



Bellingham Farmers Market Prepared Food/Concessionaire Application | 2012

Welcome! Please complete all of the information below and return this application along with supporting documentation and a check made out to BFMA for all membership fees by **January 31, 2012**.

IMPORTANT: All **Artists, Crafters, Food Processors, Concessionaires and Farmers with value-added items** wishing to add **NEW PRODUCT** to their current product line will need to have their items reviewed in February. A Craft or Prepared Food Product Review Form must be completed and returned with your completed application. Dates for Product Reviews are as follows:

- Craft Products – Tuesday, February 7th, Product drop off between 5-6pm (see form for more details)
- Prepared Food/Edible Products – Wednesday, February 8th, Product drop off between 5-6pm (see form)

Membership Category Please Select Your Membership Category:

Read the BFM Membership Handbook to determine your category. If you check more than one category, please complete an application for each.



- | | |
|---|--|
| <input type="checkbox"/> Farmer | <input type="checkbox"/> Crafter |
| <input type="checkbox"/> Value Added Farmer | <input type="checkbox"/> Prepared Food Vendor/Concessionaire |
| <input type="checkbox"/> Eastern Washington Produce | <input type="checkbox"/> Service Provider |

Describe Service: _____

Vendor Information:

| | | |
|------|------|------------------|
| DATE | NAME | DOB (MM/DD/YYYY) |
|------|------|------------------|

| | | |
|-------------------------|--------------|------------|
| BFM MEMBER SINCE (YYYY) | COMPANY NAME | UBI Number |
|-------------------------|--------------|------------|

Please indicate if you have following designations:

TAX STATUS: CORP, SOLE PROPRIETER, LLC, 501C-3 ORGANIC, FAIRTRADE, OTHER

MAILING ADDRESS:

| | | |
|------|-------|-----|
| CITY | STATE | ZIP |
|------|-------|-----|

FACILITY/FARM ADDRESS IF DIFFERENT THAN ABOVE

FARM ACREAGE, GREENHOUSE SQUARE FOOTAGE

| | | | |
|-------------|-----------------|--------------|---------------|
| PHONE (DAY) | PHONE (EVENING) | PHONE (CELL) | PHONE (OTHER) |
|-------------|-----------------|--------------|---------------|

| | | | |
|-----------|-----------|-----------|---------|
| E-MAIL #1 | E-MAIL #2 | E-MAIL #3 | WEBSITE |
|-----------|-----------|-----------|---------|

BFM sends regular email notices. We highly recommend that all vendors provide an email address to get the most up-to-date communications. Please include addresses of any employees whom you would like to receive these communications.

ONLY ONE REPRESENTATIVE PER BUSINESS MAY CHOOSE TO SERVE (COMMITTEES/BOARD) AND/OR SUBMIT VOTES ON BEHALF OF THE BUSINESS. PLEASE INDICATE WHO YOUR REPRESENTATIVE WILL BE FOR THE 2012 SEASON:

Markets:

Please indicate below which markets you would like to participate.

- Saturday Market (Apr 7-Dec 22, 2012) Wednesday Market (Jun 6-Sep 26, 2012)

Please Mail Completed Packet To:
 Bellingham Farmers Market
 P.O. Box 1131
 Bellingham, WA 98227

IMPORTANT: All vendors are required to hold a valid business license. All craft and contract vendors are required to have a City of Bellingham business license. Please attach a copy of your business license, and other necessary permits and licenses with this application, even if you are a renewing vendor. Applications will not be considered and will be returned if a copy the business license and other permits and certifications are not attached.

PLEASE NOTE: The Bellingham Farmers Market Board of Directors reserves the right to cancel a market at any time due to extenuating circumstances.



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Business Name: _____

Processed Food/Concessionaire Product Description: Please describe your booth and submit full menu of what you expect to serve in 2012:

Style of Food: _____

List main items you intend to offer and percentage you assume to sell:



- _____ | ____%
- _____ | ____%
- _____ | ____%
- _____ | ____%
- _____ | ____%

List all local ingredients included in your products and on your menu and where they are sourced from:

LICENSES: Vendors must maintain valid licenses per the policies of Whatcom Co., WA State and BFM.

Vendors must provide copies of these to BFM along with this

Please read and sign the following statement: *I certify that I am making my product in a certified kitchen and I have all appropriate permits and licenses. All staff are sufficiently trained to work with food and understand safe food handling practices. I also understand that if I use any heat source for warming or cooking product, I am responsible for providing a working fire extinguisher IN MY BOOTH at all times.*



SIGNATURE: _____ DATE: _____

New Product Review:

If you are intending to bring new product to the Market in 2012, please fill out a **Prepared Food Product Review Form** and submit with your application. You will need to be prepared to have your product reviewed. There will be three opportunities for application and product review in 2012:

- January 31st – Application Deadline/February 7th Product Review (*see below for more details)
- April 1st Application Deadline /April 9th Product Review
- August 1st Application Deadline/ August 6th Product Review

*Food samples must be delivered between 4:30pm-5:30pm on **Wednesday, February 8th**. Product Review will take place at 112 Ohio Street, Suite 105. No accommodation will be made for early or late pick-up/drop-off. BFM will not send confirmation or reminders of the jury. Additional Product Reviews will be held in April and August and products will be accepted based on space availability and existing market mix. Please see Prepared Food Product Review Form for more detail.



Bellingham Farmers Market Member Application | 2012

All vendors are responsible for reading the BFM Handbook and Bylaws prior to submitting this application.

BFM HANDBOOK AND BYLAWS: I have read and agree to comply with the Handbook and Bylaws (available at www.bellinghamfarmers.org). My signature below indicates that I agree to abide by the policies and procedures of the Bellingham Farmers Market, including those regarding set up and take down of the Market, sales and safety procedures and cancellation policies.

SIGNATURE: _____ DATE: _____

CODE OF CONDUCT: I have read and agree to comply with the Vendor Code of Conduct.

SIGNATURE: _____ DATE: _____

PARKING I agree to park in BFM recommended areas and not in valuable customer parking.

SIGNATURE: _____ DATE: _____

Saturday Market: The Depot Market Square is the permanent home of the Saturday Farmers Market. Vending spaces may vary in size, such as 10ft x 10ft, 8ft x 6ft or 5ft x 10ft. There are permanent coverings for many vendors, however, new vendors and vendors with low seniority will likely be required to move and to utilize canopies and tie-downs. Canopies must comply with BFM standards; equivalent to Easy Up, 10ft x 10ft **WHITE**. No exceptions will be made. Please note, vending space is at a premium and frequently new vendors will be placed in the Market on a roll call basis.

Wednesday Market: The Fairhaven Village Green is the permanent home of the Wednesday Market. There are permanent coverings for many vendors, however, new vendors and vendors with low seniority will likely be required to move and to utilize canopies and tie-downs. Canopies must comply with BFM standards; equivalent to Easy Up, 10ft x 10ft **WHITE**. No exceptions will be made. Please note, vending space is at a premium and frequently new vendors are assigned to share booths; equivalent to a 4.5ft x 10ft space.

Annual Membership Fee(s) – Annual one time payment:

Please indicate the amounts that you are submitting.

| | | | |
|------------------|---|-------|----------|
| Saturday: | Membership Fee and Cleaning Fee (required): | \$120 | \$ _____ |
| | Electrical fees for SCALES/LIGHTS per season: | \$5 | \$ _____ |
| | Electrical fees for APPLIANCES per season*: | \$25 | \$ _____ |

** Please note electricity is extremely limited. New vendors may not be eligible for electrical access and should be prepared to use an alternative source of power if necessary.*

| | | | |
|-------------------|---|------|----------|
| Wednesday: | Membership Fee (required): | \$40 | \$ _____ |
| | Electrical fees for SCALES/LIGHTS per season: | \$5 | \$ _____ |
| | Electrical fess for APPLIANCES per season: | \$25 | \$ _____ |

Total Membership Fee(s) | \$ _____

Please make checks payable to: **Bellingham Farmers Market**. Payment must be made in full at the time of application. A full refund of the Membership Fee will be made if an application is denied. Please note that applications received electronically will not be processed until payment is received. If a vendor falls within multiple categories, please complete an application and pay fees for each category.

Daily Stall Fees: These fees are payable at the end of each vending day. This is a base amount or a % category commission, whichever is greater.

- Saturday Market Season: Daily Stall Fee is \$30 or a % category commission (see left)
- Wednesday Market: Daily Stall Fee is \$25 or a % category commission (see left)

Membership Application Deadline: The deadline for application and fees is **January 31, 2012**. Applications postmarked later than January 31, 2012 will be charged a **Late Application Fee of \$50**.



NOTE: All vendors erecting canopies at the two BFM sites (during normal periods of market operations, including the set-up and break-down) 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 and signage will not be allowed to sell at the Market on that day.



| Category Commissions: | |
|-----------------------|-------|
| Farmers: | 6.5% |
| Crafters: | 6.5% |
| Prepared Food: | 7.5% |
| Concessionaires: | 7.5% |
| Eastern WA Farmer: | 10.5% |
| Service Providers: | 9.5% |