

Winthrop Market Guidelines

Sundays 10am-2pm
May 29th 2011 - Sept 4th 2011

The Winthrop Market is hosted by the Winthrop Chamber of Commerce. The Winthrop Chamber of Commerce is a 501 (c) 6 non-profit organization with the mission to expand and promote the local business community, promote tourism and foster a sense of community. The addition of a Winthrop Market will provide an opportunity to improve these aspects of the Chamber mission. The Winthrop Market aims to allow the unique and diverse culture of the Methow Valley, from agriculture to fine arts, to be celebrated and showcased for locals and tourists alike. For more information about the Winthrop Chamber of Commerce, please visit www.winthropwashington.com.

The Winthrop Market is located at the Winthrop Park on Highway 20. Stalls will be set up in the grassy area of the park and parking limited to the available parking lot with vendor loading/unloading available in the adjacent Library parking lot. Restrooms are located on site via the outdoor bathrooms by the Winthrop Barn and the baseball diamond.

It is a requirement that each Farmer/Vendor carefully read these Guidelines and sign the last page indicating that you have read and understand the Winthrop Market Guidelines.

Winthrop Market Guidelines and Requirements

All vendors are subject to the decisions made by the market manager(s) regarding product sales, conduct and space assignments.

Permits & Licenses

All Vendors are responsible for proper state (Master Business license) business license. All prepared and/or process food vendors, vendors selling meat, poultry, fish, or dairy must have a valid business license from a town within Okanogan County and Business permit issued by the Okanogan County Public Health Department. Any Vendor selling prepared and/or ready to eat foods must have a current Okanogan County Health Department Food Handler's Card on site (copies of cards will be permitted). {Master Business licenses are issued by the state www.dol.wa.gov. The Okanogan Public Health Department can be reached at www.okanogancounty.org 509-422-7140. }

Firearms, Alcohol & Drugs

SALES OF FIREARMS, ALCOHOL AND/OR DRUG (OR DRUG PARAPHANILIA) WILL NOT BE PERMITTED IN ANY INSTANCE.

POSSESSION OF ALCOHOL AND/OR DRUGS AT THE WINTHROP ARTISAN MARKET WILL NOT BE ALLOWED.

Vendors

The Winthrop Market is an opportunity for local Farmers and Artisans to showcase their hard work. We encourage each Vendor to maintain high quality and safety standards. Vendors are responsible for proper labeling and pricing of their products. (i.e. fruit seconds, organic, etc.)

Each Vendor must complete an application. Applications are available online at www.winthropmarket.com, at the Winthrop Visitor Center in Winthrop or at the Winthrop Market.

Products

Each vendor must sell products grown, produced or processed themselves. Exceptions will be allowed for vendor specific promotional products (i.e. logo bearing items) sold in addition to vendor produced products and for non-profit organizations. For-profit vendors may not exclusively sell promotional products. Vendors are required to follow all USDA and Okanogan County health regulations in regards to the production of their products and sale of their products. Any products labeled "Organic" must meet USDA Organic guidelines.

Sales Tax

Each Vendor is responsible for sales tax and state and federal business licenses. Non-profit organizations must have IRS non-profit organization status.

Stall Information- Set up and Break down

The Winthrop Market will open to the public at 10am and will last until 2pm. Vendors participating in the Winthrop Market will not only represent themselves and their business/farm, but also Winthrop and the Methow Valley. We encourage all Vendors to extend their high standards for their products to their stalls and customer relations.

Vendors may begin setting up at 8:30am. Set-up must be complete by 10am. Vendors who have not arrived and checked in with the Market Manager by 9:30am will forfeit their stall space for that Sunday's Market. If space is available, another stall space may be assigned. (Exceptions may be allowed on a case by case basis if the Vendor calls the Market Manager ahead of time 341-9102.) Vendors who are on stand-by will then be allowed to use that space. Stand-by Vendors must check in with the Market Manager by 9am. Vendors are **NOT** to begin selling

products until 10am. Also, Vendors shall not sell products after 2pm. Take down of vendor stalls must begin promptly at the 2pm closing.

Vendor stalls will have 10 (ten) feet of frontage and will be approximately 10' x10'. Due to the nature of the Winthrop Park, all spaces will have maximum exposure to Market guests. Stall assignments will be determined by the Market Manager. Vendors who prepay for all fifteen (15) markets can qualify for an assigned space. There will be no refunds for prepaid stalls. Stall fees are:

1. \$10/stall/market (collected day of market)
2. \$150 non-refundable pre-pay for 15 markets and assigned space (Space will be assigned at first attended market by the Market Manager(s))
3. \$5/stall/market for non-profit groups
4. Chamber Membership includes access to all Winthrop Markets.

Vendor spaces will be determined each week prior to set-up. Please check in with the Market Manager for assigned space. **ALL VENDOR STALL ASSIGNMENTS ARE AT THE DISCRETION OF THE MARKET MANAGER(S).**

Limited “vehicle spaces” will be available for those vendors who pre-arrange with the Market Manager and demonstrate an absolute necessity for the use of their vehicle during the course of the market. A waitlist for “vehicle spaces” will be established should the need arise. Vendors will be able to load and unload from their vehicles in the Park Parking area 8:30-9:30am. By 9:45am all Vendor vehicles must be parked in the Winthrop Barn parking area, library parking lot or across Highway 20 in the overflow parking at the basketball court. After 2pm, Vendors may load and unload from the Park Parking area. Vendors are responsible for breaking down their stalls and picking up after themselves. **(This includes all trash and food waste!)**

Vendors are responsible for providing tables, chairs, canopies, etc. for their stall. Vendors are responsible for their property and any loss, damages or theft to their property. Because the Winthrop Market is held at an outdoor venue, all tables, chairs, canopies, etc must be securely set up throughout the course of the Market. Securely means canopies must be weighted, tables and chairs must be weighted and out of the way of traffic.

Refunds will NOT be given, in any case, due to weather conditions.

Water is available via the public faucets in the Park. At this time electricity is not available.

Staffing

Vendor stalls must be staffed by the farm or business owner or an employee of the farm or business. For non-profit organizations, stalls may be staffed by volunteer members of the organization. The goal of the Winthrop Market is to represent the local businesses of our

community. Staff with a working knowledge of the farm/business/non-profit will better represent the products of your business. If you or your staff representative is delayed or will not be attending the market, please let the Market Manager know as soon as possible. The Market Manager can be contacted at 509-341-9102.

Animals

Guest and Vendor pets are allowed in the Winthrop Market. Pets must be on a leash, controlled and picked up after. Pets and/or livestock shall not be sold or given away at the Winthrop Market.

Disputes

The Winthrop Market is a community effort. If vendor to vendor or vendor to customer disputes cannot be resolved, the Market Manager may be called in to mediate. In this case, the Market Managers decision will be final. Grievances may be submitted in writing to the Market Manager or the Winthrop Chamber of Commerce.

Violations

The Winthrop Market was created to enhance the Winthrop Community and misconduct will not be permitted at the Market. Discrimination, illegal behavior or failure to abide by these Guidelines will not be tolerated. A verbal warning will be issued first, followed by expulsion from the Market. Expulsion from the entire season of the Winthrop Market will be determined on a case by case basis. In the case of expulsion, fees will not be refunded.

The Winthrop Chamber of Commerce reserves the ability to amend these Guidelines as it sees fit to maintain the safety and success of the Winthrop Market and the community and guests of the Market. Please sign, detach and return the portion below with your application and payment.

I have read the Winthrop Market Guidelines and agree to abide by the terms detailed in the Guidelines. By signing below, I take responsibility for my products and stall and hold harmless the Winthrop Chamber of Commerce for any claims, injuries or loss of product or equipment.

Signature

Date

Print Name

Contact Phone #

Winthrop Market 2011 Application

Please read the Winthrop Market Guidelines completely before completing this application. This application and signed agreement may be submitted to the Winthrop Visitor Center, mailed to PO Box 39 Winthrop WA 98862, or turned in at the Winthrop Market.

CATEGORIES:

FARMER/RANCHER

CRAFTER

NON-PROFIT

SERVICE PROVIDER

FOOD SERVICE/PROCESSOR

Name: _____

Business Name: _____

Contact Phone Number: _____

Mailing address: _____

E-mail address: _____

Other staff members who may be present at the
Market: _____

Description of your business, products, service (for non-
profit): _____

Are you a Winthrop Chamber member? _____

Request for "vehicle space" (please detail your need for your
vehicle) _____

Please make checks payable to the Winthrop Chamber of Commerce.