FARMERS MARKET VENDOR APPLICATION

Date of Application____________________

Please understand the following BEFORE submitting the application:

- Only vendors who have permission by the market coordinator to participate may apply for this permit. The market coordinator application must first be approved prior to submitting any vendor applications.
- This permit is required if you are selling food that requires refrigeration or is frozen.
- If you will be cooking or preparing food at the market, DO NOT USE THIS FORM. Submit a multiple temporary food establishment form instead. Mobile food units may also serve at markets with approval. No cooking and/or food preparation is allowed under this permit while operating at the market. (exception given to approved sampling methods).
- Vendors selling processed foods must submit a copy of their food processing license from Washington State Department of Agriculture (WSDA) or from other approved facilities where the food is processed and packaged.
- Incomplete applications will be returned and permit fees are non-refundable.
- To avoid late fees, a complete application package must be received 14 days prior to the estimated date of opening.

Farmers’ Market Name: _____________________________________________________________

I have already submitted a vendor application for another farmers’ market (additional fees may not be needed).  
☐ Yes  ☐ No  Other market location: __________________________________________________

Farmers Market Vendor Information:

Vendor’s Name (person-in-charge): _______________________________________________________

Vendor’s Organization/Business Name: _______________________ WSDA Lic. #______________

Vendor’s Mailing Address: __________________________________________________________________

Vendor’s Phone Number  Home: _____________________  Mobile: ____________________________

Vendor’s Email Address (optional): __________________________  Estimated Opening Date: __________

Food Products: Only food items listed below and approved will be allowed at the market. Approval for any changes must be requested prior to the event. Except for items made under a WSDA Cottage Food Permit, no home preparation or home storage of food is allowed. Please refer to the Farmers Market Reference Guide for examples of food requiring a health permit.

<table>
<thead>
<tr>
<th>PRODUCT/PRODUCE OFFERED FOR SALE AT THE MARKET</th>
<th>OFF-SITE PREPARATION REQUIRED (YES/NO)</th>
<th>DESCRIBE METHOD HOW YOU WILL KEEP FOOD COLD AT THE FARMERS’ MARKET (at least 41°F or below)</th>
<th>SAMPLES GIVEN (YES/NO)</th>
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Commissary Information (if applicable):

If you have answered YES to off-site preparation, sampling, or if your operation performs any of the following:

1. Requires advance product handling and preparation (i.e. cooking, cooling, cold storage, cleaning, etc.)
2. Offers raw fruits and vegetables and requires a pre-wash prior to the event and/or need to be halved, chopped, shredded or sliced prior to the event for display purposes (i.e. salad mixes, half melons, etc.)
3. The farmers market last longer than one day per week and access to cleaning equipment is required.

You must obtain permission to use a kitchen facility and approved by Thurston County Public Health for advance food preparation, fruit and vegetable rinsing, and dishwashing. Examples of approved kitchens can include WSDA licensed facilities, restaurants, churches, schools, or community centers. The facility must be able to support your market booth’s selection of products/produce and any preparation required. **Provide a brief food flow describing the process it takes to get each of your product(s) prepared and ready for the market.**

_______________________________________________________________________________________________
(Print name of facility used to support vendor) (Physical address) (City)
_______________________________________________________________________________________________
(Print name of facility manager/owner) (Signature of facility manager/owner) (Facility phone number)

Farmers Market Fees:

- Annual (Season) Permit Fee….$62 (non-refundable)
- Late Fees: Application received 13 - 7 days before event….$30.00 OR less than 7 days before the event…$62.00
- The annual fee is applicable to ALL approved Farmer’s Markets within Thurston County.

Note: The annual farmer’s market permit and fee may ONLY be used when participating with organized and approved farmers’ markets within Thurston County while under the management of a farmer’s market coordinator.

Specify if you will be participating in other Farmer Markets in Thurston County: Yes_____ No ______

If YES, please provide name, location and estimated schedule of those other farmers’ markets below:

Name:_________________ Location:_________________ Schedule:__________

Name:_________________ Location:_________________ Schedule:__________

NOTE: Vendors shall be allowed up to 3 days per week to operate during the farmer’s market season. The market start and stop dates shall be decided by the market coordinator for each approved location site. Once a market location is officially closed for the season, the farmer market vendor is no longer permitted and shall close their operation for the year. **If vendors wish to continue with their operation and sell their products, then they must complete a temporary food permit application and shall only operate their booth at approved public events.** In such cases, refer to the Temporary Food Guide for further information and requirements.

As a farmers’ market vendor, I/we agree to complete the diagram worksheet illustrating the booth set up and identifying all equipment required for the vendor to properly operate their booth at the market.

As a farmers’ market vendor, I/we have read and agree to the Farmers’ Market Reference Guide” I/we understand the only product(s) offered for sale are those specified and approved in this application.

Vendor’s Signature: ___________________________ Date: __________________

Vendor’s Printed Name: ___________________________
POST PERMIT INSIDE BOOTH AND HAVE FOOD WORKER CARD(S) AVAILABLE

Washington State Issued Food & Beverage Service Worker's Card:  
Available Online Class: www.FoodWorkerCard.WA.Gov  
List all food worker cardholders who shall be available at the market.

Name:_______________________________________  Expiration Date: ____________  
Name:_______________________________________  Expiration Date: ____________  

There must be at least one person at all times on-site with a Food & Beverage Worker’s Card.

Complete farmers’ market vendor booth diagram worksheet; show all equipment to be used, such as handwash station, tables, coolers, food storage, etc. The booth shall be protected from dirt and inclement weather. See Farmers Market Reference Guide for information for booth setup information. ABSOLUTELY NO ANIMALS/LIVESTOCK INSIDE THE BOOTHs. Exception, trained service animals (i.e. dogs) trained for a specific task are allowable but shall act and behave accordingly.

DIAGRAM NEEDS TO BE LEGIBLE AND PLEASE LABEL EVERYTHING SHOWN

Please Note: Any vendor operating a farmers’ market booth without obtaining a permit from Thurston County Public Health and Social Services is subject to immediate closure until a vendor review has been completed and approved.

NOTE: Farmer market vendors are NOT permitted to prepare, cook, or offer any food service to their customers or other vendors. This type of operation requires a temporary food permit and involves a separate and more detailed plan review.