

**Moses Lake Farmers Market**  
**2018/2019 Off Season Markets**  
**9:00 am – 2:00 pm**  
**Columbia Basin Technical Skills Center**  
**900 East Yonezawa Blvd, Moses Lake**

We invite you to participate in our Off Season Markets

- Holiday Market – Saturday, December 1, 2018
- Cupid's Market 2019 – Saturday, February 2, 2019

The Moses Lake Farmers Market is proud to facilitate these event at the Columbia Basin Technical Skills Center. This is a fantastic building with bright natural light, clean bathrooms, plenty of parking, and WIFI  
This market will feature MLFM market vendors and non-market craft vendors alike, with unique gift items for everyone. This market provides great community exposure, sales opportunity and networking with other artisans.

#### **Basics**

- Vendors must be 18 years of age or older to participate, unless accompanied by an adult.
- Please be courteous to other vendors while moving in and out. We are all trying to make money. Everyone is moving as fast as they can.
- The MLFM reserves the right to accept or reject applications at its own discretion.

#### **Application and Fees**

- The application must be accompanied with the payment or it will not be accepted.
- All fees are non-refundable.
- Application deadline is 30 days prior to the event, after that late fees apply.
- Spaces are limited.
- All fees are per stall.
- A confirmation e-mail will be sent as applications are received. Please look for our email.
- If you are placed on the waiting list your application your fee will be held. If space does not become available your fee will be returned no later than a week after the event.

#### **Booths, Tables, Chairs**

- Each booth is 8 x 8 with the exception of corner booths which may be a bit larger due to the layout.
- Vendors may rent two booths if needed, as space permits. No refunds if you decide you don't need all the space you reserved.
- There are limited number of tables available at the facility. If you need a table or two please let us know. When all of the tables have been spoken for you will be notified and will be expected to provide your own tables. Chairs are available for vendors to use.
- All displays should be contained within the assigned space.

#### **Facility Guidelines**

- Absolutely NO nails, pins, tacks or tape may be used on walls. If you need to hang a sign up please use poster putty.
- No canopy frames will be allowed.
- If you have items that need to be hung up please don't wait until the last minute to figure it out.
- State law prohibits smoking of tobacco or other substances and the consumption of alcohol on school grounds. *This is an absolute.* If you choose not to adhere to this policy you will be removed from the event/market and no refund will be issued.
- Vendors are responsible for removal of their trash, paper goods, boxes, etc...

#### **Time Schedule for Market Day**

- Doors will open at 6:00 a.m. Saturday Morning for vendors to set up. All booths must be completely set up by 8:30 a.m. Saturday morning.
- Vendors are expected to stay with your table/booth space intact until 2:00 p.m. and be packed up by no later than 3:30 p.m.

Mail application and payment to: Moses Lake Farmers Market | PO Box 691 | Moses Lake, WA 98837  
Questions contact: Karen McLaren (509) 855-1436 Email: [moseslakefarmersmarket@gmail.com](mailto:moseslakefarmersmarket@gmail.com)

#### **Moses Lake Farmers Market –Off Season Market Application**

Please check which dates you will participate: (you can apply for one, two, or all three at once)

- Holiday Market– Saturday, Dec 1, 2018 (registration deadline is 11/1/2018)
- Cupid’s Market– Saturday, February 2, 2019 (registration deadline is 1/2/2019)

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Description of Craft(s): \_\_\_\_\_

\_\_\_\_\_

Number of Booths needed:    1 \_\_\_\_\_ 2 \_\_\_\_\_ I need a table \_\_\_\_\_ I’ll bring my own table \_\_\_\_\_

Market Member (per stall/per day) \$35.00 \_\_\_\_\_ After Deadline: Market Member \$45.00 \_\_\_\_\_

Non-Member (per stall/per day) \$50.00 \_\_\_\_\_ After Deadline: Non- Member \$60.00 \_\_\_\_\_

Early set up fee \$10 \_\_\_\_\_ Early set up is available the evening before the event from 5:30-7:30 pm for an additional \$10 to cover the rental of the facility during that time.

Make Checks Payable to: Moses Lake Farmers Market

Total Fee enclosed: \$ \_\_\_\_\_ All fees are non-refundable.

Do you have a website or a Facebook page you can share with us? \_\_\_\_\_

Special Request: \_\_\_\_\_

I, the undersigned, have read, understood and agree to the conditions of the event and its sponsor, the Moses Lake Farmers Market. I understand that neither the Moses Lake School District, The Columbia Basin Technical Skills Center nor the Moses Lake Farmers Market and its committee members are responsible for any theft, damage to goods or my personal property, before, during or after the market. I also agree to pay the Moses Lake School District for any repairs for damage to school property that is caused by me within my assigned space.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*We would appreciate if all vendors could donate an item from their booth for raffles to be held throughout the day. We would appreciate an actual item donated (not a discount certificate).*