



Market use only

Rcvd Rules \_\_\_\_\_

Sent Yah, Nah Ltr \_\_\_\_\_

Paid amount \_\_\_\_\_

Check # \_\_\_\_\_

Receipt \_\_\_\_\_



## 2025 FOOD VENDOR APPLICATION

Saturdays 9-3pm  
 May 10<sup>th</sup> – October 25<sup>th</sup>

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

NAME OF BUSINESS: \_\_\_\_\_ VENDOR NAME: \_\_\_\_\_

RESTAURANT ADDRESS: \_\_\_\_\_

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

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

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

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

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

\*\*\*\*\*

### PRODUCT LIST: LIST ALL THE PRODUCTS YOU WILL BE SELLING (EACH ITEM).

PRODUCT	SELLING PRICE	READY TO EAT OR TAKE OUT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FOOD VENDORS **MUST** BE AT THE MARKET FOR THE WHOLE SEASON:

#### MARKET DAYS FOR 2025:

- |                                 |                                  |                                  |                                    |                                       |                                     |
|---------------------------------|----------------------------------|----------------------------------|------------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> May 10 | <input type="checkbox"/> June 7  | <input type="checkbox"/> July 5  | <input type="checkbox"/> August 2  | <input type="checkbox"/> September 6  | <input type="checkbox"/> October 4  |
| <input type="checkbox"/> May 17 | <input type="checkbox"/> June 14 | <input type="checkbox"/> July 12 | <input type="checkbox"/> August 9  | <input type="checkbox"/> September 13 | <input type="checkbox"/> October 11 |
| <input type="checkbox"/> May 24 | <input type="checkbox"/> June 21 | <input type="checkbox"/> July 19 | <input type="checkbox"/> August 16 | <input type="checkbox"/> September 20 | <input type="checkbox"/> October 18 |
| <input type="checkbox"/> May 31 | <input type="checkbox"/> June 28 | <input type="checkbox"/> July 26 | <input type="checkbox"/> August 23 | <input type="checkbox"/> September 27 | <input type="checkbox"/> October 25 |
|                                 |                                  |                                  | <input type="checkbox"/> August 30 |                                       |                                     |

Notes to market staff:

# FEES FOR 2025

THE FEES BELOW ARE PER MARKET DAY

**FOOD ITEMS: 10x10 space:** Single space \$35.00 + 6% of sales. Double space \$70.00 + 6% of sales

**Food vendor rules:** (not a complete list. See rules & regulations)

Food vendors must commit to the entire season

**All vendors must stay set-up the entire day until 3pm**

Must provide your own **QUIET** power. (If generator, a long cord is a must)

No smoking in or around the premises of the market

If the vendor has another event, and will be gone from the market, a two-week notice must be given.

Please try hard to be there every Saturday. Visitors expect you to be there!

**PLEASE SEND IN PAYMENT WITH APPLICATION:** (Choose one option. Applies to returning vendors)

Pay for the entire seasons' booth fee, and get a discount: (based on single booth price)

**(Non-Refundable.** This is for booth fee only, 6% is still due each day)

Pay by March 5th, get 2 free booth price days

Pay by April 5<sup>th</sup> get 1 free booth price day

OR

Send in \$175.00 with application to reserve spot (based on single booth price)

**(Non-Refundable.** This amount will be applied to your weekly booth fees)

**NOTE:** BEFORE GETTING YOUR HEALTH DEPT PERMIT, YOU MUST FIRST BE ACCEPTED BY THE MARKET MANAGER. PLEASE TALK TO THE MARKET MANAGER TO MAKE SURE THERE IS A SPOT FOR YOU. PERMITS NEED TO BE OBTAINED AT LEAST 5-6 WEEKS BEFORE THE STARTING DATE.

**FOOD PERMIT:** All food vendors must contact the King County Health Dept: **Pui Shum 206-477-4074** TO GET ALL THE NECESSARY PERMITS. When you contact the Health Department they will give you all the necessary rules and regulations to operate your business.

**See the Federal Way Farmers Market site for Health Dept application!**

PLEASE INCLUDE A COPY OF YOUR PERMITS, BUSINESS LICENSES AND INSURANCE COVERAGE

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

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 possible removal from the market.

Market Management has the right to limit/refuse vendors according to the rules & regulations.

**By signing this application:**

-- I have read the rules and application and agree to the conditions 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 photographs of you and your booth for advertising purposes

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

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

\_\_\_\_\_  
Date

**Mail or email application to:**

**Federal Way Farmers Market**

**PO Box 24795, Federal Way, WA 98093**

**Email: federalwayfarmersmarket@yahoo.com**

CONTACT MARKET MANAGER: KARLA OR VICKIE AT 253-261-8157



## 2025 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 Market Manager.
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 the correct licensing.
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 out 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 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, it is your responsibility for collecting and reporting your 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, such as a tripping hazard.
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 and prices need to be clearly displayed.
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 Market Manager.

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.

## **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 4:30pm.

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 the roadway or passageway in the market.

Late arriving vendors (after 8:15am) 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 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 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 City of Federal Way 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 City of Federal Way. A decision by the City of Federal Way shall constitute a final decision of any appeal.

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

City of Federal Way  
33325 8<sup>th</sup> Ave S.  
Federal Way, WA 98003

Return the below with your application



I have read the 2025 Rules and Regulations:

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date