



Welcome to the Market | 2016

Saturday Market: The Depot Market Square is the permanent home of the Saturday Farmers Market located at 1100 Railroad Avenue in downtown Bellingham. Vending spaces may vary in size, such as 10ft x 10ft, 8ft x 6ft or 5ft x 10ft. Refer to the Stall Map for stall sizes and locations.

Wednesday Market: The Fairhaven Village Green is the permanent home of the Wednesday Market located at 10th and Harris Avenues in Fairhaven. Stalls are generally 10ft 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.

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

Wednesday Market:

Daily Stall Fee is \$25 or a % category commission

Category Commissions:

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

Daily stall fees should be paid via check made out to Bellingham Farmers Market. All cash payments will be subject to a \$5 handling fee.

Product Review

Products (craft or food samples) for the Product Review Panel must be delivered Saturday, January 30, 2016, Creekside Building at 1701 Ellis St. between 9am-10am. Items will be available for pick up after the review between 12pm-12:30pm. You will not be able to stay on-site during the actual review. No accommodation will be made for early or late pick-up/drop-off. BFM will not send confirmation or reminders of the review. If you are unable to drop off your items for review at this Product Review Panel, you will not be eligible to vend in 2016. You may have a representative drop off your product. Additional Product Reviews may be held later in the season if space and market mix allow for additional product.

Please complete a separate product description (pages ___ of the application) for each category of item that you intend to sell at the Market (i.e. Bath & Beauty and Jewelry would require two Product Review forms and \$30).

In general, prepared food would only require one form and fee unless the vendor wishes to have food items considered separate from one another for acceptance (i.e. If a vendor wanted to sell ice cream and hot dogs in their booth and would be willing to sell only hot dogs if the category of ice cream was full).

In addition, please submit 1-2 actual samples of your work that are representative of EACH art/craft or food item that you intend to sell in the Market. Jewelers may bring a 16"X20" display board or tray (with jewelry secured to it) and bring as many samples as will fit within that space. Please be sensitive to sample size due to the high volume of applicants and space constraints.

Photos of your booth (or an example of how you intend your booth to look) should also be submitted.

Please REMOVE ALL IDENTIFYING tags to help preserve confidentiality. If you have any questions, call 360-647-2060.



Market Member Application | 2016

Membership Category

- Farmer Crafter Prepared Food/Concessionaire Service Provider
 Value added Farmer Describe: _____
 Eastern WA Produce _____

Market

- Saturday Wednesday

Your Information

Date _____ Member Since _____ USB Number _____
 Business Name _____ Phone _____ Alternate Phone _____
 Mailing Address _____

 Email _____ Additional Emails _____
 Website _____

Number of Employees

- Full Time Part Time Seasonal

Designations

- Corp Sole Proprietor LLC 501c3 Organic Fairtrade Other

All NEW Artists, Crafters, Food Processors, Concessionaires and Farmers with value-added items or existing vendors wishing to add NEW PRODUCT to their current product line will need to have their items reviewed.

Product Review will take place; Saturday, January 30, 2016, Creekside Building at 1701 Ellis Street, Bellingham

- Product drop off between 9am-10am
- Only products that are reviewed are eligible for inclusion in the Market. You may have a representative drop off your product.
- Additional Product Reviews may be held later in the season if space and market mix allow for additional product
- Please indicate if you intend to have items reviewed so we can verify receipt of Craft Product Review Form:
 - Yes I have new product to be reviewed
 - No, I am a returning vendor with previously reviewed product only

Permits All vendors are required to hold a valid business license. Vendors selling processed products 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. These include Nursery License, Egg, Dairy, or Meat Handlers Permit, Food Handlers Permit, Organic Certification, Certified Naturally Grown, or other. If you are still waiting for a permit to be issued, please indicate which permit(s) for which you have applied.



Market Member Application | 2016

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

Saturday

Membership Fee (required):	\$120
Electrical fees for SCALES/LIGHTS per season:	\$5
*Electrical fess 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.	

Wednesday

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

Please note that applications will not be processed until payment is received. If a vendor falls within multiple categories, please complete an application and pay membership fee for each additional category

Product Review Fee(s):

Product Review fees must be submitted along with the Membership Application and payment(s) by the January 22,2016 deadline. There is a non-refundable \$15 jury fee for each category of product being reviewed. DO NOT include these fees in with your Membership Fees. Membership fees will be refunded if your application is denied but jury fee will not be refunded.

Item: _____	\$15	\$ _____
Item: _____	\$15	\$ _____
Item: _____	\$15	\$ _____
Item: _____	\$15	\$ _____
Total Enclosed for Product Review:		\$ _____

Application Deadline is Friday, January 22, 2016.

Applications may be submitted after this date and are subject to a \$50 late handling fee.
Please make checks payable to: Bellingham Farmers Market. Full payment must accompany application.
Mail to: P.O. Box 1131, Bellingham, WA 98227

SIGN BELOW TO INDICATE YOUR ACCEPTANCE AND COMPLIANCE OF THE FOLLOWING.

I understand that failure to comply to the following may result in my expulsion from Market membership for the season without refund of my annual membership fees:

- I have read and agree to comply with the Handbook and Bylaws (available at www.bellinghamfarmers.org). I agree to abide by the policies and procedures of the Bellingham Farmers Market outlined in these documents. I understand that the Board of Directors may revise these policies at any time and will alert me of these change via email.
- I agree to park in BFM recommended areas and not in valuable customer parking.
- All vendors erecting canopies at the two BFM sites are required to have their canopies sufficiently and safely anchored (at least 25# per leg) 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.
- I have read and agree to comply with the Vendor Code of Conduct.
- I understand that I can only sell product that has been reviewed and approved by BFM. New products must be brought to the attention of the Market Director for BFM approval and may be subject to additional review.
- The Bellingham Farmers Market reserves the right to cancel a market at any time due to weather or other extenuating circumstances. Depending on the time of cancellation, daily stall fees may still be due.



Prepared Food Application | 2016

Business Name _____

The Market strives to provide a place where fresh and wholesome products are sold, prioritizing the interests of local agriculture. In recognition of this, we have instituted an evaluation criteria to help determine how appropriate each Prepared Food applicant is for the Market.

Please indicate your prepared food category

- Processed Food Vendors** are vendors offering fresh food product that they have processed themselves into the product being offered for sale at the market. These products are prepackaged and meant to be taken home
- Concessionaires** are vendors offering fresh food products that they have processed themselves into products being offered for sale at the market. These products are ready-to-eat and intended for consumption at the Market.
- Farmer Processors*** are approved farm vendors offering any processed farm products. The majority of the ingredients in these products must have been grown or raised by the farmer themselves.

* Farmer Processors should complete a farm application in addition to this application.

I understand and agree to comply to the following mandatory guidelines:

- **Use of Local/Sustainable Ingredients** - Menu items will incorporate locally sourced items whenever possible.*
- **Production** – My products should have a substantial “hands -on” contribution to the making of the product.
- **Health Department Compliance** – I am in good standing with the Whatcom County Health Department. I understand that violations may be reviewed and could result in my denial or dismissal from the Market.
- **No Hydrogenated oils** – My products are free of hydrogenated oil.
- **Compostable Service** – The market is a zero waste event. I agree to that all packaging and service pieces (silverware, plates, etc) are either compostable or recyclable.
- **Fire Extinguishers** – I understand that I am required to have an accessible and charged fire extinguisher at my booth at all times if I use any heat sources.

* I understand that I will only be able to vend in September 2016 during Eat Local Month if I feature a locally sourced menu item.

Product Description: Please briefly describe your offerings and approximate percentage those products represent of your entire product line. (i.e. Sandwiches 60%/Soups 25%/Salads 15% OR Packaged BBQ Sauces 100%).

Please attach a copy of your full menu.

<input type="checkbox"/>	_____	_____%
<input type="checkbox"/>	_____	_____%
<input type="checkbox"/>	_____	_____%
<input type="checkbox"/>	_____	_____%
<input type="checkbox"/>	_____	_____%
<input type="checkbox"/>	_____	_____%



Prepared Food Application | 2016

Business Name _____

Market Mix

Please describe how your product fits into the market mix of the Bellingham Farmers Market

Health Department Approvals/Permits/Certifications

- Do you intent to sample product on site? Yes No
- Do you have a valid Whatcom County Health Department permit? Yes No
- Are you certified organic? Yes No
- Do you use or market any Fair Trade products? Yes No
- Do you have a certification from the Department of Agriculture? Yes No

Equipment and Power Necessities

Can your booth run off of any alternative power sources other than electric? Yes No

Please list all equipment that requires power to operate your booth:

Equipment #1: _____

Equipment #2: _____

Equipment #3: _____

Purchasing

What percentage of your purchases come direct from Skagit/Whatcom farmers? _____%

Please list any/all local Skagit or Whatcom based farmers or producers that you support:

Farm /Other Source	Products Purchased
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Menu Offerings

Do you use any local or organic ingredients in your menu offerings? Yes No

If you feature seafood in your menu is it wild farmed

What percentage of your menu is prepared from scratch? _____%

Will you offer a rotating menu selection? If so, please explain.

Concessionaires

If you are a concessionaire and plan to offer ready to eat food, please list 3 of your menu items to be sold;

EXAMPLE:

Item: Fresh Garden Salad

Price: \$6.00

Fresh ingredients list: lettuce, tomatoes, shredded carrots, peas, cheese

Prepackaged ingredient list: Dressing, Croutons