



## 2023 Market Vendor Application

**\*\* Please read this application carefully. It may take up to 30 minutes to complete. \*\***

This application is for farmers, ranchers, value-added producers (food artisans), hot food vendors, cut flower growers and other vendors selling food or farm products, as well as craft makers and artists.

### **WELCOME! Thank you for your interest in the Stevenson Farmers Market!**

Please complete the application by March 31st for priority consideration. Applications will be accepted after the priority deadline on a rolling basis.

Please contact Market Manager Pharaoh Skinner with questions at [Farmers.Market.Stevenson@gmail.com](mailto:Farmers.Market.Stevenson@gmail.com) or 509-427-4707.

[An online application form is also available here.](#) If you prefer, you may print this PDF, fill it out and mail the application and application fee, to Stevenson Farmers Market: PO Box 1222 Stevenson, WA 98648.

### **ABOUT THE MARKET**

**Stevenson Farmers Market (SFM)** is open on Saturdays from 10am – 2pm, June 10th through October 14th at the Stevenson Waterfront located at 140 Cascade Ave. Stevenson, WA.

The [Stevenson Farmers Market](#) is a program of the [Stevenson Downtown Association](#), a local 501c3 non-profit organization whose mission is to promote and revitalize Downtown Stevenson and enrich our local heritage. Held at the beautiful Stevenson Waterfront, our market aims to enhance the quality of life in Skamania County by providing:

- access to fresh, locally grown produce for all income levels
- support for micro-enterprises and cottage industries
- food education and assistance
- family-friendly gathering place for our community.

This application is for vendors seeking their own booth space at the market. We also offer a Community Table option to vendors with limited supply who may not be able to fill a standard booth space. Learn more [here](#).

### **APPLICATION PROCESS**

**STEP 1: REVIEW OUR MARKET RULES in the vendor packet.** Your participation in Stevenson Farmers Market is contingent on compliance with market policies.

**STEP 2: SUBMIT A COMPLETE APPLICATION.** Email any supporting documents to [Farmers.Market.Stevenson@gmail.com](mailto:Farmers.Market.Stevenson@gmail.com).

**STEP 3: SUBMIT AN APPLICATION FEE** to the Stevenson Downtown Association (\$25 before 3/31/2023, \$35 after). Application fees are non-refundable. Applications will not be reviewed until an application fee is received.

Fees can be paid with:

1. debit/ credit card. There is a prompt to pay your application fee at the end of the application (or)
2. a check made to **Stevenson Downtown Association** and mailed to PO Box 1222 Stevenson, WA 98648

**STEP 4: BE PATIENT WHILE WE REVIEW YOUR APPLICATION.** On or around the priority deadline April 1st, Stevenson Farmers Market team will review applications and be in contact with all applicants regarding acceptance to market. If you submit your application after the priority deadline, SFM will be in contact within two weeks of receiving your application. The selection process for vendors takes into consideration many factors, including product quality, sourcing, presentation, seniority, customer service and the right product and vendor mix to ensure a successful market.

**STEP 5: ATTEND VENDOR ORIENTATION.** If you are offered a booth space at the Stevenson Farmers Market, you are required to attend the vendor orientation meeting on Thursday, April 13th 3-4pm. This will be held at the Stevenson Downtown Association office (shared with the Skamania Chamber of Commerce). Vendors that miss the mandatory orientation will be asked to attend an alternative meeting. Vendors that join the market after the scheduled orientation will need to attend a meeting with the farmers market manager to review important topics before starting at the market.

## Vendor Information

<b>BUSINESS NAME:</b>	
<b>PRIMARY CONTACT NAME:</b>	
<b>PRIMARY CONTACT PHONE NUMBER:</b>	
<b>PRIMARY CONTACT EMAIL ADDRESS:</b>	
<b>BOOTH SUPPORT EMAIL ADDRESS(es):</b> (who else should receive market updates?)	
<b>MAILING ADDRESS:</b>	
<b>PHYSICAL ADDRESS:</b>	
<b>WEBSITE:</b>	
<b>SOCIAL MEDIA ACCOUNTS:</b> (Facebook, Instagram, etc)	

# Vendor Information

**YOU HAVE REVIEWED THE “VENDORS & PRODUCTS ALLOWED AT THE MARKET” GUIDELINES:**

Please make sure you read the entire packet. You and your staff are responsible for reading, understanding and following all market rules, regulations and operating policies at the market. Non-compliance with market rules will result in consequences. We appreciate your cooperation.

- Yes
- No

**VENDOR CATEGORY:**

(Select one based on the Vendors & Products Allowed)

- Vegetable and/or Berry Farmer
- Tree Fruit Farmers
- Rancher / Fisher / Meat Vendor
- Cut Flower or Plant Farmer
- Value-Added Food Producer\*
- Prepared / Hot Food Vendor\*
- Craft Maker
- Artist

*\*Required to fill out section below on page 5*

<b>TOTAL FARM ACREAGE:</b> (if applicable)	
<b>FARM ACREAGE IN PRODUCTION:</b> (if applicable)	
<b>NUMBER OF EMPLOYEES (FTE EQUIVALENT):</b> (an employee working 40 hours/ week = 1 FTE; an employee working 20 hours/ week = .5 FTE)	

**PLEASE LET US KNOW IF THE VENDOR OR BUSINESS OWNER(S) IDENTIFY AS ANY OF THE FOLLOWING.** (Please mark all that apply.)

- Black or African American
- American Indian or Native Alaskan
- Hispanic or Latino/a/x
- Asian or Pacific Islander
- Immigrant or Refugee
- Woman
- Veteran
- A Beginning Farmer / Rancher / Food Producer operating a farm, ranch or food business for under 10 years.
- None of the above

# Vendor Mentorship

**PLEASE INDICATE YOUR INTEREST IN VENDOR MENTORSHIP.**

- I am a returning vendor and interested in mentoring a new vendor. I would like to help new vendors troubleshoot booth displays, market promotion, customer relations and market operations etc.
- I am a new vendor and would like to be paired with an experienced vendor to learn more about effective booth displays, market promotion, customer relations and market operations etc.
- I'm not interested in mentorship for the 2023 season.

# Product Information

**PLEASE LIST THE PRODUCTS YOU PLAN TO SELL AT THE MARKET:**

**PLEASE LIST THE SECOND FARM PRODUCTS YOU PLAN TO OFFER:**

Second Farm Products are items you plan to sell that you do not produce. We allow you to bring 2nd farm products to increase the diversity of offerings at the market. These must still come from the Gorge and have signs at market to indicate the source. You will not be allowed to sell 2nd farm products without approval from market staff. Second Farm products should not account for more than 50% of your weekly booth display or sales.

**WHAT IS THE AVERAGE WEEKLY DOLLAR AMOUNT YOUR BUSINESS HOPES TO MAKE AT YOUR VENDOR BOOTH THIS SEASON?**

**YOU ARE REQUESTING ACCESS TO ELECTRICITY AT YOUR VENDOR BOOTH:**

- Yes
- No

## **\*For Value Added & Prepared Food Vendors**

**This application section is mandatory for VALUE ADDED FARMERS / PRODUCERS, PREPARED / HOT FOOD VENDORS & ALCOHOL VENDORS.**

Stevenson Farmers Market strives to provide a place where fresh and wholesome products are sold, prioritizing the interest of local agriculture. In recognition of this, we have developed guidelines to help determine how appropriate each Prepared Food applicant is for the market.

**Applications are assessed based on:**

**1) Use of local ingredients:** Menu items will incorporate at least 25% of ingredients from local products. (see pg. 5 in Vendor Packet)

\*\*\*PLEASE NOTE: products sold or distributed locally may not count as local sourcing (ie. buying ingredients from a local store or distributor). We aim to support local farmers and producers, not local distributors. If you cannot get the products that you are seeking in the Gorge, we ask that you at least source products from Oregon or Washington.

**2) Compatibility:** The produce should be unique, and/or fill a niche in the market.

**3) Production:** The vendor should have a substantial “hands-on” contribution to the making of the product and vendors should be in good standing with the Skamania County Health Department and, if applicable, the WA or OR state Department of Agriculture.

**PLEASE LIST YOUR MAJOR INGREDIENTS through this form below OR you can add a document listing the same information.** (Include the main ingredients, source farm or business, and its location.)

**PLEASE INDICATE WHICH OF THE FOLLOWING STATEMENTS ARE TRUE FOR YOUR BUSINESS.**

(Please mark all that apply.)

- I offer products that are packaged and meant to be taken home (examples: loaf of bread, honey, sauce, pickles, closed bottle beverages, coffee beans, dried tea)
- I offer products that are ready- to- eat/ drink and intended for consumption at the market (examples: coffee/ tea, pizza, burrito)
- I offer product samples/ taste tests

## Attendance Schedule

**Stevenson Farmers Market (SFM)** is open on **Saturdays from 10am – 2pm, June 10th through October 14th** at the Stevenson Waterfront located at 140 Cascade Ave. Stevenson, WA.

**Attendance:** Once a vendor is approved, they are obligated to attend their scheduled market dates. Vendors will inform the market manager if they are unable to attend a market or need to alter their schedule of attendance. Vendors that fail to attend more than 2 markets they have committed to may have their market placement moved to accommodate the needs of the market.

We ask for 1-week notice if you are unable to make a market. If you must cancel, we ask that you **alert market staff by 2pm Wednesday before the market**. This deadline is due to our new weekly newsletter that will promote the market with that week's vendor list and product availability. It's imperative to communicate any schedule changes and product updates you'd like highlighted throughout the season by **2pm Wednesday before the market**.

**Vendor selection and placement:** Booths at market will be offered to vendors that are able to bring unique or limited items to market. See pg. 9 of the Vendor Packet for complete vendor selection and placement policies.

**PLEASE SELECT THE DATES THAT YOU'D LIKE TO PARTICIPATE IN.**

(Note: You are selecting your ideal market schedule. All dates may not be available. If you are accepted to the market, details of your schedule will be included in your acceptance email.)

- ALL MARKET DATES Saturdays, June 10 – October 14, 2023
- June 10
- June 17
- June 24
- July 1
- July 8
- July 15
- July 22
- July 29
- August 5
- August 12
- August 19
- August 26
- September 2
- September 9
- September 16
- September 23
- September 30
- October 7
- October 14

# Booth Options

## PLEASE CHOOSE YOUR BOOTH OPTION FOR THE MARKET:

- Standard Booth Fee (10x10) – \$15
- Double Booth Fee (20x10) – \$30
- Full Season Booth Fee (10x10) - \$255 (that includes 2 free weeks!)
- Full Season Double Booth Fee (20x10) - \$510 (that includes 2 free weeks!)

## PAYMENT: Application & Booth Fees

**APPLICATION FEES ARE NON-REFUNDABLE.** Applications will not be reviewed until an application fee is received.

Priority deadline is **March 31st**. Checks should be postmarked no later than 3/31/2023.

- Vendor Application Fee (by 3/31/23) – \$25
- Vendor Application Fee (after 3/31/23) – \$35

Please contact Market Manager Pharaoh Skinner with questions about fees at 509-427-4707.

## PLEASE SELECT HOW OFTEN YOU PREFER TO PAY FOR YOUR BOOTH FEES:

- Weekly (pay at close of each market day)
- Full season (due before your first day of the market)

## PLEASE SELECT THE METHOD YOU PREFER TO PAY FOR YOUR BOOTH FEES:

- Cash
- Check
- Credit / debit <https://givebutter.com/2023SFMvendors>

## APPLICATION FEE DUE NOW:

- ONLINE at <https://givebutter.com/2023SFMvendor>
- SEND CHECK payable to Stevenson Downtown Association mailed to PO Box 1222 Stevenson, WA 98648