Way Farmers Market  
P.O. Box 24795  
Federal Way, WA 98093



I have read the 2023 Rules and Regulations:

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date