

Columbia-Pacific Farmers' Market

2024 Vendor Application

Please mail application and payment to:
c/o City of Long Beach
Attn: Mallory Cox
PO Box 310
Long Beach, WA 98631

or Hand Deliver to:
City Hall
Attn: Mallory Cox
115 Bolstad Avenue West
Long Beach, WA 98631

Please feel free to contact the market manager with questions
Mallory Cox: 360.244.3921
e-mail: cpfmmallory@gmail.com

Applications must be signed and submitted with payment and all required paperwork to the Columbia-Pacific Farmers' Market mailing address or hand-delivered to Long Beach City Hall no later than **May 19, 2024**. Vendors who turn in applications after this deadline may be approved based on space availability.

General Vendor Information-

Business Name: _____
Contact Name(s): _____
Mailing Address: _____
Phone(s): _____
E-mail: _____
Website: _____
Location of business: _____

☐ I DO NOT want to have my contact info. given to persons making inquiries to the market.

☐ PLEASE LIST MY: name, products, address, phone number, e-mail, and/or website as a vendor on the Columbia-Pacific Farmers' Market website.

2024 Reservation

Circle "All" or indicate the specific weeks you wish to reserve. Please contact the market manager if these dates need to be altered, after application has been recieved. Otherwise you are committed to showing on the date circled.

ALL

June: 7 14 21 28

July: 5 12 19 26

August: 2 9 16 23 30

September: 6 13 20

Vendor Types- (check all that apply)

- ☐ Farm/Nursery: fruits, vegetables, meat, seafood, eggs, cheeses, flowers, plant starts, herbs.
☐ Artisan Processed or On-site Prepared Foods: baked/canned goods, dressings, hot food, etc.
☐ Wild-caught or Foraged: seafood, mushrooms, berries.
☐ Artist/Crafts: **handmade** articles of various materials designed and **constructed by the seller**.

Products List-

It is required that each Vendor grow, make/or forage 100% of their products sold. The exception is fish dealers, who must obtain fish caught in northwest waters. For further information please refer to the Columbia-Pacific Farmers' Market Handbook.

List all items you wish to sell: (attach additional page if needed) & dates of availability:

Item: _____
When available: _____
Item: _____
When available: _____
Item: _____
When available: _____
Item: _____
When available: _____

Licenses/Certifications-

The Market requires Vendors to be in compliance with all applicable regulations regarding their products. If you gross more than \$12,000 a year (or, if you gross less but need one or more specialty licenses), you must obtain a Washington Business License from the State of Washington Department of Licensing (DOL) for \$50. You may need one or more specialty licenses; make sure to apply early. Please indicate below the licenses, certifications, and/or permits you have, and please include a copy of each with your application. **Liability Insurance for Food vendors must name "City of Long Beach" as an additional insured, if selling prepackaged and prepared on-site food items.** Please keep your licenses, permits, and certifications current. You are responsible for bringing copies to each Market.

<input type="checkbox"/> Master License	<input type="checkbox"/> Food Processor License
<input type="checkbox"/> Long Beach Business License	<input type="checkbox"/> Special Poultry Permit
<input type="checkbox"/> Liability Insurance	<input type="checkbox"/> Nursery Dealer License
<input type="checkbox"/> Scale License/Permit	<input type="checkbox"/> Retail Food Establishment Lic.
<input type="checkbox"/> Egg Handler/Dealer License	<input type="checkbox"/> Food Handler Card (Pa. Co.)
<input type="checkbox"/> Fish Dealer License	<input type="checkbox"/> Food Sampler Permit (Pa. Co.)
<input type="checkbox"/> Anadromous Fish Buyer License	<input type="checkbox"/> Commercial Kitchen License
<input type="checkbox"/> Milk Producer License	<input type="checkbox"/> Cottage License
<input type="checkbox"/> Milk Processing Plant License	<input type="checkbox"/> Other _____
<input type="checkbox"/> Special Forest Products Permit	

Contact-

Environmental Health Specialist:

Shawn Humphreys-(360)-589-2559 shumphreys@co.pacific.wa.us

County issued licenses-(360)642-9382

State Issued Licenses-(360)705-6741

Vendor Referral Program

Return vendors from the 2023 market season are eligible to receive a **50% off Discount** if you refer a **new All-Season vendor**.

The new vendor **MUST** sign-up as an ALL-SEASON vendor to be eligible for the discount.

If you refer a 2nd ALL-SEASON Vendor, your entire fee is FREE!!!

Below, list the name of the Vendor you referred and signed-up as an All-Season Vendor:

Name: _____

Contact Info: _____

Name: _____

Contact Info: _____

Payment of Fees

Payment by check, cash, or money order is necessary. When your payment is due depends on what type of Vendor you are:

ALL-SEASON VENDOR- prepay and attend all season (16 market days) or a minimum of 13 markets (82% of the season). If you do not attend the required minimum of 13 markets, you will be responsible to pay a **\$20 NO-SHOW Fee** for every market you didn't attend. **You pay the lowest rates and receive priority in space selection on a first-paid-first-served basis.** Our new annual fee for 2024 All-Season Vendors is **\$200.00** (that's only \$12.50 per market). An all-season vendor **saves \$280.00** compared to a week-to-week vendor.

All-Season Vendor payments are due no later than May 19, 2024. A **\$50 Late Fee** will be charged if received after May 19th.

WEEK-TO-WEEK VENDOR- participates in the Market on a "just in time" basis, committing to participate on the Monday, Tuesday, or Wednesday immediately preceding the Market. Space assignment will be made on a first-come-first-served basis. The fee for Week-to-Week Vendors is \$30.00 a week. **Week-to-Week Vendor payments are due in cash during Market set-up, sorry but no pay, no stay.**

All spaces include an area 10 feet X 10 feet large enough for a canopy/booth (supplied by the Applicant), with staging area behind. You may reserve and pay for as many spaces as you like.

Please make checks or money orders payable to the **Columbia-Pacific Farmers' Market**.

Total payment enclosed \$_____.

Columbia-Pacific Farmers' Market Vendor Agreement

The undersigned Applicant hereby applies for space at the Columbia-Pacific Farmers' Market, with the understanding that only products grown, made, caught, and/or foraged by the Applicant (as outlined in the Market Handbook) in Oregon or Washington can be sold at the Market. The Applicant hereby certifies that all products to be sold by the Applicant at the Market will be grown, made, foraged or (in the case of seafood) brought to port by the Applicant at the following locations (please list farm or business location(s), if different from mailing address):_____

It is further understood that this application constitutes consent for agents of the Market to inspect the Applicant's farm(s) or business location to verify that the products sold by the Applicant are grown and/or made at these locations.

It is further understood that any violation of this application by the sale of product by the Applicant, or agents of the Applicant, which is not grown, made, caught, or foraged by the Applicant at Applicant's farm(s) or business shall subject Applicant to being barred from the Market upon proof of such violation. I request to sell at the Columbia-Pacific Farmers' Market. **I have read and agree to abide by all Market rules as indicated in the Market Handbook**, as well as all applicable laws, codes and regulations, and to cooperate with Market management. I agree to indemnify and hold harmless the City of Long Beach and the Columbia-Pacific Farmers' Market and their employees, representatives and agents from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to my activities at the Market.

Applicant Signature:_____ **Date:**_____

Applicant Signature:_____ **Date:**_____

Vendor applications are reviewed by Market staff. Based on the Product Definitions and Guidelines section of the Market Handbook, and on consideration of product mix in the Market, staff will approve an application as-is, deny it outright, or approve it with conditions. Appeals to staff decisions must be made in writing within fourteen (14) calendar days of staff's decision.

Appeals shall be mailed to:
Columbia-Pacific Farmers' Market Advisory Board
c/o City of Long Beach
Attn: Mallory Cox
PO Box 310 Long Beach, Washington 98631

The Board shall render a final decision within fourteen (14) calendar days of receipt of the Vendor's written appeal.

Read the Columbia-Pacific Farmers' Market Handbook for assistance in completing this application. The handbook can be found at www.longbeachwa.gov/farmersmarket.