

TOLEDO LIONS CLUB PRESENTS
Toledo Thursday Market

~ HANDMADE and HOMEGROWN ~

**2023 VENDOR
APPLICATION**

Toledo Thursday Market (TTM) is dedicated to supporting local business and local agricultural products in Toledo, WA and surrounding areas. We invite all growers, processors, artisans, and crafters to apply. The Market board will work to strike a balance across all types of vendors.

Before signing this application, please read the TTM Polices and Guidelines on page 4 of this application. This page provides important details about market operations and requirements.

2023 Dates and Times: Every Thursday, 2 till 6pm. March 16 through December 14

VENDOR FEE

Annual Application fee is \$30, per vendor

Local Line and a booth is \$40 monthly. Local Line only is \$30 monthly, payable the first week of each month..

Vendor Information: At Market w/Local Line, or Local Line Only? _____

Business Name			
Owner Name(s)			
Mailing Address			
	City:	Zip Code:	
Physical Address/Location	Is your physical address the same as mailing address?		
	If no, please list physical address:		
Contact Info	Daytime/Cell Phone:		Evening Phone:
	Email:		Website:
	Name of Business Page on Facebook:		
Market Vehicle Info	State:	License #:	Make/Model:

AUTHORIZED SELLERS

List the individuals who are authorized to sell for you at the market:

Send application to: Carol Berch, 229 Shoreline Dr, Toledo, WA 98591 or toledothursdaymarket@gmail.com. Phone: 360-269-5150
 Website: ToledoThursdayMarket.com or facebook.com/ToledoWAThursdayMarket

TYPE OF OPERATION

Vendors are categorized into six different producer types, depending on the products offered and the manner in which they were grown or produced.

Please indicate your type of operation.

- Farmer
- Processor
- Reseller
- Crafter/Artisan
- Prepared Food Vendor
- Miscellaneous

LICENSES AND PERMITS

The Toledo Thursday Market requires vendors to obtain all city, state and county licenses, insurance and permits that pertain to the type of business being run. Refer to the “WSDA Handbook of Regulations for Direct Farm Marketing (Green Book)” at <http://agr.wa.gov/Marketing/SmallFarm/Greenbook/>. You may also contact the Lewis County Public Health Department at 360-740-1222 to help determine what licenses and permits your business needs.

In the box below, check the licenses and permits that your business holds. Please note that this list is not a comprehensive list and other permits and licenses may be needed for your particular business and products.

- WA State Master Business License (WSDOL) - **UBI #** _____
- Toledo Business License # _____
- USDA Organic Certification
- Lewis County Food Handlers Permit
- Lewis County Retail Food Service Est. License
- Lewis County Temporary Food Establishment Permit
- WSDOL Nursery Dealer License
- WSDA Cash Buyer’s License (Reseller)
- WSDA Produce Dealer’s License (Reseller)
- WSDA Commission Merchant’s License (Reseller)
- WSDA Cottage Food Permit
- WSLCB License (Wine and Beer)
- WSDA Food Processors License
- WSDA Milk Producer License
- WSDA Milk Processing Plan License
- WSDOL Egg Handler/Dealer License
- WA State Dept. Of Health License (Shellfish)
- WDFW Aquatic Farmers Registration
- WDFW Wholesale Fish Dealer’s License
- WSDA Laboratory Services Registration (Bees)
- Insurance
- Other? Please list:

Please submit current copies of all applicable licenses and permits with your application. You may only sell products for which you have a valid license.

Please include a short description of your business below. This description might be used for marketing purposes on Facebook, posters, the TTM website, or other advertising. For these purposes, you may also submit photos of your business or products. Once you are accepted as a vendor, please email copies of photos or information you would like included on the Market website.

ITEMS TO BE SOLD

Provide a detailed and complete list of the products you would like to sell at the Toledo Thursday Market. **Products must be approved by Toledo Thursday Market to be sold at the market.** Please be specific. Attach a separate page as needed.

SPECIAL REQUIREMENTS

Does your business require electrical power to operate? **Yes No** (Circle one)
 Does your business require you to be inside or outside to operate? **Yes No** (Circle one)

2022 Market Dates. Please select dates you will be participating. Special Market days will be announced early April

<input type="checkbox"/>	16-Mar	<input type="checkbox"/>	1-Jun	<input type="checkbox"/>	17-Aug	<input type="checkbox"/>	2-Nov
<input type="checkbox"/>	23-Mar	<input type="checkbox"/>	8-Jun	<input type="checkbox"/>	24-Aug	<input type="checkbox"/>	9-Nov
<input type="checkbox"/>	30-Mar	<input type="checkbox"/>	15-Jun	<input type="checkbox"/>	31-Aug	<input type="checkbox"/>	16-Nov
<input type="checkbox"/>	6-Apr	<input type="checkbox"/>	22-Jun	<input type="checkbox"/>	7-Sep	<input type="checkbox"/>	30-Nov
<input type="checkbox"/>	13-Apr	<input type="checkbox"/>	29-Jun	<input type="checkbox"/>	14-Sep	<input type="checkbox"/>	7-Dec
<input type="checkbox"/>	20-Apr	<input type="checkbox"/>	6-July	<input type="checkbox"/>	21-Sep	<input type="checkbox"/>	14-Dec
<input type="checkbox"/>	27-Apr	<input type="checkbox"/>	13-July	<input type="checkbox"/>	28-Sep		
<input type="checkbox"/>	4-May	<input type="checkbox"/>	20-July	<input type="checkbox"/>	5-Oct		
<input type="checkbox"/>	11-May	<input type="checkbox"/>	27-July	<input type="checkbox"/>	12-Oct		
<input type="checkbox"/>	18-May	<input type="checkbox"/>	3-Aug	<input type="checkbox"/>	19-Oct		
<input type="checkbox"/>	25-May	<input type="checkbox"/>	10-Aug	<input type="checkbox"/>	26-Oct		

AGREEMENT

By signing this application on behalf of your business, you attest that you have read, and will comply, with the **Toledo Thursday Market (TTM) Polices and Guidelines** below, and you confirm the following:

- This application contains accurate and complete information.
- Only what is listed on this application will be offered for sale.
- I am responsible for the quality and safety of what I sell.
- I understand that the Market Board has the right to remove vendors from the market who do not comply with market rules.
- I shall indemnify and keep harmless the **TTM** 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 or occupancy of the premises by vendor.
- I shall defend at my own expense any action brought against the **TTM** and any of the above mentioned organizations or any other person or organization with which **TTM** has a contractual relationship.

Vendor Name (please print):	
Vendor Signature:	
Date:	

Toledo Thursday Market Guidelines for all vendors.

- **Toledo Thursday Market is dedicated to building community in Toledo and beyond.** Have fun, and get to know your neighbors!
- **2022 Toledo Thursday Market hours are 2-6 pm, every Thursday.**
- **The market area will be available for setting up at 12:00 pm. All booths must be vacated by 6:45 pm.**
- **Have vehicle unloaded before beginning to set up.** Given the number of vendors, please unload and move your vehicle as quickly as possible. Move vehicle to back parking area. Do not park on 2nd Street.
- **No sales before 1:45.** Customers frequently walk in early. Please don't let them wander all over while other vendors get ready to open. No one wants to lose an early sale, and customers can get touchy if they arrive early only to be told they cannot make a purchase. Please be courteous and use your best judgment.
- **If you cannot be present at Market, please contact the Market manager or vendor liaison no later than 24 hours in advance.** This is to allow us to re-arrange vendors to fill in blank spots. Contact information will be provided upon acceptance of this application. If there is a late emergency – illness, injury, accident, animals out or lost, fees will be waived, but you must still contact Market management.
- **If you are a no-show more than three times, you will be uninvited to participate in the Market.**
- **Any bullying, name-calling, intoxication or other grossly unprofessional actions will result in one's permanent removal from the market. This includes trash talking other vendors or their wares and generally being a jerk. We are all sick of politics. Please, leave your opinions at home, or wait till after market to share them.**
- **No smoking on market grounds. Please!**
- **Trash: Leave no trace.**
- **Market fees** can be paid by cash or check. **Make checks payable to: Toledo Thursday Market.** If you are on-line only, please pay the monthly fees at the first market of the month.
- **Canopy Weight Requirements:** All vendors who wish to erect canopies (including umbrellas) on the 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 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.
- Market umbrellas must have no less than 50 pounds anchoring them.
- **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. All items must be grown or made locally by the vendor, unless the market manager grants an exception.
- **The market will contract with a vendor (Reseller) to bring produce from outside the market area.** This produce will be grown in Washington. Signage must clearly state which farm products originated from. Anyone wishing to assume this contract shall contact the market manager. 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.
- **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. Booth 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 1:30pm.
- **Display and pricing of products is the choice of each vendor.** Price cutting or "undercutting" is not a good policy for the well-being of the complete market.
- **Please be considerate of your neighbors and do not block or hinder access to others.**
- **The Market's liability insurance does not cover any vendor's pets or livestock in the market area or in the customer parking area.** Pets must be under control at all times. THE MARKET WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY INCIDENT REGARDING VENDOR PETS.
- **Vendors will follow all USDA Supplemental Nutrition Assistance Program (EBT); Women, Infants, and Children (WIC); and Senior Farmers' Market Nutrition Program (SFMNP) rules.** Because the Toledo Thursday Market's token program includes credit/debit card usage, all vendors must follow these rules, even if they are not eligible for EBT, WIC, or SFMNP funds themselves.
- **EBT tokens can be used to purchase fruits, vegetables, meats, fish, poultry, eggs, dairy products, and seeds and plants intended for growing food.** They can NOT be used for non-food items or ready-to-eat or hot foods intended to be eaten on site. Vendors may not set a minimum purchase requirement, nor may they give change for EBT tokens.
- The TTM participates in the **Market Match** program. 2023 guidelines state that up to \$25 per day will be provided in matching funds for the purchase of fruits and vegetables.
- **The Market will keep available one table for community activities.** This may be for local school sports or other fund-raising, for exchange student support, nutrition programs, special days or other activities to enrich the market or community. Political and religious activities will not be permitted. Contact the Market manager for scheduling such activities.
- **Covid has effected all of us.** We do not anticipate a return to previous years' problems. However, if it does, we will follow sensible guidelines to protect our vendors and customers.

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