

# SPOKANE VALLEY FARMERS MARKET

Spokane Valley Farmers Market  
JAKT Foundation  
PO Box 85, Newman Lake, WA 99025  
[www.SpokaneValleyFarmersMarket.org](http://www.SpokaneValleyFarmersMarket.org)

Hello!

We want to invite you to join us at the 5<sup>th</sup> annual Spokane Valley Farmers Market! The market will be held every Friday night 4-8pm from June 2<sup>nd</sup> through September 15<sup>th</sup>.

Our goal is to create a vibrant market that is a social gathering location in Spokane Valley every Friday night. Along with local farmers, artisan crafters, processors, food trucks, and live music weekly we will have monthly Food Truck Nights & themed markets to promote more community engagement.

Marketing entails local signage, social media, press releases, EDDM, ads and promotions in Liberty Lake Splash, Spokane Valley Herald, Spokane Valley Current and Spokesman Review.

Attached are materials for the market: a site map, an application that you can fill out if interested in joining us and rules (let us know if you have any questions). We'd love to have your participation!

Regards,

**Spokane Valley Farmers Market Team**

Market Manager  
Katy Lee – [Katy@SVFM.org](mailto:Katy@SVFM.org)  
Phone: (208)619-9916



JAKT Foundation  
Karen Stebbins – [Karen@JAKTfoundation.org](mailto:Karen@JAKTfoundation.org)  
Adam Hegsted

# Spokane Valley Farmers Market

## 2023 Vendor Application

The Spokane Valley Farmers Market was formed to:

- Create a vibrant celebration of all things local.
- A place where neighbors can regularly **connect and support** local growers, artisan food producers and crafters in a festive environment.
- We offer a viable economic outlet for farmers and food producers and provide customer incentives like SNAP Market Match, KERNEL Cash, and WIC checks so all can enjoy the taste and quality of what's in season.
- We know the health and wellbeing of a community starts with food but also includes a social structure of inclusion and support.
- **CenterPlace**, 2426 N Discovery Place, is a premier venue in the Spokane Valley, offering several amenities that make this a truly unique and special place to host a market. Amenities include:
  - Ample parking
  - Easy access to the freeway and public transit
  - A local craft beer garden (on Food Truck Nights only – for now)
  - Access to the Centennial Trail
  - Discovery Place, a very well-maintained playground

The 2023 Market will run every **Friday June 2 – September 15, 4pm to 8pm** Sign up now!

- Full Season (16 markets) \$400
- Half Season (8 markets) \$200
- Per Day \$30 (under 8 markets)
- I want in! Markets desired are: \_\_\_\_\_ = \$ \_\_\_\_\_

*Please check desired dates:*

- |               |                    |
|---------------|--------------------|
| ▪ June 2 ___  | ▪ July 28 ___      |
| ▪ June 9 ___  | ▪ August 4 ___     |
| ▪ June 16 ___ | ▪ August 11 ___    |
| ▪ June 23 ___ | ▪ August 18 ___    |
| ▪ June 30 ___ | ▪ August 25 ___    |
| ▪ July 7 ___  | ▪ September 1 ___  |
| ▪ July 14 ___ | ▪ September 8 ___  |
| ▪ July 21 ___ | ▪ September 15 ___ |

- All fees are to be paid in advance. A day-of-market payment fee will include \$10 extra.
- Booth fees are based on a 10'x10' booth space. A limited number of larger spaces, corner spaces and spaces with electrical service and connected parking are available for an additional price and will be allocated based on time of commitment and number of markets attending.
- Vendor selections will be made on an ongoing basis from the time of commitment.
- This market is not intended to be a forum for religious or political views and agendas.
- **Receipt of payment prior to acceptance will not be a guarantee of acceptance into the market. Please do not pay until you have been invoiced.**

**Please read and sign the SVFM rules. Submit the signed rules sheet with your application.**

Please mail or email completed application to:

- SVFM/JAKT Foundation, PO Box 85, Newman Lake, WA 99025
- Email: katy@SVFM.org
- Phone: Katy Lee (Market Manager) 208-619-9916

Business Name \_\_\_\_\_

Full Name of Business Owner \_\_\_\_\_

Brief Description of Business and Products \_\_\_\_\_

\_\_\_\_\_

Business/Farm Location \_\_\_\_\_

**PLEASE COMPLETE ALL FIELDS! (It is imperative for you to receive reimbursement checks).**

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Primary: \_\_\_\_\_ Alternate: \_\_\_\_\_

Email address: \_\_\_\_\_

Best way to reach you? \_\_\_\_\_

Website: \_\_\_\_\_

If you sell meat, seafood, poultry or other value-added products, please provide the names and contact information for the certified facilities in which they are processed: \_\_\_\_\_

\_\_\_\_\_

We support all local farmers markets and SVFM is a proud member of the INWFMA!

- Fairwood Farmers Market, across from Mead HS – Tuesday
- Spokane Farmers Market, downtown 5<sup>th</sup> & Browne – Wednesday & Saturday
- Perry Street – Thursday
- Kendall Yards – Wednesday
- Millwood - Wednesday
- Emerson-Garfield, N Monroe – Friday
- Liberty Lake – Saturday

Is there any additional information that you would like to make us aware of? \_\_\_\_\_

\_\_\_\_\_

Thank you! We're excited for another great season!

# Spokane Valley Farmers Market

## 2023 Rules

The SVFM rules are in place to ensure that the community receives the highest quality products grown or produced by local farmers, artisans and to set market guidelines for market activities. The SVFM is not intended to be a forum for religious or political views and agendas.

### Vendor Qualifications

1. **Farmers and Hand Crafters:** These vendors should grow, produce or wild craft the products sold at market or resell according to the WFSMA criteria for resellers. Some of these qualifications are:
  - a. Grown in Washington, pre-approved by the board of directors, labeled accordingly.
  - b. Under this qualification, products from U-pick operations, warehouses, gleanings, etc. are prohibited.
  - c. Wild crafted (wild harvest) items such as huckleberries and mushrooms are allowed.
  - d. Also, under this qualification, crafts must be manufactured by the seller with their own hands.
  - e. Commercial, second hand or imported items are not allowed to be sold in these booths.
2. **Musicians:** The music at the market is intended to provide entertaining and enjoyable diverse background music for the customers and vendors.
  - a. Musicians must fill out an application and submit a demo cd for review. The market will provide a canopy over the stage area.
  - b. Musician must have their own outdoor extension cords. There is no electrical fee.
  - c. Musicians will be paid \$100 per full market day, ready when the market opens for business.
  - d. Musicians CAN accept tips and are encouraged to do so!
3. **Concessionaires or Food Trucks:** These vendors offer freshly made food available for sale and immediate consumption on site. *They will be charged 5% of sales.* These vendors are required to carry all necessary permits and licenses. Concessions vendors must fill out an application.
4. **Market Time:** the market will run every Friday from June 2 – September 15 from 4-8pm
  - a. SVFM hours may vary with sunset (September)
  - b. Vendors may set up no earlier than 1:30 pm.
  - c. **Vendors should be in place and their vehicles must be out of the market by 3:45pm.** *If vendor has not arrived by 3:45pm, they will be carting in their items or may be turned away with a warning notice.*
  - d. Tear down begins no earlier than market closing time.

- e. If a vendor sells out prior to the end of the market day, the vendor booth must stay intact until closing.
  - f. Vendors should also consider the needs of customers by parking further away.
5. **Booth Space:** Booth fees entitle vendor to a 10'x10' booth space; a limited number of larger spaces are available upon request and at an additional fee per addition and season. Booths should be identified with a sign bearing the vendor's business name. Booths shall be kept clean and orderly during market hours. Vendors are responsible to clean up assigned space (including removing incidental trash) during normal period of market operations, including setup and tear down, must have their own canopies or umbrellas securely and safely anchored with at least 25lbs of weight on each leg of the canopy, from the time it is step up to the time it is taken down. ***Booth locations are made weekly at the discretion of the market manager. However, a reasonable attempt will be made to ensure that booth locations remain consistent throughout the season.***
6. **Pricing:** Pricing of goods is up to the vendor but pricing below cost, resulting in the undercutting of other vendors is not allowed. Pricing complaints will be subject to advisory group review and any complaints shall be made to the market manager at end of market day. ***All vendors must report daily sales on provided forms.***
7. **Conduct:** The market strives to create a comfortable, family friendly atmosphere for all who attend. All vendors and their representatives are expected to conduct themselves in a professional, courteous, and harmonious manner with customers and other vendors. Vulgar, aggressive, or inappropriate language is prohibited. This market is not a forum for religious or political activities. Customers who have legitimate complaints about the quality of the product, should be given a full refund or replacement by the vendor if requested. ***Vendor grievances should be referred to the onsite market manager before any other action is taken.***
8. **Vendor Approval Process:** The governing board of the market will review and approve vendor applications on a continuing basis. Vendors will be approved based on the market rules and goals, and to make sure that there is a diverse and quality line up of products at our market. Please send in your application ASAP to be considered for the 2023 season. Vendors will be notified accordingly upon approval.
9. **Fees:** Fees are based on a 10'x10' booth space.
- a. Full Season \$400 (16 Markets)
  - b. Half Season \$200 (8 Markets)
  - c. Per Market \$30
    - i. A \$10 fee will be added if not paid in advance.
  - d. Special booth space is available upon request for an additional fee.
    - i. Double space is double the number of markets desired.
    - ii. Corner space is available and will go to those who commit to the most markets.
    - iii. Electric service, \$75/season
10. **Cancellation:** *The market manager must be notified of cancellations by no later than 8:00 pm on Wednesday of the same week.* If notice of cancellation has not been received AND confirmed by such time, a written warning will be sent to the vendor the

second time such an occurrence takes place a written warning as well as a **\$25 fee** will be assessed to the vendor and the vendor will not be allowed to sell at the market until the fee has been paid. A third occurrence will be grounds for removal from participation in the market. **No refunds will be given when a vendor is removed due to a rule's violation.**

11. **Inclement Weather:** The market will be canceled at the discretion of the market manager. In the case of inclement weather prior to the opening of the market, the market manager will call all vendors to notify them of cancellation and musicians will not be entitled to payment. In the case of possible inclement weather or warnings, vendors should still arrive at the market as normally scheduled. Otherwise, the market will run normally, weather permitting. **Please remember that vendor and musician presence help build customer loyalty to the market. Arriving as planned is a courtesy to your fellow vendors and market staff and prohibits last-minute gaps in the market lineup.** However, if weather or other unforeseen circumstances cause a disruption, musicians will be paid \$25 per hour for each hour or any part of an hour in which they perform.
12. **Compliance:** The vendor is solely responsible for compliance with all applicable rules and regulations governing the growing, production, and marketing of their goods. The vendor is asked to provide the market with a copy of any necessary permits.
13. **Insurance:** Vendors shall make a bona fide attempt to have their insurance company name JAKT Foundation as an additional insured on their policy. Vendors accept responsibility for damage caused by their canopy, regardless of whether market anchoring guidelines are met. Please safely secure your canopies. Spokane Valley winds often reach 15+ miles per hour or more. SVFM is a tax-exempt non-profit entity governed by a board of directors.

I HAVE READ AND AGREE TO ABIDE BY THE ABOVE STATED RULES AND FURTHER AGREE TO ALLOW THE SPOKANE VALLEY FARMERS' MARKET GOVERNING BOARD ACCESS, WHEN REQUESTED, TO MY FARM OR PLACE OF PRODUCTION FOR THE PURPOSE OF VERIFYING THAT THE PRODUCTS SOLD AT THE MARKET HAVE BEEN GROWN ON THE FARM BY THE VENDOR OR HAND PRODUCED BY THE CRAFTER.

\_\_\_\_\_ Vendor Name (please print)

\_\_\_\_\_ Signature

\_\_\_\_\_ Date