



2011 Fall Marketplace Vendor Application and Agreement

Name: _____

Business Name: _____

Address: _____

City: _____ State _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Preferred Method of Contact: Home Work Cell Email _____

Please write clearly. Actual Business Location - If your farm or business is not located at the above address, please include address of your place of operation:

Vendor booth will be operated by: (check all that apply)

- Owner or immediate family member
- Employee (any person employed by the vendor at a regular salary or wage, employment may be verified)
- Representative (someone whose compensation is based primarily on a sales commission, the producer retains ownership).

Farmers: Are you certified for WIC/FDNP? Yes No

2011 Fall Marketplace

The Fall Marketplace for 2011 runs on the first Saturday of November and December, from 10am to 2pm. The Fall Marketplace will be held indoors at Wellspring.

As part of your vendor fee you will receive the following:

- An approximate 10x10 space (indoor) with 8-foot table and 2 chairs
- Benefit of advertising the Marketplace in local media
- A link from our website to yours

Space Fee

The fee for each market day is \$10, or \$15 for the two-Saturday series if paid in advance.

Amenities

Limited electricity is available for Vendors at Fall Marketplace. Please contact the Marketplace coordinator for guidelines.

Please complete the Vendor Agreement and return to the Marketplace coordinator. Upon acceptance to the Marketplace, we will contact you to confirm. All vendors must have approval before attending the Marketplace.

Space availability may be limited for certain products. If this is the case you will be notified and will be placed on a waiting list.

2011 Participation

Please indicate which dates you think you will want to attend the Marketplace as this assists us with planning and advertising.

November 5

December 3

While not set in stone, vendors are expected to inform the manager of any deviation from this schedule no less than one week prior to the designated market day.

Upon approval of your application, payment for your first Marketplace date is due. Payment for each week's booth space is due by the Wednesday prior to Marketplace day.

Products to be Sold at the Marketplace

Please list or provide an attachment of all products being sold and photos.

Vegetables

Fruits

Bakery Goods

Crafts

Plants, Flowers and Nursery

Meat, Fish and Dairy

Hard Goods

Others

Regulatory Compliance

All vendors are responsible for meeting health requirements obtaining all required state certifications, permits or applicable licenses before they will be permitted into the market. Please provide us with a copy your certification documents to keep on file.

Products labeled organically grown must be certified by the Oregon Tilth or by the Oregon Department of Agriculture.

All growers, farmers and vendors serving or offering samples of food must abide by the Oregon Department of Agriculture rules. Should you have questions, please contact:

Oregon Department of Agriculture, Food Safety Division

635 Capitol Street NE
Salem, OR 97310-0110
503.986.4720

If a vendor intends to sell products by the pound, the vendor must bring their own state certified scales.

Vendor Agreement

Must be signed or application will be returned. The undersigned agrees to exercise the utmost care in the use of facilities and properties of Wellspring. The vendor also agrees to indemnify and save harmless Wellspring, Silverton Hospital Network, its officers, employees and agents from any and all claims, actions, judgments, losses, costs (including reasonable attorney fees) and damages whatsoever, including accident, injury, or death caused to persons or property of any kind, arising out of, in connection with, or incident to, the Marketplace, except caused by the sole negligence of Wellspring Saturday Marketplace. Should a vendor at any time occupy the premises in a manner contrary to the rules of the Marketplace, or in any manner that is hazardous or offensive to the public or vendors, upon request of Marketplace officials, vendor shall immediately cease such offending conduct. Failure to immediately conform as requested shall be cause to revoke this agreement and the vendor permit. Upon failure to so vacate, the Marketplace is authorized to remove all property of vendor from the premises at vendor's expense. Wellspring Saturday Marketplace is relieved and discharged from any and all loss or damage occasioned by such removal. Wellspring Saturday Marketplace will not be responsible for storage or safekeeping of property so removed. This vendor understands that the premises are owned by Wellspring and are used with the owner's permission. Permission to use the premises can be withdrawn at any time. The undersigned agrees not to hold the Wellspring Saturday Marketplace, its officers, directors, employees or agents responsible for any loss or damage claimed by the vendor should such permission to use be withdrawn. Vendors who will be selling consumable and value-added processed food products or meat, fish, dairy or egg products shall be required to carry general liability insurance with a minimum coverage of \$1,000,000 and further agree to name Wellspring as additional insured.

I have read and understand the Vendor Guidelines, and hereby agree to all information contained herein.

Name (Print): _____

Signature: _____ Date: _____

I give approval to release my contact information to customers and media.

Signature: _____

I give approval to use photos of my booth, and anyone selling, for promotional materials.

Signature: _____

Mail applications to: ATTN: Mattie Usoltseff, Wellspring Saturday Marketplace, 1475 Mt. Hood Avenue, Woodburn, Oregon 97071

Official Use: Status: Accepted Not Accepted

By: _____ Date: _____