



7. Mentorship support which includes business and technical assistance, as well as operational guidance from Market Manager and Staff.
8. Participation in our robust and consistent marketing and advertising program that provides all Proctor Farmers' Market Vendors with built-in promotion of their business, from the announcement of their new business and hyperlinked listing in our weekly Market Newsletter (3,000+ subscribers) and website, to our social media postings that they can share on their business social media pages.

### Eligibility Criteria:

- Applicants must identify as BIPOC (Black, Indigenous, People of Color).
- Your business is within one year of participating in any farmers markets.
- The BIPOC Mentorship Program is open to farmers, processors, and prepared food makers only. \*
  - o \*The Proctor Farmers' Market is a completely farm and food focused market, and as such we do not accept applications from local artists, artisans, or crafters.

### What We Are Looking For:

- New BIPOC Mentorship Program applicants with less than 1 (one) year participation at any given farmers market.
- Individuals who can demonstrate their business utilizes eco-friendly practices and positive engagement with their community, in keeping with the [Proctor Farmers' Market Mission Statement](#), and the parameters of operation and behavior to assure a positive, welcoming environment as outlined in the market's 2023-Winter 2024 Proctor Farmers' Market Policies and Guidelines.

### BIPOC Mentorship Program Application:

Farm/ Business Name:  
(required)

UBI # (['Universal Business Identifier'](#))  
(required)

Business Owner Name:  
(required)

Who will be at the Market?  
(required)



Physical location of farm/business, including county:  
(required)

Mailing address, including city, state, zip:  
(required)

Email Address:  
(required)

Day or Cell Phone:  
(required)

Evening Phone:

**Category (Select your category and/or commission):**

Farmer (6.0%)

*(One who raises the produce, plants, or animals on land they own, rent, or lease in the State of Washington):*

Processor (6.5%)

*(One who sells processed foods which they have personally prepared on their own or on leased/rented property):*

Prepared Food Vendor (Ready-to-Eat) 8.5%

*(One who offers freshly made food for sale and immediate consumption on-site at the market):*

Website:

Facebook:

Twitter:

Instagram:

**IMPORTANT DATE INFORMATION FOR APPLICANTS:**

- 2023 Regular Market Season: Saturdays, Mar 25-Dec 16, 2023 \* 9AM-2PM  
\*Except Aug 5, Proctor Arts Fest 9AM-4PM
- 2023 Winter Market Season: Saturdays | 10am-1pm | Jan 14, Feb 11, Mar 11, 2023

**INSURANCE, LICENSE & PERMIT REQUIREMENTS:**

**Important – PLEASE READ:**

**New Applicants:**

- **WAIVED:** \$35.00 Application Fee:
- If accepted into the BIPOC Mentorship Program the Market Manager will guide you through the insurance and permit documents required for your category.

**TO BE ANSWERED BY FARMERS/PRODUCERS ONLY:**

Are You Certified Organic?

Yes

No

Organic Certification Number (If Applicable):

What products do you sell? (Eggs, Meat, Produce, Fruit, \*Other)

\*If other, please specify:

Are you registered with the WA State Farmers Market Nutrition Program (WIC & Senior FMNP):

Yes

No

If Yes, Vendor Number:

Do you have a CSA or food box subscription program for Market pick-up?

Yes

No

Do you grow products on land you own/lease?

Yes

No

If No, Please specify where products are grown:

Please describe methods/products you use for:

Pest Control:

Fertilizer:

**TO BE ANSWERED BY PROCESSORS ONLY:**

Are You a Processor:

Yes

No

What Commercial Kitchen do you use?

Address:

Do you process the products yourself?

Yes

No

If No, Where are they processed?

Where do you source your ingredients? (Must list ALL wholesale, retail or farm suppliers):

Do you grow the products being processed?

Yes

No

If No, Where are they grown?

**TO BE ANSWERED BY PREPARED FOOD VENDORS ONLY**

Are You a Prepared Food Vendor (Ready-to-Eat – Food trucks and/or trailers are not permitted):

Yes

No

What Commercial Kitchen do you use?

Address:

Where do you source your ingredients? (Must list ALL wholesale, retail or farm suppliers):

**TO BE ANSWERED BY ALL VENDORS:**

Please list any Farmers Markets or retail outlets where you currently vend/sell your farm crops/food products:

Please list your Primary Product(s):  
(required)

Vendors may diversify by selling products outside of their primary product up to 20% of total sales. Please list any of these products (**please note:** Market approval is required before you bring them to the Market).

Do you need an on-site vehicle (no guarantees)? Note: Food trucks/trailers not accepted at the PFM.

Yes

No

I would like to receive the Proctor Farmers' Market Weekly Newsletter, and get the latest information and updates on what's happening throughout 2021.

Yes

No



## Fees and Commissions:

### **2023 Regular Season/Winter 2024 New Vendor Application Fee:**

- **WAIVED:** New Vendor Applications must include a \$35.00 non-refundable Application Processing Fee.

### **Market Stall Fees and Commissions:**

- **Annual Stall Fee or Weekly Stall Fee payments are 'waived' for BIPOC Mentorship Program Applicants.**
- **Commission Fees will remain the responsibility of the new BIPOC Mentorship Program Vendor(s):**
  - o Vendor Category/Commission Fees: Weekly commission fees are charged as a percentage of gross sales (less sales tax) depending on what category of vendor:
    - Farmer: Commission Rate: 6.0% / Commission on sales over \$1,000: 3.0%
    - Processor: Commission Rate: 6.5% / Commission on sales over \$1,000: 3.5%
    - Prepared Food: Commission Rate: 8.5% / Commission on sales over \$1,000: 5.5%
- **WAIVED: ANNUAL STALL FEE:**

**\*Two (2) options for Annual Stall Fee payment are available for Vendors:**

*(Fees shown below are for one 10X10' space; adjust dollar figure accordingly for multiple spaces)*

**Option #1:** The Annual Stall Fee can be paid in full with your Application:

- \$350.00 (No Electricity)
- \$425.00 (Includes \$75.00 for Electricity)

**Option #2:** The Annual Stall Fee can be divided into two (2) payments as follows:

**Payment #1:** Due with your Application:

- \$175.00 (No Electricity)
- \$212.50 (Includes Electricity)

**Payment #2:** 60 days after first payment (***you will receive an invoice***)

- \$175.00 (No Electricity)
- \$212.50 (Includes Electricity)

- **WAIVED: WEEKLY STALL FEES: Weekly Stall Fee Option (select one):**

N/A

10X10' \$25.00



## **PROCTOR FARMERS' MARKET 2023 Regular Season/Winter 2024 VENDOR AGREEMENT**

**Objective:** This agreement outlines parameters of operation and behavior at the Proctor Farmers' Market (PFM) to assure that all involved can work together in a positive, welcoming environment best serving the interests of the Market, the community and the Vendors.

Your electronic acceptance below indicates you accept these guidelines, and have read and understand the complete **2023-Winter 2024 Proctor Farmers' Market Policies & Guidelines**, found on the Market's Vendor page [here](#).

**Setup|Teardown:** All vendors who wish to erect canopies (including umbrellas) on the farmers market site during normal market operations, including the set up and break down period, are required to have their canopies sufficiently weighted from the time their canopy is put up to the time it is taken down.

Each canopy leg must have no less than 25 lbs. per leg with tie-downs strong enough to hold that weight.

- The Tacoma Fire Dept. (TFD) now requires that all canopies be weighted and tied down before set-up of booth food products.
- Failure to follow this safety regulation will result in a TFD fine.

### **Arrival, Departure & Vendor|Staff Parking:**

1. Vehicles may not be driven on site, and/or must be off site or parked in booth, no later than 8:30 AM (9:30AM for Winter Markets). If you arrive at 8:30am (or 9:30am) or after, we will provide you with a cart to hand-carry your product in.
2. Vehicles may not be brought back in/driven off the marketplace site before 2:15 PM (1:15PM for Winter Markets)
3. Vendors cannot breakdown until closing at 2pm (or 1pm for Winter Markets) and cannot drive on/off until 2:15pm (or 1:15pm for Winter Markets)
4. Vendors must clean up all debris, including plant/produce material, at their booth site prior to departing. Brooms and dustpans are available in the Market Booth if needed.
5. To keep costs at a minimum, all vendor-generated trash must be removed from the site by the vendor. Trash and Recycle bins are for PFM customers only, and not to be used by vendors.
6. Space permitting, Vendors may utilize the Brown/Green Waste Bins.
7. Vendors are required to park at least two blocks from the Market to facilitate customer parking (ex: South of 26th Street, and West of Monroe); Please see the Proctor District Map on page 8 of the **2023-Winter 2024 Proctor Farmers' Market Policies & Guidelines**, found on the Market's Vendor page [here](#) which will help guide you to appropriate parking. *Please let the Market Manager know if there are any health concerns that would require parking closer to the Marketplace.*
8. Music: Music is permitted in individual Vendor Booths, with consideration of neighboring booths, during set-up and knock-down only. Individual Vendor Booth Music is not permitted between the hours of 9AM-2PM (or 10AM-1PM during Winter Markets).

**SAFETY:** Safety of customers, vendors, and market staff is of the utmost importance, so the following 2022 Safety Guidelines will be monitored by the Market Manager and Staff:

1. A 5mph speed limit within the PFM barricades must be adhered to all times and vehicle movement in the market is only allowed before 8:30 AM (9:30AM for Winter Markets) and after 2:15 PM (1:15PM for Winter Markets)
2. Canopy setup and tear-down, especially during windy weather, represent significant potential hazards. See the **2023-Winter 2024 Proctor Farmers' Market Policies and Guidelines** found on the Market's Vendor page [here](#) for complete safety instructions.



3. Signs must be adequately secured at all times and taken down during periods of strong winds. The Market Manager will ascertain weather hazards and advise vendors as needed.
4. Vehicles entering PFM must be roadworthy and maintained to assure safe operation.
5. Be careful, patient, and courteous while operating your vehicle, especially during setup and teardown -- "the farmer or customer you save may be your own."

**Sales:** Selling times are 9:00AM-2:00PM (4:00PM for Proctor Arts Fest Aug 5), and 10:00AM-1PM during Winter Markets). Selling outside these times is discouraged to minimize foot traffic during setup and teardown for safety reasons.

1. No reselling of any kind is permitted at the Proctor Farmers' Market.
2. Vendors are responsible for all permits required by the state, county, and city and are required to obtain and have a copy of business license on site. Those selling ready to eat food or sampling food items must have health department license and food handlers card on site.
3. As of Oct 1, 2021, all Vendors must comply with Washington's single use plastic bag ban. Thin plastic 'T-Shirt' carry-out bags will no longer be permitted. Produce bags will still be permitted. Reusable (tote) bags may be offered by Vendors as complementary, or for a reasonable fee. Bags may contain the Vendor's logo and other advertising, including the words Proctor Farmers' Market, but Vendors are not permitted to use the Proctor Farmers' Market logo, or any facsimile, or part thereof.
4. Vendors are responsible for collecting and remitting their own sales taxes.
5. Items must be labeled and priced. Scales for items sold by weight must be commercial grade scales and certified/calibrated every year. Scale readings should be visible to customer at the time of sale.
6. Verbal communication with customers and staff and all signage must be truthful.
7. **'Organic' can only be used by those certified organic by WSDA (WA State Department of Agriculture).** Organic Certification Number is required.
8. Vendors must accurately and honestly report total sales and pay required fees by 3:00 PM (or within 1 hour of market close).
9. Vendors may diversify by selling products outside of their primary product up to 20% of total sales. **Vendor Committee approval is required before bringing these additional products to the market.**

**Debit/Credit Tokens (DB/CR):** These \$5.00 wooden tokens are available to customers at the Market Booth with use of a Debit or Credit Card, and are treated as cash. Vendors are encouraged to honor these tokens when offered by the customer, or they can process debit/credit cards in their booth.

**EBT ("Electronic Benefit Transfer" formerly known as food stamps), "SNAP Market Match" and "Apple-A-Day":**

1. EBT Tokens: Vendors must accept EBT tokens (\$1 & \$10 wooden tokens) if they sell qualifying items: produce, fruits, breads, fish, meat, plants and seeds that produce food.
2. "SNAP Market Match" is an EBT Incentive Matching Program, and Vendors are required to accept the \$1.00 "SNAP Market Match" paper Scrip if they sell qualifying items: produce, fruits, mushrooms, herbs, or vegetable starts.
3. "Apple-A-Day" is a children's program, and PFM Vendors must accept the \$1.00 laminated paper tokens if they sell qualifying items: such as produce and/or fruit.
4. EBT tokens, "SNAP Market Match," and "Apple-A-Day" scrip CANNOT be used for hot foods, ready-to-eat food, pet foods, alcohol, non-food items such as market gear, or other value-added items.
5. Vendors are not permitted to give cash change for EBT, "SNAP Market Match", or "Apple-A-Day" purchases.
6. Vendors will be notified of any additional Market incentives if they become available.

7. If you have any questions about the EBT, "SNAP Market Match," or "Apple-A-Day" Programs see the Market Manager for assistance and/or training.

**General Guidelines:**

1. The Market Manager has full authority over all aspects of market operation on the market site.
2. All vendors are asked to comply with the Market policies, to treat other vendors, customers and Market staff respectfully, without discrimination on any basis, and to cooperate with the PFM management.
3. All PFM participants (customers, vendors, staff, and board members) should refrain from defamatory comments regarding the market or any of its participants, to each other, customers, and on any social media sources.
4. Complaints instead should be handled through the grievance process so as to reach a positive, timely solution, better serve our goals, and to maintain PFM's good will and excellent reputation in the community.
5. Any disputes that may arise should be dealt with according to grievance and/or disciplinary policies. Grievances should be submitted in writing to the Market Manager, Vendor Committee, or any PFM Board Member for discussion outside market sales hours.
6. Failure to comply with PFM policies and management may result in disciplinary action. A typical sequence would include: first, a verbal warning from the Manager; secondly a written warning from PFM Board, followed by the third disciplinary action - a review by the PFM Board which may result in suspension or termination of vender participation in the PFM.
7. PFM reserves the right to suspend or dismiss vendors at any time without reimbursement of fees paid.
8. PFM reserves the right to schedule visits to farms and/or production sites (processors) to assure compliance with all PFM and WSFMA (Washington State Farmers' Market Association) guidelines. Such visits will be set up at least 24 hours in advance. Your cooperation with these visits is expected and appreciated.
9. Vendors should inform the Market Manager of planned absences not later than Wednesday of the effected week.
10. For absences due to illness or emergency call or text; Market Manager (253) 961-3666 before 7:00AM

**Please read each of the following sections carefully, and then complete the application below:**

1. I shall indemnify, keep, and hold harmless the Proctor Farmers' Market (PFM) from any and all claims and demands whether for injuries to persons, or loss of life, or damage to property, on or off the premises, arising out of the use or occupancy of the premises by Vendor, and shall defend at Vendor's own expense any action brought against the Proctor Farmers' Market by Vendor's acts or omissions.
2. I hereby grant the Proctor Farmers' Market permission to publish my name, business name, address, and contact information in any Market publication including, but not limited to: the Proctor Farmers' Market website, Newsletter, social media, brochures, or individual customer requests.
3. I hereby grant permission to be photographed, voluntarily and without compensation by the Proctor Farmers' Market, understanding that the same, along with my name, may be intended for publication by print or social media, television, video or motion picture.
4. I will adhere to the Market's Vendor/Staff Parking request to park at least two blocks away from the Marketplace, and I will ensure that my Staff is also aware of this request. (Please see "Vendor/Staff Off-site Parking" on page 8 of the **2023-Winter 2024 Proctor Farmers' Market Policies and Guidelines**, found on the Market's Vendor page [here](#)),
5. I have answered this PFM Application honestly and completely. I have read and understand the **2023-Winter 2024 Proctor Farmers' Market Policies & Guidelines** available [here](#), and agree to the terms and conditions presented.
6. Any staff that attend the PFM have also read and understand the **2023-Winter 2024 Proctor Farmers' Market Policies & Guidelines**, and agree to the terms and conditions presented.

I have read and agree to all preceding terms, conditions, and relevant policies of the 2022-Winter 2023 Proctor Farmers' Market Vendor Agreement:  
(required)

Yes

No

Applicant's Name:  
(required)

Business Name:  
(required)

**Upon submission you will receive an email acknowledging receipt of your application.**