



PORT TOWNSEND FARMERS MARKET

2008 Market Guidelines

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Attention Growers!

Do you still have enough product for each Market Day in May as originally planned?
Please let the Market Manager know right away so the site plan can be adjusted.

Additional 2008 Guideline Revisions

(as of 4/19/08)

In response to the increase in the number of people wishing to sell at the Market, the manager has created a wait list of on-call vendors. To ensure a “full market” and to give as many people as possible an opportunity to sell, the following changes have been adopted:

- **CANCELLATION DEADLINE –**
 - Saturday Vendors must call the Market Manager to cancel their space no later than noon on Thursday.
 - Wednesday Vendors must call by noon on Tuesday.
 - The advance notification will allow the Manager to fill vacant spots.

- **FAIR WEATHER VENDORS –**
 - An exception to the cancellation deadline will be made for vendors who are unable to sell in inclement weather. To become a “fair weather vendor,” you must make prior arrangements with the Market Manager *before the start of the season*.
 - Fair Weather Vendors will be permitted to wait until 7 a.m. on market day to call to cancel due to bad weather.
 - They will be assigned outer stalls for the season so that, in the event of cancellation, their absence will create minimal disruption to the site layout.

- **PRIORITY STALL PLACEMENT:** Vendors with high attendance and those who adhere to the cancellation deadline policy will receive priority for stall placement. We want to encourage everyone to participate as regularly as possible to support a robust market and minimal changes to the site plan.

- Vendors who do not call the Manager to cancel by the designated time will receive:
 - First, a verbal reminder
 - Second, a \$15 fine and written reminder
 - Third, a \$25 fine and possibly lose their space at the market.

- **VENDOR STALL FEE SLIPS -** The vendor ticket slip you return with your fees is an important planning tool. We have revised the slip.
 - Every vendor must check Yes or No to indicate if they will be returning the following week.
 - If No is checked, vendors must indicate their next return date or state “unknown”.
 - Vendor’s with unknown return dates risk losing their stall and must let the Market Manager know as soon as possible.