



Jefferson County Farmers Market Association

Port Townsend Farmers Market

P.O. Box 1384, WA 98368

360-379-9098

www.ptfarmersmarket.org

info@ptfarmersmarket.org

2008 YOUTH BOOTH GUIDELINES

The Wednesday Farmers Market provides one free booth space each week to entrepreneurial youth, 18 years old and under, to try their hand at being a vendor for a few market days during the 16-week season. The Wednesday Market is a food-only market, however an exception is made for the Youth Booth which allows crafts made by the youth to be sold. This space is not to be used for distributing political or religious information.

What the Market Provides: A free 5x10 or 10x10 booth space at the Wednesday Farmers Market. By request, we can also provide a canopy, one table and two chairs. Simply check the items you need on your application. Any canopy or umbrella must be sufficiently and safely anchored to the ground from the time the canopy is put up to the time it is taken down.

Rotating Schedule: This space is available on a rotating basis. Please note all your available dates on the application calendar and the ideal number of times you would like to come. Each Youth Vendor is encouraged to consider coming no more than three times over the course of the season to allow for more youth to have an opportunity to be at the market as well. The Market Manager will schedule your first three days at the market in the order in which applications are received. Additional days may be offered as space is available. You will be notified of your confirmed dates within two weeks of receiving your application.

Cost & Sales Reporting: The \$15 daily stall fee is waived for the Youth Booth. However, we do ask you to report your sales for the day. Thus, like all vendors at the market, you will want to count the amount of starting cash in your cash box. At the end of the day, count your cash again. The difference should be your total sales for the day. This is the number you should report in the "Other" column of the Daily Sales & Stall Fee Report that you will receive from the Market Manager before the close of the market. Before you leave, turn this into the Market Information Booth which is in the center of the market with a green canopy top.

Volunteers: In exchange for the free booth space, we ask that the Youth Vendor arrange to have one person who can help the Market Manager with setting up and taking down the market on their market day. Young kids can be a wonderful help but please plan to have one person who can also do some heavy lifting. The volunteer should plan to arrive by 2 pm for set up and be available until 7:30 pm for take down. You will also set up and take down your own booth during this time. If providing volunteer help is a barrier to your participation, please contact the Market Manager to discuss.

Vendor Type: Each Farmers Market vendor falls into one of four different categories – Grower, Processor, Food Vendor, and Crafter. You will complete the application according to the category that best fits the products you wish to sell. The Market Manager may notify you that you may not sell certain items already for sale by existing vendors in order to limit competition.



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YOUTH BOOTH VENDOR APPLICATION

Please complete sections one and two of the application and send it to our address above. Be sure to sign that you have read the Youth Booth Guidelines and agree to them. The Market Manager will notify you within two weeks of your scheduled dates and any products you are not allowed to bring to market.

Vendor (Business) Name : _____
Contact name: _____
Address: _____
Phone: _____ Cell: _____
Email: _____ Web page: _____

- SECTION ONE -

Please mark whether you are a grower, processor, food vendor, &/or crafter and complete that portion of the application in section one. If you fall into multiple categories (for example you want to sell a craft and plant starts), then complete each of those sections (in our example, you would complete the grower and crafter portions).

GROWER: *One who raises the produce, plants or animals on land located in the state of Washington, or harvests seafood as a resident of Washington State. This may include someone who processes produce grown on their own property into a value added product such as jams, cider, and salsa.*

List the products you wish to sell and general dates of product availability:

Where do you grow or raise the farm products you plan to sell:

PROCESSOR: *One who sells processed foods which they have personally prepared on property they own, rent or lease. Processed food products should use ingredients from Washington farms or waters as much as possible. Processors must meet all federal, state, county and local food safety and health requirements.*

FOOD VENDOR: *Offer freshly made food available for sale and immediate consumption on-site. Vendors should use ingredients from Washington farms as much as possible.*

List the products you wish to sell; include their primary ingredients and where they're sourced.

Where do you prep or process your product? _____

If a food product, is this location approved by the health department? _____

For food products, have you met any and all of the requirements outlined by Sarah Murphy at the Jefferson County Dept of Health? Yes ___ No ___ (Contact her at 360-385-9413 or sarahmurphy@co.jefferson.wa.us)

Office Use Only

Notes:

Updated June 13, 2008

App ___ Cal. ___

Health ___ Date Rc'd _____

Youth Booth Application – Your Name: _____

CRAFTERS: *Crafters are persons who craft with their own hands products for sale. Items must be produced in Washington State.*

Please check the type(s) of craft you wish to sell at the market:

Pottery Fiber Arts Woodworking Jewelry
 Clothing Fine Art Candles Photography Other

Please describe your art/craft, and the process and materials used to create your work.

Please submit three photographs of your work representative of the product(s) you intend to sell at the market. Enclose a SASE with sufficient postage to guarantee the return of your photos.

- SECTION TWO -

The Youth Booth operates on a first-come, first serve rotating schedule to provide as many youth as possible the opportunity to be at the Wednesday market over the 16 week season.

- Booth size preference: Full size (10x10) _____ Irregular or Shared stall (5x10) _____
- Please check the items you'd like the Market to provide for you:
 _____ Canopy _____ one rectangular table _____ two folding chairs
- Number of volunteers you can provide on your market day:
 _____ Set up (One volunteer needed from 2 – 3:30 pm)
 _____ Take down (One volunteer needed from 6:30 – 7:30 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.
- Ideal number of days you'd like to be at the market over the course of the season: _____
- 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 3:30 – 6:30 pm. Vendors are required to arrive at the market site no later than 2:45 pm and stay until closing.

Wednesday Market (only for farmer / growers, processors and food vendors)

June		11	18	25	
July	2	9	16	23	30
Aug	6	13	20	27	
Sep	3	10	17	24	

Market Guidelines: Please sign below that you have read the 2008 Youth Booth Guidelines and agree to them.

Signature: _____ Date: _____

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