



PO Box 1817
 Sequim, WA 98382
 www.sequimmarket.com

2009 VENDOR AGREEMENT (NEW VENDORS)

Business Name: _____ Phone: _____ Cell: _____
 Contact: _____ UBI No.: _____
 Address: _____ City, Zip Code: _____
 Email: _____ Web Site: _____

The management of the Sequim Open Aire Market maintains a file of vendors' products to establish a baseline of juried items. New vendors should indicate for each product the raw materials used, the equipment used, the process of manufacture, and why this is "your" product (page 3 (handmade items) or page 4 (fresh food vendors) of this document. **Only products made, grown, or processed by the vendor can be sold at the Sequim Open Aire Market. No buy/sell items will be allowed.** This information may also be used on the SOAM Website. Additional pages may be used as needed.

PRODUCT DESCRIPTIONS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

I / we would like our products to be classified in the following category:

Handmade Item/Product	Farm/Plant/Produce*	Processed Food	Fresh Food*
(fine art, clothing, wood, soap and body products, jewelry, etc.)	(local produce, farm products, plant starts)	(syrups, jams, sauces, baked goods, pre-packaged food)	(to eat at Market)

**categories not subject to jurying*

I have read the vendor rules for the Sequim Open Aire Market and agree to abide by them. I agree to hold harmless the Sequim Open Aire Market, the Market Board, Market Staff, all market participants, and the City of Sequim, Washington, for any claims, loss or damage, of any nature, whatsoever, arising from this agreement or vendor's use of premises.

I have provided a copy of my current business license from the Washington State Department of Licensing (produce vendors are exempt per RCW 36.71.090). I also understand that I am required to file with the Washington State Department of Revenue, even if gross sales do not require payment of tax.

Food vendors agree to post food handlers cards and all applicable permits in booth.

I understand that all sales made in the Sequim City limits will be recorded for tax purposes under Location Code No. 0503.

I have, or agree to obtain, all applicable permits (food handlers' permits, etc.) required by state and local law.

I agree to report my gross pre-tax sales to the Market Manager within one week of sales day using provided form. Vendor information will remain anonymous.

I agree that management has the right to inspect workplace for compliance of vendor rules with a minimum of 24 hours notice.

I understand that my non-refundable annual membership fee is:

-\$50 for full-time members (indoor events and unlimited outdoor setups)

-\$25 for part-time members (maximum three outdoor setups per season)

and that rent for Market days I set up will be due the subsequent week.

Signature: _____

Date: _____

PRODUCT DESCRIPTIONS
(FOR NEW VENDORS AND RETURNING VENDORS WITH NEW PRODUCTS)

Product description:

What raw materials do you use?

What equipment is used?

Describe the process of manufacture?

Why is this "your" product?

Product description:

What raw materials do you use?

What equipment is used?

Describe the process of manufacture?

Why is this "your" product?

Product description:

What raw materials do you use?

What equipment is used?

Describe the process of manufacture?

Why is this "your" product?

Product description:

What raw materials do you use?

What equipment is used?

Describe the process of manufacture?

Why is this "your" product?

Use additional pages as necessary.

PRODUCT DESCRIPTIONS
(FOR FOOD VENDORS)

What are your standard menu items?

What ingredients do you use?

What equipment is used?

Describe the preparation and presentation?

Why is this "your" product?

Product description:

What raw materials do you use?

What equipment is used?

Describe the process of manufacture?

Why is this "your" product?

Product description:

What raw materials do you use?

What equipment is used?

Describe the process of manufacture?

Why is this "your" product?

Product description:

What raw materials do you use?

What equipment is used?

Describe the process of manufacture?

Why is this "your" product?

Use additional pages as necessary.