

How to Become A Vendor:

Step 1 Find out if you qualify

Tacoma Farmers Market is a farm, food and craft marketplace. We are interested in showcasing locally grown, artisan quality, locally/directly sourced and produced foods and products. 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
- ❖ Carnival-like foods (Cotton candy, brittle, taffy, etc)
- ❖ 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.

The Market Rules and Guidelines can be downloaded from the Vendors page of our website at 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 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 1st your will need to submit a vendor interest letter. See below for the Vendor Interest form. Fill out this form and email it to cayenne@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 4 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 and click on the Vendors page to create and login to your vendor account. Your application will help us determine whether your business is a match for our markets. 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 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: _____

Business Name: _____

Phone Number: _____

Email: _____

Website: _____

Please choose the vendor category that best describes your business (please circle one):

Farmer Processor Prepared Food Craft

List and provide a brief description of the product(s) that you wish to sell:

Give examples of where you source (or plan to source) your ingredients, listing the names of farms or other local direct sources where possible:

If applicable, please list the current and previous sales outlets for your product(s):

If accepted as a vendor, I AGREE to abide by the Rules and Regulations of Tacoma Farmers Market, TO OBTAIN LIABILITY INSURANCE and any and all necessary PERMITS and LICENSES.

Signed: _____ Date: _____