



APPLICATION TO SELL

Business Name: _____ Owner Name: _____

Email Address: _____

Mailing Address _____

City _____ State _____ Zip _____

Farm/Business Address (If different from mailing address):

City _____ State _____ Zip _____

Main Phone # _____ Cell Phone # _____

Emergency Phone # _____ Business License # _____

Goods to be sold:

Space Needs:

Please specify your needs by checking the appropriate box:

10 x 10

Other: _____

**Vehicles will not be allowed in the grass area. Vendors must plan to offload their goods and park in the designated vendor parking.

2022 Market Dates:

Please mark the dates below you plan to participate in the market in 2022.

- | | |
|--|---|
| <input type="checkbox"/> May 11, 2022 | <input type="checkbox"/> July 27, 2022 |
| <input type="checkbox"/> May 25, 2022 | <input type="checkbox"/> August 10, 2022 |
| <input type="checkbox"/> June 8, 2022 | <input type="checkbox"/> August 24, 2022 |
| <input type="checkbox"/> June 22, 2022 | <input type="checkbox"/> September 14, 2022 |
| <input type="checkbox"/> July 13, 2022 | <input type="checkbox"/> September 28, 2022 |

**Please contact the market manager if you are unable to attend a date that you previously planned on attending.

Hold Harmless Agreement:

Vendor has read and understands the Wednesday in West Community Market guidelines and policies and is bound by the terms and conditions outlined in them. Vendor will sell only what is listed on this application.

Vendor is responsible for the quality and safety of what they sell. Vendor shall indemnify, keep and save harmless the City of West Richland from and against, any and all claims and demands, whether for injuries to persons, or loss of life, or damages to property, on or off the premises, arising out of use or occupancy of the premises by vendor, including legal fees incurred to defend rights under this agreement, and shall defend at Vendor's own expense any action brought against the Wednesday in West Community Market and the City of West Richland or any other person or organization with which Wednesday in West Community Market has a contractual relationship by Vendor's act or omissions.

Vendor Signature _____ Date _____

Market Contacts:

market@westrichland.org		
Tobie Webb – 509-967-5902	Stephanie Haug- 509-967-7102	Jaclyn Phillips- 509-967-7136

Vendor Social Media Contact Information:

Website _____

Facebook: _____

Twitter: _____

Instagram: _____

May we share this info on our website, social media, or with prospective customers?

Yes No

Document Checklist

The following documents are enclosed with this application (initial those that apply):

ALL RELEVANT DOCUMENTS MUST BE ATTACHED

_____ I have a Washington State Dept of Health Food Workers Permit
(please initial)

_____ Any/all staff or workers have a Washington State Dept of Health Food Workers Permit
(please initial)

_____ I have a Washington State Master Business License
(please initial) (if using scale, registration of scale must appear on license)

_____ I have a Washington State Dept. of Agriculture Food Processors License
(please initial)

_____ I have a certificate of commercially certified kitchen
(please initial)

_____ I have a Milk Producer/ Processing Plant License
(please initial)

_____ I have an Egg Handler/Dealer License
(please initial)

_____ I have an Organic Food Producer Certification
(please initial)

_____ I have a Pesticide Applicator's License
(please initial)

_____ I have a Washington State Nursery License.
(please initial)

_____ I have signed the Guidelines & Policies Document (Included with application)
(please initial)



Information

Location:

Flat Top Park
4705 W Van Giesen

@ the corner of W Van Giesen Street and Bombing Range Road.

Dates:

Second and Fourth Wednesday of May through September

Setup hours: 3pm – 4:30pm

Operation hours: 4:30pm - 7pm

Breakdown: 7pm - 8pm

**All vendors must obtain any required licenses and/or permits required by the State of Washington, Benton County, and the City of West Richland, including food handler's license if appropriate.

Guidelines & Policies

These guidelines and policies are incorporated in and are a part of the Wednesday in West Community Market (WWCM) Application. It is the responsibility of each vendor to familiarize themselves and their workers with this information.

In case of any dispute as to the meaning of the guidelines and policies or their application, the decision of the Market Manager(s) or assigned designee shall be final. A copy of these Guidelines & Policies will be available at the market booth and the City of West Richland at all times, as well as the City of West Richland's website: www.westrichland.org.

Any right or privilege of a vendor to sell any product on the grounds of Wednesday in West Community Market may be immediately revoked without refund if the vendor fails or refuses to comply with the terms of the guidelines and policies.

The WWCM reserves the right to prohibit anyone from selling or any product from being sold. The WWCM is not responsible for any loss or damage. There will be no discrimination according to race, color, creed, sex, religion, age, or nationality.

No Solicitations

No soliciting by political, commercial, or other special cause groups or individuals is permitted within the market boundaries during market hours. If you witness this kind of activity, please alert the Market Manager(s). Our mission is to assist our vendors in earning a sustainable living and any activist

engagement or commercial endeavor that inhibits our vendors from conducting regular business will not be tolerated. Wednesday in West Community Market respects the First Amendment rights of any individual organization, therefore petitioners may gather signatures outside the market boundaries which will allow ample contact with the public while respecting the privacy of market patrons and vendors and providing a positive experience while at the market.

Products Sold

Farm Fresh Products -

Includes fresh fruits and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats, fish, and shellfish. Also included in this category are fresh flowers, nursery stock, and plants.

All fresh farm products must be grown in Washington State or counties bordering Washington. All products must be grown or produced by the seller. Vendors must be active owners and operators of the farming operation. Only vendors selling as farmers may sell farm-fresh products from this category. *A copy of your lease/rental agreement must be furnished with your application.*

The vendor must propagate all plants and flowers from seeds, cuttings, bulbs, or plant division. The vendor's application for a permit to sell shall state what the vendor grows and what products the vendor will sell at the Wednesday in West Community Market. Any vendor who sells produce that is not his or her own production, while claiming that it is will be permanently expelled from the Wednesday in West Community Market.

Value-Added Farm Foods

Includes preserves, jams, jellies, cider, syrups, salsas, smoked meats or fish, dried fruits, flours, and salad dressings. All value-added farm foods must be made from products/ingredients provided by the vendor. Vendors in this category must have personally cooked, canned, baked, preserved, or otherwise treated the product to sell.

Approval of some farm products/ingredients that are processed by a third party may be considered on a case-by-case basis, in situations where third-party processing is deemed necessary (i.e. canned fish). All processed foods must have the proper permits and licenses as required by the City of West Richland and the Benton Franklin Health Department. The vendor's application for a permit to sell shall state what is grown by the vendor and what products the vendor will sell at the market.

Artisans

Art must be produced by the vendor. Products must be of the highest quality; handcrafted and may not be imported. Artisans must submit images of their work with their application for review and prior approval. Selection will be based on, but not limited to originality, craftsmanship, quality, percentage of raw materials used, and percentage of the product that is handcrafted versus non-handcrafted.

Processed Foods

Includes juices, preserved foods, jams, pastries, pasta, granola, cookie, muffins, bread, pies, and related take-home desserts, not prepared on-site. Processed foods must be produced by the vendor from raw ingredients. Vendors in this category are those who have cooked, baked, or otherwise treated the product they sell.

All processed foods must have the proper permits and licenses required by the City of West Richland, Benton Franklin County Health Department, and/or the Washington State Department of Agriculture. The vendor's application for a permit to sell shall state what is grown, processed, or prepared by the vendor, and what they will sell at the market.

Sale of Alcoholic Beverages

At this time, alcoholic beverages are not allowed to be sold at the WWCM.

Prepared Foods

Includes freshly made food and beverages available for sale and immediate consumption on-site. Vendors must have all required state, county and local food permits including any necessary food handling license. The application for a permit to sell shall include a complete list of menu items and beverages.

Miscellaneous

Any vendor which does not fit into any of the above categories or violates any standards will be considered by the Wednesday in West Community Market management on a case-by-case basis. Resellers are sellers of crops that cannot be grown reliably or offered for sale in sufficient quantity by farmers selling at the market, as determined by the Market Manager(s). Resellers must have crops pre-approved by the Market Manager(s) before delivering the crops to the market for sale. Approved resold crops will be specifically limited, so as not to compete with the crops of farmers within the geographic vendor boundaries of the market, as defined by the market's policies and by-laws. Resellers must label their products as being resold, and information must be available for the consumer as to the source of the produce.

Non-Profit Organizations

An incorporated organization with nonprofit status under IRS code may participate with the Market Manager(s)'s approval. They must comply with market rules, guidelines, and policies. Each market day one nonprofit group may engage in fundraising, which must not compete with any producers' products, must comply with market rules, and must be approved by the Market Manager(s) prior to market day. No registration fee will be charged but a nonprofit group that is fund-raising may pay the same stall fee required of vendors. No more than three vendor spaces in this category will be permitted on each market day.

How Market Vendor Participation is Determined

Our goal, working with each vendor, will be to create a fun, colorful, and educational environment for our customers and their families.

Market Staff

It is the responsibility of the Market Manager(s) to implement market policies. This includes overseeing vendor participation and booth assignments, market set-up, collection of fees, and providing information on market policies. The Manager will also be responsible for public concerns and vendor complaints serving as the conduit between vendors/consumers and staff. The Market Manager(s) has complete authority to interpret and implement policy at the market site, and make all decisions regarding market participation, stall assignments, and other market operations. The staff may be assisted by market volunteers who will assist by performing various support tasks.

Vendor Selection

The market staff will make vendor participation decisions based on quality, originality, comparability with the market mix as well as vendor performance. No vendor will have guaranteed return rights to the market from season to season and no specific booth space is guaranteed. The market does not offer exclusive rights to vendors to sell any one product. Market customers generally benefit from having choices, however, if staff believes the number of vendors offering the same similar products is excessive, duplicate products may be denied entry. Agricultural products will be given priority over other product categories. Vendors may be placed on a waitlist to maintain agricultural balance in the market mix. The market will not discriminate against any vendor. The market reserves the right to interpret vendor balance as appropriate for the good of the market and its participants.

Stall Location

Stall assignment is solely up to the Market Manager(s). Stall assignments will be subject to changes at the discretion of the Market Manager(s) up to the day of the market.

How Stall Assignments Are Made

Assignments will be made based on the following criteria:

- Available spaces in the market
- The need for a specific product and the vendor's ability to produce it.
- The number of spaces the vendor requires.
- Prior market participation and history at the market.
- Vendor performance at the market will include good product quality, good display, and signage, ability to follow the market rules and manager's directions (punctuality, clean up, prompt notification when canceling, etc.) sales history, and timely payment of market fees. If paying by check and check is returned, the market will charge a \$25 return fee.

The Market Manager(s) will make every attempt to keep stall spaces consistent throughout the season. However, some crops are part-season and not all vendors participate for a full season. This means that some stall assignments will change over the course of the season in order to maximize the market space and provide a good mix of products. Other factors such as a vendor being unable to attend on a scheduled day also affect the daily stall layout and may necessitate changes to stall assignments.

Vendor locations are made at the Market Manager(s)'s discretion taking into consideration product mix, customer flow, and special promotions.

Stall Fee & Prepayments

Annual application fee (non-refundable)	\$50*
Daily "per stall" fee (non-refundable)	\$25*
Season "per stall" fee (non-refundable)	\$200*

**waived for 2022 season*

- Make Checks payable to the City of West Richland

**All vendors must report to the Market Manager(s) their gross sales for the market day by the end of each market day. If reporting by email at market@westrichland.org, no later than 4 pm the following Friday.

Weather Policy

The Wednesday in West Community Market is a rain or shine market. If thunderstorms, wind warning/watch, or severe and consistent rain occurs prior to the opening of the Market and there is reason to believe the threat will persist through much of the Market hours, the Market opening may be delayed, or cancelled altogether, if the forecast is ominous. If we need to cancel the Market prior opening it will happen by 12 noon on that market Wednesday.

If severe weather conditions develop after the Market has opened, customers, vendors and volunteers are expected to move to a safe place until the weather has passed. In most cases the safest place will be in their vehicles. For customers who have walked or biked to the Market, the place of shelter is pavilion located within Flat Top Park. Once the weather has passed, a determination will be made about resuming normal Market operations for the remainder of the Market day.

In all cases, if the Market were to close or be delayed, a notification would be posted on the City of West Richland website, and communications would go out on Facebook. Stall Fees for markets cancelled due to weather will not be refunded.

Vendor Rules

Courtesy and Conduct

Vendors and their representatives are expected to conduct themselves in a safe, courteous, and harmonious manner with customers, market staff, and other vendors. Any language or behavior that jeopardizes the normal operations of the market will be grounds for denial of the vendor's permit to sell.

Vendor Parking

Vendors are required to offload their product and relocate their vehicle to designated parking, so as not to occupy customer parking. Some market spaces will accommodate vendor sales areas and vehicles while others may not. You **MUST** get preapproval from the Market Manager(s) to have a vehicle stationed in your vendor stall.

Consumption of Alcoholic Beverages

Consumption of alcoholic beverages or any controlled substance, including smoking cigarettes/pipes, is prohibited at the market site. Any participating vendor who engages in this activity will be asked to vacate the market area.

Canopies, Tarps, Shades, or Tents

Due to the nature of West Richland weather, we encourage all vendors to provide a canopy cover for their sale and customer area. Canopies/tents must not exceed 10x10 (unless cleared by market manager(s) prior to market). All vendors using canopies (or coverings) at the market site during market operations, including the set-up and breakdown period, must 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. The Washington State Farmers Market Association requirement is 24 pounds per tent leg, securely weighted down at all times. Any vendor who fails to properly anchor his or her canopy (or other covering) will not be allowed to sell at the market on that market day. No tent pegs into the asphalt or grass will be permitted. Any damage incurred by a vendor due to insufficient weights will be at the expense of that vendor. Tarp poles must

not obstruct and legs must be firmly locked into place. Tables must have smooth edges and remain stable when loaded with products.

Staffing the Booth

Principal farmers/producers may send family members, partners, or employees to the market in their place, but are responsible for having their representatives be aware of and obey all market rules and policies.

Transfer of Space

Vendors may not sublet stall space to others. Registration fees are non-transferable to other market dates or vendors. If a vendor sells his or her business, he/she may not transfer his or her market space(s) to the new owner.

Selling Time

The market runs from 4:30 pm to 7 pm on the second and Fourth Wednesday of the month. No pre-sales before 4:30 pm. Vendors are required to stay until closing unless they have received prior permission from the Market Manager(s) to leave early. Vendors who sell out MUST post a sign letting customers know they have sold out and should not leave their possessions unattended. Vendors who sell out are required to stay through the rest of the market day. Vendors should load up unsold merchandise: clean area/booth/stall, and vacate the Market Site no later than one hour after the market is closed. Any exceptions must be approved by the Manager(s).

Children

Vendors must keep a watchful eye on any children they bring to the market at all times. Set-up time can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a parent or guardian with them. The Market cannot take responsibility for their safety or whereabouts.

Scales

Vendors selling produce by weight must provide their own scales. Scales must be “legal for trade” and are subject to inspection by the Dept. of Agriculture - Weights and Measures Program. Scale licenses must be submitted with the application.

Organic Products

If a product is labeled “organic,” it must be certified as required by Federal Law. For those with produce sales under \$5,000 seeking exemption from certification, a notarized affidavit attesting to how organic procedures are followed must be filed with the Market Manager(s) each year. Consumer queries regarding farming practices must be answered factually. Verbal or written declarations of organic status not certified or verified will result in expulsion from the market. When an organic producer is also selling non-organic produce at the same stand, the non-organic produce must be clearly separated from the organic produce and clearly labeled as non-organic or conventionally grown.

Taxes

Retail sales taxes, Business & Occupation taxes, and all other business taxes are the responsibility of the vendor.

Licenses and Permits

Vendors must have a Washington State Master Business License Number and provide an active and open UBI number to sell at the Wednesday in West Community Market.

1. Vendors selling produce by weight or measure must have a Specialty License for "Weighing and Measuring Devices" also known as a scale license.
2. Vendors are responsible for having the legally required licenses or permits to sell each of their products. This may include an application at Washington State Nursery License, Washington State Dept. of Agriculture Food Processors License, Egg license, Grade "A" Dairy Permits, Pesticide Applicator's License, or Department of Fisheries Wholesale License. When applicable, sellers of plants, bulbs, or seeds for planting must have a Nursery License, available from the Washington State Department of Agriculture.
3. All vendors shall provide at the time of application, copies of any licenses and permits applicable to the sale of their products. If a vendor's required licenses and permits are missing or out of date, he/she will not be allowed to sell at the Wednesday in West Community Market. If licenses or permits expire mid-season, the vendor must provide the Manager with the updated license/permit.

Failure to Comply With Rules

Failure to comply with the rules detailed in this guide may result in disciplinary action at the discretion of the Market Manager(s). Disciplinary action may take the form of a verbal or written warning, written notice of non-compliance that may include a fine. Further non-compliance after written notice of non-compliance may lead to probation, suspension or termination as determined by the Market Manager(s).

1st - Verbal or written warning of non-compliance.

2nd - Written non-compliance notice with a penalty fee. The fee must be paid prior to the opening of the following Market day.

3rd - Written non-compliance notice. Probation, suspension, and/or termination.

Vendor Approval

Vendors will be notified by email that they have been accepted as a Wednesday in West Community Market Vendor after all forms and payments (if applicable) have been made.

Any questions or concerns please contact the City of West Richland, 509-967-5902 or email market@westrichland.org.

Please cut off and return the bottom of this paper with your application confirming you have read and understood the rules and guidelines of Wednesday in West Community Market and will abide by these rules during your time at the market.

Vendor Name: _____

Owner Name: _____

Owner Signature: _____