

Saturdays, April 2 – December 17, 2016



Business Name:	UBI #
Owners:	Business Structure:
Primary Contact	
Business Address:	Business Phone:
City, State, Zip:	Home Phone:
Mailing Address (if different):	Cell Phone:
City, State, Zip:	Fax:
Is your business a farm?      Yes      No	Email:
Website:	Alternate Email:

Stall Request:  <div> <div>10x10 (\$15)</div> <div>10x20 (\$30)</div> </div>	Are you planning to or interested in sharing a 10x10 booth with another vendor ? If so who?  Do you have experience sharing a booth in the past?
Have you vended at Poulsbo Farmers Market in the past?  <div> <div>Yes</div> <div>No</div> </div>	Do you vend at other markets?  <div> <div>Yes</div> <div>No</div> </div>
If yes, when and under what business name?  	If yes, where and when?  
Do you require electricity? Electricity is \$4/week  <div> <div>Yes</div> <div>No</div> </div>	

**Description of Expected Product(s):**

Please be specific (attach separate sheet, if necessary)

**Farmers:**

Please describe your growing methods.

**Artisans:**

Where do you source your supplies and materials from?

**Prepared & Processed Foods:**

Where do you source your ingredients?

**Tell us about you.** Please tell us more about you and your business. This information will help us make sure we're a good fit together and if approved as a vendor, this can help us tell others about your business at the market booth and online.

Examples of details to include: number of years in business, is this a family business, how and why you got started, amount of acreage in use, length of time in Kitsap county or Washington, farming philosophy, your "must try" products, what makes your business unique, and anything else we should know!

## Market Dates & Fee Structure:

Please circle all dates you intend to vend.

April 2	June 4	July 30	September 24	November 19
April 9	June 11	August 6	October 1	November 26
April 16	June 18	August 13	October 8	December 3
April 23	June 25	August 20	October 15	December 10
May 7	July 2	August 27	October 22	December 17
May 14	July 9	September 3	October 29	
May 21	July 16	September 10	November 5	
May 28	July 23	September 17	November 12	

2016 Membership & Fees			
	<b>Member Vendor</b> (Includes Farmers, Artisan, Prepared & Processed Food Vendors)	<b>Guest Vendor</b> (1 week per month, space available)	<b>Non-Profit Community Booth</b> (1 week per month, space available)
Application Fee	\$20	\$20	\$20
Membership Fee	\$30	N/A	N/A
Weekly Booth Fee	\$15	\$50	N/A
% of Sales	5%	5%	N/A
Voting Rights	yes	no	no

## Document & Fees Checklist:

**Please make sure you have all applicable fees and documents. Your application will not be considered complete until they are submitted.**

### All Vendors:

- WA State Business License (or non-profit/community group documentation)
- Non-refundable \$20 application fee

### Artisans:

- Submit photos or samples of work to be juried (required if you are a new vendor or have new products)

### Processed Food Vendors:

- WSDA Food Processors License
- WSDA Cottage Food Operation permit
- Kitsap Public Health District Temporary Food Establishment permit (for sampling)
- WA Department of Health Food Worker Card
- Commercial kitchen information (if applicable)

### Prepared Food Vendors:

- Certificate of Product Liability & General Liability Insurance
- Kitsap Public Health District Temporary Food Establishment permit
- WA Department of Health Food Worker Card

### Farmers:

- WA State Nursery License (if you plan to sell plants, bulbs or seeds)
- WA Department of Licensing Egg Handlers Permit (if you plan to sell eggs)
- WSDA Milk Producers License, WSDA Milk Processing Plant License (for dairy products)
- Certification of Organically Grown Produce (if applicable)
- WA Department of Fish & Wildlife Wholesale Fish Dealer License or Direct Retail Endorsement License
- WA Department of Health Food Worker Card (for sampling)

## Code of Conduct/Grievance Issues Poulsbo Farmers Market

All vendors are required to adhere to code of conduct. Please sign below to confirm that you have read and agree.

1. All members are expected to be respectful and courteous at all times. Use of profanity is a grievous offense and will not be tolerated.
2. Physical conflict will result in immediate termination of membership. Customers engaging in physical conflict will be removed from the market.
3. Problems arising at Market will be immediately relayed to the Market Manager. The Market Manager will resolve the issue by the end of the market day, or forward it to the Board of Directors. It is at the discretion of the Market Manager to involve the available Board members at the Market to resolve a conflict or answer questions that may arise. Consumers may use the grievance process.
4. Members who use abusive or threatening language, circulate rumors, or file false or frivolous reports that affect the reputation, integrity, or smooth operation of the market shall be subject to Corrective Action(s).
5. Grievances must be submitted in writing to the Market Manager or to any Board member. A formal grievance hearing will be scheduled within a reasonable time frame, allowing Board members and applicable involved member ample time to review material. All parties should be represented, but meeting can be held without the cooperation of applicable involved members if necessary. A grievance must be filed no later than two weeks from the date of the incident.
6. The safety and actions of minors are the responsibility of the parents at the market. The parents are held accountable for minors.
7. A membership can be revoked by the authority of the Market Manager or by due process of the Board of Directors.
8. The Market Manager and the board have the authority to contact law enforcement to have someone removed from the Market location, or contact appropriate emergency personnel for any situation.

Corrective Action(s) are necessary in the grievance process. The action(s) will remain active on vendor profile for one year. Actions are as follows:

First Offense: Verbal or written notification

Second Offense: Suspension of one market day

Third Offense: Termination of membership.

However if the offense is deemed to be serious enough, membership may be immediately revoked.

**By signing below, you agree to the following:**

***Yes, I have read the 2016 Poulsbo Farmers Market Vendor Code of Conduct and Grievance Issues.***

**X** \_\_\_\_\_ **Date:** \_\_\_\_\_

Vendor Signature

**By signing below, you agree to the following:**

***Yes, I have read the 2016 Poulsbo Farmers Market Rules and Policies. My signature indicates that I agree to abide by the rules & policies, including those regarding set up of the market, take down, sales procedures and the WSFMA canopy safety regulations.***

**X** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Vendor Signature

**Media Release:**

The following is an optional membership information/ photo release:

***I hereby grant the Poulsbo Farmers Market permission to publish my name, business name, address, & phone numbers in any market publications, for the explicit purpose of promoting the market. I hereby grant permission to be photographed, voluntarily and without compensation, by the Poulsbo Farmers Market, understanding that the same, along with my name, is intended for publication by print media, television, video or motion picture.***

**X** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Vendor Signature

**Please make checks payable to "Poulsbo Farmers Market" or "PFM" and submit completed Application, Permits/Licenses, and Application Fee to:**

**POULSBO FARMERS MARKET  
P.O. Box 465  
POULSBO, WA 98370**

**Any questions?** Contact Rachael Cleveland  
info@poulsbofarmersmarket.org  
360-779-6720  
www.poulsbofarmersmarket.org