

Auburn Farmers Market

Returning Food Vendor Application Deadline: March 1, 2019

Vendor Application Deadline: May 1, 2019



Date: Sundays, June 2-September 22, 2019

Time: 10am-3pm

Location: Les Gove Park, 1140 Auburn Way South, Auburn, WA 98002

Event Profile: A community Farmers Market featuring over 40 vendors including local produce, fresh flowers, local crafts, food, live entertainment, and special event days.

Anticipated Event Attendance: 1,000+ each Sunday

Selection Criteria and Booth Information:

1. Booths are uncovered 10' x 10' space. Vendors must supply their own materials (canopies, weights, tables, electrical cords, signs, etc.) and are responsible for all set-up and take-down. Vendors must have all vehicles off the market site by 9:30AM. Vendors are required to stay in their assigned space and required to stay for the duration of the market. _____
2. All vendors must be licensed or otherwise authorized to conduct business in the State of Washington. Vendors are responsible for their own permits and license requirements and tax liabilities. _____
3. Auburn Int'l Farmers Market (AIFM) reserves the right to restrict items for sale that are deemed inappropriate and not in keeping with the image of the market or the Washington State Farmers Market Association. Unapproved applications and payments will be returned to applicant or placed on the wait-list. _____
4. AIFM does not guarantee the fitness for marketability of the vendor's goods, nor does the market guarantee the success of the vendor's efforts. _____
5. Accepted food vendors (and those required vendors) must provide proof of insurance, by May 31, 2019 for one million (\$1,000,000) dollars naming the City of Auburn as additional insured. Depending on menu items, food vendors may be required to apply for a temporary food service permit. Please contact Seattle-King County Dept. of Public Health for more information. _____
6. Generators on-site must be no louder than 70 decibels _____
7. Artists/Crafters must submit 2-3 photographs or images of work. Include a self-addressed stamped envelope if photographs should be returned. _____
8. The City of Auburn does not require a percentage of sales. Vendors keep all of their revenue. _____
9. Vendors must read Rules and Regulations and are responsible for assuring their on-site staff are aware of the Market Rules and Regulations. _____
10. All Vendors MUST have weights on their tent. A verbal warning will be given if weights are not attached, then written warning, then a fine of \$15. _____
11. All payments must be made by Friday at 5pm prior to the Market Sunday _____
12. Cancellations must be made by Friday at 5pm prior to the Market Sunday _____
13. Cancellations made after Friday at 5pm will not receive a refund or credit for their stall fee _____
14. All eligible vendors must accept EBT and/or Fresh Bucks. _____

Contact Name:		
Business Name: ***Non-profit certificate must accompany application form to receive non-profit rate***		
Does your booth accept debit/credit cards on site?	May we share your information with customers and/or the WSFMA?	
Yes No	Yes No	
Address:		
City:	State:	Zip:
Phone:	Alternate Phone:	
Email:	Website:	

Please Select Your Vendor Category

All requirements listed under your category must be turned in with your completed application in order to be considered for the AIFM

- **Farmers - reseller:** Vendors with produce, fruits, nursery plants, perennials, fresh cut flowers, herbs, honey, and other products. All products must be grown, raised, and produced on a farm in Washington State and resold by the vendor.
 - Cash Buyers License Number: _____
 - List the location of all farms or parcels where you obtain your products from. Attach separate sheet if needed.

- **Farmer - grower:** Vendors with produce, fruits, nursery plants, perennials, fresh cut flowers, herbs, honey, and other products. All products must be grown, raised, and produced by the vendor in Washington State.
 - Business License or UBI Number: _____
 - List your physical farm address or parcel(s) _____

- **Arts & Craft Vendor:** Crafts must be handmade. Commercially produced, imported goods, or secondhand items will NOT be accepted in this category.
 - UBI number: _____
 - Attach with application, two to three photos of your work
 - List all items you plan to sell: _____
- **Processed Food Vendor:** Items which are grown and/or made by the vendor such as baked goods, preserves, cheese, sausage, and smoked meats or fish. All processed food vendors must meet State and King County requirements for food handling and processing.
 - UBI number: _____
 - Attach Health Department Permit to sell at farmers markets
 - Attach Health Department processing permit or license
 - List all items you plan to sell: _____
- **Prepared Food Vendor:** Includes ready to eat foods and food trucks, such as kettle corn, hot dogs, roasted corn, pizza, etc. Menu items must be approved by Market Specialist before being accepted. Food trucks may be approved for more than a 10'xc10' space.
 - UBI number: _____
 - Attach Health Department Permit to sell at farmers markets
 - Attach Food Handlers permit
 - Provide proof of insurance naming the City of Auburn additionally insured on the policy
 - List all items you plan to sell: _____
- **Non-Profit Vendor:** Any non-profit agency. Non-profit certificate must accompany application form to receive non-profit rate. Vendors in this category are limited to one booth space. Non-profits are limited to attend one day per season. Non-profits are not allowed to sell items at their booth or give out free items that conflict with other for-profit vendors.
 - Attach Non-profit certificate or proof of non-profit status

AUBURN PARKS, ARTS & RECREATION • AUBURN INT'L FARMERS MARKET 2019

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2019 Vendor Fees

Farm, Craft, Food & Other Vendors

Please note fees below reflect a single stall per Sunday. Payment of weekly stall fee is due Friday prior to Sunday. If you choose a package - payment will be taken out in equal amounts over the period of time during your package. For example, if you select the Full Season Package, \$25 will be charged to your credit card every Friday for 17 weeks.

- Application Fee for Farm/Craft/Food/Other Vendors: \$20
- Full Season Package: \$425 - must attend a minimum of 15 weeks
- June Package: \$150 - must attend a minimum of 4 weeks
- July Package: \$120 - must attend a minimum of 3 weeks
- August Package: \$120 - must attend a minimum of 3 weeks
- September Package: \$120 - must attend a minimum of 3 weeks
- Daily Drop in Fee: \$40 per Sunday

Non-Profit Vendors

- Application Fee for Non-Profit Vendors: \$5
- Single Stall for Non-Profit Vendors: \$10

Electricity

Limited support available. Selecting Electricity does NOT guarantee it will be available. 1-13 amps, \$5 per Sunday

Please Mark which dates you will be in attendance

June 2 9 16 23 30 | July 7 14 21 28 | August 4 11 18 25 |
 September 1 8 15 22

2019 Payment Plans

Please provide credit card information below. Payments, based on your above package, will automatically be charged from your credit card the Friday prior to the Market day.

PAYMENT INFORMATION (Total \$ _____)		
Method of Payment (check one)	<input type="checkbox"/> Check enclosed (Make payable to Auburn Parks, Arts & Recreation)	<input type="checkbox"/> Credit Card (fill in information below)
CARDHOLDER NAME (please print)		CARD TYPE (check one): <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AM/EXPRESS <input type="checkbox"/> DISCOVER
CARD NUMBER	3-DIGIT SECURITY CODE	EXP. DATE
CARDHOLDER SIGNATURE		DATE

INSURANCE – The City does not maintain insurance that will respond to claims against the applicant arising out of the use of the booth by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

AGREEMENT – The Applicant agrees to defend, indemnify and hold harmless The City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the Applicant, the Applicant's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the Applicant, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City. My signature also indicates that I have read and agree to the details outlined in the "Selection Criteria and Booth Information" on the reverse side of this application.

Signature:	Date:
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PHOTOCOPY FOR YOUR RECORDS AND RETURN ORIGINAL FORM TO:

Auburn International Farmers Market • 910 9th Street SE • Auburn WA 98002

Fax: 253-931-4005 • Email: farmersmarket@auburnwa.gov • For more information, call 253-931-3043

