



PO Box 1817  
Sequim, WA 98382

www.sequimmarket.com

## 2011 VENDOR AGREEMENT for NEW VENDORS

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Contact: \_\_\_\_\_

UBI No.: \_\_\_\_\_  
(Unified Business # on state business license, likely 9 digits)

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

City, Zip Code: \_\_\_\_\_

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

Web Site: \_\_\_\_\_

The management of the Sequim Open Aire Market maintains a file of vendors' products to establish a baseline of juried items. For products that previously have been juried, it is enough to list them, giving the approximate date they were juried or an indication that they are a logical continuation of your product line. ***Only products made, grown, or processed by the vendor can be sold at the Sequim Open Aire Market. No buy/sell items are allowed.*** This information may also be used on the SOAM Website. Additional pages may be used as needed.

PRODUCT DESCRIPTIONS

YEAR JURIED

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Please circle the category that best fits for your product

*\*categories not subject to jurying*

Handmade Item/ Product	Farm/Plant/ Produce*	Processed Food	Fresh Food*
fine art, clothing, wood, bath and beauty, jewelry, etc.	local produce, farm products, plant starts, plants	syrups, jams, honey, sauces, prepackaged foods	food to eat at the market

I have read the vendor rules for the Sequim Open Air Market and agree to abide by them. I agree to hold harmless the Sequim Open Air Market, the Market Board, Market Staff, all market participants, and the City of Sequim, Washington, for any claims, loss or damage, of any nature, whatsoever, arising from this agreement or vendor's use of premises.

I have provided a copy of my current business license from the Washington State Department of Licensing (produce vendors are exempt per RCW 36.71.090). I also understand that I am required to file with the Washington State Department of Revenue, even if gross sales do not require payment of tax.

Food vendors agree to post food handlers cards and all applicable permits in booth.

I understand that all sales made in the Sequim City limits will be recorded for tax purposes under Location Code No. 0503.

I have, or agree to obtain, all applicable permits (food handlers' permits, etc.) required by state and local law.

I agree to report my gross pre-tax sales to the Market Manager within one week of sales day using provided form. Vendor information will remain anonymous.

I agree that management has the right to inspect workplace for compliance of vendor rules with a minimum of 24 hours notice.

**I understand that my non-refundable annual membership fee is:**

**-\$50 for full-time members (indoor events plus unlimited outdoor setups)**

**-\$25 for part-time members (maximum three outdoor setups per calendar year) and that rent for Market days I set up will be due the subsequent week.**

**I have read the weight regulations information sheet and will comply.**

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

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

**Please fill out this form and bring it to the jury meeting**  
**NEW PRODUCTS FOR NEW VENDORS AND RETURNING VENDORS**

Product description:

What raw materials do you use?

What equipment is used?

Describe the process of manufacture?

Why is this “your” product?

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*Use the back of this sheet if necessary*

## **For Food Vendors**

What are your standard menu items?

Have you spoken with the proper county officials?

What equipment will you use in your booth? Will you need electricity?

What is unique and special to your food product and presentation that would be of benefit to the market?

# Sequim Open Aire Market

## 2011 Booth Weights/Safety Agreement

Please read the following information regarding the correct weight and installation of booth weights required for all SOAM vendors. Noncompliance will require your corrective action in order to continue vending. If found not to be in compliance on the next Market day, you will not be allowed to vend.

Whether you are attending SOAM or any other event, it is always good to follow these instructions.

The following canopy safety information is taken from the Washington State Farmers Market Association's Canopy Safety 101, "Your Guide to Canopy Safety at Washington's Farmers Markets." The SOAM Board has increased the weight from the WSFMA recommended 24 lbs. to a minimum of 30 lbs. for a margin of safety, considering the propensity for *strong* wind gusts in Sequim. for more information, go to [www.wafarmersmarkets.com/resources/canopysafety101.html](http://www.wafarmersmarkets.com/resources/canopysafety101.html).

### Basic Installation:

1. Each leg of your canopy/tent must have 30 lbs. min. weights attached.
2. Each weight is to be attached by a rope, stretched tight, or suspended off the ground. The full, downward hanging force of 30 lbs. is required for each leg. A slack rope is unacceptable.
3. All weights must be secured to your tent leg with a bungee cord or rope at the bottom to keep the weight tight against the tent leg.
4. Use strong rope to suspend your weight. Bungee cord material cannot be used to hang the weight.

The above is very simple, but very important for your safety, the safety of your neighbor vendors and customers! You are liable for damages your booth may cause others vendors.

If you are unable to make proper weights, SOAM has them available for purchase. Each set includes one 30 lb. weight with an eye hook, 10' of rope and a bungee cord for the bottom. Weight kits are sold for \$ **(tbd)** ea.( or \$ **(tbd)** for a set of 4 and can be ordered through the Market Booth.

SOAM appreciates your support, understanding and compliance. This is a serious matter. SOAM is requiring all vendors come into compliance by the first outdoor SOAM event. Non-compliant repeaters will not be allowed to continue vending.

***Please retain this copy for your records and referral.***

# SEQUIM OPEN AIRE MARKET

## VENDOR RULES – 2011

*Revised January 2011*

### PURPOSE OF THE SEQUIM OPEN AIRE MARKET

- ❖ To promote the production and marketing of locally grown farm products, fine art, and handcrafted items.
- ❖ To support sustainable agriculture on the Olympic Peninsula.
- ❖ To support farming and fine art opportunities for youth.
- ❖ To provide a forum for community organizations.

### MEMBERSHIP

Membership is limited to residents of the Olympic peninsula and is established upon acceptance of application, successful completion of jury process and payment of annual membership fee. Only members in good standing may vend. The Sequim Open Aire Market reserves the right to refuse or terminate any vendor who does not meet and maintain the spirit of the Market.

Full-time membership costs \$50 for the 2011 season and allows unlimited participation in all Market activities.

Part-time membership costs \$25 for the 2011 season and allows up to three days' participation on Cedar Street.

### BOOTH ASSIGNMENT AND FEES

A permanent space for the 2011 season will be assigned to all vendors who plan to attend at least 17 Market days on Cedar Street (indoor events excluded.) Management will strive for consistency with booth placement of all other vendors; preferences should be made known to the Manager. Vendors with permanent spots may be asked to set up in a different space should it be necessary due to Market size, weather, or other factors beyond management's control.

Farm/Produce vendors may be granted additional space at the discretion of the Manager.

**Saturday** Booth rental fees will be a flat rate of \$10 plus 5% of sales.

**Wednesday** Booth rental fees will be 5% of sales

Spaces with open corners and access to electricity will incur an additional \$5 fee.

At least 30 lbs. of weight per leg must be adequately affixed to the canopy at the time it is set up. Other displays and coverings must also be appropriately and safely anchored to the satisfaction of the Manager.

(See 2011 Booth Weight Compliance Agreement).

**Note:** Booth racks and merchandise do NOT count as weights.

Vendors are required to stay within their allotted space, and no display items (signs, card racks, tables, etc.) may extend beyond the front of the booth space into the street without approval of the Manager.

## **BOOTH SHARING**

Booth sharing is allowed as part of our goal to help small-scale entrepreneurs show their wares and learn how to market them. Each selling entity in a shared booth must be a Market member. Each business owner, or a family member, must put in selling time proportionate to their sales.

## **MARKET HOURS**

Saturday Market hours are 9:00 a.m. to 3:00 p.m. on Cedar Street from May through October. On Saturdays in November and December the market will be on the corner of Sequim Avenue and Washington Avenue with hours from 10:00 a.m. to 3:00 p.m. Vendors may not begin packing up their wares or taking down their display before Market closing at 3:00 p.m. Produce vendors are exempt from this rule and will be allowed to take down when sold out. Wednesday Market hours are 12:00 to 6:00 on the corner of Sequim Avenue and Washington Avenue from May through October. During November and December the Wednesday market hours will be 12:00 p.m. to 4:00 p.m.

## **VENDOR VEHICLES**

Due to street congestion vendors are to quickly unload their items, park their cars, then return to set up when arriving in the morning. This process should be reversed in the afternoons, with tents taken down and displays fully packed before driving in to load.

Absolutely no vehicles will be allowed in the Market after 8:30 a.m. or before 3:15 p.m.

## **PARKING**

In order to provide adequate parking for our customers, vendors are asked to park in the City Hall parking lot (angle spaces or behind building), the public parking lot located across Sequim Avenue, or anywhere street parking is allowed nearby the Market.

***Please do not park in the Transit Center parking lot or in the lot behind Hurricane Coffee at the Market's SE corner.***

## **BOOTH CLEAN UP**

Vendors are required to keep their booth and the immediate surroundings clean and uncluttered during market hours and at the end of the day.

## **JURIED VENDORS**

Art, craft, handmade items of any kind and processed food items must be juried. A processor is one who sells processed products which they have personally prepared. All processors must meet applicable federal, state, county and local health requirements.

A full explanation of jury rules and procedures is posted at [www.sequimmarket.com](http://www.sequimmarket.com); alternately, a paper copy will be provided by the Market Manager upon request.

## **NON-JURIED VENDORS**

### **Produce/Plant**

Produce and plant vendors are those who grow or raise the produce, plants or animal products they are selling. Just as with all items at the Market, vendors are not allowed to purchase produce or plants from another source and offer them for sale unless said vendor has actively participated in the planting, growth, or production of the product.

For example, a plant vendor cannot purchase plants in 4" pots from a wholesaler and sell them "as-is" at the Market. Such a plant could, however, be sold at the Market in a planter, or grown up to a larger size and then put up for sale.

A produce vendor cannot purchase a bushel of picked and weighed produce from a wholesaler and sell it "as-is" at the Market. A produce vendor can, however, pick a bushel of produce at a neighboring farm; wash, weigh or process it as appropriate, and bring it for sale at the Market.

***Any produce being sold that is not grown on the vendor's own farm must be labeled with the name and location of the farm from which it came.***

Priority for farm products will be in the following order:

- A. Local, vendor grown.
- B. Local, non-vendor grown.
- C. Non-local, vendor grown.
- D. Non-local, non-vendor grown.

### **Prepared Food Vendors**

Prepared food vendors offer freshly made foods available for sale and immediate consumption on-site.

All food items must be accurately described on the menu. Soda, water, chips, and other processed food items are only allowed to the extent they compliment the vendor's main offering.

Prepared food vendors must meet federal, state, county and local health requirements.

### **SOAM By-Laws**

SOAM By-Laws are under revision and will be posted on our website in February.

The By-Laws pertain to the operation of the Board of Directors. All vendors are welcome to visit any open Board meeting and if motivated, join the Board, volunteering your time and expertise in leading SOAM in the future. We welcome new members. Board members do not need to be vendors. If you have further questions please ask a board member.



**Sequim Open Aire Market**  
**Vendor Recommendation and Conduct**

**The market is a business and the vendors are the proprietors of that business**

**We all represent each other!**

- **Requirements:**

- Business License
  - Jury for Artists/Crafters/Processors
  - Signed 2011 Vendor Agreement and paid annual fee
  - Gross Sales Reporting

- **Conduct:**

- Set up by 8:30 am, ready to greet customers at 9:00 am
  - Know what is in the market so you can direct customers
  - Greet customers like you are glad to see them
  - No badmouthing other vendors, market manager or products
  - Avoid distracting customers from another vendor area
  - Be proud of you product and explain how you grow or create it
  - Regularity builds clientele and increases sales
  - Provide all due consideration for the safety of customers and vendors
  - Vendors will refrain from smoking in their booths

- **Presentation of you and your products:**

- Cleanliness and neatness
  - Tabletop or higher sells best
  - Well marked prices
  - Dress so customers will know that you are a proprietor
  - Business identification sign or banner
  - Eye appeal to customer
  - Ask other vendors what they do to increase sales

- **Insurance Recommendation**

- All vendors are encouraged to carry liability insurance on their booths