



September 13, 2023

Greetings Crafters and Artists,

The Lake Forest Park Farmers Market, a program of Third Place Commons, invites you to apply for our upcoming **Holiday Crafts Fairs on November 19<sup>th</sup> and December 17<sup>th</sup>**. We are delighted to offer an opportunity for local creatives to share their unique creations with our community, and are looking forward to two wonderful events!

As we did in 2022, **we plan to have some crafts vendors inside in the traditional location in the lower lobby of Town Center and some crafts vendors outside with the regular market vendors.** This will allow us to welcome a full complement of vendors while minimizing crowding inside the mall.

However **these plans could change** in the lead-up to each event, depending on COVID numbers (pushing us outdoor) and/or weather conditions (pushing us indoor). On the application, **please be sure to indicate via the designated tick boxes where you are willing to be placed for these events.**

Please note that we continue to use a fillable Word document for the application. For most of you, you should be able to type your information directly into the application. If you have any problem with this, just print it and complete it by hand before scanning it back to a pdf to submit via email. **Please read the new application process carefully.**

### **Application Process**

Please submit application materials in **a single email** to [programs@thirdplacecommons.org](mailto:programs@thirdplacecommons.org).

Final applications may be printed and signed, then scanned to a pdf, or if you're using the fillable form, we will accept a typed signature in lieu of a handwritten signature. Submission of your application constitutes your acceptance that your typed name represents your signature.

Application packets must be complete to be considered, and must be **received via email** by **Monday, October 9<sup>th</sup>**. Complete application packets will include:

- Completed and signed application.
- Completed and signed Market Requirements acknowledgment sheet.
- 3 photographs to represent current work, clearly labeled, and described on Work Description Form.
- Photocopy (scan) of your **current Washington State Business License**.

☐ **\*\*Proof of Commercial Liability insurance (all vendors)**

- Coverage **cannot exclude** “Products – Comprehensive/Ops”
- *If accepted*, you must submit a Certificate of Insurance (COI) that names “Friends of Third Place Commons, dba Lake Forest Park Farmers Market” as an Additional Insured or have a blanket Additional Insured policy.
- **Important Note:** Short term/one-day policies are available, however some short-term policies exclude “Products – Comprehensive/Ops” coverage. Please read details of your short-term policy before purchasing. **We are unable to accept COIs that exclude this coverage.**
- See market insurance info sheet for full details, guidelines, and tips to find qualifying coverage.

Please note that this is a **juried event** and acceptance is not automatic. Our goal is always to make sure we have a broad representation of media, so that everyone has a fair chance to participate and have a successful day. Our criteria remain the same: all products sold at the Lake Forest Park Farmers Market are handmade by you in the State of Washington. We also require that you personally represent your work at the event.

We will notify you of your application status no later than October 13<sup>th</sup>. If you have any questions, please send a message to [programs@thirdplacecommons.org](mailto:programs@thirdplacecommons.org).

**If you are accepted to the market, you will be required to submit the following, which must be received no later than Friday, October 27<sup>th</sup>:**

- Check for \$50 for one market or \$100 for both dates, made out to Friends of Third Place Commons, sent via postal mail to Third Place Commons – Lake Forest Park Farmers Market, PO Box 82355, Kenmore, WA 98028.
- A current **Certificate of Liability Insurance naming Friends of “Third Place Commons – Lake Forest Park Farmers Market” as an Additional Insured.** May be submitted via postal mail or email to [programs@thirdplacecommons.org](mailto:programs@thirdplacecommons.org). (Additional information is available on the Vendor Insurance Information Sheet.) This COI must meet the requirements listed above and must not exclude “Products – Comprehensive/Ops” coverage.

Thank you so much for your interest! We look forward to working together for another great season of holiday crafts fairs!



P.O. Box 82355, Kenmore, WA 98028



## Work Description Form

Please attach 3 photographs to represent current work. Multiple color images combined into a single file are fine, but please ensure images are large enough to be seen clearly. Label each with your name and title of the work. (For example: *Jay Doe, wooden toy chest*).

Name of applicant:

### Photo #1

Title:

Medium (if mixed, please list all media):

### Photo #2

Title:

Medium (if mixed, please list all media):

### Photo #3

Title:

Medium (if mixed, please list all media):

*We thank you for submitting photos that represent the work you will be selling at the Lake Forest Park Farmers Market Holiday Crafts Fairs. If your work varies greatly from these representations, we reserve the right to ask you to remove it from display.*

## Help us make the Crafts Day/Fair a success!

I have digital images of my artwork that I would be willing to share for promotional purposes.



**Market Requirements:**

In 2020 and 2021, the farmers market was subject to a variety of COVID requirements that included mandatory masks, physical distancing, hand sanitizer made available for staff and customer use, among others.

As of Summer 2023, the market is not currently subject to any COVID related restrictions, but this could change (especially for indoor portion of event) should community transmission increase again.

*Please read the following requirements carefully, initial each item to agree, and sign at the bottom to acknowledge receipt of and agreement to these requirements, guidelines, and limitations of liability.*

**I Agree:**

I will read and abide by any COVID related requirements that may be established by the Office of Governor Jay Inslee, Public Health – Seattle and King County, and/or Friends of Third Place Commons/Lake Forest Park Farmers Market.

\_\_\_\_\_ **Initials**

**Cancellation:** I understand that Friends of Third Place Commons (aka The Lake Forest Park Farmers Market) may cancel either Holiday Crafts Fair at any time up to the day of the event. Cancellation may occur for any reason including (but not limited to) a reduction in King County’s Phase status, directive from public health officials, or non-viability of the event for other logistical reasons. My sole remedy in case of cancellation will be the refund of my \$50 registration fee. Friends of Third Place Commons will not be liable for any loss of potential revenue from the canceled event nor for any costs associated with preparing for the event. In the event of cancellation, I understand that Friends of Third Place Commons will notify me via email and I will monitor my email accordingly. \_\_\_\_\_ **Initials**

**Print Name:** \_\_\_\_\_ **Name of Business:** \_\_\_\_\_

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