



Tacoma Farmers Market
PO Box 707 • Tacoma WA 98401
www.tacomafarmersmarket.com

2012 Community Outreach Program Application

Thank you for your interest in the Tacoma Farmers Market! The Tacoma Farmers Market offers available booth space to community organizations seeking to raise awareness of their work or promote education of their cause. Community groups and/or organizations requesting a reservation at the Tacoma Farmers Market must be a charitable non-profit organization offering community or market related education and/or community services.

To apply for a community outreach space, please follow the instructions outlined below:

1. Complete this form and send it to assistant@tacomafarmersmarket.com, at least one month before date(s) requested. Your organization will receive email/verbal confirmation prior to the requested date.
2. There will be a fee of \$20 to use the space for the day OR you may provide market setup/breakdown assistance instead. If you will be providing assistance, please select a check-in time when you will volunteer your services: Setup (2 hours immediately before), or Breakdown (2 hours immediately after). You will be expected to report to the Market Info booth for instructions at that time.
3. It should be noted that Community Outreach reservations are in high demand and requests may be limited to one Tuesday/Thursday/ or Sunday per season per market, on a first-come-first-serve basis. The Market Manager will determine further availability as space allows. If you would like to be considered for more than one date, please include **all** dates that your organization is interested in, so that we can do our best to evaluate space availability and make assignments accordingly.
4. The requesting organization must provide its **own** canopy, weights, table, chairs, and weather protection.
5. Information may be handed out from designated stall area only. No microphones or bullhorns are permitted.
6. We suggest that organizations design participatory games, quizzes, or other interactive educational elements to bolster education. This should be the requesting organization's main focus in the booth, with the passing out of literature as a secondary option. Be prepared to engage and interact with people all day. (Showing up and sitting in a chair just watching people walk by defeats the purpose of reserving a 10x10 booth!)
7. In the case that an organization may have multiple streams of focus we, of course, appreciate awareness around themes that involve the preservation of farmland and supporting a sustainable local economy (i.e. Gardening, New Urbanism, Wellness, "buy local" campaigns, and any number of community development themes). All organizations will be considered regardless of stated focus.
8. Community outreach groups are subject to all Market Rules, unless otherwise specified.

Community Group/Organization Space Reservation Form
(Please return to TFM at least one month prior to your requested date)

Name of Group/Organization:	
Mailing Address:	
Email Address:	
Contact Person:	
Phone Number:	
501(c)3 Number:	
Purpose of reservation:	

BROADWAY MARKET (Thursdays, 10am-3pm)

Please circle requested dates:

May: 3 10 17 31 June: 7 14 21 28 July: 5 12 19 26
 August: 2 9 16 23 30 September: 6 13 20 27 October: 4 11 18 25

6TH AVENUE MARKET (Tuesdays, 3pm-7pm)

Please circle requested dates:

May: 1 8 15 22 29 June: 5 12 19 26 July: 3 10 17 24 31
 August: 7 14 21 28 September: 4 11 18 25

SOUTH TACOMA MARKET (Sundays, 11am-3pm)

Please circle requested dates:

May: 6 13 20 27 June: 3 10 17 24 July: 1 8 15 22 29
 August: 5 12 19 26 September: 2 9 16 23 30

Please choose one option:

- I will pay \$20 to reserve my space.
 I will provide 1-2 volunteers in exchange for my space: Circle one of the volunteer options below. (i.e. setup or breakdown, and the corresponding market).

SETUP:

- Broadway: 8:00 AM – 10:00 AM
 6th Ave: 1:00 PM – 3:00 PM
 South Tacoma: 9:00 AM – 11:00 AM

BREAKDOWN:

- Broadway: 3:00 PM – 5:00 PM
 6th Ave: 7:00 PM – 9:00 PM
 South Tacoma: 3:00 PM – 5:00 PM

The community service organization will adhere to all 2012 Tacoma Farmers Market Rules & Guidelines, which are available for review on the Market's website. Organizations may not sublet any of the benefits outlined in this agreement to other organizations.

The contracted organization will indemnify, keep, and save harmless the Tacoma Farmers Market and the City of Tacoma from any and all claims and demands, whether for injuries to persons, or loss of life, or damage to property, on or off the premises, arising out of the use or occupancy of the premises by authorized agents and shall defend at the contracted organization's expense any action brought against the Tacoma Farmers Market or the City of Tacoma by the contracted organization's acts or omissions. The organization will adhere to all 2012 TFM Market Rules & Guidelines which are available for review on the Market's website (www.tacomafarmersmarket.com).

I have read and agree to follow the Tacoma Farmers Market Community Group/Organization Space Agreement & Market Site Policies, Rules & Regulations.

Name: _____ Signature: _____