

July 16, 2020

Greetings Crafters and Artists,

The Lake Forest Park Farmers Market invites you to apply for our upcoming **Crafts Day at the Lake Forest Park Farmers Market on August 23rd**. We are delighted to offer an opportunity for local creatives to share their unique creations with our community, and are looking forward to a wonderful event!

However, we must acknowledge and adjust to the current environment in the way that this year’s event will be handled, including many difficult, but necessary changes. Safety of every participant is our top most goal.

Due to the COVID-19 pandemic, this year’s Crafts Day will be significantly overhauled to maintain the safety of all participants and compliance with all local, county, and state requirements. Crafts vendors will be obliged to meet a rigid list of requirements as dictated by state and county officials. **These requirements will be unfamiliar (and challenging) to many vendors, so please review the Market Requirements document carefully before applying.**

Other changes you will notice at the market include:

* Single, designated entry and exit points
* Limited number of market shoppers at a time
* Each vendor must be spaced a minimum of 10’ apart
* Fewer vendors, both in the crafts area and in the market overall (due to spacing requirements)
* Extensive signage focused on safety and public health
* Public hand sanitizer station near the entrance/exit
* Market now ends at 2 PM (previously ended at 3)

Some good news is that **we have altered our application process for this year’s event in order to simplify and reduce risk** for both applicants (no running to the post office to mail your packet!) and to our selection committee. **Please read the new application process carefully**.

The great news is that the changes described have been in place at the market all season and have worked well. Our shoppers are very respectful of the rules, and despite the challenges, the market has found its groove and remains a joyful place to be. Plus, there is no safer place to shop than at our wonderful outdoor market!

**Application Process**

Please submit application materials in a single PDF packet via email to programs@thirdplacecommons.org. For your convenience, **note that all application documents have now been converted into fillable forms that you can complete directly on your computer.** Final applications may be printed and signed, then scanned to a pdf, or we will accept a typed signature in lieu of a handwritten signature. Submission of your application constitutes your acceptance that your typed name represents your signature.

Application packets must be complete to be considered, and must be **received** by **Monday, August 3rd**.

Complete application packets will include:

Completed and signed application.

Completed and signed Market Requirements acknowledgment sheet.

3 photographs to represent current work, clearly labeled, and described on Work Description Form. Photocopy (scan) of your Washington State Business License.

\*\***Proof of Commercial Liability insurance**

(\*\*This is a new requirement in 2020 of farmers market insurers for all market vendors. You **must** have Commercial Liability insurance and name Friends of Third Place Commons – Lake Forest Park Farmers Market as an Additional Insured or have a blanket Additional Insured policy. See market insurance info sheet for more information.)

Please note that this is a juried event. Our goal is always to make sure we have a broad representation of media, so that everyone has a fair chance to participate and have a successful day. Our criteria remain the same: all products sold at the Lake Forest Park Farmers Market are handmade by you in the State of Washington. We also require that you personally represent your work at the event.

We will notify you of your application status no later than August 7th. If you have any questions, please send a message to programs@thirdplacecommons.org, or call 206-366-3302.

**If you are accepted to the market, you will be required to submit the following to be received no later than Friday, August 14th:**

* Check for $50 for market registration fee, payable to Friends of Third Place Commons, sent via postal mail to Third Place Commons – Lake Forest Park Farmers Market, PO Box 82355, Kenmore, WA 98028.
* (If not previously submitted) Certificate of Insurance naming Friends of Third Place Commons – Lake Forest Park Farmers Market as an Additional Insured via postal or email to programs@thirdplacecommons.org.

Thank you so much for your support of the Lake Forest Park Farmers Market! We know this is a challenging year, but we look forward to working together to make this a great Crafts Day at the Market!



P.O. Box 82355, Kenmore, WA 98028

LFP Farmers Market CRAFTS DAY

SUNDAY, AUGUST 23, 2020

10:00AM – 2:00 PM

at the intersection of Ballinger Way NE and Bothell Way NE, in front of Lake Forest Park City Hall
Type in or print responses below.

Name:

Business tax ID for sales tax (photocopy of license required):

Business Name:

Mailing Address (please include zip code):

Email:

Telephone Numbers:

Work: ( ) Cell: ( )

Home: ( )

BRIEFLY describe your handcrafted items that you will personally represent at this event:

# Booth Registration fee: $50.00, payable immediately upon acceptance.

# Please make your check out to Friends of Third Place Commons.

Set-up begins at 8:00 AM. You are responsible for bringing your own table(s), chair(s), and canopy, no larger than 10’ square and weighted at all corners with at least 25 pounds.

I certify that all products I offer for sale at the Lake Forest Park Farmers Market have been handmade by me in the State of Washington. No items made out of state will be allowed, and I understand that anyone offering such items for sale will be asked to leave the Farmers Market. I will abide by the rules and regulations of the Lake Forest Park Farmers Market. I understand that this is a juried event, and that my full and complete application packet must be **received by Aug. 3rd** for guaranteed consideration. I also understand that event set-up is at the discretion of the Market Manager and that my space will be determined by the manager.

I agree to hold harmless the LFP Farmers Market, Friends of Third Place Commons, Merlone Geier Partners, or the City of Lake Forest Park from any and all claims and actions arising out of my participation in the Farmers Market, including loss, damage or injury to person or property. I agree that all photos and videos taken during the crafts fair may be used for communications and marketing purposes at the sole discretion of Third Place Commons.

Please return pdf packet with completed application, signed Market Requirements Acknowledgement, and images of work via email to **programs@thirdplacecommmons.org****.**

Signature: Date:

**Work Description Form**

Please attach 3 color photographs to represent current work. Multiple color images combined into a single file are fine. Label each with the title of the work. (For example: *Jay Doe, wooden toy chest*.)

Name of applicant: ­­­­­­­­­­­­­­­­­­­­­­­­­

Photo #1

Title:

Medium (if mixed, please list all media):

Photo #2

Title:

­­­­­­­­­­­­­­­

Medium (if mixed, please list all media):

Photo #3

Title: ­­­­­­­­­­­­­­­

Medium (if mixed, please list all media):

*We thank you for submitting photos that represent the work you will be selling at the Lake Forest Park Farmers Market Crafts Day. If your work varies greatly from these representations, we reserve the right to ask you to remove it from display.*

**Help us make Crafts Day a success!**

 [ ]  I have digital images of my artwork that I would be willing to share for promotional purposes.

**Crafts Market Vendor Requirements**

Due to the COVID-19 pandemic, farmers markets in King County are subject to many new requirements that have not applied in prior years, as are all food, crafts, and other non-food vendors. In addition, new insurance requirements now necessitate that all vendors be insured and submit insurance certificates to the market organizers in advance of the market.

***Please read the following requirements carefully, initial each item to agree, and sign at the bottom to acknowledge receipt of and agreement to these requirements, guidelines, and limitations of liability.***

**I acknowledge that I have read and agree to abide by the following requirements as established by the Office of Governor Jay Inslee, Public Health – Seattle and King County, and Friends of Third Place Commons/Lake Forest Park Farmers Market:**

**I Agree (Initial)**

 I will wear a face covering and require all people assisting me to wear a face covering at the market.

 I will wash my hands and/or use hand sanitizer regularly throughout the day, including after bathroom use.

 I will abide by social distancing guidelines to maintain at least 6’ between myself and others at the market and will do my best to enforce social distancing among all customers as well.

 If I am accepted to the market and unable to participate for any reason, I will notify Amy Whittenburg (director@thirdplacecommons.org) as soon as I know in order to free the space for another vendor.

 I will notify the market contact person (Amy Whittenburg, director@thirdplacecommons.org) and withdraw from the market by 5 PM on the Saturday before the market if I or anyone assisting me is diagnosed with COVID-19, comes in direct contact with someone known to have COVID-19, or becomes ill or shows any symptoms of Covid-19 (including, but not limited to fever, cough, sore throat, or other symptoms that cannot be readily attributed to a known cause like allergies).

 I will require anyone scheduled to assist me at the market to report to me by 5 PM on the Saturday before the market if they meet any of the abovementioned criteria.

 I understand that I will be asked to leave the market if I show any of the abovementioned symptoms on market day, and will send any assistants home should they show any such symptoms.

 I will notify Amy Whittenburg (director@thirdplacecommons.org) if I am or anyone assisting me at the market is diagnosed with COVID-19 within two weeks following the market day.

 I will sanitize all high touch points at least hourly.

 I will utilize no touch payment transactions whenever possible.

 I will have a hand washing station at my booth for employee use, and for customer access if needed. The hand washing station will include a free-flowing tap with fresh water (available at market), a catch bucket, soap, single use paper towels, and a trash can for safe disposal of paper towels and other debris. (More information about how to assemble a simple, cost-effective handwashing station is available upon request.)

**Crafts Market Vendor Requirements (continued)**

 I will remove all my booth’s trash from the market site at the end of the day and will not use any onsite trash bins or dumpsters.

 I will make my booth as low-touch/no touch as possible and discourage customer contact with merchandise when feasible.

 I will require customers to sanitize or wash their hands before allowing them to try on personal items i.e., jewelry, clothes, etc. or to handle merchandise. I will supply hand sanitizer or a hand washing station for this purpose.

 If not purchased, I will either sanitize merchandise touched by customers or remove it from the sales area for the remainder of the day.

 I will not allow shoppers to enter the market through tape barriers (provided by market) next to my booth. I will direct them to the main market entrance next to Chase Bank, across from Rite Aid.

 I will bring my own tables, chairs, canopy (no larger than 10’ x 10’), display equipment, and weights of at least 25 pounds for each corner of my tent. I understand that no electricity is available at the market.

 I understand that my tent must have one single-sided access point only and I will place barriers (tent walls, barrier tape, or similar) on the remaining 3 sides to block customer access.

 I understand and assume all risks associated with operating a vendor booth at the Lake Forest Park Farmers Market during the COVID-19 pandemic. Friends of Third Place Commons (aka the Lake Forest Park Farmers Market) will not be liable if anyone working in my booth contracts COVID-19, nor for any losses or costs associated with such illness.

**I Agree:**

[ ]  **Cancelation:** Due to the unique challenges presented by pandemic-related limitations, I understand that Friends of Third Place Commons (aka The Lake Forest Park Farmers Market) may cancel Crafts Day at the Market at any time up to the day of the event. Cancelation may occur for any reason including (but not limited to) a reduction in King County’s Phase status, directive from public health officials, or non-viability of the event for other logistical reasons. My sole remedy in case of cancelation will be the refund of my $50 registration fee. Friends of Third Place Commons will not be liable for any loss of potential revenue from the canceled event nor for any costs associated with preparing for the event. In the event of cancelation, I understand that Friends of Third Place Commons will notify me via email and I will monitor my email accordingly.  **Initials**

**Print Name:** **Name of Business:**

**Signature:** **Date:**