



**Community Farmers Market of Chehalis**  
*~ Supporting local growers, their products, and our agriculture community ~*

<i>Office Use Only</i>	
Date Received:	_____
Fee Paid:	_____
Licenses/Permits:	_____
Board Approval Date:	_____

**2021 VENDOR APPLICATION**

*Our organization is dedicated to supporting local business and local agricultural products. We welcome all growers, processors, artisans, and crafters located in Lewis County and surrounding counties to apply.*

**First consideration will be given to complete applications received by Jan 22, 2021.**

*Applications received later will be considered on a space available basis. Read the Market Polices and Guidelines for important details about market operations & requirements before signing this application.*

<b>2021 Dates and Times: Tuesdays, June-October, 2021 11am-4pm</b>
<b>PLEASE ATTACH A COPY OF YOUR MASTER BUSINESS LICENCE AND A \$50 MEMBERSHIP FEE TO THIS APPLICATION BEFORE RETURNING</b>

**VENDOR MEMBER FEES**

*A \$50 non-refundable membership fee is due with every application. Daily stall fees are assessed at 7.5% of gross sales per day, with a \$15 minimum stall fee per day. Members who give less than 24 hours' notice of absence from market will be responsible for their stall fee for that day.*

*Vendors may prepay the minimum stall fee for the full season at a discounted rate. Prepaid fees, submitted at the time of application, receive \$15 discount for the season. **Prepayment is non-refundable.***

Indicate amount submitted with this paperwork.	<input type="checkbox"/>	\$50 Membership Fee Enclosed (Required)
	<input type="checkbox"/>	\$300 Full Season Prepayment Enclosed
	<input type="checkbox"/>	\$10 for vendors needing access to electricity (per season)

**VENDOR INFORMATION**

Business Name	
Owner Name(s)	

<i>Mailing Address</i>		
	<i>City:</i>	<i>Zip Code:</i>
<i>Physical Address/Location</i>	<i>Is your physical address the same as mailing address?</i>	
	<i>If no, please list physical address:</i>	
<i>Contact Info</i>	<i>Daytime/Cell Phone:</i>	<i>Evening Phone:</i>
	<i>Email:</i>	<i>Website:</i>
	<i>Name of Business Page on Facebook:</i>	
<i>Market Vehicle Info</i>	<i>License #:</i>	<i>Make/Model:</i>

**AUTHORIZED SELLERS**

<i>List the individuals that are authorized to sell for you at the market:</i>	

**Type OF OPERATION**

<p><i>Vendors are categorized into six different producer types, depending on the products offered and the manner in which they were grown or produced.</i></p> <p><i>Refer to Community Farmers Market Policies for a description of each type of operation, and check the appropriate box for your business.</i></p> <p><i>Only one type of operation is permitted per application and stall space, except on a case-by-case basis as allowed by the CFM Board of Directors.</i></p>	<input type="checkbox"/>	<i>Farmer</i>
	<input type="checkbox"/>	<i>Processor</i>
	<input type="checkbox"/>	<i>Reseller</i>
	<input type="checkbox"/>	<i>Crafter/Artisan</i>
	<input type="checkbox"/>	<i>Prepared Food Vendor</i>
	<input type="checkbox"/>	<i>Miscellaneous</i>

## LICENSES AND PERMITS

The Community Farmers Market requires vendors to obtain all state and county licenses and permits that pertain to the type of business being run. Refer to the "WSDA Handbook of Regulations for Direct Farm Marketing (Green Book)" at <http://agr.wa.gov/Marketing/SmallFarm/Greenbook/> and if applicable contact the Lewis County Public Health Department at (360) 740-1222 to help determine what licenses and permits your business needs.

In the table below, check the licenses and permits that your business holds. Please note that the below list is not a comprehensive list and other permits and licenses may be needed for your particular business and products.

**\*Current copies of all applicable licenses and permits must be submitted with your application.\* Failure to submit required documents may result in delay and denial of your application.**

- WA State Master Business License (WSDOL)  
- UBI #
- USDA Organic Certification
- Lewis County Food Handlers Permit
- Lewis County Retail Food Service Est. License
- Lewis County Temporary Food Establishment Permit
- WSDOL Nursery Dealer License
- WSDA Cash Buyer's License (Reseller)
- WSDA Produce Dealer's License (Reseller)
- WSDA Commission Merchant's License (Reseller)
- WSLCB License (Wine and Beer)
- WSDA Food Processors License
- WSDA Milk Producer License
- WSDA Milk Processing Plan License
- WSDOL Egg Handler/Dealer License
- WA State Dept. Of Health License (Shellfish)
- WDFW Aquatic Farmers Registration
- WDFW Wholesale Fish Dealer's License
- WSDA Laboratory Services Registration (Bees)

**Current copies of all applicable licenses and permits must be submitted with your application.**

*Please include a description of your business that could be used for marketing purposes, such as in a newsletter, on Facebook, during presentations, etc. New vendors should submit photos of your business location and/or products emailed to [info@chehalisfarmersmarket.com](mailto:info@chehalisfarmersmarket.com), or submitted as a hard copy, to accompany your profile.*

***GOODS TO BE SOLD***

*Provide a detailed and complete list of the products you would like to sell at the Community Farmers Market. Products must be a part of your application and approved by the board in order to be sold at the market. General statements like "Produce" is not specific enough and may delay your application. Please be specific and attach a separate sheet of paper if necessary, and/or include a copy of brochures and catalogs if applicable.*

*Items not listed here are not allowed to be sold at market until approved by the CFM Board of Directors.*

*New artisans and crafters, please submit a sample/photo of your products to the board for review.*

<b><i>MY BUSINESS REQUIRES ELECTRICAL POWER    <u>  </u> YES <u>  </u> NO</i></b>	

## STALL PLACEMENT

If you wish to share stall space with another vendor, please list their vendor name. Please note that stall space may not be shared by two different types of businesses. See Type of Operation section above.

Review the stall space below and indicate your top three stall space preferences by circling your preferred numbers. Stalls 13-22 may be required to have their tents partially set up on the sidewalk curb. Stalls 23-25 have altered ingress/egress schedules with less time available for set-up and take-down. All stall spaces are 10x10'.

If you would like more than one space, you must indicate this below. (Please see 2019 GUIDELINES AND POLICIES, Section V- Stall Assignments for further detail.)

Preferences submitted with an application does not guarantee you will receive your requested space. However, your preferences will be taken into account, along with assignment guidelines noted in the CFM Policies. Stall assignments may change throughout the season based on many factors, including Market Manager discretion.

<b>BACKS UP TO M&amp;K MARKET, EYE DOCTOR'S OFFICE</b>												Market Blvd.	
Pacific Street	11	10	9	8	7	6	5	4	3	2	1		
	Music	23 24 25			Kids Club		Info Booth						26
													27
	22	21	20	19	18	17	16	15	14	13	1		2
<b>BACKS UP TO WELLS FARGO</b>													

## DATES OF ATTENDANCE

Indicate the dates you will be attending the market as a vendor. You are not required to attend all 21 weeks.

However, you must indicate the dates that you will be in attendance on this application to ensure a stall reservation.

<b>June</b>	<b>1</b>	<b>8</b>	<b>15</b>	<b>22</b>	<b>29</b>
<b>July</b>	<b>6</b>	<b>13</b>	<b>20</b>	<b>27</b>	
<b>August</b>	<b>3</b>	<b>10</b>	<b>17</b>	<b>24</b>	<b>31</b>
<b>September</b>	<b>7</b>	<b>14</b>	<b>21</b>	<b>28</b>	
<b>October</b>	<b>5</b>	<b>12</b>	<b>19</b>	<b>26</b>	

**IMPORTANT INFORMATION!**

*The Community Farmers Market has a credit/debit/EBT (food stamp) program. The market's goal, with vendors as partners, is to provide alternate payment methods for customers in the form of debit and credit cards, provide an additional revenue source for vendors, and offer fresh, local food to low-income families who receive food stamps.*

*For consistency in the program and clarity for the market customer, the market requires that all vendors participate in the program. Customers will purchase EBT/credit/debit tokens at the Market Information Table and will use tokens to purchase products directly from vendors. All vendors will benefit from this shared technology. Additional training on the program is available for approved vendors.*

**PLEASE READ AND SIGN THE VENDOR  
AGREEMENT ON THE FOLLOWING  
PAGE.**

**AGREEMENT**

By signing this application on behalf of your business, you attest that you have read and understand the **Policies of the Greater Lewis County Farmers Market (dba Community Farmers Market)** and confirm the following:

- ❑ This application contains accurate and complete information.
- ❑ Only what is listed on this application will be offered for sale.
- ❑ I am responsible for the quality and safety of what I sell.
- ❑ I will abide by the rules described in the Policies of the Greater Lewis County Farmers Market (dba Community Farmers Market) as they relate to Food Stamp, Credit, and Debit transactions. See additional note below.
- ❑ I will follow all USDA Food Stamp Program rules and all Farmers Market Nutrition Program Rules, as outlined in the market policies.
- ❑ I understand that the Market Board has the right to remove vendors from the market who do not comply with market rules.
- ❑ I shall indemnify and keep harmless the Greater Lewis County Farmers Market and all agencies the market has agreements with, from and against any and all claims and demands, whether for injuries to persons, or loss of life, or damage to property, on or off the premises, arising out of the use or occupancy of the premises by vendor.
- ❑ I shall defend at my own expense any action brought against the GLCFM and any of the above mentioned organizations or any other person or organization with which GLCFM has a contractual relationship.

Vendor Name (please print):	
Vendor Signature:	
Date:	