



## How to Become a Vendor at the Tacoma Farmers Market

### Step 1: Find out if you qualify

Tacoma Farmers Market is a farm, food and craft market place. We showcase locally grown fruits, vegetables and locally sourced value added products. We also have artisan quality crafts and local hot food vendors. We accept farmers, food processors, hot food vendors and craft vendors at all three of our markets. We prioritize vendors that use locally sourced foods and materials.

#### ***The following will NOT be accepted at our markets:***

- Commercial or imported items
- Second hand items (exception: those vendors who take a second had item and recycle that item into a new use)
- Franchises
- Non-owner operated businesses
- Out-of-State processed items
- Overly processed and/or fried foods
- Nationally distributed packaged foods
- Energy Drinks
- Live Animals

### Step 2: Learn about market rules and regulations

How much does it cost to have a booth at Tacoma Farmers Market? What licenses and permits are required? What are “market tokens”? What equipment is needed to set up a booth? As a prospective vendor, we are sure you have many questions. To help guide you, we have created a comprehensive handbook that clearly outlines all of our rules, regulations, and other important information you should know about becoming a vendor at Tacoma Farmers Market. Our [Market Guidelines](http://www.tacomafarmersmarket.com/vendors) can be downloaded from the Vendors page of our website at [www.tacomafarmersmarket.com/vendors](http://www.tacomafarmersmarket.com/vendors) .

***Before applying to Tacoma Farmers Market, it is essential to read and understand the entire Market Rules and Guidelines.***

### Step 3: Submit Vendor Application

During the months of January through March TFM accepts applications from all qualifying vendors through our Online Vendor Application. Now that you have been introduced to our organization, we would like to learn more about you and your business. Please visit our website

[www.tacomafarmersmarket.com](http://www.tacomafarmersmarket.com) and click on the Vendors page to create and login to your vendor account through Manage My Market. Your application will help us determine whether your business is a match for our markets. All prospective vendors must create an account through Manage My Market to be considered.

After you submit the application, someone from our organization will be in touch with you within ten business days to explain the next steps in the application process or to direct you to other marketing outlets that may be better suited to your product or business. Filling out the vendor application is the first step in the process of becoming a TFM vendor. Based on the information submitted in your application, we will decide if your business is a potential fit for our markets.

#### **Step 4: Submit vendor interest letter**

(If applying after April 1st)

Our application process is active January through March of each year; vendors are selected the first week of April for the current season. If you apply after April 1<sup>st</sup> you will need to submit a vendor interest letter. See below for the Vendor Interest form. Fill out this form and email it to [josh@tacomafarmersmarket.com](mailto:josh@tacomafarmersmarket.com). You will be contacted by the TFM office within 10 days and will be notified if your products are needed at one or more of our markets. If you qualify you will be invited to apply.

#### **Step 5: Application review and status notification**

Tacoma Farmers Market is committed to creating a diverse marketplace with the highest quality, locally produced products available. Although Tacoma Farmers Market reserves unconditional discretion to accept or refuse anyone as a market vendor, the selection process is quite rigorous and takes into consideration many factors, including product quality, sourcing, growing practices, presentation, seniority, safety, compliance, customer service and the right product mix to ensure a successful market.

- One month prior to the close of the application period, TFM will review all applications and contact prospective vendors.
- All Processors, Prepared Food Vendors and Artisans/Craft Vendors must go through a product jury process before final acceptance. (If you are invited to participate in the product jury, details will be provided to you.)
- All farmers, growers, ranchers and fishers must go through a phone interview or site visit before final acceptance.

#### **Step 6: New vendor Orientation**

Welcome to Tacoma Farmers Market! All new vendors are required to attend a new vendor orientation before the start of market season. You will receive adequate advance notice about the time, date and location of this orientation meeting. During the meeting, new vendors will meet Tacoma Farmers Market staff members, review the rules and regulations provided in the Vendor Handbook and have the opportunity to ask questions and meet fellow members of their new market community.

## Vendor Interest Form

Name of Business:

Type:

- Farmer
- Food Vendor
- Processed Food Vendor (baked goods, chocolate, cheese, pickles, jams....)
- Crafter

Do you have power requirements:

Have you been a vendor at any other markets?

Do you have a 10'x10' Tent?

Do you have business signage?

Do you have proper permits?

Do you have a Tacoma Business license?

Which market are you interested in?

- South Tacoma
- 6<sup>th</sup> Avenue
- Broadway

Please describe in detail your product(s).

**\*\*Please do not submit without first reading the Market Guidelines**

Please email form to Josh Proel at [josh@tacomafarmersmarket.com](mailto:josh@tacomafarmersmarket.com)

Questions? TFM Office – 253-272-7077