

Vancouver Farmers Market
Artisan Application Process and Jury Checklist

Thank you for your interest in becoming a Vancouver Farmers Market Vendor. We value our Market and strive to create a high quality venue for the enjoyment of our community. Potential artisan vendors must be juried for approval by a panel before selling at the VFM. New vendors may also be reviewed the morning of the vendor's first Market day setup; all vendors will be reviewed randomly throughout the season.

The VFM is interested in Artisans work that is not already overly represented at our market. The VFM Board of directors is currently determining a percentage formula of how many of each type of vendor best suits our market. If any category of art is determined to be full and that artist has juried in successfully, they will be put on a first come first serve waiting list.

A) **Be aware of the following, this information you will need to know once you have juried in successfully:**

1. You must obtain a Washington State master business license prior to selling at the VFM Market. A City of Vancouver Business License is not required. To inquire about getting a Washington State Master Business License call the Department of Licensing (360) 664-1400 or access their web site at www.wa.gov/dol
2. VFM membership dues are \$35.00 per calendar year. A printable Vendors Handbook is available on our web site at www.vancouverfarmersmarket.com.
3. The product must be the original workmanship of the vendor and must demonstrate quality workmanship and be safe and durable for its intended use.
4. The unauthorized use of copyright design is illegal and will not be allowed at the VFM.
5. The vendors work must be predominate and the starting materials must be significantly altered and/or enhanced by the vendor.
6. Up to 10% of the product may be sold as ancillary* products that directly relate to the needs for the use of the product. Any ancillary item must not be displayed by themselves and may only be in conjunction with hand-crafted products created by vendor. The value of the ancillary must be less than the value of the hand-crafted items. All vendors must provide the Artisan Committee chairperson a list of all items sold in their booths as ancillary items.
7. Artisans may sell, subject to approval, high quality reproductions of their own original work.
8. Soap and body care product vendors must follow federal labeling and ingredient content requirements.
9. Previously juried and accepted applicants not having five market days in the preceding year will be subject to jurying before re-entry to the VFM Market.

*Ancillary: An item sold that is directly related to, and complements, the original handcrafted item. Crayons for artwork, frames for photographs and commercial chains for hand created pendants are examples.

B) Please send the following materials with your completed VFM Vendor Application and signed VFM 2009 Vendor Agreement Form for determination by the Vancouver Farmers Market—we need this information to start the jury process:

1. A letter of intent/interest stating when you wish to start and if you intend to sell both Saturday and Sunday or just Saturday. Include the type of work that you do and a description of your products. Write a short biography of you; enlighten us to your art, detailing how you create your products, and what makes your product unique? List the current shows/markets you presently are in and/or those you have done in the past. This letter should also contain your name/business name, address, phone, and e-mail address if available.
2. Provide a list of items and their photos including price points that you wish to sell. Plus a list of the ancillary items (if any) that will support your hand crafted items. Your photos will not be returned.
3. Include copies of all marketing tools, including product information brochures, business cards and/or fliers given out in your booth. Photos of your booth – booth size is up to 10X10, must have a sign, **proper weights**, and must be clean and attractive—see Vendor’s Handbook for more information. *Photos will not be returned.*
4. Enclose a check or money order payable to the Vancouver's Farmers Market for \$20.00. This is a non refundable fee that covers the cost of application processing. A receipt for the application fee will be given to you the day of your physical jury.
5. The completely filled out Vendor Application Form and a copy of the 2009 VFM Vendor Agreement Form signed by you. You can access these forms (four pages total) on our website www.vancouverfarmersmarket.com.

Please be careful to complete all of the above criteria or your application packet will not be accepted and you will be asked to provide the missing elements. All the above materials must be received prior to physical Jury being scheduled.

Mail all materials to:
Mary Lee/Artisan Chair
11510 N.E. 36 Ave
Vancouver, WA 98666

C) What to bring to and be aware of on your physical jury day. Once we receive your completed application and the criteria listed above we will call you to set up a day during the market season (usually on a Saturday). The Jury process is by reservation only.

- The \$20.00 jury fee is for new applicants only and only applies to first time jurying. There will be no re-jury charge for current members of the market who want to introduce a new product line.
- We do not jury your booth but it must meet the standards listed in the VFM Vendor Handbook—you can access the handbook on our web site.

- Jury cost of \$20.00 is non refundable, and products can be juried up to 3 times. If however you make an appointment and do not show for the day time specified you will owe an extra \$10.00 every time you do not show in addition to the \$20.00 and will be placed at the bottom of the list the next time you want to attend a jury session.
- Don't forget to pick up your receipt for the \$20.00 non refundable jury fee already sent in—see above.
- **Please bring six (6) finished items from each medium for a physical jury. You will be asked to leave your items at a booth that has been set-up for this jury process. Jurying usually takes several hours and you will be asked to collect your items before 3pm that same day. It is your responsibility to collect your product after jury, items left behind will not be returned. At this time we would also like photos of the process and steps or stages it takes to create your product. Photos of your work space would also be helpful. *Photos will not be returned.* The more information you provide to the jurors on paper and film, the easier it will be for them to arrive at a decision.**

Once the jury process has been completed you will be notified in writing via US Mail or e-mail as to the outcome with-in 7 days of physical jury. Please do not ask anyone the day of your physical jury if you have been accepted. No one will know the jury out come until the final review of the paperwork. We will contact you in writing via US Mail or e-mail you to inform you if your products have been accepted or if they have not.

Once accepted the Market Master will contact you with further information/instructions as to start date and placement, booth rent, excreta.

If you have questions, concerns or suggestions please contact the Market Master. His/her phone number and e-mail address is listed on the contact page on the web site.

The Market Board of directors reserves the right to make exceptions or changes to these rules/criteria at its discretion. Vendors are always welcome to board meeting, which are held at 7PM on the third Wednesday of each month. Please call Market Master or visit our web site for Board meeting location information.

We appreciate your interest and look forward to seeing you at the Vancouver Farmers Market.

Thank you again,
Mary Lee
VFM Artisan Chair
Shiva@pacifier.com