



# 2024 City of Lakewood Farmers Market Vendor Application

**Tuesdays 2:00-7:00pm**  
**June 4 - Sept. 17, 2024 (14-week season)**  
*No Markets July 16 or July 23*

Location: Fort Steilacoom Park  
8714 87th Ave SW, Lakewood, WA 98498

Farm/Business Name: \_\_\_\_\_ Business Owner's Name: \_\_\_\_\_

Name of Person Attending Market: \_\_\_\_\_ UBI#: \_\_\_\_\_

Billing Address, City, State and Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone (Specify): \_\_\_\_\_

Email (PRINT CLEARLY): \_\_\_\_\_ Website: \_\_\_\_\_

Please check all that apply:

Farmer\_\_\_ Artist/Crafter\_\_\_ Reseller\_\_\_ Processor\_\_\_ Food Truck\_\_\_ Other\_\_\_\_\_

\*Please check here if business is a non-profit 501c3? \_\_\_\_\_ (See Non-Profit Section)

\*Please check here if Pop-Up Themed Participant? \_\_\_\_\_ (See Pop-Up Section)

Size of your Booth: 10'x10'\_\_\_10'x20'\_\_\_10'x30'\_\_\_ Food Truck\_\_\_\_\_ (ft long)

**Product Description (please include photos or a menu if you are a new vendor):**

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**Please list any additional equipment that will not fit within your canopy or vehicle (ex. BBQs, fryers, coolers, etc.):**

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Food Truck/Trailer Size: Length\_\_\_\_\_ Width\_\_\_\_\_ What side do you serve out of? \_\_\_\_\_

Will you be bringing an auxiliary generator (there is no electricity)? Yes \_\_\_ No\_\_\_

If yes, what size is your generator? \_\_\_\_\_



## Lakewood Farmers Market Waiver of Liability

All vendors, their staff, family and associates, taking part in Lakewood's Farmers Market program and events agree to the following release: I/we assume all risks and hazards incidental to such participation including transportation to and from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless the City of Lakewood, its staff, instructors, officials, partners and volunteers for any claim arising from injury to myself or my/our representatives. Furthermore, in case of an emergency I give permission for a City of Lakewood representative or designee, to secure the emergency medical attention required. Any direction to the contrary should be noted on the registration form and signed. I agree that pictures taken during program hours may be used for future promotional purposes. Please read the Vendor Rules and sign below to indicate your agreement with those guidelines & rules.

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Signature

Date

### **City of Lakewood Food Truck Insurance Requirements**

Commercial General Liability coverage, with limits of \$1 million per occurrence & \$2 million aggregate.

Commercial General Liability coverage listing the City of Lakewood as an additional insured. The additional insured coverage needs to include ongoing and completed operations.

Proof of Auto Liability coverage not less than \$500,000.

### **City of Lakewood Hot Food (Canopy) Insurance Requirements**

Commercial General Liability coverage, with limits of \$1 million per occurrence & \$2 million aggregate.

Commercial General Liability coverage listing the City of Lakewood as an additional insured.

The additional insured coverage needs to include ongoing and completed operations.



## Lakewood Farmers Market Dates and Fees

**Please select all the days you will attend during the 14-week Season:**

4-Jun <input type="checkbox"/>	2-Jul <input type="checkbox"/>	6-Aug <input type="checkbox"/>	3-Sept <input type="checkbox"/>
11-Jun <input type="checkbox"/>	9-Jul <input type="checkbox"/>	13-Aug <input type="checkbox"/>	10-Sept <input type="checkbox"/>
18-Jun <input type="checkbox"/>	30-Jul <input type="checkbox"/>	20-Aug <input type="checkbox"/>	17-Sept <input type="checkbox"/>
25-Jun <input type="checkbox"/>		27-Aug <input type="checkbox"/>	

We encourage one seasonal payment for the 14-week season this year, due by April 1, 2024. The full season rate is discounted by four market dates (pay for 10 markets and get 4 free!)

- Fees are non-refundable.
- We do not charge a commission.
- If the City has to cancel a market for any reason, vendors will be reimbursed the fee for that day.

***Application Deadline: April 1, 2024.***  
***Priority Registration by January 31<sup>st</sup>, then registration opens to public.***

FULL SEASON:

- 10 x 10 Booth Fee: \$310
- 10 x 20 Booth Fee: \$610
- 10 x 30 Booth Fee: \$910
- Food Truck Fee: \$610

DAILY RATE:

*\$10 one-time application fee, plus:*

- 10 x 10 Booth Fee: \$30
- 10 x 10 Non-Profit: \$25
- 10 x 20 Booth Fee: \$60
- 10x30 Booth Fee: \$90
- Food Truck Fee: \$60

**Applications must be received with payment to:**  
 City of Lakewood, 6000 Main Street SW, Lakewood, WA 98499  
 Attn: Sally Martinez, 253-254-2215, or Lani Neil, 253-985-9195  
[parks@cityoflakewood.us](mailto:parks@cityoflakewood.us)

*For Credit Card Payment:*

Name On Card: \_\_\_\_\_ Card Number: \_\_\_\_\_  
 Expiration Date Month: \_\_\_\_\_ Year: \_\_\_\_\_ CW/CVC: \_\_\_\_\_

## **Non-Profit Booths**

Non-Profit Organizations (501c3) are allowed a maximum of 2 market dates during the 14-week season, and are scheduled on a first-come-first-serve basis. Non-Profit's must provide Health, Wellness and/or Sustainability to the Lakewood Community. Non-Profit Organizations must provide an engaging hands-on activity for families to promote health, wellness or sustainability. Non-Profit organizations are given a discounted rate of \$25 per 10' x 10' booth space daily rate. The one-time \$10 application fee is waived. Non-Profit booth availability is limited. Prompt registration and payment is encouraged. All booth requirements must be met by the non-profit organization, including providing a tent canopy with weights, booth equipment such as tables and chairs, and must comply with the hours of market set-up, operation, and closing. The City of Lakewood does not provide booth equipment or labor.

### ***Description of Health, Wellness or Sustainability Activity:***

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## **Pop-Up Market Booths – NEW in 2024!**

Limited Pop-Up Market Booths will be available on themed dates during the 2024 market season, and will be based on a first-come-first-serve basis. Booths must pay the daily rate fee, plus the one-time \$10 application fee (exception for Kid's Day, listed below). Prompt registration and payment is encouraged. All booth requirements must be met, including providing a tent canopy with weights, booth equipment such as tables and chairs (exception for Kid's Day), and must comply with the hours of market set-up, operation, and closing. The City of Lakewood does not provide booth equipment or labor.

June 11 – Veteran Owned Businesses

June 18 – Wellness/Sports Focused Businesses

June 25 – Minority Owned Businesses

July 2 – New Businesses (opened in the last 18 months)

July 30 – Women Owned Businesses

August 6 – Kids Day (up to age 16). \$20 per table in Shelter 1. Qty 12 available.

August 13 - Maker Fair\*

August 20 – South Sound First Nation Organizations (Tribal Affiliations)

August 27 – Local Artists

*\* Inventors, creators, crafters, educators, hobbyists come inspire people with your skill-building tutorials, hands-on projects, experiments, and show & tell. We will consider a wide variety of interests, such as robotics, 3D printing, arts and crafts, design, Legos, and more.*

**Please keep this portion of your application**

Market Manager: Sally Martinez, 253-254-2215 or Lani Neil, 253-985-9195

[parks@cityoflakewood.us](mailto:parks@cityoflakewood.us)

**Advertising**

A variety of advertising is available through the City of Lakewood for the Farmer’s Market:

- [www.cityoflakewood.us](http://www.cityoflakewood.us)
- [facebook.com/LakewoodWA](https://facebook.com/LakewoodWA)
- [Instagram.com/cityoflakewoodwa/](https://Instagram.com/cityoflakewoodwa/)
- [Twitter.com/CityofLakewood](https://Twitter.com/CityofLakewood)

**Directions to Fort Steilacoom Park, 8714 87th Ave SW, Lakewood, WA 98498**

From the north: Head south on Interstate 5 toward Portland. Take Exit 129 and turn right on S. 74th Street. 74th Street turns into Custer Road. Follow Custer Road and veer right onto Steilacoom Boulevard. Follow Steilacoom Boulevard to the entrance of Fort Steilacoom Park. Turn left onto 87th Avenue SW and then right into the park entrance. Stay right and follow park road to baseball parking lot that parallels Steilacoom Boulevard.

From the south: Head north on Interstate 5 toward Tacoma. Take Exit 125 (Bridgeport Way) and turn left onto Bridgeport Way. Follow Bridgeport Way, crossing 100th Street SW and Gravelly Lake Drive before turning left at 93rd Street SW. Follow 93rd Street SW which turns into Ardmore Drive SW. Follow Ardmore Drive SW to its intersection with Steilacoom Boulevard SW and turn left onto Steilacoom Boulevard SW. Follow Steilacoom Boulevard to the entrance of Fort Steilacoom Park. Turn left onto 87th Avenue SW and then right into the park entrance. Stay right and follow park road to baseball parking lot that parallels Steilacoom Boulevard.

**Market Dates:** June 4, 11, 18, 25  
 July 2, 9, 30  
 August 6, 13, 20, 27  
 September 3, 10, 17

**Set Up:** 11:00 AM - 2:00 PM  
**Market Open:** 2:00 PM - 7:00 PM  
**Breakdown:** 7:00 PM - 9:00 PM

# **VENDOR RULES FOR 2024**

## **All Vendors must complete a Vendor Application Form**

### **Punctuality**

No vendors will be allowed on the site before 11:00 AM. All vendors must vacate the site by 9:00 PM. All vendors must be set up and ready to sell by start time. Vendors with vehicles must arrive between 60 minutes to 3 hours before Market start time. Vendors with vehicles who arrive less than 30 minutes before the market open will have to load off from a designated vendor parking area and will be issued a verbal warning. A second violation may result in a possible termination of the vendor's "Permit to Sell." Vendors must remove their vehicle from the market area within 30 minutes of start-time. Vendors who fail to remove their vehicles within 30 minutes of start time will be issued a verbal warning. Vendors who violate this policy a second time may risk possible termination of the vendor's "Permit to Sell."

Vendors who cannot attend on a market day should contact the Market Manager 24 hours prior to market day. We do have a waiting list so this is very important. Please call the Market Manager at 253-254-2215.

If a vendor does not call or occupy the reserved booth three weeks in a row, the stall shall be declared vacant and will be available for reassignment.

### **Weights Are Required on Canopy**

All vendors with tents and umbrellas are required to have at least 10 pounds per tent leg or umbrella. Weights must be securely attached at all times, in order to sell at the markets. Failure to have proper weights means that vendor's tents and umbrellas cannot be set up on market day. Any damage incurred by a vendor due to insufficient weights will be at the expense of the vendor.

### **Only Washington State Farmers, Producers and Businesses may sell at the Markets**

*All products must be grown or produced in Washington State. All products must be grown or produced by the seller. Any violation of these rules will result in the product being automatically removed from the vendor's tables and possible revocation of the vendor's Permit to Sell.*

*Interpretation of this rule is at the Market Manager's discretion.*

"Permits to Sell" are only granted to the principal farmer/producer owner. The principal farmer/producer may send family members; partners or employees to the market in his/her place, but are responsible for having the on-site representative aware of all market rules and violation policies. All employees, partners, and family members may be asked to sign an agreement that states they understand and will comply with Market Policies and Guidelines. Market Management recommends that the principal farmer/producer be present at as many markets as feasible, and that his/her staff the booth at least once a season.

### **Selling Time**

Vendors are required to stay until closing. Vendors who sell-out early must keep their stall set up until closing time, and should post a sign letting customers know they have sold-out. Vendors should not leave their vehicles and possessions unattended. Vendors will be loaded up and vacate the site no later than 90 minutes after closing time.

### **Reporting Sales**

Vendors must report their total gross sales to the Market Manager within one hour of closing time.

## **Signage**

All vendors will post a sign identifying the name of the farm/business represented and where it is located. Vendors will have their signs displayed before sales begin. Vendors should limit their advertising of other types of market (web sites, etc.) to brochures and/or small information signs on their tables.

## **Price Signage**

All goods for sale should be clearly marked with their prices. This can be done by individually tagging each item with a sign or by listing all produce and prices on a large blackboard, so that it is clearly readable.

## **Selling Space**

The vendor sales area (where the produce is marketed) must not extend beyond the allotted boundaries of the stall space.

## **Vendor Vehicles and Loading/Unloading**

All vendors may park in front of their booth space to unload, then park in the vendor parking area.

## **Electricity**

There is no electricity at this site. Vendors must bring generators.

## **Booth Clean Up**

Vendors are required to maintain their individual selling space in a clean, safe and sanitary manner, including protecting the pavement from drips from any part of the vendor's vehicle. Each vendor is responsible for keeping his/her booth space clean during the market and for complete cleanup of the space at the close of the market. This includes removing with any trash or garbage that is generated in or around your booth and sweeping up any product debris left on the ground. Farmers are not permitted to dispose of produce waste, overripe or leftover product or boxes in any on-site garbage cans or dumpsters. Market trash cans and dumpsters are not available for vendor use.

Vendors should bring their own brooms and dustpans. Those who do not clean up at the end of the market will be issued a written warning for the first offense and a \$25.00 fine for a second offense. A third offense is grounds for termination of a vendor's Permit to Sell.

## **Set Out Distance for Vendor Display**

Displays and signs must allow clear visibility to adjoining booths. Display and selling techniques must not impair other vendors' ability to sell, or create a hazardous situation for customers. Our intention is to create a visually enticing market for customers and enable all vendors to maximize their selling space.

## **Pricing and Quality of Produce**

1. Pricing of goods sold at the market is solely the responsibility of the individual vendor.
2. Vendors are expected to bring good quality produce to the market.
3. Vendors are responsible for the safety of their food and cannot sell adulterated food.

## **Courtesy/Conduct**

1. Markets are community events where many diverse people are gathered to shop and sell. Vendors and their representatives are expected to conduct themselves in a respectful, safe, courteous and harmonious manner with customers, market staff and with each other.

2. Any language or behavior that jeopardizes the normal operations of the market will be grounds for termination of the vendor's Permit to Sell. Vendors may not threaten or use abusive language with customers, staff, community representatives or each other during market operations.
3. Customer complaints about individual vendors will be discussed with the vendor. Shoppers may also fill out the Shopper Concern Form which will be shared with Market Management. If the market receives numerous complaints about a vendor, the Market Manager will discuss the situation with the vendor and will determine if any corrective action is needed.
4. All vendors need to respect each other's booth space and products during market hours and stay within the boundaries of this policy. Non-compliance with this basic policy can result in the termination of a vendor's Permit to Sell.
5. Consumption or sale of alcoholic beverages or any controlled or illegal substance while at the market is prohibited.

### **Vendor Refunds**

***The City does not issue any refunds to the vendors for their vendor fees.***

In the case of the City canceling a market date, refunds will be issued.

### **Customer Refunds**

Vendors selling at the Lakewood Farmers Market shall guarantee the quality of the products they offer. This shall apply to any food, craft, plant or any other item sold at the market. If an exchange or other arrangement is not acceptable to the customer, a refund in the same kind as the payment, usually cash, must be offered by the vendor. In order to qualify for a cash, refund the customer must return the unused portion of the product in question. Refunds beyond a seven (7) day period, from the time of purchase, will be honored only at the discretion of the vendor.

Customers who have a legitimate complaint about the produce they purchase should be given a full monetary refund or replacement of equal value. If a customer wishes to exchange a partial bag of produce, only partial credit is due. It is the Market's policy to satisfy the customer and to promote good will by being generous with produce and food products. If produce is overripe and must be consumed the same day, the customer must be informed in advance. Complaints that seem unfounded or excessive may need to be mediated by Market Management.

### **Hawking**

Hawking (calling attention to your products in a loud, repetitive, public manner) during the market day is discouraged and may be limited or prohibited by the Market Manager.

### **Vendor Dress**

Vendors are required to wear shirts and shoes at their booths during the market hours.

### **Vendor Music**

Vendor music/radio in or about his/her booth space is prohibited.

### **Safety**

Vendor vehicles, tables and overhead shades must be maintained and used in a safe manner. Table legs must be firmly locked into place. Tables must have smooth edges and remain stable when loaded with produce. Tent poles, canopy legs, boxes, umbrella stands must not obstruct foot traffic flow and care must be taken when setting up or taking down displays. All tents and umbrellas must be weighted and properly tied down.



## **No Smoking**

The Lakewood Farmers Market is a tobacco free area. Smoking is not allowed anywhere on the market site at any time.

## **Vendor or Shopper Concerns**

Vendors or shoppers who have concerns regarding market operations and policies should complete an evaluation form. Forms are available from the Market Management. Each evaluation form will be read and responded to by the Market Management. Forms are also available at the market booths or on-line at the [cityoflakewood.us](http://cityoflakewood.us).

## **Farm Visits**

Market Managers and staff may inspect or visit any farms or establishments used by vendors. Farm visits will be conducted with at least a 24-hour notice. Vendors should provide help during a visit in identifying the crops listed on the application for Permit to Sell.

The Market Manager reserves the right to prohibit anyone from selling or any product from being sold, based upon the intended purpose of the market. This may include, but not limited to any legal restrictions on a product whether local, state, or federal.

The Market is not responsible for loss of property or damage. There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age or nationality.

## **LICENSES, PERMITS AND SPECIAL REQUIREMENTS**

### **On-Site Food Storage Requirements**

The Tacoma-Pierce County Health Department (TPCHD) requires that all food must be kept at least 18" above the ground.

### **Taxes**

Retail sales taxes and Business and Occupation taxes are the responsibility of the individual vendor. Most vendors are required by law to have a Washington State Master Business License Number and must supply this tax number when application is made to sell at the Market. (Note: the vendor's application will not be processed without this number.)

### **Proof of Permits, Licenses and Insurance**

All vendors shall provide at the time of application current copies of any permits, insurance and licenses applicable to the sale of their products. This will include the vendor's Washington State tax number, and where applicable, City of Lakewood Business License, Pierce County Health Department permits, Washington State Nursery License, Washington State Dept. of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, Washington State Liquor Control Board Endorsement for sale of Washington State wines at Farmers Markets, or Department of Fisheries Wholesale License, Vehicle Insurance, Product Liability Insurance, and Processors Insurance. Vendors selling shellfish must have additional licenses from the Washington State Dept. of Health. All vendors must have a City of Lakewood business license.

### **Processed Foods**

All farmers and vendors who sell processed foods must be licensed by the Washington State Department of Agriculture. These foods include baked goods, breads, dried fruits, dried or mixed herbs, teas, cider, wines, distilled beverages, preserves, jams, jellies, salsa, canned fish and meats,

dried fish and meats, condiments, salad dressings. Beekeepers who process their own honey do not need a Food Processor's license, unless the honey is sold wholesale. Vendors who sell processed foods are responsible for understanding and meeting all WSDA requirements for processing and selling food, and must provide copies of all permits and licenses to the Market Manager with their application to sell.

#### Labeling

Processed foods, including honey, have Washington State Labeling requirements. Labels on processed foods must meet State requirements.

#### Sampling

Special Health Department guidelines must be used at vendor booths for food demonstration and sampling.

#### Food Handler's Permits

All prepared foods and baked goods vendors must have a current Tacoma-Pierce County Health Department (TPCHD) Food Handler's Permit, and keep a copy of this permit at their market stall at all times.

#### Vendor Descriptions

**Farmer:** Those who raise the produce, plants or animals which they sell at the Lakewood Farmers Market on land they own or lease/rent in the state of Washington, or counties which border Washington. This includes; farmers, ranchers, dairymen, apiaries, fisherman, etc. If a farmer farms on land that he rents or leases, they must provide the Market Management with a copy of the signed lease agreement(s). Farmer category also includes vendors who sell value-added products made from their own farms' products.

**Artist/Crafter:** Artist/Crafters are persons or entities who craft with their own hands the products they offer for sale at the Lakewood Farmers Market. To qualify as a crafter, a majority of the tools and equipment used by the crafter to produce their products must require skills, personal handling and/or guidance by the crafter. Crafters should incorporate materials produced in Washington as much as possible. Crafters must create their products in Washington, or counties which border the state of Washington.

**Reseller:** Vendors who buy produce from farmers in Washington State, or counties which border Washington state, trucks it to the Lakewood Farmers Market and resells it directly to the consumer. The reseller is expected to be the only stop between the grower and the consumer.

**Processor:** Vendors who sell processed food which they have personally prepared on their own or leased/rented property. Processor vendors may sell processed foods, value-added foods, baked goods, and hot "ready to eat" foods. Processor vendors must provide Market Management with all applicable copies of licenses as appropriate to their product. Processor categories include processed goods, prepare foods, and processed foods.

**Other:** Any vendor which does not fit into, or violate, any of the above standards.