The mission of the Morton Farmer’s Market is to promote the interests of the community; foster community stewardship and pride; and promote the social, cultural and recreational well-being of the City’s residents and visitors; by creating a community gathering place for local farmers and artisans to sell their products.

A. Location, Dates and Times:
   a. The market is located at Gus Backstrom Park, 700 Main St, in the grass area next to the Lyle Community Building.
   b. Dates are Saturdays from May 23 to September 26, 2020. There will be no market on August 8th, Logger’s Jubilee weekend.
   c. The market will be open to the public from 10:00A.M.-3:00P.M.

B. Only products grown or made by the vendor in Lewis County or an adjacent county shall be accepted for sale at the market. Out of the area products will not compete with regular local vendors. EXCEPTION: See Section C.e. for Reseller information.

C. Vendor category is based on the following:
   a. Producer – grower of produce, fruit, berries, honey, nursery stock, eggs, cheese, milk or meat. Sales of farm animals are not permitted.
   b. Processor – persons who process or manufacture a food product for retail sale, i.e. bakery, candy, relishes, sauces, jams and jellies. These persons must be permitted through the Washington State Department of Agriculture or the Lewis County Health Department. Jams and jellies or other products manufactured wholly from ingredients on the person’s farm qualify as value added products and will be in the farmer category. If products are purchased to make the end product, then that person is a processor.
   c. Artisan/Crafter– persons who create a craft or art product with their own hands. A majority of the tools and equipment used must require skills, personal handling, and guidance by the crafter. Artisans/Crafters should use materials primarily produced in Washington. Suggested items include, but not limited to: art, pottery, knits, sewing, wood crafts, jewelry, clothing, soaps and lotions.
   d. Prepared Food – Vendors who offer freshly made food for immediate consumption.
   e. Resellers –Vendor who buys produce to sell at the market. This produce will be grown in Washington. The reseller is expected to be the only stop between the grower and the consumer. Products will not come from shippers or warehouses. All items offered for resale must be labeled with place of origin. The produce sold by the reseller will not compete with locally grown produce, provided the local vendors notify the market manager one week before the market date that they will have a particular produce item for sale at the next market. It is the Reseller’s responsibility to contact the Market Manager to determine what products are needed. The intent is to augment local products-not compete.
f. Miscellaneous—Any vendor who does not fit into one of the other categories.

D. Classifications: Vendors may fit more than one category of membership. However, the category that the vendor sells the majority of his/her product in is the category he/she will be classified in for general rules and regulations.

E. License and Permits – Copies of all licenses and permits will be submitted with the application. The Market Manager will keep copies on file.
   a. Vendors must have Washington State Master Business license.
   b. Vendors must have a City of Morton Vendors permit.
   c. Other licenses may be needed. This list is not all-inclusive:

<table>
<thead>
<tr>
<th>Lewis County Permits</th>
<th>WA Nursery License</th>
<th>State USDA Food Processor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Egg Handler Permit</td>
<td>USDA Certified Organic Permit</td>
<td>USDA Grade A Dairy Permit</td>
</tr>
<tr>
<td>Pesticide Applicator’s License</td>
<td>Scale Certification</td>
<td>Reseller’s Permit</td>
</tr>
<tr>
<td>Apiary Certification</td>
<td>Cottage Food Industry Permit</td>
<td>Retail Establishment Permit</td>
</tr>
</tbody>
</table>

F. All vehicles not approved to be in the market area MUST BE REMOVED NO LATER THAN 9:45A.M. Vehicles are not allowed in the market area after closing until all customers have vacated. NO EXCEPTIONS! Vendors will park in an area designated by the Manager. Vendors must have all items removed from the market area by 4:00P.M.

G. Market hours are 10:00 a.m. to 3:00 p.m. The market area will be open for vendor setup 1 hour prior to opening. There is no selling before or after set market hours. The management realizes that there are valid reasons for exceptions. Please ask manager before selling to that customer.

H. The market manager will assign space daily. Seniority with the market is a valid reason for consideration in assigning permanent positions to vendors. The manager’s decision shall be final. If you arrive at the market before setup time, please wait for the market manager before setting up your display. Stall space may be limited due to the number of vendors on any given day during the season. In the event you cannot attend, notify the market manager as soon as possible. Your space at the market cannot be saved for you after 9:30A.M.

I. Morton Farmer’s Market provides space and management. At this time, electricity is NOT available. Vendors will bring their own equipment. All displays will be kept clean and neat at all times. Vendors are responsible for keeping the market area clean and neat. Vendors should be aware of safety and liability of the market, and correct any obvious problems (example: tie-downs for any awnings, tables and umbrellas, tripping hazards, etc.) Bring any issues to the Market Manager’s attention!

J. Safety
   a. Canopies will have a minimum of 24 pounds on each leg. **If you do not have the weights, you will not be allowed to erect your canopy.** All vendors who wish to erect canopies (including umbrellas) on the Farmers Market site during a normal period of market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put
up to the time it is taken down. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the Farmers Market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. Each canopy leg must have no less than 24# (pounds) anchoring each leg, and market umbrellas require 50#.

b. All equipment must be maintained and used in a safe manner. Vendors must be conscious of tripping hazards. Table legs, totes, signs, cords, coolers, chairs, etc. will be placed so as to not obstruct the flow of traffic. See the Market Manager for any issues.

K. Display and pricing of products is the choice of each vendor. However, “price-cutting” or “undercutting” is generally not a good practice for the well-being of the entire market.

L. The market is not a forum for political or religious activities. Applications from persons or organizations wishing to campaign or proselytize will not be approved.

M. Vendors will conduct themselves courteously. No loud hawking of goods will be permitted. It is the market’s intent to provide a warm and friendly environment that benefits both the customers and the vendors.

N. Market staff is available on-site to assist with any questions you may have and will directly intervene only if a violation affects safety or market policy. The market manager and board members present will make final decisions. Grievances may be presented to the Board of Directors at the next scheduled meeting.
**MORTON FARMER’S MARKET**  
*2020 VENDOR CONTRACT*

The mission of the Morton Farmer’s Market is to promote the interests of the community; foster community stewardship and pride; and promote the social, cultural and recreational well-being of the City’s residents and visitors; by creating a community gathering place for local farmers and artisans to sell their products.

SECTION 1: CONTRACT INFORMATION

A. **Annual dues are $20 per year.** **Submit dues with application.** This fee also enrolls you as a member of the Friends of the Morton Parks. Dues are non-refundable.
   
a. Daily stall fee is $5.00 per stall. There are 18 weeks to the season, multiplied by $5 per day, equals $90; plus annual dues of $20. Total fees = $110. If you want 2 stalls the total fee would be $200
   
b. **Pre-season Discount:** If all fees are paid in advance of the season start, there is a $20 discount. (Total fees for 1 stall = $90. Total fees for 2 stalls = $180).
   
c. There will be a daily fee (separate from the stall fee) of 5% of total sales when sales reach $75. This is to be paid to the Market Manager at the end of the day. The funds collected from this fee will go towards market management and Market improvements.

B. **Washington State Business License, City of Morton Vendor Permit, and any required specialty licenses or permits will be submitted with application.** Vendors are responsible to the state of Washington and any governing agency for any fees, taxes, licenses, or inspections required for the sale of their products, and for any sales tax collected from customers.

C. Market hours are 10:00AM - 3:00PM. Vendors may begin setup at 9:00AM. Tear down begins at 3PM. There will be no early teardown. If you sell out of your product, please place a sign on your table indicating such. No vehicles allowed in the area until all customers are gone. **NO VEHICLES ON THE GRASS!**

D. **Canopy Weight Requirements.** Weights are required on all canopies and/or umbrellas. Each canopy must have no less than 24# (pounds) anchoring each leg, and market umbrellas require no less than 50#.

E. The Morton Farmer’s Market, Friends of the Morton Parks, and the City of Morton are not responsible for any loss, damage or injury incurred or caused by vendors.

F. I shall indemnify and hold harmless the Morton Farmer’s Market, Friends of the Morton Parks, City of Morton, and all agencies the market has agreements with, from and against any and all claims and demands, whether for injuries to persons, or loss of life or damage to property, on or off the premises, arising out of the use of or occupancy of the premises by vendor. I shall defend at my own expense any action brought against the Morton Farmer’s Market.
G. I will maintain my booth in a clean, safe manner. My display and signage will not hamper or impede other vendors or cause a hazardous situation for customers.

H. I will abide by the decisions of the corporation and its agents. The Market Manager is the on-site representative of the Board of Directors, and as such, is empowered to deny access to or expel members who do not abide by the policies or rules of the market.

SECTION 2: VENDOR INFORMATION

A. Vendors are classified into 1 of 6 types. Check the box that describes your business.

<table>
<thead>
<tr>
<th>Producer</th>
<th>Processor</th>
<th>Reseller</th>
</tr>
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<tbody>
<tr>
<td>Artisan/Crafter</td>
<td>Prepared Food</td>
<td>Miscellaneous</td>
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</table>

B. Give a detailed description of your product. Attach additional sheet if necessary. Include photos or example of your craft.

______________________________________________________________________________
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C. MARKET DATES FOR 2020 Please check dates you will attend. There is no market August 8th, during Logger’s Jubilee weekend.

<table>
<thead>
<tr>
<th>May 23</th>
<th>May 30</th>
<th>June 6</th>
<th>June 13</th>
<th>June 20</th>
<th>June 27</th>
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<tbody>
<tr>
<td>July 4</td>
<td>July 11</td>
<td>July 18</td>
<td>July 25</td>
<td>August 1</td>
<td>August 15</td>
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<tr>
<td>August 22</td>
<td>August 29</td>
<td>September 5</td>
<td>September 12</td>
<td>September 19</td>
<td>September 26</td>
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</tbody>
</table>

SECTION 3: CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Owner Name</th>
<th>UBI Number</th>
<th>Mailing Address</th>
<th>Physical Address</th>
<th>Contact Info</th>
<th>Daytime Phone:</th>
<th>Evening Phone:</th>
<th>Email:</th>
<th>Social Media</th>
<th>Website</th>
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Date Received: _______________________
Fees Paid: __________________________
Discount Applied: ___________________
Please include a brief description of you and your business for use on social media, website, and other marketing avenues:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

I HAVE RECEIVED A COPY OF THIS VENDOR CONTRACT AND “2020 GUIDELINES AND POLICY” AND WILL COMPLY WITH BOTH.

VENDOR SIGNATURE______________________________________________________________
DATE_________________________