



Trout Lake Saturday Market 2009 Vendor Packet

The Trout Lake Saturday Market features local farmers, artists, crafters, cooks and bakers selling their goods in the spirit of community building, sustainability and celebration of the seasons.

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The Trout Lake Saturday Market reserves the right to review, revise and implement the Policies & Guidelines in this Vendor Packet without notice.

MARKET SCHEDULE

- May 1, 2009 — Vendor Registration Begins
- June 1, 2009 — Deadline for Permanent Vendor Registration
- June 18, 2009 — Vendor’s Pre-Market Meeting, 7:00 pm @ the Trout Lake Grange
- The Trout Lake Saturday Market is open every Saturday June 27, 2009 through October 10, 2009 and on Sunday September 6, 2009 (Labor Day Weekend) and Sunday October 11, 2009 (Columbus Day Weekend).
- The Children’s Market (for Vendors 17 and under) is held on the first Saturday of each month: July 4, 2009, August 1, 2009, September 5, 2009 and October 3, 2009.
- The Artists & Crafters Market and The Market Cafe are open to the public from 9:00 am to 3:00 pm.
- The Farmer’s Market is open to the public from 9:00 am to 1:00 pm, rain or shine.

This packet, an up-to-date schedule of events, plus additional information is available on the Trout Lake Saturday Market web site at: www.TroutLake.org/SaturdayMarket

MARKET GOALS

The goal of the Trout Lake Saturday Market (Market) is to provide a direct marketing venue for the sale of Washington and Oregon grown vegetables, fruits, plants, flowers, mushrooms, honey and other agricultural products as well as breads, baked goods and processed foods. It is also our goal to provide a direct marketing venue for Pacific Northwest artisans, craftspeople and entertainers, especially those living in the Mid-Columbia Gorge region.

The Trout Lake Saturday Market is sponsored and managed by Trout Lake Grange #210, a 501(c)(3) non-profit organization. Your Vendor Registration and Daily Sales Donations pay for administration, advertising, building maintenance, sanitation, entertainment, printing, paper, postage, business fees and licenses, insurance, telephone, equipment and more.

CONTACT INFORMATION & MARKET COMMITTEES

• Internet Address •

www.TroutLake.org/SaturdayMarket

• Mailing Address •

Trout Lake Saturday Market
PO Box 233
Trout Lake, WA 98650

• Physical Location •

Trout Lake Grange #210
2390 Hwy 141
Trout Lake, WA 98650

• Market Administration •

(Vendor Registration & Daily Sales Donations)

Dave Wampler

509-395-2323 • dave@simpleliving.net

Jenny Cohen

509-395-2323 • jennyintroutlake@yahoo.com

Visit us at the Trout Lake Exchange
2384 Hwy 141, Trout Lake, WA 98650

• Artists & Crafters Committee •

Mary Yeck

509-395-2688 • this_ell_do@yahoo.com

Alicia Crockett

509-395-2743 • keeperofthegoodness@gmail.com

• Farmer's Market Committee •

Denise Heard

509-395-2625 • dheard@gorge.net

Nina Pochna

509-395-2125 • earthworm@gorge.net

• The Market Cafe •

Cheryl Hysmith

509-395-2207 • cherylhysmith@embarqmail.com

Judy Barns

509-395-3613 • judyofguler@yahoo.com

• Children's Market •

Margo Burtchaeil

509-395-0006 • margoandbrendan@wildmail.com

VENDOR POLICIES & GUIDELINES – All Vendors

VENDOR REGISTRATION & DAILY SALES DONATIONS:

- **All Vendors must complete and sign a *Vendor Registration Form & Hold Harmless Agreement*** (Attachment B) and submit copies of all required licenses and permits prior to the first day they wish to sell at the Market. A one time \$20 Registration Donation is due prior to the **second day** you sell at the Market. (We want to make sure you feel you can be successful at our Market before making a financial commitment). The Market Committee reserves the right to reject Vendor Registrations that do not meet the criteria outlined in this Vendor Registration Packet. Vendor Registration and Donations may be submitted any time after May 1, 2009.
- **Daily Sales Donations for each day a Vendor sells at the Market are 10% of the Vendor's Gross Sales for the day.** Vendors are responsible for accurately completing the ***Vendor Daily Sales Report*** (available on the Market web site) each Market day they vend. Forms must be signed and submitted to the Market Manager along with a check in the amount of 10% of Gross Sales at the end of each Market day. Failure to accurately complete the Form or submit 10% Gross Sales will result in the loss of Market privileges.
- **Permanent Vendors who commit in advance to vending every day of the Market (18 days total) may reserve a Permanent Booth Space if they meet the following requirements:** To qualify as a Permanent Vendor and reserve a Permanent Booth Space you must submit your ***Vendor Registration Form*** along with the one time \$20 donation AND make a \$100 advance payment of 10% Gross Sales. The \$100 advance payment of 10% Gross Sales will serve as a credit toward future ***Daily Sales Reports***. Permanent Vendors may submit their applications and payment from May 1, 2009 to June 1, 2009. Permanent Vendors will be assigned a Permanent Booth Space on a first come, first served basis.
- **Vendor Registration and Daily Sales Donations (including \$100 Permanent Vendor advance payments of Daily Sales) are nonrefundable.**

RETURNED CHECKS: A \$50.00 fee will be charged for any check returned to the Market due to insufficient funds (NSF). Vendors will be held responsible for the \$50.00 fee, plus the amount of the NSF check. Only cash or money order will be acceptable as payment for NSF checks.

LICENSES: All Vendors must have a valid Washington State Business License. A copy of the License must be submitted with the ***Vendor Registration Form***. Washington State Business Licenses may be obtained by calling 360-664-1400, or on-line at:

<http://www.dol.wa.gov/business/file.html>

TAXES: All Vendors are responsible for collecting and reporting Washington State Sales Tax (7% for Trout Lake, Washington, Location 2000) to the Washington Department of Revenue.

LIABILITY INSURANCE: The Market does not assume responsibility or liability for products sold by individual Vendors. Vendors are encouraged to purchase their own liability insurance.

HOURS OF OPERATION: All Vendors are expected to staff their Booth continuously from 9:00 am to 3:00 pm (9:00 am to 1:00 pm for Farmer's Market Vendors) on Market days. Vendor set-up begins at 7:00 am and must conclude by 9:00 am. If you arrive too late to set up your Booth before 9:00 am, you will not be allowed to set-up. Vendor tear-down may not begin before 3:00 pm (1:00 pm for Farmer's Market Vendors) and must conclude by 4:00 pm. There are no exceptions to these time constraints.

CHECK-IN PROCEDURE (PARKING): Parking is a real problem at the Market. As such, your cooperation with the following procedures will be greatly appreciated.

When you arrive at the Market, locate the Market Manager and check in. The Market Manager will assign your Booth Space (unless you are a Permanent Vendor and your Booth Space has been pre-assigned). Unload your vehicle immediately. **Do not begin setting up your booth.** After unloading, please move your vehicle immediately to the designated Vendor Parking Area on the west side of Church Street near the Presbyterian Church to make space for other Vendors and the Public. Once you have parked your vehicle you may begin set-up.

BOOTH SPACE: Booth Spaces vary in size. The maximum indoor Booth footprint is 8' x 8'. The maximum outdoor Booth footprint is 10' x 10'. The maximum table size allowed at any Booth is 6' long by 3' wide. In most cases you must provide your own table. The Market Manager assigns Booth Spaces on a first come, first served basis. The Market Manager reserves the right to alter Booth size based on available space. There are no reduced donations for "smaller" Booths.

SHARED BOOTHS: Each Vendor (separate business) will pay the one time Vendor Registration for the season and the 10% Daily Sales Donation for each Market Day they attend even if they are sharing a Booth Space with another Vendor. If a Vendor is selling another Vendors' product, that product must conform to all Market Policies & Guidelines. The additional Vendor must pay the Vendor Registration and 10% Daily Sales Donation for having their merchandise at the Market. No exceptions. ***If you cannot meet these requirements, you may be eligible for participation in one of the Consignment Booths. Please see the Artists & Crafters and Farmer's Market sections.***

PETS: Pets (except alter-assist animals) are not allowed at the Market. Please keep them safe at home. Do not leave them in your car!

SOUND SYSTEMS: Sound systems (iPods, CD players, boom boxes, etc.) are prohibited as they create distraction, noise and interfere with scheduled entertainment.

ELECTRICAL CONNECTIONS: Electrical outlets are scarce at the Market. You must make advance arrangements if you will need power. You must bring your own extension cord — minimum 50', heavy duty with a 3-prong safety plug and a surge protector power strip.

TRASH: All Vendors are required to have a small trash receptacle at their Booth. All trash must be removed at the end of the day by the Vendor and disposed of off site. The Grange does not have garbage service. Failure to remove any trash will result in a \$20.00 disposal fee.

MARKET APPEAL: To enhance our Market and encourage more customers, Vendors are asked to pay attention to the appearance of their Booths. We encourage all Vendors to use their entire Booth frontage; use uniform table coverings to highlight their

products; cover tables to the ground, use clear and appropriate signs, and keep trash out of site.

COMMENTS, SUGGESTIONS & GRIEVANCES: Please feel free to submit your comments, suggestions and grievances to the Market Manager. It is best to do so in writing. Your ideas will be presented at the next meeting of the Market Committee.

NON-PROFIT ORGANIZATIONS: The Market encourages and supports non-profit organizations and will strive to provide them with a Booth as space allows. Upon written request, Booth Registration and/or Daily Sales Donations may be reduced or waived at the discretion of the Market Committee.



VENDOR POLICIES & GUIDELINES – Artists & Crafters Market

Includes: Prepared Food Products, Antiques & Collectables

ALL PRODUCTS: All items must be hand made, hand crafted, prepared by the Vendor (for food products), or an antique or collectable (30 years old or more). The Market prohibits the sale of “buy and sell” products less than 30 years old (commercially manufactured items for resale). There are no exceptions to this policy.

PREPARED FOOD PRODUCTS: Prepared Food Products sold at the Market must be:

- **Prepared in a licensed Food Service Establishment kitchen** (a copy of the valid Food Service Establishment License must be submitted with your Vendor Registration) and meet all State and County requirements for commercially processed food. (**Please Note:** The Grange is working hard to upgrade its kitchen facilities so that they meet licensed Food Service Establishment requirements by June 1, 2009. If we meet that goal, the kitchen will be available for rent to those needing such a facility in which to prepare their food products.)

or

- **Meet the Klickitat County Health Department List of Approved Foods Exempted From Permits** (See Attachment A for a complete list of approved foods). In short, Approved Foods Exempted From Permits may NOT contain egg products, dairy products, meat products or any potentially hazardous food that is likely to grow germs that cause food poisoning.

or

- **Meet the Prepared Farm Food Products guidelines for the Farmer’s Market.** Prepared Farm Food Products are those fresh food products that you have grown and/or harvested yourself and have added value through processing such as: preserves, pickles, cider, syrups, salsas, vinegars, smoked meats or fish, dried fruit, flours, salad dressings, etc. You will be part of the Farmer’s Market if you meet these criteria. If so, please see the Farmer’s Market section on page 6.

FOOD HANDLER’S CARDS: Anyone selling Prepared Food Products must have a valid Klickitat County Food Handler’s Card. Please submit a copy of your card with your Vendor Registration. Please keep a copy of your card with you at your booth.

FOOD SAMPLING: The Washington Department of Agriculture and the Klickitat County Health Department require all food product Vendors who are sampling their goods to have a valid Klickitat County Food Handler’s Card and have, or be in close proximity to a hand washing station. If knives, cutting boards, etc. are used to sample any food product, the Vendor must be able to adequately sanitize the utensils unless they are disposable. The Klickitat County Health Department will closely monitor and regularly inspect the Market. Compliance is mandatory.

ARTS & CRAFTS CONSIGNMENT BOOTH: This is a special Booth for Trout Lake area residents that have a small number of hand-made or hand crafted items to sell, but not enough items to be a registered, paying Vendor. (Prepared Food Products, Antiques or Collectables are not eligible for the Consignment Booth.) Products must be submitted with clear pricing and the Seller’s name.

The Consignment Booth Manager has the right to turn away any product that is not acceptable to him/her that day. The Consignment Booth will collect 20% of each person’s total sales as a donation to the Grange. Products need to be delivered to the Market by 8:30 a.m. and any unsold items picked up by 3:30 pm. Items not picked up by 3:30 pm will be disposed of at the discretion of the Consignment Booth Manager.



VENDOR POLICIES & GUIDELINES – Farmer’s Market

Includes: Fruit, Vegetables, Eggs, Milk & Dairy, Honey, Wild Mushrooms, Live Plants, Cut Flowers, Fishermen or Processed Farm Foods

FARMER’S MARKET VENDOR TYPES:

- **Farmers** are persons who raise produce (vegetables, fruits, and nuts), herbs, flowers, or nursery crops from seed plants. **Farmers** care for, cultivate and harvest the crops offered for sale. Beekeepers, egg farmers, meat growers, and fish/shellfish growers are considered in this category. A principal **Farmer** may send family members, partners or employees to the Market in their stead, but are responsible for having their on-site representatives aware of all Market Policies & Guidelines.

All **Farmers** must produce their crops within the States of Washington or Oregon. Any products that are not grown or produced by the **Farmer** are subject to the requirements of Reseller (below) and may not comprise more than half of the **Farmer’s** sales.

- **Wildcrafters** are persons who harvest, or collect, plant, animal, or mineral materials from lands in Washington or Oregon. These include but are not limited to herbs, berries, mushrooms, rocks, wreath and basket material, barks, pitch, and bones. **Wildcrafters** must submit copies of appropriate permits for collection if from State or Federal lands when submitting their Vendor Registration.
- **Resellers** are persons who purchase farm and forest products from Washington or Oregon Farmers or Wildcrafter’s to sell at the Market. **Resellers** must be able to produce receipts of purchase upon request which clearly indicate the source of each item. **Resellers** must also display clear information at their Booth as to the source of their products.



FOOD SAMPLING:

The Washington Department of Agriculture and the Klickitat County Health Department require all food product Vendors who are sampling their goods to have a valid Klickitat County Food Handler’s Card and have, or be in close proximity to a

hand washing station. If knives, cutting boards, etc. are used to sample any food product, the Vendor must be able to adequately sanitize the utensils unless they are disposable. The Klickitat County Health Department will closely monitor and regularly inspect the Market. Compliance is mandatory.

LOCAL FARM PRODUCTS CONSIGNMENT BOOTH:

This is a special Booth for Trout Lake area residents that have small amounts of extra garden produce to sell, but not enough items to be a registered, paying Vendor. Products must be submitted fresh (picked no sooner than the evening before) in clean containers (on ice if necessary) with clear pricing and the Seller’s name. If you are selling garden produce on consignment, it must meet other specific criteria listed in this section. Live plants cannot be accepted for consignment.

The Consignment Booth Manager has the right to turn away any product that is not acceptable to him/her that day. The Consignment Booth will collect 20% of each person’s total sales as a donation to the Grange. Products need to be delivered to the Market by 8:30 a.m. and any unsold items picked up by 1:30 pm. Items not picked up by 1:30 pm will be disposed of at the discretion of the Consignment Booth Manager.

NATURAL & ORGANIC: The Market encourages the sale of fresh food products that have not been subjected to chemical herbicides, fungicides, pesticides, or fertilizers. Products labeled organic must have appropriate certification displayed. The display of information about Farmer’s cultural practices and Wildcrafter’s collection ethics is encouraged and educational for the consumer.

FRESH FRUITS & VEGETABLES: Farmers selling apples, apricots, cherries, peaches, Italian prunes, pears, potatoes, and asparagus do not need inspection if sold within Washington State and directly to the consumer. However, resellers may need WSDA inspection of these items. Other produce may be sold at the Market (by Farmers or Resellers) without WSDA inspection or licensing. Please follow FDA’s ‘Good Agricultural Practices’ (available at <http://vm.cfsan.fda.gov/~dms/prodguid.html>) if selling fruits and vegetables at the Market.

If selling fresh salad items that are bagged, they must be uncut, whole leaf plants with clear labeling that states the

product “**must be washed**” before eating. If selling salad items that have been cut, mixed, or packaged as ready to eat, the Vendor must have a WSDA Food Processing License. A copy of your License must be submitted with your Vendor Registration. Produce should be washed and prepped for sale at home or on the Vendor's farm. Vendors should not wash produce at the Market.

EGGS: Farmers selling eggs must comply with the requirements of RCW 69.25 and be licensed through the Washington State Department of Licensing (WSDOL) with a Master License and Egg Handler/Dealer License. Eggs sold at the Market must be held in coolers and each dozen labeled with product I.D, place of business, quantity, weight and grade of eggs (eg. “EGGS Sunnyside Farms, Sunnyside Rd, Trout Lake, WA. - 1 Dozen, Large, A Grade”). A copy of your License must be submitted with your Vendor Registration.

MILK & DAIRY PRODUCTS: Any farm/dairy wishing to sell milk or dairy products from sheep, goats or cows must have a Grade A Dairy License and pass inspection by WSDA. Raw milk may be directly marketed with a Grade A Dairy License and by meeting any other state requirements. Farms/dairies wishing to produce cheese products or butter must also have a WSDA Food Processors License. A copy of your License must be submitted with your Vendor Registration.

HONEY: Persons wishing to sell honey directly to the consumer must comply with Washington State law which requires honey to be free from contaminants and labeled properly. Beekeepers who extract their own honey do not need a WSDA Food Processor's License, unless the honey is sold wholesale (sold to another person or business who will resell it) or processed in some way (i.e. added ingredients or flavors). A copy of your License must be submitted with your Vendor Registration

WILD MUSHROOMS: Harvesters must follow the regulations for harvesting of wild mushrooms in Washington and Oregon State. If transporting more than 5 gallons of one species of mushroom at a time, harvesters must have a validated Special Forest Products Permit (obtained at the Sheriff's Office in each county where mushrooms are harvested). USDA Forest Service and Washington State DNR may require additional permits to harvest mushrooms on their property. A copy of your Permit must be submitted with your Vendor Registration. Resellers are not required to obtain any additional permits.

LIVE PLANTS: If selling more than \$100 worth of live plants (including starts) per year you must have a Washington State Nursery Dealer License (through the

DOL Master License Program). A copy of your License must be submitted with your Vendor Registration.

FISHERMEN: Fresh fish and/or shellfish Vendors who sell products which they have caught, raised, bred or cultivated, have priority over Vendors selling fish, which they did not catch. All fishermen must have proper permits and licenses required by the Klickitat County Health Department. Vendors selling fish for resale are required to have a Wholesale Fish Dealers License (from Washington State Department of Fish and Wildlife, WDFW). Exceptions include treaty Indian persons selling fish taken by that person from treaty Indian fisheries.

If a person is reselling they must have a Fish Buyers License (from WDFW), and if they buy anadromous fish they must have an Anadromous Game Fish Buyers License. If a person cuts, cleans, freezes, smokes or otherwise prepares fish for sale they need a Food Processor License from WSDA. A copy of all appropriate Licenses and Permits must be submitted with your Vendor Registration.

PROCESSED FARM FOODS (Processed, Baked Goods & Grain Products):

Processed farm foods are those fresh food products that have added value through processing such as: preserves, pickles, cider, syrups, salsas, vinegars, smoked meats or fish, dried fruit, flours and salad dressings. Processed farm foods must be produced by the Vendor from raw ingredients. Vendors in this category are those who have canned, baked, preserved, or otherwise treated the product they sell.

- Baked goods and grain products are those produced by the Vendor from raw ingredients. Vendors in this category are those who have cooked, baked, or otherwise treated the product they sell.
- All prepared foods must have the proper permits and licenses required by the Klickitat County Health Department (KCHD). Vendors must follow the regulations of the Washington State Department of Agriculture (WSDA) and the KCHD.

Prepared foods must be labeled according to WSDA Food Safety Program guidelines. Call WSDA at 360-902-1876 for information. The label must include:

- Name of item
- Ingredients in descending order of predominance
- Whether the item contains nuts
- Sellers name and address

VENDOR POLICIES & GUIDELINES – Children’s Market

The purpose of the Children’s Market is to encourage children’s excitement about crafting, growing food and farming. The general rules of Saturday Market also apply to the Children’s Market. The Children’s Market will take place the first Saturday of each month of the market season (July 4, August 1, September 5, and October 3).

- Children up to age 17 may participate in the Children’s Market.
- There is no registration fee, but children are encouraged to donate 10% of sales to the Market to learn about commerce.
- Children should arrive between 8:30 and 8:45 and be set up completely by 9:00.
- Kids should bring everything they need to set up a booth, this includes tables and chairs. Please be sure to bring protection from the elements — lots of sunscreen! It is important to note kids are responsible for set up and clean up their own booth space.
- Children 12 and under are required to have a supervising adult on site at all times.
- Kids are allowed to sell only items that they make, grow or harvest themselves. Please note that it can be difficult to sell prepared food items. All prepared food that is sold in the Market must meet the requirements for Prepared Food Products as outlined in Appendix A of the Market Vendor Policy and Guidelines packet.
- Children interested in vending should contact Margo Burtchaell at 509-395-0006 the Friday prior to Children’s Market weekends. Each day that they vend children will be required to fill out a Children’s Market Registration Form (available on the Market web site or by contacting Margo) and have it signed by a parent or guardian.

Children are welcome to vend on during regular Saturday Market days (on non-Children’s Market days) provided they meet the above requirements.

THE MARKET CAFE

The Market Cafe is operated by Trout Lake Grange #210. Proceeds from the Cafe cover the cost of food, Washington State Sales Tax, a donation to the Grange and a gratuity to the kitchen staff. The Cafe is staffed by volunteers. **Your participation as a volunteer is encouraged.** If you are interested in serving as a volunteer, please contact Cheryl Hysmith at 509-395-2207 or Judy Barns at 509-395-3613.

GRANGE HOST – Market Manager for a Day

The Grange is seeking volunteers to serve as Grange Host each Market day throughout the summer. We will need 18 volunteers in all. The duties of the Grange Host are to serve as “Market Manager for a Day” and represent the Grange. No special skills are required. We will provide volunteers with brief training. Duties include:

- Greet the public as they enter the Grange and invite them to join the Market Mailing List.
- Staff the Grange Booth featuring Grange Cookbooks, Market T-Shirts and consignment items for sale.
- Direct Vendors to the appropriate Market Managers should they have questions about Vending.

Your participation as a Grange Host is welcome and greatly appreciated.

KLICKITAT COUNTY HEALTH DEPARTMENT

Preserving, promoting, and protecting Health in Klickitat County

LIST OF APPROVED FOODS EXEMPTED FROM PERMITS

1. Beverages
 - Coffee, with powdered creamer or ultra-high pasteurized half and half in individual servings (does not include any espresso beverages)
 - Tea, with powdered creamer or ultra-high pasteurized half and half in individual servings
 - Commercially made high acid beverages (orange juice, lemonade, limeade, apple juice, apple cider--pH 4.6 or less)
 - Carbonated beverages, mineral water
2. Popcorn with butter and/or shake on topping
3. Commercially made caramel apples or made on site with adequate facilities¹
4. Cotton candy pre-packaged or made on site with adequate facilities
5. Commercially prepared dried fruit
6. Commercially prepared honey, jams, and jellies
7. Commercially prepared and package frozen confections, packaged and sold in individual servings
8. Commercially made non-potentially hazardous² salad dressings, condiments, sauces, salsa
9. Whole, uncut fruits or vegetables
10. Snow cones and shaved ice utilizing ice from an approved source; booth with adequate facilities.
11. Slushies or slurpies made from non-potentially hazardous ingredients. Ice from an approved source and booth with adequate facilities.
12. Corn on the cob. Booth with adequate facilities.
13. Chocolate-dipped ice cream bars/fruit. Booth with adequate facilities.
14. Cookies baked on site from commercially prepared, frozen dough. Booth with adequate facilities.
15. Pretzels with non- potentially hazardous toppings. Booth with adequate facilities.
16. High acid beverages made on site with adequate facilities.
17. Elephant ears with non-potentially hazardous toppings. Booth with adequate facilities.
18. Non-potentially hazardous baked goods made at home. Items such as cakes or pies must be sold whole, uncut and identified as baked in a private home kitchen.
19. Non-potentially hazardous baked goods prepared on site. Booth with adequate facilities.
20. Food prepared for intra-church, grange, private club events for members and guests only, events not open to the general public (does not include routine/regular food services for clubs, restaurants and lounges)

NOTE: If any non-potentially hazardous foods require cooking and repackaging prior to service, they must be properly labeled.

¹Adequate facilities include a proper hand wash station, utensil washing facilities, proper storage and display of foods, etc.

²Non-potentially hazardous foods are usually considered to be pre-packaged foods only. They are not likely to grow germs that cause food poisoning.

Goldendale Office
228 W Main MSCH-14
Goldendale, WA 98620
Phone (509) 773-4565
FAX (509) 773-5991

Business Hours: Monday through
Friday, 8:00 a.m. to 5:00 p.m.

White Salmon Office
501 NE Washington/PO Box 159
White Salmon, WA 98672
Phone (509) 493-1558
FAX (509) 493-4025

A PERMIT is required for each vendor, unless all food items are considered exempt. Otherwise a Klickitat County Health Department annual or Temporary Permit must be obtained and posted on site.

WASHINGTON STATE FOOD & BEVERAGE WORKER CARDS are required unless only exempt items are served.

WATER SUPPLY. The water supply must meet the Washington State requirements for a public water system in compliance with chapters 246-290 and 246-215.

SEWAGE SYSTEM. All liquid wastes, including gray water, mop water and ice melt, must be disposed into an approved sewage disposal system. Wastewater should never be dumped into the street, storm drain, or onto the ground. Use a container to collect the dirty water and discard it into the sewer.

FOOD PREPARATION SINK. Provide sufficient **and separate** food preparation sink in which food may be washed, rinsed, drained, cooled or thawed. A food preparation sink may not be used for hand washing or utensil washing.

GARBAGE STORAGE. Garbage containers must be watertight, vermin proof, covered containers and appropriate frequency of garbage pickup to prevent overflows and nuisances. 5 501.13 &15.

A HAND WASHING STATION is required at all events. Handwash sinks must be located in the food preparation, food dispensing, **and** warewashing areas and used exclusively for hand washing. (5-204.11) Handwash sinks shall have minimum hot water temperature of 100° F. (5-202.12 (A) and cold water provided through a mixing faucet. There must be hand soap and single use towels at the sink. Automatic faucets, if used, must have a minimum cycle of 15 seconds. (5-202.12 (C). There must be hand washing reminder signs at all sinks used by food employees. (see Temporary Permit Application for outdoor event requirements.)

FOOD must be from an approved source, such as USDA inspected meat and poultry. Ice must be from approved sources and vendors.

STORAGE & DISPLAY OF FOODS must prevent contamination. Food and utensils must be stored at least 6 inches off the ground or in waterproof containers. All food must be covered to protect from insect, rodent and dust contamination. Condiments must be in squeeze bottles, pump containers or in single service packets.

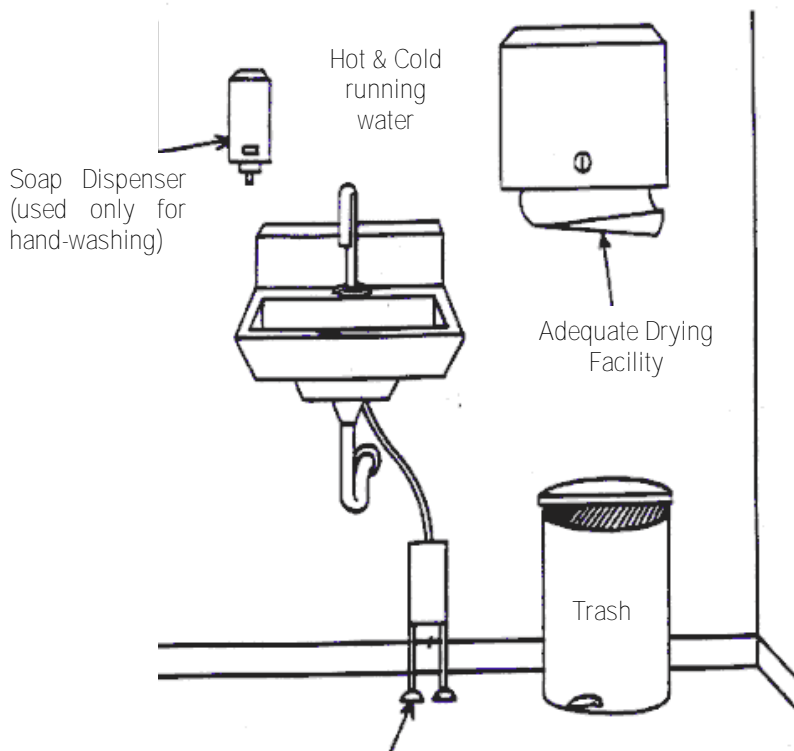
FOOD SERVICE WORKERS must not handle ready-to-eat foods with their bare hands; provide gloves, tongs, spoons or individually wrapped food items. Employees must wear clean clothes. Long hair must be restrained; hands and nails must be clean.

WIPING CLOTHS must be present and stored in a bucket with a sanitizer such as one teaspoon of bleach in one gallon of cool water.

SICK PEOPLE CAN NOT WORK in any food concession. Anyone with a communicable disease, such as the flu, a cold, or has an open sore or infected cut on their hand is prohibited from working. Gloves must be worn if you have a Band-Aid on your hand.

SINGLE SERVICE WARE such as paper or plastic cups, plates and utensils must be used.

COUNTER OR WORK SURFACES must be waterproof, smooth and easy to clean. Raw wood is not allowed.



Handwash Sink Example

Trout Lake Saturday Market

2009 Vendor Registration Form

Please Print



Legal Business Name: _____

Booth Name (if different): _____

Legal Business Owner: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Day Phone: _____ Evening Phone: _____

E-Mail: _____

Please list the name, address, phone and e-mail of any additional persons who may represent your business (staff your booth) at the Trout Lake Saturday Market (Market):

I wish to participate in the (check one): Artists & Crafters Market Farmer's Market

I prefer that my booth is located (check one): Indoors Outdoors. Optional: My booth requires electricity.

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

- I have read and agree to all Trout Lake Saturday Market Vendor Policies & Guidelines.
- I have enclosed a copy of my Washington State Business License, copies of any additional required licenses and/or permits, and understand my responsibilities to collect and report Washington State Sales Tax.
- I have enclosed \$20 payable to "Trout Lake Grange" in payment of my nonrefundable Vendor Registration.
- I would like to be a "Permanent Vendor" and have enclosed an additional \$100 payable to "Trout Lake Grange" in payment of a nonrefundable donation that will serve as a credit against my Daily Sales Report. (Available only for Registration received by June 1, 2009.)
- I have read, agree to and have signed the Hold Harmless Agreement on the reverse of this Registration Form.

Optional: For promotional purposes, please attach a 50-100 word description of your business, products, service, etc. (This information will appear on the Market web site. The Market reserves the right to edit submissions.) You may also submit a photograph of yourself and/or your products that will appear with your description.

Vendor Signature

Date

Trout Lake Saturday Market Hold Harmless Agreement

This agreement, is entered into this ____ (day) of _____ (month), ____ (year) between Trout Lake Grange #210, 2390 Hwy 141, Trout Lake, WA 98650, owner of 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

Date

Market Manager Signature
Trout Lake Saturday Market

Date

Please send this Form, checks and copies of all required documents to:

**Trout Lake Saturday Market
PO Box 233
Trout Lake, WA 98650**