



The **Emerson-Garfield Farmers' Market** is entering its fifth season and invites growers, ranchers, farmers, bakers, specialty vendors, artists, chefs, artisans, crafters and musicians to participate.

**Overview:** The Emerson-Garfield Farmers' Market is an initiative of the Emerson-Garfield Neighborhood Council in partnership with Project Hope Spokane. Additional support comes from committed local organizations. Its aim is to foster a sense of community while providing access to unique artisanal products and fresh, affordable food that is grown or raised locally.

- During the 2017 season, the market will run from **June 9** to **September 29** (a total of 17 weeks). The market takes place **every Friday from 3 to 7pm**.
- We've restructured our fees for the 2017 season to reward loyalty and reliability:
  - The full-season rate is \$250 up front, but vendors who attend at least 90% of the markets (15 out of 17) will be refunded \$100 at the end of the season, making the booth fee just \$9 per market.
  - There is an even larger loyalty discount for full-season vendors who apply and pay in full before **April 30, 2017**. They will be refunded \$125 for 90% attendance at the end of the season, making the booth fee just \$7 per market.
  - The per diem rate is \$20 per booth. At the market manager's discretion, discounts can be made on an individual basis for per diem vendors who sign up for multiple (i.e., part- or half-season) dates.
- The market location is **2310 N Monroe**, Spokane, WA 99205 (parking lot of the Adult Education Center).
- Thanks to support from Catholic Charities, the market will once again be accepting EBT (aka Quest, SNAP, food stamps) as well as FMNP (or WIC) vouchers. It also participates in the Fresh Bucks program.

### **Important points to bear in mind:**

- Application fees are waived once again this year for returning vendors. New vendors must pay a \$5 processing fee when submitting their application. Please make checks out to Project Hope Spokane.
- Vendor selections will be made on a rolling basis. Payment is due within 14 days after the application has been approved and the vendor has been notified accordingly. Please make checks out to Project Hope Spokane.
- As this is a grassroots, community-oriented market, we expect our vendors to have a stake in its success. This means helping with promotion (e.g., Facebook, flyers) and registering to accept FNMP vouchers.
- Be sure to read and sign the Market Rules before submitting them along with your application. Please pay particular attention to the cancellation policy.
- Further updates and additional info at: <http://market.emersongarfield.org>

Name of Business	
Full Name of Business Owner	
Description of Business and Products	
General Price Range of Products	
Primary Phone (e.g., cell)	Alternate Phone (e.g., home or work)
E-mail Address	
Mailing Address (including city, state, ZIP)	
If you are applying for a booth space for the entire season, will you be available for all of the market days? If not, please note how many days (and, ideally, which dates) you anticipate missing.	
If you sell meat/fish/poultry/seafood and other value-added products, please provide the names and contact information of the certified facilities where they are processed.	

If applying for a booth space for an entire season, which do you qualify for?			
<input type="checkbox"/> Applying <i>on or prior to</i> April 30, 2017 (\$125 refund for 90% attendance)			
<input type="checkbox"/> Applying <i>after</i> April 30, 2017 (\$100 refund for 90% attendance)			
If applying for a booth space on a per diem basis, which date(s) are you applying for?			
<input type="checkbox"/> June 9	<input type="checkbox"/> July 7	<input type="checkbox"/> August 4	<input type="checkbox"/> September 1
<input type="checkbox"/> June 16	<input type="checkbox"/> July 14	<input type="checkbox"/> August 11	<input type="checkbox"/> September 8
<input type="checkbox"/> June 23	<input type="checkbox"/> July 21	<input type="checkbox"/> August 18	<input type="checkbox"/> September 15
<input type="checkbox"/> June 30	<input type="checkbox"/> July 28	<input type="checkbox"/> August 25	<input type="checkbox"/> September 22
			<input type="checkbox"/> September 29
Is there any additional information (e.g., vendor preferences, requirements) that you would like the market selection committee to be aware of?			
Our market works in partnership with other local farmers markets. Would you like your contact information to be passed along to them for consideration? <b>NOTE:</b> This does not mean you are applying to their markets, only that they might contact you if they have a niche to fill.			
<input type="checkbox"/> Fairwood Farmers Market <input type="checkbox"/> Hillyard Farmers Market <input type="checkbox"/> Thursday Market at South Perry <input type="checkbox"/> None; please do not share my information with other markets			

Checks must be made out Project Hope Spokane. Please mail your printed and completed application to:

Market Manager, Emerson-Garfield Farmers' Market  
 1120 W Mansfield Ave  
 Spokane, WA 99205-4454

You can also e-mail a scan of the printed application to [market@emersongarfield.org](mailto:market@emersongarfield.org) or fax it to: (541) 794-7250.

Questions? Please e-mail using the address above or call (509) 255-3072.

**Market Rules 2017**

The Market Rules are in place to ensure that the community receives the highest quality farm products grown or produced by local area farmers and to set the operating guidelines for market activities.

1. Vendors must grow, produce or wild craft all products sold at the market. Only farm products grown by the vendor on the farm owned or managed by the seller and/or wild-crafted (wild-harvested) products (e.g., huckleberries, mushrooms) are allowed. Crafts must be manufactured by the seller with their own hands. Commercial, secondhand or imported items are prohibited.

2. Market times run from 3:00pm to 7:00pm on Fridays. Vendors should be in place one half-hour prior to opening and shall not take down their booths prior to closing.

3. EBT/Credit/Debit Program: Emerson-Garfield Farmers' Market accepts USDA food stamps (EBT cards), credit cards, and debit cards. This program operates on a token system utilizing \$1 and \$5 tokens valid only at the Emerson-Garfield Farmers' Market. Each vendor is required to sign the Vendor Agreement for the EBT/credit/debit program in order to sell at the market. The Vendor Agreement and the application must be on file with the manager. Market staff will provide support and training to each vendor so that they can successfully participate in this program. All vendors who wish to participate in the market must provide the market manager with their weekly sales totals. Sales will be recorded on the forms provided by the market manager each week.

The market will also offer an incentive program, Fresh Bucks, which will match \$2 for the purchase of fresh produce for every \$5 in EBT the customer spends. Fresh Bucks will be issued as a separate voucher much like the token currency used for credit/debit and EBT, and can be redeemed with individual vendors. No change can be given on Fresh Bucks vouchers. Catholic Charities helps administer these assistance programs.

4. WIC/Senior FMNP vouchers: Vendors must be signed on and approved to receive payment from these programs.

5. Pricing: Pricing of goods is up to the vendor; but pricing below cost, thereby resulting in the undercutting of other vendors, is not allowed. In keeping with the market's mission, we do ask that vendors keep affordability in mind. Pricing complaints or questions will be subject to board review.

6. Booth Space: Booths shall be identified with a sign bearing the farm or vendor's name. Booths shall be kept clean and orderly during marketplace times and the spaces shall be cleaned (to include the removal of all incidental trash) prior to vacating the market. All vendors who erect canopies (including umbrellas) are required to safely anchor it to the ground. Plastic buckets filled with water and secured with bungees is the common method. Whatever the method, there should be at least 25 lbs of weight on each leg of a canopy or umbrella.

7. Conduct: Vendors are expected to conduct themselves in a professional and courteous manner. Vulgar, aggressive or inappropriate language is prohibited. No smoking or alcohol are allowed on the market site. Any customer or vendor grievances should be brought to the on-site market manager and if necessary they will be brought to the

governing board for resolution. Customers with a legitimate complaint about the quality of a product should be given a full refund or replacement by the vendor when requested.

8. Fees: The per diem fee is \$20.00 per booth space. Full-season rates are \$250.00 with a potential loyalty discount for 90% attendance (i.e., 15 out of 17 markets). This discount is \$125.00 for vendors who apply and pay on or before April 30, 2017 and \$100.00 after that date. New vendors will be assessed a \$5 application fee.

9. Vendor Approval Process: The governing board of the Emerson-Garfield Farmers' Market will review and approve vendor applications on a rolling basis. Vendors will be approved based on the market rules and goals, and to make sure we have a diverse and quality lineup of products and crafts. We desire to maintain a majority of gross sales from farm products, which might mean limiting the number of craft vendors on any given day.

10. Compliance: The vendor is solely responsible for compliance with all applicable rules and regulations governing the growing, production, and marketing of the goods.

11. Cancellation Policy: The market manager must be notified of cancellations by 12:00pm on Wednesday of the same week. If notice has not been received of the cancellation, a written warning will be sent to the vendor. The second time such an occurrence happens a written warning as well as a \$20 fee will be assessed to the vendor and the vendor will not be allowed to sell at the market until the fee has been paid. A third occurrence will be grounds for removal from participation in the market. No refund of full-season fees will be given when a vendor is removed due to a rules violation.

12. Inclement Weather: The market will be cancelled only at the discretion of the market manager. In the case of inclement weather or concerning weather warnings prior to the opening of market, the market manager will call vendors to notify them of a cancellation. In the case of possible inclement weather or warnings, vendors should still arrive at the market as normally scheduled. Otherwise the market will run normally, weather permitting.

*I have read and agree to abide by the above rules and further agree to allow the Emerson-Garfield Farmers' Market governing board access to my farm or place of production for the purpose of verifying that the products sold at the market have been grown on the farm by the vendor or hand produced by the crafter.*

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Vendor Name (please print)

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Signature

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Date