



Kent Farmers Market 2018

Thank you for your interest in our Market. Our 2018 dates are set for June 2nd – Sept 29th

Attached is our 2018 Market Vendor Application & Information Sheet in PDF.

You can fill it out in two ways:

1. Open the PDF file, print it out, fill it out by hand, sign it by hand; then mail, scan, or fax it back to us, or:
2. Open the PDF file, fill it out on your computer (make sure you click the “Highlight Fields” in the upper right hand corner of the PDF if you do not see the blue fields), print it out, sign it by hand; then mail, scan, or fax it back to us.
3. Scan and email to jcook4159@hotmail.com for quicker response.

Make sure you print two copies, keep one for yourself (or copy your completed one).

If you do not have Adobe Reader (now in version 10), download it at: <http://get.adobe.com/reader>

We look forward to receiving your 2018 Kent Farmers Market Application for review.

Sincerely,

Judy Brenden, Co-Market Manager

Sue Madsen, Co-Market Manager

Kent Farmers Market

253-457-6235

www.kentfarmersmarket.com

jcook4159@hotmail.com for quicker response

Mail to: Kent Farmers Market
PO Box 5094
Kent, WA 98064-5094

Fax to: 253-852-6263

Preferred Method Scan & email to: jcook4159@hotmail.com

[Kent Farmers Market Vendors Application Instructions](#)



Thank you for your interest in the **2018 Kent Farmers Market**. This year marks the 43rd season. The Market is operated by the “volunteers” of the Kent Lions & Foundation, who also bring you Kent Cornucopia Days, South King County’s largest family festival, and the Kent Winterfest Christmas Tree Lighting Ceremony & Santa Parade.

Enclosed are rules, regulations, dates and lots of information to help you become an active vendor at the Kent Farmers Market. This is an outdoor Market and operates rain or shine. Please plan your booth setup with weather in mind.

After reviewing this application, if you have questions, please contact us by phone (253) 457-6235 or email us at jcook4159@hotmail.com for a quicker response.

Location: Town Square Plaza in the heart of Downtown Kent, near the Kent Station, corner of 2nd & Smith St.

Dates: Saturdays June 2nd through September 29th (except for July 14th)

July 13-15 will be Kent Cornucopia Days & requires a separate application - please ask or visit: www.kcdays.com

Time: 9:00 a.m. to 2:00 p.m.

Market Fees (fee increases this year due to additional security cost):

- Registration one-time fee of \$15.00 – non-refundable (to be used for marketing & publicity)
 - No refunds are given after fees are processed
 - Space assignments are on a first come, first serve basis
 - Daily Rates:

Farmers *	\$ 25.00
Crafts	\$ 30.00
Food vendor	\$ 35.00
Commercial**	\$ 40.00
Electricity	\$ 5.00
- * (includes produce, processors, nursery, plants, and other agriculture products)
** (the market managers reserve the right to limit the amount of commercial vendors per week)
- You can pay by credit card. We accept Visa & Master Card thru the Square. Cash and Check are preferred.

Vendors may:

- Prepay for select Saturdays and be given the same space location based **upon space availability.**
- All open or non-reserved spaces are on a first come first serve basis. See Market Managers for list of open spaces on the day of the Market.
- The Market will accept walk on vendors on a space available basis.
- To be credited for prepaid days, vendors must notify the Market committee 24 hrs. prior to the chosen date and a new date will be reserved. **Note there is a no refund policy.**
- Please note that vendors reserving a space and do not show up at the Market **will forfeit all paid fees** and the right to reserve a space in the future and must pay for the reserved space's before returning to the Market.



Office use only
 Sent rec'd
 confirmation by
 Email/Mail



Office use only
 Received _____
 Payment _____
 Type _____
 Confirm _____

2018 Kent Farmers Market

Vendor Application Form

Thank you for your interest in participating in South King County's oldest farmers markets

Business Name			
First Name			
Last Name			
Mailing address			
City	State:	Zip:	
Phone	Day:		
	Eve:		
	Cell:		
UBI Number	(If you have one)		
Email address	(Required)		

Have you participated in previous Kent Farmers Markets?
 No Yes If yes, what year(s) _____

Please list here the MAIN product and all services you sell. Don't use trade names, tell us what your product or service is, i.e. produce, handmade garments, flowers, candles, etc. All items are subject to approval from the Market Managers. (Attach another sheet of paper if necessary & photos are acceptable)

- 1
- 2
- 3

Please "check" the type of product to be sold at the Market (see our website of definitions for each type):

Farmer (includes produce, processor, nursery/plant, etc.) Craft Cooked Food Commercial

"Check" the Saturdays you wish to reserve at the Market:

June: 2 9 16 23 30

July: 7 21 28

*(July 14th will be during Kent Cornucopia Days, which is July 13, 14 & 15, and requires a separate application - ask at market)

August: 4 11 18 25

September: 1 8 15 22 29

Description ¹	Daily Fee	# of Days	# of 10 X 10 spaces	Total Cost
Farmer	\$25.00	X's _____	X's _____ =	\$
Crafter	\$30.00	X's _____	X's _____ =	\$
Food Vendor ²	\$35.00	X's _____	X's _____ =	\$
Commercial Vendor ⁴	\$40.00	X's _____	X's _____ =	\$
Power ³ (based on availability)	\$ 5.00	X's _____	X's _____ =	\$

NOTES: ¹See our website for definitions ²Hazardous foods require a special permit from King County Health Department **"One time only" registration fee** \$ **15.00**
³1-20 Amp circuit per space only ⁴The Market Managers reserve the right to limit the amount of commercial vendors per week **TOTAL AMOUNT DUE** \$

- All vendors must be licensed or otherwise authorized to conduct business in the State of Washington, if required. Vendors are responsible for their own tax, permits and license liabilities.
- All vendors agree to exercise the utmost care in the use of facilities and property of the City of Kent, the Kent Lions, and any personal or business property within the Market. **We ask that all vendors refrain from smoking in the Market area during business hours, no smoking within any booth or around customers.**
- All vendors agree to indemnify and hold harmless the City of Kent, the Kent Lions, Kent Farmers Market Committee, its officers, employees, volunteers, and agents from any and all claims, actions, judgments, losses, costs (including reasonable attorney fees) and damages whatsoever: including claims arising by reason of accident, injury or death caused by persons or property of any kind arising out of, in connection with, or incident to the Kent Farmers Market except caused by the sole negligence of the City of Kent and/or the Kent Lions.
- The Kent Farmers Market in no way guarantees the marketability for fitness of the vendors goods, nor does the Market guarantee the success of the vendor's efforts.
- The Market Committee is actively soliciting sponsors for our event. As such, we may have to deal with such things as exclusivity, special promotions, conflicts, etc. Therefore, if your participation would conflict with these sponsorships, we reserve the right to not accept your application (or cancel if already accepted) and your entry fee will be returned in full (without any fees). We also reserve the right to limit and/or refuse the sale of any merchandise if it conflicts with our contract with any sponsor.
- We reserve the right to restrict your selling of products or services at the event if your indication of product or service listed on this form that were not mentioned on your application. (NO EXCEPTIONS) We also reserve the right to restrict items for sale that are deemed inappropriate and not in keeping with the image of the market.
- All vendors are required to provide your own tables and canopies. All canopies must be secured with approved weights of a **minimum of 24 lbs.** on each leg of canopy.
- After May 1, 2018, registration fees will not be returned if there is a cancellation due to war, acts of God, civil disobedience (riots), acts of terrorism, or governmental requirements for closure due to health pandemic or other civil emergencies**

<p>This application will not be accepted without:</p> <ol style="list-style-type: none"> 1. Your signature below and date signed. 2. Full payment of Registration Fee. 3. Daily fees. 4. Completed registration form. 5. Insurance rider for food vendors. 6. Health Department required permits. 	<p>Mail or fax applications with check, MO or credit card info to:</p> <p>Kent Farmers Market PO Box 5094 Kent, WA 98064-5094</p> <p>Fax No. (253) 852-6263 Preferred Method: e-mail to: jcook4159@hotmail.com</p>
<p>Contact us: kentlions@gmail.com or (253) 457-6235 Market Phone</p>	

Please print clearly – we purge credit card account information each year – so you must resubmit with signature and date to authorize us to deduct funds.

Visa ___ Master Card ___ Card # _____ Exp. Date: _____ Last 3 digits from back of card _____

Exact Name on Credit Card			
Credit Card Billing Address			
City	State:	Zip:	

I HAVE READ ALL PAGES AND UNDERSTAND this Application & Information Sheet and I agree to comply with the rules and regulations set forth therein. I have not been promised exclusivity for my product. Application will not be accepted until payment has cleared!

Applicant signature _____ Date Signed _____

All applications must be complete and to include signature (& initials) of applicant and full payment of all fees.

2018 Rules and Regulations:

Definition of vendor types at the Kent Farmers Market:

Farmers are persons or entities who raise produce (vegetables, fruits, and nuts), herbs, flowers or nursery crops from seed or plants, and care for, nurture, cultivate, and harvest the crops offered for sale at the Market. Beekeepers, egg farmers, poultry growers and fish and/or shellfish growers are considered farmers. **Processors** are persons offering fresh food products (such as meats, seafood's, ciders and baked goods) that have added value to their product through some sort of "hands-on" processing (such as smoked meats & handmade candies, etc.). **Brokers/Produce Resellers** are sellers of fruits and vegetables which cannot be grown reliably or in sufficient quantity, as determined by the Market. Such products will be limited, so as not to compete with "local" farmers' products. **Crafters** are persons who craft with their own hands the products they offer for sale at the Market. A majority of the tools and equipment used by the crafter to produce their products must require skills, personal handling and/or guidance by the crafter. No commercial items, no imported items and no second hand items shall be resold by crafters. **Prepared Food Vendors** offer freshly made foods, available at the Market. **Other** are any vendors who do not fit into the above categories. (See our website for additional definitions.)

All vendor types' obligations:

- ◆ **NEW:** All vendor fees **MUST** pay at time of check in prior to entering the Market. Cash or check preferred.
- ◆ **The Kent Farmers Market** (herein known as the "Market") reserves the right to prohibit anyone from selling, or any product from being sold.
- ◆ Alcoholic beverages or hazardous substances are not allowed on the Market site.
- ◆ **No smoking within your booth or around customers.**
- ◆ Children must be supervised at the Market site at all times.
- ◆ Vendors are required to wear proper attire, including shoes and shirts, while selling at the Market.
- ◆ The Market is not responsible for loss or damage to booth and/or products due to theft, weather conditions, etc.
- ◆ The Market does not guarantee vendor sales.
- ◆ Hawking is strictly prohibited at the Market and vendors **MUST** stay within their booth space.
- ◆ Abusive language, hazardous or offensive behavior will not be tolerated. The Market staff has the right to request the offending vendor to leave the area. Upon failure of the offending party to leave, the Market may remove property at the vendor's expense and the Market is discharged from any and all loss or damage occurring in such removal.
- ◆ No party plans, catalog items, or sale of memberships unless prior approval from the Market Managers.

Farmers / Processors / Produce vendors:

- ◆ Scales are subject to inspection by the state (make certain scales are legal to trade when selling by the pound). Produce may be sold by the flat, box, bunch, bag, package, stem or container such as a dry pint.
- ◆ Items offered for sale must be home grown or hand gathered (Produce vendors offering trucked in fruits and vegetables will be allowed).
- ◆ All processed farm foods must be made from products/ingredients of which a majority are grown or produced by the seller. All processed foods must have the proper permits and licenses as required by the King County Health Dept.
- ◆ If sampling fruit or vegetables, **a Health Dept. permit is required** & all produce needs to be washed prior to coming to the market. Letter must be provided stating they have been washed.

Craft vendors:

- ◆ Items offered for sale must be **hand-crafted**. Commercially produced items created by the vendor will be considered on a case-by-case basis. (Must have prior approval by the Market Managers).
- ◆ Items must be original, unique, actual work of the crafts person, family member or partner.
- ◆ All items must be handcrafted in the U.S. and designed by the artist, not from kits or components parts or purchased for resale, or a process of mass production. Imported handmade items are considered commercial products.
- ◆ All products must be high quality, safe and be an enhancement to the Market.
- ◆ All new products must be screened by Market Managers prior to setup if in question.
- ◆ Hand crafted components must functionally and aesthetically dominate the commercial components. Commercially produced items must be significantly enhanced with handmade embellishments.
- ◆ No materials which are blatantly offensive, either racially, ethnically or sexually, shall be allowed at the Market.
- ◆ If a product is deemed a blatant copyright infringement in the opinion of the Market staff (i.e. copyright characters and logos) the product will not be allowed for sale at the Market.
- ◆ Duplication will be considered an issue only if the vendor has a valid copyright, trademark, patent or can convince a review committee that the unprotected design was original and unique, and not a generic type of product.
- ◆ All arts and craft vendors will be screened by the Market Managers. If there is a question with the product it will be brought before a committee of three for final consideration. New vendors and established vendors with new products must contact the Kent Farmers Market Managers; we can be reached at 253-457-6235.
- ◆ Or email us at kentlions@gmail.com or jcook4159@hotmail.com for quicker response.



Food vendors:

Must have a food handler card and operating health department permits **submitted prior to attendance at the Market.** **(NO EXCEPTIONS)** You must bring all of these each time you are at the Market and adhere to the Seattle-King County Health Department regulations (for specific information, contact the King County Health Department at 206-263-8496). All food must come from an approved source and be packaged under established guidelines. Vehicles must have Labor and Industries sticker. Pets are not allowed.

License, Permits, Inspections and Special Fees:

Vendors are responsible for obtaining all necessary permits, inspections (food, agricultural & nursery plants) & paying their own taxes. A Kent Business license is not needed. You must register for a permanent Washington State tax number if you plan to sell at the Market three or more times during the year. You must have a temporary tax number if you plan to just sell one time at the Market. (Call the Washington State Department of Revenue at 1-800-647-7706).

Booth set up:

Staff arrives at the Market site, two hours prior to opening.

Check-in is located in the intersection of 2nd & Harrison. If you have not checked in **1 hour** prior to opening your space may be reassigned on a first come first served basis.

Vendors **MUST** provide their own tables, chairs, extension cords (12-3 gauge wire minimum), tent, tent weights, etc. Booths and/or tables must be erected with concerns for the safety of the public and the Market vendors. All booth tarps/canopies must be made of fire retardant materials and must have weights on all four sides. The weights need to be a minimum of 24 lbs. on each leg of the canopy.

Booth set up is to be completed by opening. Booth spaces are 10 feet by 10 feet.

Booth is to be set straight back from the tee marks located on each side of the booth space number. Vehicles are allowed on site to unload but must be parked in an approved area 15 minutes prior to opening.

Vendor booths take down:

Booth must be completely torn down before vehicles may be brought on site.

NOTE: No vehicles will be allowed on site until 15 minutes after official Market closing time of 2:00 p.m. for customer safety.

Vendors are committed to stay until closing unless completely sold out or okay'd by Market Managers.

Vendors leaving before closing time without prior approval may result in expulsion. Vendors are responsible for keeping their own spaces clean and attractive during and after the market. Vendors leaving the space littered at the end of the day will be fined \$50.00 which must be paid prior to returning to the Market.

Vendor flow of traffic: Setup entry is at the intersection of 2nd and Harrison. Please follow the Market volunteers and the vendor map that will be provided later.

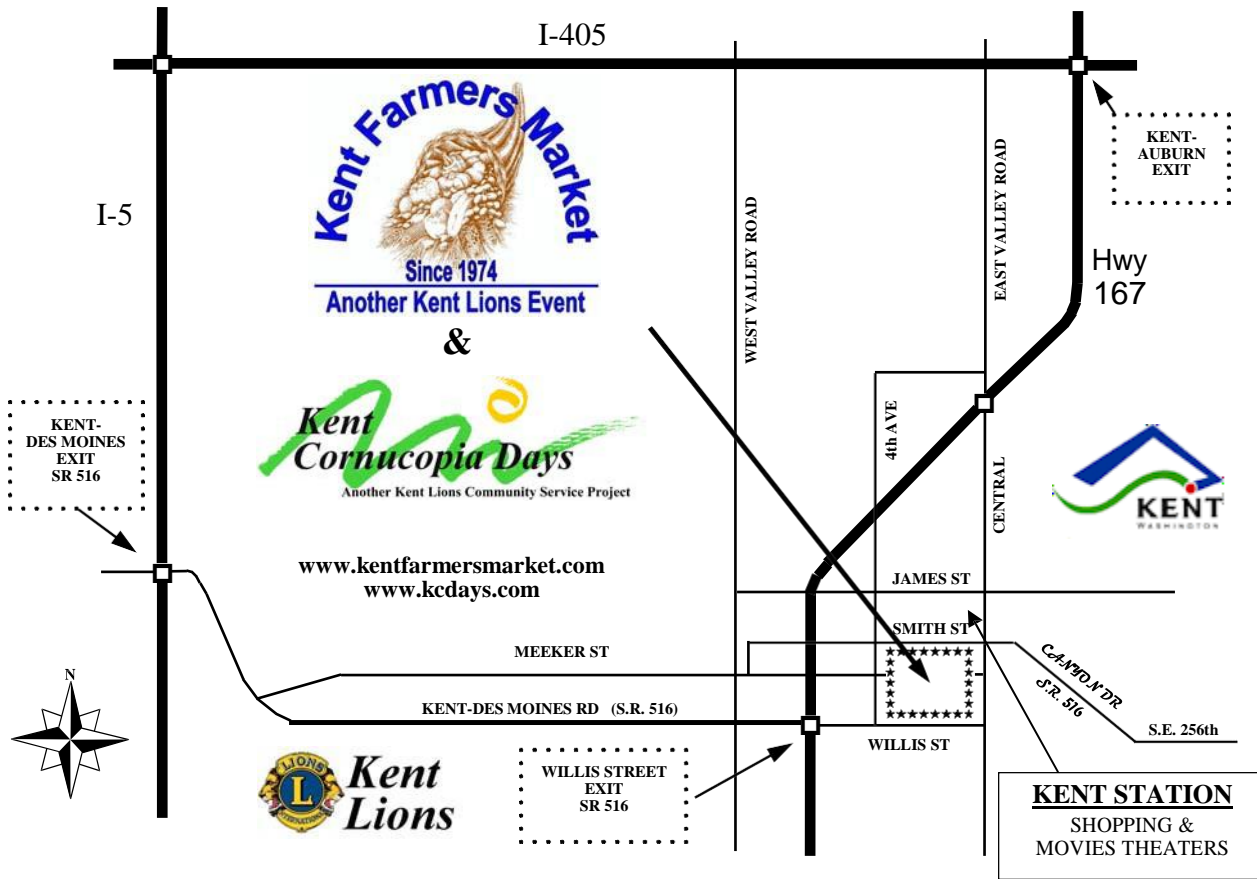
Vendor parking:

Vendor parking is prohibited on Market grounds and any private business lot (cars will be towed at your risk and expense). Parking next to the Market area is reserved for customers only and you cannot park in the Library parking lot or on Meeker St. Market volunteers will patrol these areas and will ask you to move your vehicle. If you are found in violation of this policy you will be expelled from the Market after one warning.

Free parking is available in the parking garage across the street or any surface streets other than on Meeker.

Please note!

If it's not in these rules, you can't do it! The Kent Lions decisions are the final word!



Kent Farmers Market
P.O. Box 5094
Kent, WA 98064-5094