



## 2010 Vendor Application – Revised

Thank you for your interest in selling your products and/or services at the Villebois Sunday Market. **Please be sure to read this application thoroughly before completing.**

The Villebois Sunday Market is the only farmers' market in Wilsonville, Ore. The market opens on May 23<sup>rd</sup>, and runs from 10 a.m. to 2 p.m. on Sundays through October 3<sup>rd</sup>.

### About the Villebois Sunday Market

We are averaging a total of 750 people coming through the market each week. Our goal is to grow to 3,500 total weekly visitors by the end of the season. Within five to 10 years, market management expects weekly traffic to be around 10,000 people.

The Villebois Sunday Market is located at the corner of SW Barber Street and Villebois Drive in the neighborhood development of Villebois on Wilsonville's west side. Once complete, the Villebois neighborhood is projected to have 2,500 homes and up to 7,000 residents. According to the US Census Bureau's 2006 Estimate, Wilsonville is home to 16,885 Oregonians (in terms of population, Wilsonville is 20 percent the size of Beaverton). In 2000, the median (annual) income for a household was \$52,515, and the median income for a family was \$65,172. These income levels were higher than the county, state and national median income levels. As one vendor put it, our shoppers are "educated, discerning shoppers."

Costa Pacific Homes, Arbor Homes and Riverstone Property Management helped to underwrite the costs of the market's first season and plan to continue to do so until such time as the market can be self funded.

You reach Annie Chandler-Loaiza, the market manager, by email, [VilleboisSundayMarket@gmail.com](mailto:VilleboisSundayMarket@gmail.com), or by phone, 541-206-2471. Her office hours are from 5:00 p.m. to 7:00 p.m. on Wednesdays. If you are unable to reach her during the week, you can find her at the market on market day. Please keep in mind that due to limited resources, if the answer to your inquiry is available on the market Web site, [www.VilleboisSundayMarket.com](http://www.VilleboisSundayMarket.com) (look under the "vendor" menu), you will not receive a return call. The vendor page on the market Web site is updated regularly to provide answers to prospective vendors' frequently asked questions.

### Submission Instructions

Applications are reviewed weekly on Fridays each month. **Please do not contact market management to check on the status of your application, as messages will not be returned.** Please be sure to utilize the attached application checklist. Incomplete applications will delay market management's ability to review your application.

Applications may be delivered in one of the following ways:

In Person	10 a.m. to 2 p.m. Sundays Villebois Sunday Market Welcome Tent (@ corner of SW Barber St. and Villebois Dr.)
Mail	Villebois Village Center 11422 SW Barber Street Wilsonville, Oregon 97070 (mail is checked on Wednesdays)
Email	<a href="mailto:VilleboisSundayMarket@gmail.com">VilleboisSundayMarket@gmail.com</a>
Fax	1-866-495-1208

Market management will notify you via email to acknowledge receipt of your application. You will be notified via email of the status of your application on the Wednesday following your review date (this will either be the second or the fourth Wednesday of the month).

### **Vendor Categories**

The Villebois Sunday Market only accepts vendors whose products are produced and/or manufactured and/or whose services are provided in the states of Oregon and Washington. Prospective vendors may find that their product and/or service mix includes more than one vendor category. If so, please be sure to list products and/or services by category, then sale date.

#### *Farms and Nurseries*

Seventy-five percent of Villebois Sunday Market vendors fall within this category. Vendors in this category sell produce, flowers, nuts, plants, herbs, etc. Preference will be given to vendors who sell organic products (proof of organic registration required). Vendors in this category may be required to have a scale license and/or a nursery license.

#### *Processed Foods*

Vendors in this category sell packaged goods, such as nuts, honey, cheese, jellies, baked goods, juices, etc. Preference will be given to vendors who sell organic products (proof of organic registration required). Vendors in this category may be required to have a food processing and/or certified kitchen license, food handler's permit, dairy and/or meat license and/or a scale license.

#### *Prepared Foods*

Vendors in this category will sell food and beverage products that are prepared onsite for immediate consumption. Preference will be given to vendors who sell organic products (proof of organic registration required). Most vendors in this category will be required to have a temporary restaurant license and/or a food handler's permit.

#### *Crafter and/or Artisan*

Vendors in this category sell handmade yard art, furniture, crafts, jewelry, soaps, etc. Preference will be given to vendors who sell organic products (proof of organic registration required). Vendors in this category are not required to have materials sourced in Oregon and Washington – although, it is preferred – but vendors are required to have produced their products (i.e. created, made, manufactured) in the states of Oregon and/or Washington. This category is highly competitive, as limited space is available. Vendors in this category are approved on a trial basis and continued participation is approved based on a mix of vendor profitability and community feedback.

#### *Business and/or NGO/NPO –*

Vendors in this category provide a product and/or service that are educational and/or beneficial to the community and match the market's mission (see home page of market Web site). License requirements vary by vendor. Businesses and/or NGO/NPOs who are not able to vend at the market are encouraged to consider sponsorship opportunities with the market to promote their product and/or service to market shoppers.

### **Market Fees and Stall Options**

The base package is a 10x10 stall for \$25 per week. A limited number of double stalls are available at \$45 per week. Triple stalls, which are \$60 per week, are sold out for the season. A limited number of tabletop spaces (10x5) are available – by special request only – for \$12.50. Checks should be made payable to the *Villebois Village Center*, which is providing complimentary bookkeeping services to the market.

Vendors are able to receive a 10 percent discount for prepayment of 11 (consecutive or non-consecutive) weeks.

### **Promotional Opportunities for Vendors**

In addition to the market Web site, where approved vendors are able to have a link to their own Web sites included, the Villebois Sunday Market hosts a market blog at [www.VilleboisSundayMarket.blogspot.com](http://www.VilleboisSundayMarket.blogspot.com) and invites vendors to contribute posts to the blog about their product and/or service mix, any specials they'll be offering and when they're adding new products.

For vendors who are with us each week, we will be starting a Vendor of the Week program and that vendor will be featured on the market Web site, blog and in our communications with the community and local media.

### **Application Checklist**

The following checklist will help ensure you submit a complete application to market management. Incomplete applications will delay market management's ability to review your application.

- Did you complete pages three through five of the application?
- Did you include a copy of any licenses needed in order to conduct your business and/or sell your products and/or services?
- If you are a prepared food vendor, did you include an electronic copy of your menu (PDF format preferred)?
- If you are a farm or nursery, did you complete the supplemental application at the end of this document?
- Did you include a complete (i.e. comprehensive) list of the products and/or services you would like to sell?
- Did you include the pricing for your products and/or services?
- Did you include a 100-word vendor profile in an electronic format (plain text or MS Word format) *with* your application?
- Did you read the market handbook? Were your questions answered?
- Did you include a photo of your booth and the products and/or services you offer? (Please note: market management prefers electronic photos in a JPG or GIF format.)

## Vendor Contact Information

*Please print clearly.*

Business name (as you would like it to appear in market promotional materials)

DBA (if different)

First and last name of primary contact

( ) -  
Cell phone number for primary contact

( ) -  
Business phone number

( ) -  
24-hour number (for emergencies)

Email address

@

@

Twitter handle (if applicable)

FB handle (if applicable)

LinkedIn handle (if applicable)

Web site URL (if applicable)

Blog URL (if applicable)

## Mailing address

Street number and name (be sure to include unit, apartment or suite numbers)

City

State

Zip

## Physical address

Street number and name (be sure to include unit, apartment or suite numbers)

City

State

Zip

## Contact Preferences



I would prefer  to be in the same location each week,  to have \_\_\_\_\_ feet of space between the back of my booth and the back of another vendor because I use  propane or  \_\_\_\_\_,  to be out of direct sunlight,  to be in direct sunlight,  to be near vendors like \_\_\_\_\_,  to be protected from the wind.

Electricity is integral to my success at the market.  It would be nice to have electricity at the market.

Item requiring electricity	Volts and Amps required

My top five booth location preferences are: \_\_\_\_\_

**Authorized Booth Staff**

The following will be working in my booth this season. I've put an asterisk (\*) next to those who are authorized to make decisions related to the market.

\_\_\_\_\_

\_\_\_\_\_

**“The Fine Print”**

The Villebois Sunday Market is committed to hosting a green market and to ensuring that all environmental aspects are considered in the planning and execution of our market. We are approaching our market with a pollution prevention perspective in order to reduce our overall environmental impact. We encourage vendors to make similar commitments to recycling, reducing waste, using sustainable practices for your vendor category and using sustainable and/or organic source materials where possible.

Please initial here \_\_\_\_\_ to acknowledge that you have read and agree to participate in our commitment to sustainability.

The undersigned applicant hereby applies for a stall at the Villebois Sunday Marker, with the understanding that only products grown and/or made by the applicant, as outlined in our handbook, in the state of Oregon and Washington State can be sold at the market. Furthermore, the applicant has read the rules outlined in the Villebois Sunday Market handbook and agrees to abide by the conditions outlined within it, including liability waivers, 2010 market rules and cancellation policies.

Please initial here \_\_\_\_\_ to acknowledge that you have read the market handbook and agree to abide by its rules and regulations.

Please initial here \_\_\_\_\_ to acknowledge that you have reviewed the requirements of the Oregon Department of Agriculture and the Clackamas County Health Department and agree to abide by its rules and regulations, including its regulations pertaining to product sampling and food safety. If this is not applicable to your product and/or service, please initial here \_\_\_\_\_.

The applicant hereby certifies that the only products to be sold by the applicant at the market will be grown and or made by the applicant at the following locations (please list farm or business location(s), if different from mailing address):

\_\_\_\_\_

\_\_\_\_\_

It is further understood that this application constitutes consent for agents of the markets to inspect the applicant's farm(s) or business location to verify that the products sold by the applicant are grown and/or made at these locations.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR MARKET USE ONLY**

Application Received \_\_\_\_\_ Application Reviewed \_\_\_\_\_ Application Status \_\_\_\_\_

