



**CHECKS PAYABLE TO: Pasco Farmers Market or DPDA**

**MAIL TO: Pasco Farmers Market or Oscar Martinez**

P.O.Box 688 • Pasco WA 99301  
www.downtownpasco.org  
Market Manager: Oscar Martinez (509) 528-8131

**Pasco Farmer Market**  
101-147 S 4th Ave • Pasco WA 99301  
(509) 528-8131

## 2021 - Pasco Farmers Market

**101-147 S 4th Ave Pasco, Wa - 4th Ave Behind Viera's Bakery**

The Pasco Farmers Market is an outlet for farmers, crafters and food processors to sell their wares directly to the public. In addition to the above, the Pasco Farmers Market will be an outlet for area non-profit organizations to provide information to the public through displays, performances, handouts, personal contact and fund raising. Non-profit scheduling will be handled by the Market Manager but every effort is made to accommodate all that apply.

The following are the rules and regulations for the Pasco Farmers Market. Please read each page and complete a application to be considered to participate.

### **RULES & REGULATIONS**

#### **MARKET HOURS**

The market will run every Saturday from May to October. Hours of operations will be 9 am to 1 pm. **All vendors must be ready for business by 9 am and can not begin tear down until 1 pm.** Vendors will be given 1 hour for tear down, unless prior arrangements have been made with the Market Manager.

#### **SELECTION OF VENDORS**

All vendors to the Pasco Farmers Market must grow, craft or process what they sell. Resellers are not allowed in the Market. All items will be judged on quality and value and contribution to the market. No used or antique items will be allowed to be sold at the Market.

Vendors must be present each week they commit to.

All items offered for sale at the Pasco Farmers Market shall be subject to inspection and approval by the the Market Manager.

#### **STALL ASSIGNMENTS**

Stalls will be assigned to Vendors based on the following:

- 1) Commitment / Frequency of space
- 2) Farmers
- 3) Food Processors
- 4) Crafters
- 5) Non-profit Groups

#### **BOOTH SET-UP**

Vendors will be allowed into Market area starting at 6 am. ALL VEHICLES MUST BE PARKED BY 8:50 AM. We ask that each vendor to be considerate when unloading vehicles, each vendor will be allowed one vehicle parked near their booth. Vendors wishing to load-in between 9 am and 12 pm will have to cart items in - NO VEHICLE ACCESS BETWEEN 9 AM AND 1 PM. NO SELLING UNTIL MARKET OPENS AT 9 AM. Any vendor selling before market hours will be subject to a \$15 fine on top of the daily fee.

# PASCO FARMERS MARKET

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## **TEAR DOWN**

For the safety of customers, no vendor can begin tear down until close of Market at 1 pm. Safety is our #1 priority. No moving vehicles are allowed in Market area until 1 pm (unless very special circumstances and Market Manager must be notified). Park on the left of the yellow and pass on the right of the yellow line. NO VEHICLES WILL BE ALLOWED INTO AREA UNTIL 1:05 PM AFTER ALL SHOPPERS ARE CLEARED FROM THE AREA.

## **STALLS**

Stalls will be approximately 10' x 10'. If the vendor exceeds past the 10' x 10' area, they will be charged accordingly, or required to meet the space requirements.

Marking or painting on the asphalt is prohibited.

All regular trash must be put inside the designated trash dumpster.

No dumping of chemicals, hay/straw, ashes, grease or foreign items is allowed on the property.

**ALL TENTS AND AWNINGS MUST BE SECURED WITH PROPER WEIGHTS TO PREVENT BLOWING AWAY AND CAUSING DAMAGE. TENTS PRE APPROVED BY THE FIRE DEPARTMENT ARE THE EZ-UP FIRE RESISTANT TENTS - IF YOU DO NOT HAVE A EZ-UP TENT YOU MUST GET YOUR TENT APPROVED BEFORE YOU PARTICIPATE!**

## **FEES & PAYMENTS**

Daily Rental fees of \$30 per stall /for all vendors, **Extra tables and awnings will be charged the day of use**

Tables \$15/ Awnings \$20

Fees are payable to the Market Manager when they collect between 12 pm and 1pm on market day.

## **CLEAN UP**

Each vendor is responsible for leaving their area clean. NO EXCEPTIONS. Pasco Farmers Market/ DPDA is not responsible for items left on the premises. Brooms, rakes, and tools needed for clean up will be provided by the Pasco Farmers Market.

## **SIGNS**

All vendors must have a sign clearly marking the name of the business.

## **PRINTED MATERIAL**

Vendors are allowed to display in their booths materials that pertain to their products. Other than the Vendor materials, no petitions, or other printed material, political or otherwise, will be distributed or displayed at the Pasco Farmers Market, without prior approval by the Market Manager.

## **PRICING**

Pricing of goods sold at the Market and any applicable taxes are the sole responsibility of the individual Vendor. The advertising of discounted prices and promoting other non-market locations is not permitted on the Market site.

## **AMPLIFIED MUSIC**

Amplified music or paging systems cannot be used by Vendors. No generators are allowed, unless approved by the Market Manager.

## **HEALTH PRACTICES**

All Vendors must adhere to sanitary procedures as outlined by the Benton Franklin County Public Health Department. All food concessionaires, and food samplers are responsible for obtaining proper Health and food handlers permits and registration needed to do business at the Pasco Farmers Market. Any Vendor found to be selling contaminated food or produce shall be suspended from selling operations until satisfactory clearance has been obtained from the Benton Franklin County Health Department.

*For information on permits, registration and requirements please call (509) 547-9737.*

# Pasco Farmers Market

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## **SMOKING POLICY**

No smoking or any kind of open flame will be permitted in or around the market area, unless otherwise authorized by the Market Manager

## **DRUG AND ALCOHOL POSSESSION POLICY**

The unlawful possession or use of illegal drugs and / or alcohol on the Market site will not be tolerated.

## **ORGANIC LABELING**

Use of the phrase "organic", in produce sales, shall be governed and regulated in accordance with Washington State Department of Agriculture regulations. All Vendors are required to advertise truthfully and to respond to customer's questions in a like manner.

## **ADVERTISING**

Advertising of the Pasco Farmers Market will be the responsibility of the Downtown Pasco Development Authority/ Market Manager and is for the benefit of all Vendors at the market.

## **ALL VENDORS**

All vendors are responsible for paying taxes & licenses needed to do business in the State of Washington. All grievances need to be put in writing to the Pasco Farmers Market at PO Box 688, Pasco Washington 99301 or brought to our office at 110 S. 4th Ave Pasco, Wa 99301.

## **AGREEMENT**

By accepting a stall at the Pasco Farmers Market each Vendor thereby agrees to abide by these regulations and must sign the attached Hold Harmless Agreement covering both the Downtown Pasco Development Authority(DPDA) and Pasco Farmers Market. The Management of the Pasco Farmers Market reserves the right to cancel the privileges of any Vendor who, in the opinion of Management, has willfully violated the rules and regulations of governing the Pasco Farmers Market. The Market Management, DPDA will enforce the above rules in a fair and consistent manner.

## **RULES AND REGULATIONS ARE SUBJECT TO CHANGE**

I have read the rules and regulations to the Burien Farmers Market and agree to abide by them. PLEASE KEEP A COPY FOR YOUR RECORDS.

- SIGNATURE - PRINT NAME - DATE

**2021 DOWNTOWN PASCO  
DEVELOPMENT APPLICATION FOR  
PERMIT TO SELL**

<u>For Office Use Only</u>			
Received	_____		
Amount	_____		
Payment:	CK# _____	CA _____	MO _____
Invoice#	_____		
Approved	_____		

**VENDOR INFORMATION**

Business Name \_\_\_\_\_

Owner Name \_\_\_\_\_ UBI# \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

\_\_\_\_\_ **Check if you have liability insurance**

**Provide a brief description of your business.** This is the information that would be used in a brochure, on social media or in a news article. If you need more space, please feel free to attach a sheet. Provide enough information to give a “snapshot” of your business:

\_\_\_\_\_ Initial to authorize release of the above information

**VENDOR CATEGORY**

Indicate the category that your products will be sold under.

- \_\_\_\_\_ Farmer
- \_\_\_\_\_ Food Vendor
- \_\_\_\_\_ Craft Vendor
- \_\_\_\_\_ Retail Vendor
- \_\_\_\_\_ Non-Profit
- \_\_\_\_\_ Other

<b>List the products that will be sold:</b>	

**SALES REPORTING**

Sales will be reported at each event before vendor leaves location by either email or hard copy using the DPDA template.

**POWER REQUIREMENTS**

The DPDA assumes that each vendor will provide their own electrical and power sources unless indicated below. DPDA may provide some electrical and water service, if available, on an as needed basis only with advance notice of three (3) days.

<b>Electrical</b>	Provide own		Yes	No
	Do you need electrical service?	Yes	No	
	Do you need 40, 50 or 60 amp?	Yes	No	(yes or no and indicate amps)
	Do you need 120 or 240 volt?	Yes	No	(yes or no and indicate volts)

<b>Water</b>	Provide own		Yes	No
	Do you need a water source?	Yes	No	

Please indicate whether you have a propane source on your vehicle Yes  No

All vendors are responsible for providing their own holding tank for waste water.

**MARKETING**

All vendors are encouraged to market their participation through their social media channels. Indicate your current marketing channels so that we may "follow" and cross-promote.

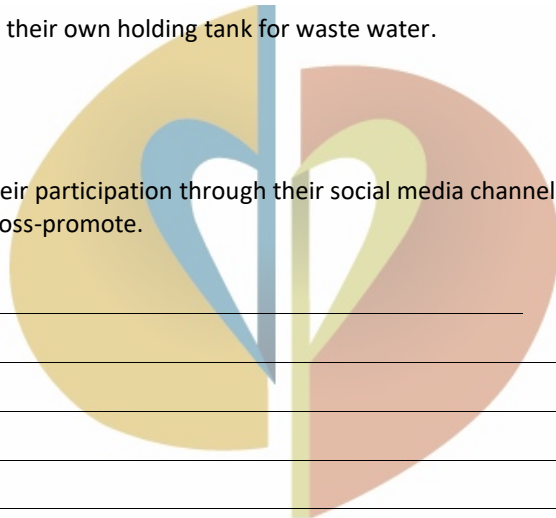
Website \_\_\_\_\_

Twitter # \_\_\_\_\_

Facebook @ \_\_\_\_\_

Instagram @ \_\_\_\_\_

SnapChat \_\_\_\_\_



downtown pasco  
 DEVELOPMENT AUTHORITY

**LOYALTY PROGRAM**

Do you have a loyalty program? If so, please briefly describe (ex. punch card program, Facebook check-in).

**FARMERS MARKET**

**Program Dates: Saturdays, starting May 1-October 30**

- We ask for 24-hour advanced written notice (via email or text will suffice) to the Market Manager if you are unavailable for any of the dates you signed up for (Omartinez@downtownpasco.com OR 509-528-8131).
- If a vendor fails to participate during the season for which they have committed without giving PSK written notice, the vendor will be charged \$50. If you're a PSK client, that fee will be added to your monthly PSK invoice.
- All emergencies will be handled on a case-by-case basis.
- All outstanding fees will be due in full for participation at Pasco Farmers Market

**Fee schedule:**

A 10% discount will be given to vendors who pay for the full season in advance of the May 1 start date. Weekly payment, of \$30 for any/all vendors, is due at each PFM event.

**VENDOR TYPE & ANNUAL FEE**

- \_\_\_\_\_ \$100 Returning Reserved Vendor\*
- \_\_\_\_\_ \$ 50 Returning Unreserved Vendor\*
- \_\_\_\_\_ \$ 50 New Vendor

**\*Deadline for RETURNING Vendors ONLY: Returning Vendor applications/fees not received by April 10 will be charged a \$25 late application fee and considered on a first-come basis and in relation to the needs of the Market.**

**VENDOR PARTICIPATION**

Circle the days in the months that you will be attending.

Farmers Market	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
	SAT	SAT	SAT	SAT	SAT
May	1	8	15	22	29
June	5	12	19	26	-
July	3	10	17	24	31
Aug	7	14	21	28	-
Sept	4	11	18	25	-
Oct	2	9	16	23	30

