



2012 Vendor Application

Ketchum Market – Tuesdays, June 12th – Oct. 9th
2:00-6:00PM

Hailey Market – Thursdays, June 14th – Oct. 11th
2:00-6:00PM

Vendor Business Name

Name: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

Permanent Sales Tax #: _____ or Temporary/Yearly #: _____

Will you participate in the market all 18 weeks? ____ yes ____ no

If you will be a part-time vendor your space will rotate week-to-week at the market and you must fill out the table below. Please sign up for **any** of the following dates and note, dates listed by **K** for Ketchum and **H** for Hailey. Deadline is open but encouraged by May 1 and will be on a first come first served basis. We will make every attempt to meet your needs and needs of market. **You are required to attend at least one market in June or one in September/October.** If you do not meet this requirement your application will not be considered. There are 18 weeks in the season and we would like to ensure we have a full market from start to finish.

◇ June 12 K	◇ July 10 K	◇ August 7 K	◇ Sept. 4 K	◇ Oct. 2 K
◇ June 14 H	◇ July 12 H	◇ August 9 H	◇ Sept. 6 H	◇ Oct. 4 H
◇ June 19 K	◇ July 17 K	◇ August 14 K	◇ Sept. 11 K	◇ Oct. 9 K
◇ June 21 H	◇ July 19 H	◇ August 16 H	◇ Sept. 13 H	◇ Oct. 11 H
◇ June 26 K	◇ July 24 K	◇ August 21 K	◇ Sept. 18 K	
◇ June 28 H	◇ July 26 H	◇ August 23 H	◇ Sept. 20 H	
◇ July 3 K	◇ July 31 K	◇ August 28 K	◇ Sept. 25 K	
◇ July 5 H	◇ August 2 H	◇ August 30 H	◇ Sept. 27 H	

Standard Booth 10X10 Canopy Umbrella Space 8X8 Double Booth

* YOU MUST INCLUDE A COPY OF YOUR SALES TAX PERMIT WITH YOUR APPLICATION.

Which Markets Will You Attend Ketchum (Tuesdays) Hailey (Thursdays)

Each vendor must pay their Association Fees, Booth Fees, and 5% commission on goods sold. Co-op vendors are individually responsible for Association fees and collectively responsible for paying Booth Space rent and commissions.

Association Fees Due (\$20.00/Business)	_____
Hailey Booth Space (\$25.00 annually)	_____
Double Space Request (\$50.00 annually)	_____
Ketchum Booth (\$25.00 annually)	_____
Double Space Request (\$50.00 annually)	_____
Total Fees Due:	_____

NEW APPLICANTS: DO NOT SEND MONEY AT THIS TIME, FEES WILL BE COLLECTED ONCE YOU HAVE BEEN NOTIFIED OF YOUR ACCEPTANCE TO THE MARKET!!!

Checklist of items required with your application please check all that apply

- Sellers Permit (permanent or temporary) call ID tax commission 208-736-3040
- Insurance policy for vendors selling food items (\$1 million product liability w/ WRFMA listed)
- Health Department Permit for vendors selling prepared food (exception baked goods)
- Organic Certification

WRFMA c/o Carol Rast, PO Box 216, Fairfield, ID 83327

Please complete all the information and return to the market secretary/treasurer at the above address. The WRFMA board will review your application and you will be notified regarding your acceptance to the markets ASAP once a complete application has been received. Once notified you must send all fees to the Market Secretary prior to the start of the season.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED (5 pages)

I have read and understand the Wood River Farmers' Market Association Rules and bylaws and agree to abide by these rules while participating in the Ketchum and/or Hailey Farmers' Market and all WRFMA events and activities.

Initial

All vendors are responsible to pay the vendor slip handed out near the close of each market. You are required to pay 5% of your weekly earnings (from your net sales after determining sales tax) back to the Farmers' Market. The Market Manager will collect these fees weekly.

I CERTIFY THAT THE INFORMATION IN THE ABOVE APPLICATION IS TO THE BEST OF MY KNOWLEDGE TRUE AND ACCURATE, AND THAT I AM THE LEGAL REPRESENTATIVE OF THE ABOVE NAMED BUSINESS.

Signed: _____ **Dated:** _____

Got questions? call Carol Rast Secretary (764-2332) or Kaz Thea Market Manager 720-9929

Farmer and Artisan Food Vendor Application Section

- Grower/Producer: *Certified Organic* Idaho Organic Certified # _____
- Registered Organic Grower* (\$5,000 Exemption provide copy w/ application).
- "Natural" pesticide-free* *Conventional methods* Craft/Specialty Food

Craft or Specialty Food Vendor

Please describe the type of craft or specialty food product that you wish to bring to the market.

Include photo or sample of item you wish to sell. (Use additional sheet if needed) Returning vendors, include photo new products only. **Only products made by the vendor may be sold.**

GROWERS CHECK LIST:

Please check off all the items that are listed on the chart and include at the bottom of the chart any item that you might bring that is not listed. Only products grown by the vendor may be sold.

Product	Month Available	Product	Month Available
apples		eggplant	
apricots		fava bean	
blackberries		greens	
blueberries		leeks	
cantaloupes		lettuce	
cherries		okra	
grapes		onions	
nectarines		peas	
peaches		peppers	
pears		potatoes	
plums		radishes	
raspberries		squash, summer	
strawberries		squash, winter	
watermelon		tomatoes	
asparagus		turnips	
beans		pumpkins	

beets		herbs	
broccoli		cut flowers	
Brussels sprouts		potted plants	
cabbage		honey	
carrots		baked goods	
cauliflower		fresh eggs	
corn		apple cider	
cucumbers		other:	

I CERTIFY THAT THE INFORMATION IN THE ABOVE APPLICATION IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE, AND THAT I AM THE LEGAL REPRESENTATIVE OF THE ABOVE NAMED BUSINESS.

I HAVE READ AND UNDERSTAND THE WOOD RIVER FARMERS' MARKET ASSOCIATION RULES & BYLAWS AND AGREE TO ABIDE BY THESE RULES AND BYLAWS WHILE PARTICIPATING IN THE KETCHUM AND/OR HAILEY MARKETS.

Signed: _____ Date: _____

Vendor Selection Criteria and Process

Each individual vendor will be reviewed and selected by a committee based on the following criteria:

1. Offers high-quality, authentic merchandise, which appeals to the Farmers' Market audience.
2. Products must be handcrafted by the vendors selling the items, hard to find, unique and unusual items that are not widely commercially available.
3. No imports, resale, or commercial items are to be displayed and sold at the market, produce and value added items must be grown, made, and/or raised by vendor selling items.
4. Vendors must live within a 100-mile radius (as the crow flies) of Hailey and/or Ketchum.

In addition, we seek to provide a variety of items in terms of price point, selection, style and materials used. We also seek to not have too many of the same items offered on the same day. Therefore, even vendors who meet the criteria noted above might not be chosen because other vendors offer similar style or wares. In the spirit of creating diversity of goods, the Farmers' Market board reserves the right to deny participation or may try to find other dates than ones supplied on this application to create that diversity each week.

Vendors – List and Describe Items For Sale:

Artists Provide Photos of Your Work:

As part of the process, please include photos of your art/craft with your application. These photos will accurately represent the type and variety of items you wish to display and sell. Please limit photos to 3. Since we promote you in our online newsletter, provide email/digital photos as well that can be used in the newsletter. Email to: wrfarmersmarket@gmail.com

Hailey Sales Tax:

All sales will be transacted directly between the artist and the buyer. Artists must collect 6% sales tax on each sale. Artists are responsible for reporting their taxable income to the State of Idaho. To apply for a permanent or temporary Idaho Seller's Permit Number, please call the Idaho State Tax Commission at 208-334-7660. It is a quick and easy process and doesn't cost you anything.

Ketchum Sales Tax:

All sales will be transacted directly between the artist and the buyer. Artists must collect 7% sales tax on each sale (6% State and 1% City of Ketchum). Artists are responsible for reporting their taxable income to the State of Idaho. Artists will be responsible to report and pay the 1% Ketchum sales tax to the Farmers' Market Manager (along with the 5% of net sales) as properly filled out on the weekly vendor slips. Please have vendor slips and money from previous weekly ready for manager as he/she hands out current weeks slips. To apply for a permanent or temporary Idaho Seller's Permit Number, please call the Idaho State Tax Commission at 208-334-7660. It is a quick and easy process and doesn't cost you anything.

Vendor Bio (for new vendors only and any updates from returning vendors):

Please include a short bio with your application. Tell us where you are from, what inspired you, what you enjoy doing, and anything else you wish to include that pertains to you and your art. Don't forget our email newsletter will include a short bio about you when we profile you that week. A bio is required of your work and/or farming practices. Farmers must list what products you anticipate to sell. We will not accept your application without it.

Entertainment:

Live music and other entertainment will be provided. The music is upbeat, but conducive to shopping and will fit the atmosphere of Farmers' Markets. To receive information about performing, entertainers are invited to call Kaz Thea at 720-7805 or email Kaz at wrfarmersmarket@gmail.com.

Children's Activity Booth:

As part of the market each week we offer a children's activity booth. If you would like to sponsor or help with the free children's activity, please contact us. All ideas are welcome and appreciated.