



# Vendor Permit Application

Dates of Operation: From \_\_\_\_\_ to \_\_\_\_\_

CITY OF MORTON  
City Hall  
192 Adams Ave / PO Box 1089  
Morton, Washington 98356  
360-496-6881

APPLICATION FOR  
TEMPORARY STAND  
PERMIT

Company or applicant name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ UBI# \_\_\_\_\_

Email Address: \_\_\_\_\_

Location of stand: \_\_\_\_\_

I will be selling: \_\_\_\_\_

My structure is a:  Mobile Food Unit  Wood Structure  Tent  Umbrella  Other

Measurements / dimensions of stand \_\_\_\_\_ requiring \_\_\_\_\_ feet of space to operate.

SIGNATURE OF PROPERTY OWNER (required)

SIGNATURE OF APPLICANT

Property Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that, to the best of my knowledge, the information submitted with application is true and correct

Date: \_\_\_\_\_

### OFFICE USE ONLY

In compliance, approved       Approved with conditions       Non-compliance, denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_ \$5.00 3-day fee       \$20.00 annual fee

License Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_



## MORTON FARMER'S MARKET 2021 VENDOR CONTRACT

*The mission of the Morton Farmer's Market is to promote the interests of the community; foster community stewardship and pride; and promote the social, cultural and recreational well-being of the City's residents and visitors; by creating a community gathering place for local farmers and artisans to sell their products. Morton Farmer's Market adheres to the Washington State Farmers Market Association (WSFMA) Roots Guidelines.*

As a participating member of the Morton Farmer's Market, I agree to the following:

### SECTION 1. CONTRACT INFORMATION

- A. **Washington State Business License and any required specialty licenses or permits. Submit with application.** Vendors are responsible to the state of Washington and any governing agency for any fees, taxes, licenses, or inspections required for the sale of products, and for any sales tax collected from customers.
- B. **Fees.**
  - a. **Annual dues are \$20 per year. Submit dues with application.** Dues are non-refundable and not prorated.
  - b. Daily stall fee is \$5.00.
  - c. Daily sales fee is 5% of your total sales.
  - d. The market manager will collect this amount at the end of each market day. Vendors will receive reimbursement for any tokens at the next market day.
- C. Vendor categories are taken from WSFMA Roots Guidelines.
  - a. **PRODUCERS:**

One who raises produce, plants or botanicals, or animals which they sell at WSFMA Member Markets on land they own, lease or rent, in the State of Washington. The definition of Farmer may also include someone who processes produce, fruit, berries, botanicals, meats, honey, etc., which is grown, raised, or harvested on their own, leased or rented property, in the State of Washington or border counties and then turned into value added product(s) such as jams, cider, salsa, vinegars, alcoholic beverages(\*), essential oils or any other botanical use. It may also include Farmers who raise the basic ingredient(s) of a product, but who must send it out for fundamental processing, either within Washington State or border counties, before creating the value added product. Such Vendors might include those Farmers selling certain essential oils, smoked meats or fish, etc. This excludes Resellers or those who might work on, or manage a corporately owned farm and have permission to dispose of surplus

- product. **SEAFOODS:** In the case of seafood, the vendor must own, lease, or operate the fishing vessel or own, lease or rent the parcel of land where the seafood is caught or harvested for sale at WSFMA Member Markets. The vendor must be a legal resident of the State of Washington.
- b. **PROCESSORS:** One who sells foods that they have personally prepared or processed on property that they own, lease, or rent in the State of Washington. **Processors** are persons offering fresh food products (such as meats, seafood, ciders, wines, baked goods, jams, nuts, etc.) that have added value to their product through some sort of “hands-on” processing (e.g., hand-filleted fish, smoked or butchered meats, handmade candies/nuts, etc.), but have not raised the ingredients themselves. All **Processors** must meet all Federal, State, County and local Health Department requirements. All appropriate permits and licenses must be submitted and filed with the Market Manager. **Processors** must produce their products in Washington State only. Processed food producers should use ingredients from Washington State farms or waters as much as possible. **SEAFOODS:** In the case of seafood vendors, the product must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska and British Columbia.
- c. **RESELLERS:** One who buys produce from farmers in Washington State, transports it to a WSFMA Member Market, and resells it to the consumer. **Resellers** are allowed to sell at WSFMA Member Markets, but do have strict criteria to follow. See Roots Guidelines for specific details.
- d. **PREPARED FOOD VENDORS:** **Prepared Food** vendors (Concessionaires) offer freshly made foods, available for sale and immediate consumption on-site at WSFMA Member Markets. **Prepared Food** vendors shall submit and also possess and maintain all required State, County, and local Health Department permits. All appropriate permits and licenses shall be filed with the management of the market. **Prepared Food** vendors should use ingredients produced in Washington State as much as possible.
- e. **ARTISANS/CRAFTERS:** One who creates with their own hands the products they offer for sale at WSFMA Member Markets or providers of skilled craft services at the market, such as on-site knife sharpening or tool refurbishment. To qualify as an **Artisan/Crafter**, a majority of the tools and equipment used to produce their products must require skill, personal handling and/or manipulation, including second-hand items that are recycled, re-purposed and/or skillfully and creatively refurbished for new or improved use. **Artisans/Crafters** should incorporate materials grown or produced in Washington State as much as possible and create their products in Washington State only.

- D. Market hours are 10:00A.M. – 300P.M. Vendors may begin setup at 9:00A.M. There is no selling prior to, or after, market hours. If you sell out of your product, place a sign stating such at your table. Early teardown is not allowed. Vendors must be cleared from the market area by 4:00P.M. See Manager for exceptions.
- E. Canopy Weight Requirements. The following is taken from WSFMA *Roots Guidelines for Member Markets* and is required to be included in all contracts, guidelines, handbooks or policies. “All vendors who wish to erect canopies (including umbrellas) on the Farmers Market site during a normal period of market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the Farmers Market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. Each canopy leg must have no less than 24# (pounds) anchoring each leg, and market umbrellas, 50#. Alternatively, canopies may be secured on grass or unpacked soil by steel auger anchors or spiral tent stakes of at least ½” thickness and 12 – 15” length, properly installed and secured. Non-spiraled, straight tent stakes are not an acceptable canopy anchoring system. Holding capacity of auger anchor systems is dependent on soil conditions and density and may not be adequate in rocky soils.”
- F. I shall indemnify and hold harmless the Morton Farmer’s 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 of or occupancy of the premises by vendor. The Morton Farmer’s Market, Friends of the Morton Parks, and the City of Morton are not responsible for any loss, damage or injury incurred or caused by vendors. I shall defend at my own expense any action brought against the Morton Farmer’s Market.
- G. I will follow all USDA Supplemental Nutrition Assistance Program (EBT) rules. The Morton Farmer’s Market has a credit/debit/EBT program. Our goal, with vendors as partners, is to provide alternate payment methods for customers in the form of debit and credit cards, to provide an additional revenue source for vendors, and to offer fresh, local food to community members who receive SNAP (EBT). For the sake of clarity and consistency, the market requires all vendors to participate in the program. Customers will purchase EBT/credit/debit tokens at the Market Manager’s Information Booth and will use tokens to purchase products directly from vendors.
- a. SNAP benefits CAN be used to purchase:
    - i. Fruits, vegetables, meats, fish, and poultry
    - ii. Eggs and dairy products
    - iii. Seeds and plants intended for growing food
  - b. SNAP benefits CANNOT be used to purchase:
    - i. Non-food items
    - ii. Ready to eat or hot foods, items intended to be eaten on-site.

- c. Vendor may not set a minimum purchase requirement, nor may you give change for SNAP tokens.
  
- H. I will maintain my booth in a clean, safe manner. My display and signage will not hamper or impede other vendors or cause a hazardous situation for customers.
  
- I. I will abide by the decisions of the corporation and its agents. The Market Manager is the on-site representative of the Board of Directors, and as such, is empowered to deny access to or expel members who do not abide by the policy/rules of the market.
  
- J. See the 2021 Policy for further information.

Keep this page for your records!

**SECTION 2. APPLICANT INFORMATION**

Date Rec: _____
Fees Paid: _____
License Included: _____
Date Approved: _____

A. Vendors are classified into 1 of 6 types. Check the box that describes your business.

Producer	<input type="checkbox"/>	Processor	<input type="checkbox"/>	Reseller	<input type="checkbox"/>
Artisan/Crafter	<input type="checkbox"/>	Prepared Food	<input type="checkbox"/>	Miscellaneous	<input type="checkbox"/>

B. Give a detailed description of your product. Attach additional sheet if necessary. Include photos or example of your craft.

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MARKET DATES FOR 2021: May 8 – Oct 30. Please check dates you will attend.

May 08_____	June 19_____	July 31_____	September 18_____
May 15_____	June 26_____	August 07_____	September 25_____
May 22_____	July 03_____	August 21_____	Oct 02_____
May 29_____	July 10_____	August 28_____	Oct 09_____
June 05_____	July 17_____	Sept 04_____	Oct 16_____
June 12_____	July 24_____	Sept 11_____	Oct 23_____
			Oct 30_____

I HAVE RECEIVED A COPY OF THIS VENDOR CONTRACT AND “2021 POLICY” AND WILL COMPLY WITH BOTH.

PRINTED NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

(Street or box; town; zip code)

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

UBI NUMBER \_\_\_\_\_

WEBSITE/FACEBOOK \_\_\_\_\_

VENDOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# MORTON FARMER'S MARKET



## 2021 POLICY

- A. Only products grown or made by the vendor in Lewis County or an adjacent county shall be accepted for sale at the market. Out of the area products will not compete with regular local vendors. All items must be grown or made locally by the vendor, unless the market manager grants an exception. (EXCEPTION: AUTHORIZED RESELLER, see Item J)
- B. Market hours are 10:00AM to 3:00PM. The market area will be open for vendor setup at 9:00AM. Vendors must have all items removed from the market area by 4:00pm. Please do not conduct business outside of market hours. We do understand that there are exceptions. Let management know.
- C. The market manager will assign space daily. Seniority with the market is a valid reason for consideration in assigning permanent positions to vendors. The manager's decision shall be final. If you arrive at the market before setup time, please wait for the market manager before setting up your display. Stall space may be limited due to the number of vendors on any given day during the season. In the event you cannot attend, notify the market manager as soon as possible. Your space at the market cannot be saved for you after 9:30AM.
- D. All vehicles not approved to be in the market area **MUST BE REMOVED NO LATER THAN 9:45am**. Vehicles are not allowed in the market area after closing, 3:00pm, until all customers have vacated. **NO EXCEPTIONS!** At the market manager's request, vendors will park vehicles out of the immediate market and customer parking areas.
- E. The Market's liability insurance does not cover any vendor's pets or livestock in the market area or in the customer parking area. Pets must be under control at all times. **THE MARKET WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY INCIDENT REGARDING VENDOR PETS.**
- F. Morton Farmer's Market provides space and management. Booth area is 10' X 10'. Vendors will bring their own equipment. All displays will be kept clean and neat at all times. Vendors are responsible for keeping the market area clean and neat. Vendors should be aware of safety and liability of the market, and correct any obvious problems (example: tie-downs for any awnings, tables and umbrellas, tripping hazards, etc.) Bring any issues to the Market Manager's attention!
- G. Vendors are expected to assist with market set-up and tear-down. This includes the common area items such as signage, canopies, tables, trash cans, etc. Please assist with these tasks as you complete your set-up. Common area tear-down will occur at 3PM when the market closes. Please assist **PRIOR** to tear-down of your booth.
- H. Washington State Farmer's Market Association requires that all canopies have a minimum of 24 pounds on each leg. **If you do not have the weights, you will not be allowed to erect your canopy.** WSFMA requires the following statement to be included in all policies:  
*"All vendors who wish to erect canopies (including umbrellas) on the Farmers Market site during a normal period of market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the Farmers Market on that market day, unless that vendor*



*chooses to take down and stow their canopy and sell without it. Each canopy leg must have no less than 24# (pounds) anchoring each leg, and market umbrellas, 50#. Alternatively, canopies may be secured on grass or unpacked soil by steel auger anchors or spiral tent stakes of at least ½” thickness and 12 – 15” length, properly installed and secured. Non-spiraled, straight tent stakes are not an acceptable canopy anchoring system. Holding capacity of auger anchor systems is dependent on soil conditions and density and may not be adequate in rocky soils.”*

- I. Display and pricing of products is the choice of each vendor. “Price cutting or undercutting” is not a good policy for the well-being of the complete market. Please be considerate of your neighbors and do not block or hinder access to others.
- J. The market will contract with a vendor (Reseller) to bring produce from outside the market area. This produce will be grown in Washington. Signage must clearly state which farm products originated from. Anyone wishing to assume this contract shall contact the market manager. The produce sold by the reseller will not compete with locally grown produce, provided the local vendors notify the market manager one week before the market date that they will have a particular produce item for sale at the next market.
- K. The market is not a forum for political or religious activities. Applications will not be approved from persons or organizations wishing to campaign or proselytize.
- L. Vendors must have valid Lewis County Health Department permits or WSDA permits for the sale of items which require them. The market manager will keep a copy of the permit on file.
- M. Vendors must have a current Washington State Organic Grower Certificate to advertise or represent produce as “organically grown”. The market manager will keep a copy of the permit on file.
- N. Vendors will conduct themselves courteously. No loud hawking of goods will be permitted. No smoking in the market. It is the market’s intent to win friends and benefit both the customers and the vendors.
- O. Market staff is available to assist with any questions you may have and will directly intervene only if a violation of policy affects the market. The market manager and board members present will make final decisions. Grievances that cannot be resolved on the spot may be addressed at the next scheduled Board of Directors meeting.