



July 29, 2025

Greetings Crafters & 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 23rd and December 14th**. We are delighted to offer an opportunity for local creatives to share their unique creations with our community and look forward to two wonderful events!

As in past years, **we will host some crafts vendors on the lower-level lobby area of the Town Center mall 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 a variety of factors. On the application, please be sure to indicate via the designated tick boxes where you prefer to be placed for these events.

Also note that in response to feedback received last year, the craft market OUTSIDE will be held 10 a.m. to 2 p.m. for a registration fee of \$65, while the market INSIDE will be open from 10 a.m. to 4 p.m. for a registration fee of \$75.

The application is a fillable Word document. 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.

Application Process

Please submit application materials in **a single email** to 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, September 29th for guaranteed consideration.** Complete application packets will include:

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

Please note:

- *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.
- Coverage **cannot exclude** “Products – Comprehensive/Ops”.
- **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.**

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 10th. If you have any questions, please send a message to 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 31st:

- If you are selected for the Outside Market: Check for \$65 for one market or \$130 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.
- If you are selected for the Inside Market: Check for \$75 for one market or \$150 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. (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!



LFP Farmers Market Indoor/Outdoor Holiday Crafts Fair
SUNDAY, NOVEMBER 23 and DECEMBER 14, 2025

10:00 AM – 2:00 PM (Outside)

10:00 AM – 4:00 PM (Inside)

Outside in the normal market location at the intersection of Ballinger Way NE and Bothell Way NE
AND inside at Town Center at Lake Forest Park

PLEASE TYPE or PRINT

Name:

Business tax ID for sales tax (photocopy of license required):

Business Name:

Mailing Address (please include zip code):

Email:

Telephone Numbers:

Cell: ()

Home/Work: ()

I want to participate in the following market(s): ☐ November 23 ☐ December 14

****I am willing to be placed in the following locations for these markets:**

Indoor November ☐

Outdoor November ☐

Indoor December ☐

Outdoor December ☐

BRIEFLY describe your handcrafted items that you will personally represent at this event:

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):

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.

Stall Registration fee:

Outside: \$65 for one market, or \$130 for both; Inside: \$75 for one market or \$150 for both.

Payable immediately upon acceptance.

Make your check out to Friends of Third Place Commons.

Set-up begins at 7:30 AM. You are responsible for bringing your own table(s), chair(s), and canopy as needed.

Indoor spaces will be 10' wide x 6' deep.

Outdoor spaces will be **no larger than 10' square** & canopies must be weighted at all corners (25 lbs. each).

I certify that all products I offer for sale at the Lake Forest Park Farmers Market/Indoor Holiday Crafts Fair (aka "LFP Farmers Market") have been handmade by me in the State of Washington. No items made out of state will be allowed, and I understand that anyone offering such items for sale will be asked to leave the LFP Farmers Market. I will abide by the rules and regulations of the LFP Farmers Market. I understand that this is a juried event, and that my application packet must be **received via email by September 29th** for guaranteed consideration. I also understand that event set-up is at the discretion of the Market Manager and event organizers and that my space will be determined by them. I agree to hold harmless the LFP Farmers Market, Friends of Third Place Commons, Merlone Geier Partners, and the City of Lake Forest Park from any and all claims and actions arising out of my participation in the Farmers Market, including loss, damage or injury to person or property. I agree that all photos and videos taken during the crafts fair may be used for communications and marketing purposes at the sole discretion of Third Place Commons. 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. My sole remedy in case of cancellation will be the refund of my 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. Please send completed application, copy of business license and images of your work to programs@thirdplacecommons.org.

Signature: _____

Date: _____