



2022 VENDOR APPLICATION HILLYARD FARMERS MARKET

The Northeast Community Center (NECC) provides a unique setting for the Hillyard Farmers Market. Situated in NE Spokane's Bemiss neighborhood, the center is adjacent to Senior and Low-income housing, the Hillyard Library, Shaw Middle School Campus and houses eight partner social service organizations which provide more than 100,000 units of service annually.

Business Name / Owner: _____

Brief Description of Business and Products (To be used in Social and other Media Promotions)

Business or Farm Location

Physical Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address (if different than physical address): _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Alternate/Emergency phone #: _____

Email address: _____ Instagram Business Page : _____

Facebook Business Page: _____ Website: _____

Preferred method of communication (phone/social media/email/etc.) _____

If you sell meat, seafood, poultry or other value added products, please provide the names and contact information for the certified facilities in which they are processed:

What is your anticipated sales in dollars per week? \$ _____

Circle the dates of the 2022 season you choose to attend OR circle "full season" if you will be available for all 17 markets. Please place an "X" through dates that you cannot attend.

June 6, 13, 20, 27

July 11, 18, 25

Aug 1, 8, 15, 22, 29

Sept 5, 12, 19, 26

Oct 3

FULL SEASON

The full-season rate is \$150; vendors who attend at least 80% of active markets will be refunded \$75 at the end of the season (market dates closed by the Manager/Liaison due to weather, etc., do not count against you). Half-Payment options/arrangements are available on a case-by-case basis. Limited partial scholarships available; please contact the market manager Nic Bowcutt at the NECC for more information.

Is there additional information that you would like to make us aware of?

Hillyard Farmers Market 2022 Rules

The HFM rules are in place to ensure that the community receives the highest quality products grown or produced by local farmers, artisans and to set market guidelines for market activities. The HFM is not intended to be a forum for religious or political views and agendas. **VENDOR TO ASSUME ALL RESPONSIBILITY FOR NEEDED EQUIPMENT/SUPPLIES.**

Vendor Class/Qualifications:

1. **FARMERS AND HAND CRAFTERS:** These vendors should grow, produce or wild craft the products sold at market or resell according to the WFSMA criteria for resellers. Some of these qualifications are:
 - a. Grown in Washington, pre-approved by market management/labeled accordingly.
 - b. Under this qualification, products from U-pick operations, warehouses, gleaning, etc. are prohibited.
 - c. Wild crafted (wild harvest) items such as huckleberries and mushrooms are allowed.
 - d. Also, under this qualification, crafts must be manufactured by the seller with their own hands.
 - e. Commercial, second hand or imported items are not allowed to be sold in these booths.
2. **CONCESSIONAIRES OR FOOD TRUCKS:** These vendors offer freshly made food available for sale and immediate consumption on site. They may/will be charged 5% of sales/negotiate a donation amount to benefit the market. These vendors must have required permits/licenses. Concessions vendors must fill out an application.
3. **FOOD PROCESSORS:** Persons who sell food products that they have personally prepared but did NOT grow or raise the ingredients themselves. This would include such items as baked goods, jams, sauces, wines, and beer.
4. **PREPARED FOOD VENDORS:** Vendors offering freshly made foods, available for sale and consumption at the market or at home as a take-away item.
5. **COMMUNITY GROUPS – NON-PROFIT GROUPS:** Groups seeking to provide information to the public about community-based events and services. No selling or political campaigning. Fundraising is limited to the sale of raffle or community event tickets and must be preapproved by the Market management.

Vendor Selection and Fees:

1. **FEES:** Fees are based on a 10'x10' booth space. Double space is double the fee, unless arrangements are specifically made with the market liaison. Corner space is available and will go to those who commit to the most markets. Do not send payment until notified that your application has been approved.
 - a. Full Season - \$150 (17 Markets)
 - b. Half Season - \$100 (10 or fewer markets, no refund)
 - c. Day-of: \$20
2. **VENDOR APPROVAL PROCESS:** The market manager/advisory board of the market will review and approve Vendor applications on a rolling basis. Vendors will be approved based upon the market rules and goals, and to make sure that there is a diverse and quality line up of products and crafts at our market. Vendors will be notified upon approval. A farmer's market must have at least 30% of its vendors as farmers.

By my initials here _____, I have read and acknowledge the contents of this page.

Market Operational Information

1. MARKET TIMES: The 2022 HFM will run every Monday, June 6 – October 3, from 3-7pm
 - a. Vendors may set up no earlier than 1:30 pm.
 - b. Vendors should be in place and their vehicles must be out of the market by 2:45pm.
 - c. Tear down begins no earlier than market closing time.
 - d. If vendor sells out prior to closing of the market, the vendor booth must stay intact until closing.
 - e. Vendors should also consider the needs of customers by parking further away.

2. BOOTH SPACE: Booth fees entitle vendor to a 10'x10' booth space; a limited number of larger spaces are available upon request and at an additional fee per addition and season.
 - a. Booths will be identified with a sign bearing the vendor's business name.
 - b. Booths shall be kept clean and orderly during market hours.
 - c. Vendors are responsible to clean up assigned space (including removing incidental trash) during normal period of market operations, including setup and tear down.
 - d. Vendors must have their own canopies or umbrellas securely and safely anchored with at least 25lbs of weight on each leg of the canopy, from step up to teardown.
 - e. Booth locations are made weekly at the discretion of the market manager. However, reasonable attempts will be made to ensure that booth locations remain consistent throughout the season.

3. PRICING: Pricing of goods is up to the vendor but pricing below cost, resulting in the undercutting of other vendors is not allowed. Pricing complaints will be subject to advisory group review. All vendors must report daily sales on provided forms.

4. CONDUCT: The market strives to create a comfortable, family friendly atmosphere for all who attend. All vendors and their representatives are expected to:
 - a. Conduct themselves in a professional, courteous, and harmonious manner with customers and other vendors.
 - b. Vulgar, aggressive, or inappropriate language is prohibited.
 - c. This market is not a forum for religious or political activities.
 - d. No smoking/vaping is allowed on the market site or within 25 feet of site entrances.
 - e. Customers who have legitimate complaints about the quality of the product, should be given a full refund or replacement by the vendor if requested.
 - f. Vendor grievances should be referred to the onsite market manager/liaison.

5. CANCELLATION: The market manager must be notified of cancellations by no later than 8:00 pm on Sunday of the same week. If notice of cancellation has not been received AND confirmed by such time, a written warning will be sent to the vendor the second time such an occurrence takes place a written warning as well as a \$25 fee may be assessed to the vendor and the vendor will not be allowed to sell at the market until the fee has been paid. A third occurrence will be grounds for removal from participation in the market. No refunds will be given when a vendor is removed due to a rules violation.

6. INCLEMENT WEATHER: The market will be canceled at the discretion of the market manager. In the case of inclement weather prior to the opening of the market, the market manager will call all vendors to notify them of cancellation. In the case of possible inclement weather or warnings, vendors should still arrive at the market as normally scheduled. Please remember that vendor presence helps build customer loyalty to the market. Arriving

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as planned is, at the least, a courtesy to your fellow vendors and market staff and prohibits last-minute gaps in the farmers market layout.

The market will automatically be canceled for the week under the following circumstances:

- a) 48 hours warning of forecasted temperatures at or above 105*.
 - b) The morning of the market, if the Spokane County AQI (Air Quality Index) is in the Unhealthy or higher zone (151+).
 - c) Otherwise, the market will run normally, weather permitting.
7. **COMPLIANCE:** The vendor is solely responsible for compliance with all applicable rules and regulations governing the growing, production, and marketing of their goods. The vendor is asked to provide the market with a copy of any necessary permits.
 8. **INSURANCE:** Vendors shall make a bona fide attempt to have their insurance company name Northeast Community Center Association as an additional insured on their policy. Vendors accept responsibility for damage caused by their canopy, regardless of whether market anchoring guidelines are met. Please safely secure your canopies. Spokane winds often reach 15 mph or more.
 9. The Northeast Community Center Association (NECCA) is a 501c3 non-profit entity governed by a board of directors. Hillyard Farmers Market is being supported by NECCA and is a member of the Washington State Farmers Market Association and the Inland Northwest Farmers Market Association.

APPLICATION AND APPROVAL PROCESS/INSTRUCTIONS

1. Please print and fill out this entire (except for the ADMIN USE box below) 5-page application.
2. Physically mail or bring the application to the following address:
 - a. ATTN: NIC BOWCUTT - HFM
4001 N COOK ST
SPOKANE WA 99207
3. Do not send money until notified of approval.
 - a. Once approved, check or money order for the correct amount should be mailed or brought to the above address. Checks need to be made out to: NECC
4. 2022 Hillyard Farmers Market Liaison is Nic Bowcutt. Nic may be reached for questions through the NECC (NorthEast Community Center) offices.
 - a. NECC
4001 N COOK ST
SPOKANE WA 99207
(509)487-1603

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I HAVE READ AND AGREE TO ABIDE BY THE ABOVE STATED RULES AND FURTHER AGREE TO ALLOW THE HILLYARD FARMERS' MARKET MANAGER/LIASON ACCESS, WHEN REQUESTED, TO MY FARM OR PLACE OF PRODUCTION FOR THE PURPOSE OF VERIFYING THAT THE PRODUCTS SOLD AT THE MARKET HAVE BEEN GROWN ON THE FARM BY THE VENDOR OR HAND PRODUCED BY THE CRAFTER.

VENDOR (PLEASE PRINT) _____ SIGNATURE _____ DATE _____

HFM LIASON (PLEASE PRINT) _____ SIGNATURE _____ DATE _____

ADMIN USE:

Date Application RCVD _____ Reviewed/Approved _____

Vendor Notified _____ Payment Received _____

Washington State Business License & UBI # _____ EBT/WIC _____

WSDA- Washington State Department of Agriculture:

- Food Processor License
- Cottage Food License
- Nursery Dealer Designation on Master Business License
- Organic Certificate
- Poultry Processing License
- Egg Handler Dealer Designation on Master Business License
- Honeybee Hive Registration
- Milk Producers License
- Milk Processors License
- Registered Scale Identified on the Master Business License

Spokane Regional Health District

- Food Handlers Permit
- Multi Temp Food Event Permit
- Temp Food Event Permit-Identified on the Master Business License

WSLCB-Washington State Liquor and Cannabis Board:

- Liquor License and Cannabis Farmers Market Endorsement

CIRCLE MARKET DATES ATTENDED

JUNE 6 13 20 27

JULY 11 18 25

AUG 1 8 15 22 29

SEPT 5 12 19 26

OCT 3

OTHER:

- Eligible for Performance Refund of \$75 -- 80%+ attendance
- Eligible for 2023
- 2022/2023 New Vendor Recruit Bonus \$25

Notes: _____

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