



Trout Lake Saturday Market

2015 Season Vendor Packet

We welcome you to participate with us!
Sat June 27th – Sept 4th & 5th
Hours 9am – 3pm

Trout Lake Grange Hall building & grounds in
Downtown Trout Lake, WA
Setup as early as 6am – vacating the area is 5pm

MARKET GOALS

Our goals are to provide a direct marketing venue for local artisans and craftspeople, and for products such as baked goods & processed foods. We also encourage vendors providing Washington and Oregon grown produce, plants, flowers, honey, and forest products to market with us. Children are encouraged to participate, as well as musicians to provide background music outdoors. Finally, Trout Lake Saturday Market goal is to improve the economic status of creative individuals and farmers in our local community. To help meet this goal we all need to work at providing a safe, friendly and welcoming atmosphere for our many friends and customers.

MARKET COMMITTEE

Patty Gray	President and Manager	509-395-2549
Fran Gower	Vice President	509-395-2332
Janine Scott	Secretary	509-395-2461
Cathy Walker	Treasurer	509-395-2549
Betty Schmid	Hostess	



Trout Lake Saturday Market 2015 Season



VENDOR INFORMATION

- 1 Registration fee is \$5.00 for age 16 & up. No registration fee for children until age 13, then fee is \$2.50.
- 2 Age 16 and up Commission is 10% of gross sales. No Commission for children until age 13, then commission is 5%
- 3 Commission will be done on the honor system. Vendors will be asked to report their sales and pay commission (hours 8:30am – 5pm) for each market day. Individual vendor information will be kept confidential.
- 4 All vendors are expected to understand the Federal, State & County guidelines, including collecting & paying sales tax. Guidelines are available at www.troutlakewashington.com

Except for potentially hazardous foods such as milk, eggs & cheese, the Market is not requiring proof of permits.

The Market is not requiring proof of sales tax collected or paid.

Vendors who choose not to follow the Federal, State & County guidelines are doing so at their own risk.

- 5 All vendors are expected to provide and man their own table or space. The Market Managers will assign Grange tables to selected Vendors.
- 6 There is a plan in place for a community consignment table-all items must be inventoried and priced, and volunteers are currently needed.
- 7 Regular vendors outdoors will be assigned a permanent spot and a canopy is encouraged. Indoor vendors will also be assigned a permanent spot. If a indoor vendor wishes to leave early, it is encouraged to work with other vendors to fill that empty area.
- 8 All vendor property left unattended after 5pm each market day will become the property of the Market Committee.
- 9 All children under age 13 must have adult supervision.





Trout Lake Saturday Market

2015 Vendor Registration Form

Please Print

Name: _____
 Legal Business Name: _____
 Legal Business Owner or name of parent or guardian: _____
 Email address: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Day Phone: _____ Evening Phone: _____
 Age of child if under 18: _____

Please check box if you are attending every day.

If you are not attending every day then list the dates you know you will be vending:

Please check the following for requesting space:

_____ indoor quilt room _____ indoor large room _____ outdoors _____ I need electricity
 _____ kitchen

Specific location requested: _____

Are you willing to volunteer at the Community Consignment Table? If so, please list dates you would be available _____

Please list the items you will be selling. Please be as specific as possible. You may attach additional documentation if necessary:

Please initial the following:

_____ I have read and agree to all Trout Lake Saturday Market Vendor Policies & Guidelines.

_____ I agree that it is at my own risk if I choose not to follow the Federal, State & County guidelines &/or choose not to collect & pay sales tax.

_____ I have read, agree to and have signed the Hold Harmless Agreement on the reverse of this Registration Form.

_____ I have included my _____ \$5.00 -or- \$2.50 for children (Children 12 years and under are free, 13 – 15 yrs old \$2.50, 16yrs and above \$5.00) registration fee. Make checks payable to Trout Lake Saturday Market.

 Vendor Signature -or- Parent/Guardian of Child less than 18 years of age

 Date



Trout Lake Saturday Market Hold Harmless Agreement

This agreement, is entered into this _____ (day) of _____ (month), 2015 between The Trout Lake Saturday Market hereinafter called the "Market" and _____ (name), hereinafter called the "Vendor."

Whereas, Vendor has requested to participate in the Market the Vendor agrees to the following terms and conditions:

- 1) **Alterations or Damage to the Market.** Vendor shall not injure, mar, nor in any manner deface or damage the premises of the Market, or any improvements located thereon, and shall not cause or permit anything to be done whereby the Market may in any manner be injured, marred, defaced, or damaged.
- 2) **Responsibility for Injuries.** If the Market, or any portion of any improvement located thereon, is damaged or any person receives personal injury by the act or default or negligence of Vendor, or its agents or employees, Vendor will pay to Market, upon demand, such sum as shall be necessary to restore the premises to its present condition.
- 3) **Liability and Hold Harmless.** Vendor agrees to indemnify and hold the Market harmless from anything done by Vendor at the Market, and will further indemnify and save the Market harmless from all claims arising as a result of any breach or default on the part of Vendor under the terms of this Hold Harmless Agreement, or arising from any act of agents, contractors, employees or licensees of the Vendor in or about the premises of the Market, and from all costs, attorney fees, and liabilities incurred in any action or proceeding brought in connection with this Hold Harmless Agreement. In case any action or proceeding is brought against the Market, Vendor agrees to resist and defend such action or proceeding satisfactory to the Market.
- 4) **Condition and Clean-Up of the Market.** The Market shall be cleaned and refurbished by Vendor following its use of the premises. The Market shall be returned in the condition of cleanliness and up keep which existed prior to the use of said premises by Vendor.
- 5) **Photographs, Video and Audio Recording.** Photographs, video or audio recordings taken at the Market are property of the Market and may be used for promotional purposes.

Vendor Signature -or- Parent or Guardian of Child less than 18 Years of age

Date

Market Manager Signature
Trout Lake Saturday Market

Date

Please send this form, checks and copies of all requested documents to:

**Trout Lake Saturday Market
PO Box 136
Trout Lake, WA 98650**