



# Jefferson County Farmers Market Association

Port Townsend Farmers Market  
P.O. Box 1384, WA 98368  
360-379-9098  
[www.ptfarmersmarket.org](http://www.ptfarmersmarket.org)  
[info@ptfarmersmarket.org](mailto:info@ptfarmersmarket.org)

## 2008 NON-PROFIT GUIDELINES

Though the Farmers Market site is full to capacity this year, we are continuing to provide two free booth spaces each Saturday to be used as a venue for community organizations to put their cause before the public. This space is not to be used for distributing political or religious information.

What the Market Provides: A 10 x 10 space, canopy (if requested), one table, two chairs, and promotion of your group on our website the week you attend the market.

Rotating Schedule: This space will be available on a rotating basis, scheduled with the Market Manager. Please be sure to note all your available dates on the application calendar and the ideal number of times you would like to come. Each group is encouraged to consider coming no more than three times over the course of the season to allow for more community groups to have an opportunity to be at the market. The schedule is set two months at a time. Community Groups will be notified at least one month in advance of their scheduled date.

Please note, because there is not space to assign two permanent non-profit booths throughout the season, the market is going to “gamble” that two vendors each week will not show and the scheduled non-profits can then take those available stalls. If we gamble wrong and 100% of the vendors show (which is rare), the scheduled non-profits will set up on the Community Center lawn. The Market Manager will know by 8:45 am on Saturday morning if and where there is available space. If the Market Manager knows earlier and you are the scheduled non-profit for that day, she will, of course, let you know.

Cost: The \$15 daily stall fee is waived for all community groups. There is only a cost to organizations that fundraise or attend more than three markets during the year. Organizations attending more than three markets are asked to become a Market Member for \$30. Fundraisers must pay 4% of total funds received and become a Market Member.

Fundraising: Organizations may request donations and hold raffles; they are discouraged from selling items at the market. Those wishing to sell items for fundraising purposes must have them pre-approved by the Market Manager and these items must not compete with existing vendor’s products.

Volunteers: In exchange for the free booth space, we ask that each group provide the market with three volunteers on their market day – one to help with Market set up from 7:30 – 9:00 am and two to help with Market take down from 1:30 – 3:00 pm. At least one of the volunteers on each shift should be able to help with heavy lifting. Note, take down volunteers are particularly difficult to recruit and therefore most needed.

Office Use Only  
Notes:

App\_\_\_\_Fee\_\_\_\_Cal.\_\_\_\_  
State\_\_\_\_PT\_\_\_\_  
Date Rc'd\_\_\_\_\_



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## NON-PROFIT VENDOR APPLICATION

Organization name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Web page: \_\_\_\_\_

Please complete the date calendar on the next page by circling the dates you are available to attend the market. This will help us with space planning. Please also note how often you would like to attend the market.

Provide a brief description of your organization, and any fundraising product(s) you wish to sell:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

One non-profit booth is dedicated to food/ag education. If you would like to be considered for this booth, please describe the food &/or agriculture related education you would do at the market:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Market Guidelines:** Please sign below to indicate you have read the 2008 Guidelines and agree to them.

Signature: \_\_\_\_\_

*Organizations using the space for more than three markets per year are asked to become members of market for \$30. Non-profits wishing to fundraise must pay 4% of total funds raised and become members of the market. No stall fees apply.*

**Please send your application to: JCFMA P.O. Box 1384 Port Townsend, WA 98368. Since scheduling and available dates are to be determined, the \$30 membership fee will be collected on an organization's fourth visit to the market.**

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# 2008 NON-PROFIT VENDOR APPLICATION (cont'd)

Name \_\_\_\_\_  
 Organization Name \_\_\_\_\_

Non-profit booths operate on a rotating schedule to provide as many community groups as possible the opportunity to be at the Saturday market. One non-profit booth is dedicated to food education groups.

1. Booth size preference: Full size (10x10) \_\_\_\_\_ Shared stall \_\_\_\_\_

2. Please check the items you'd like the Market to provide for you:  
 \_\_\_\_\_ Canopy \_\_\_\_\_ one rectangular table \_\_\_\_\_ two folding chairs

3. Number of volunteers you can provide on your market day:  
 \_\_\_\_\_ Set up (One volunteer requested from 7:30 am – 9 am)  
 \_\_\_\_\_ Take down (Two volunteers requested from 1:30 pm – 3 pm)  
*If volunteers can only assist for a portion of this time, please note this.*  
*If volunteers are limited, please note that take down volunteers are most needed.*

4. Ideal number of days you'd like to be at the market over the course of the season: \_\_\_\_\_

5. Please circle all the days below that you would be available and interested in coming to the market. This will be used for scheduling purposes. The market is from 9:30 am – 1:30 pm. Organizations are required to arrive at the market site no later than 8:45 am and stay until closing.

**Saturday Market – Scheduling Calendar:**

\_\_\_\_\_ You can schedule our organization for any available Saturday during the season, from opening day May 3 to November 15, 2008

May	3	10	(No Market 5/17)	24	31
June	7	14	21	28	
July	5	12	19	26	
Aug	2	9	16	23	30
Sep	6	13	20	27	
Oct	4	11	18	25	
Nov	1	8	15		

**Note:** The Wednesday Farmers Market is for food vendors only. Thus, non-profit booths are not available.

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 State \_\_\_\_\_ PT \_\_\_\_\_  
 Date Rc'd \_\_\_\_\_