



SELAH'S WEDNESDAY MARKET

2017 RULES AND REGULATIONS

Hours/Location

June 14 – September 20, 2017
Wednesdays, 5:00 – 8:00 pm
Selah Civic Center, 216 S. 1st Street, Selah, WA 98942

MISSION

To develop and promote downtown Selah as the community's social, cultural and economic center.

OBJECTIVE

To bring the Selah and Yakima Valley communities together through the "fruits and labor" of our local farmers, artisans and organizations.

RULES & REGULATIONS

1. The Market will be open to the public every **Wednesday** from **5:00 pm to 8:00 pm** beginning **June 14th through September 20th, 2017**.
2. All products sold must be **GROWN AND/OR PRODUCED BY THE SELLER**. Products allowed to be sold at the Market include: fruits, vegetables, herbs, flowers, plants, other agricultural/horticultural products, quality hand-made crafts, and/or prepared food products. The Market Manager reserves the right to request any vendor to remove merchandise that is deemed unacceptable or inappropriate. The Market Manager reserves the right to limit the number of vendors for each category.
 - A. **Produce** – The Market is for farm-fresh, locally grown products. Produce should be insect-free, fresh and clean. Only the highest quality produce will be allowed for sale at the market.
 - B. **Prepared Foods** – (Processed, Baked Goods and Grain Products) Food items must be produced by the vendor from raw ingredients. Vendors in this category are those who have cooked, canned, baked, preserved, or otherwise treated the product they sell. Vendors must retain copies of all applicable licenses and health cards at their booth on Market days and produce them upon the request of the Market Manager.
 - C. **Plants, Flowers, Herbs** – Items must be grown by the vendor from seed, cuttings, bulbs, or plant divisions.
 - D. **Artisans/Crafters** – Items must be pre-approved by the Market Manager. Products must be of good quality and handcrafted by the artisan/crafter. Vendors are responsible for the collection and filing of sales tax.
 - E. **Charitable Organizations** – A charitable organization with non-profit status under the IRS code 501(c)(3) may participate with Market Manager approval. The organizations may engage in fundraising, which may not compete with any Vendor's products.

- F. **Brokers** – Brokers are allowed for fresh produce only and must be pre-approved by the Market Manager. Brokers must buy direct from a Washington State farmer and submit receipts and the farmer's name and address. Brokers may not compete with produce already provided by a current Vendor.

3. Vendor Rules

- A. **Set-up** – Vendors may begin setting-up at 4 pm. Set-up must be complete by 4:45 pm with all vehicles removed from the parking lot. Vendors should be efficient in the set-up of their booths and remove their vehicles from the parking lot as soon as possible to allow other vendors to utilize the space. Please Note: Vendors arriving late may not be allowed to set up.
- B. **Parking** – Once unloaded, vendors must remove their vehicles from the Market parking lot and park in the *South Parking Lot of the Civic Center*.
- C. **Permits/Licenses** – Vendors must provide copies of any permits and licenses applicable to the sale of their products. Vendors are required to comply with all state and local health code and food demonstration requirements.
- D. **Signage** – Vendors are encouraged to post a sign identifying themselves or the name of the business or organization represented. Signage must be of good quality.
- E. **Price Signage** – Vendors are required to display the prices of all items on display.
- F. **Booth Space** – Vendors' booth area and signage must not extend beyond the allotted boundaries of the booth space. Each vendor is responsible for tables, chairs, canopies/umbrellas, extension cords, etc., needed for their space. If your booth requires electricity, you must *bring your own extension cords*.
 - a) **Canopy/Umbrellas** – Vendors who wish to erect canopies or umbrellas are required to provide sufficient and safe anchors/weights to the ground. *Minimum canopy weight is 25 pounds per leg*. Vendors who fail to properly secure their canopy or umbrella will be asked to take it down and sell without it.
 - b) **Booth Location** – On Market day, spaces are on a "first-come-first-serve" basis.
- G. **Booth Clean-up** – Vendors are responsible for keeping their space attractive during Market hours.
 - a) **Trash/Refuse** – Vendors must clean-up around their booth space at the close of the Market and pack out their own refuse.
 - b) **Load Out** – Vendors are not permitted to move their vehicles into the Market parking lot prior to the close of the Market and must further refrain from doing so until the vendor's booth is completely packed away and ready to be loaded into the vehicle. Once a vendor has moved their vehicle to the Market parking lot, they must be efficient in loading their supplies and again moving their vehicle to allow room for other vendors to load out.
- H. **Vendor Conduct** – Vendors will conduct themselves in a courteous manner and interact with customers in an appropriate way.

- a) No Smoking – Smoking is not allowed in the Vendor booth area.
 - b) Pet Policy – Pets are not allowed in the Vendor booth area. Service animals are permitted.
 - I. **Cancellation Policy** – Two-day notice of cancellation is required. Vendors who fail to notify the Market Manager of cancellation will forfeit any fees paid and the reserved booth space, and may not be permitted to return to the Market.
 - J. **Vendor Contributions** – Vendor fees and contributions will be used to pay Market performers and musicians and to fund marketing materials for the Market.
4. The vendor fee for Selah's Wednesday Market is set forth below.
- A. **Annual Pass** – Vendors may choose to purchase an annual pass for the reduced cost of \$180/year. An annual pass guarantees the vendor a 10 x 10 foot booth space at each Market during the 2017 season. Payment for the annual pass can be mailed to Selah Downtown Association, 115 W. Naches Ave., Selah, WA, 98942, and must be received by Wednesday, June 7th, and is non-refundable.
 - B. **Weekly Fee** – The weekly vendor fee to participate in the Market is **\$15/Wednesday** for a 10 x 10 foot booth space, and is non-refundable. All fees must be pre-paid the week prior to the Market at which the vendor will be represented. For vendors paying fees on a weekly basis, all fees for the following week will be collected from vendors during the previous Market, or can be mailed to Selah Downtown Association, 115 W. Naches Ave., Selah, WA, 98942. All fees must be received by close of business on Friday of the week prior to the next Market.
 - C. **Non-Profit Fee** –The weekly fee for vendors representing charitable organizations with non-profit status under the IRS code 501(c)(3) is **\$5/Wednesday** for a 10 x 10 foot booth space, and is non-refundable. All fees must be pre-paid the week prior to the Market at which the vendor will be represented. For vendors paying fees on a weekly basis, all fees for the following week will be collected from vendors during the previous Market, or can be mailed to Selah Downtown Association, 115 W. Naches Ave., Selah, WA, 98942. All fees must be received by close of business on Friday of the week prior to the next Market.

Selah's Wednesday Market
2017 VENDOR APPLICATION

Business Name: _____

Contact Name(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

Website: _____

COPIES OF THE FOLLOWING ATTACHED:

State UBI # _____ Health Dept. Permits _____

PLEASE INDICATE WHICH CATEGORY YOU WILL SELL

Fresh Farm Product _____ Processed Foods _____ Baked Goods _____
Plants/Herbs _____ Artisans/Crafters _____ Non-profits _____ Brokers _____ Other _____

Description of item(s) to be sold: _____

O Yes, I would like to DONATE produce/goods to Selah food Bank at the end of each Market?

VENDOR SIGNATURE _____ DATE _____

2017 MARKET CALENDAR

Please indicate which Wednesdays you would like to attend. Dates are secured upon payment.

June		14th	21st	28th	
July	5th	12th	19th	26th	
August	2nd	9th	16th	23rd	30th
September	6th	13th	20th		

Mail completed application and fee(s) to:

Selah Downtown Association
115 W. Naches Ave.
Selah, WA 98942

2017 Market Managers:

Tiffany Hein: creatiff@comcast.net
Whitney Stohr: selahdowntownassociation@gmail.com