

## New Vendor checklist

The 2019 Vendor Agreement and Guidelines tells you everything you need to know about Saturday Market at the Port. By signing the application, you state that you have read this document, so why not read it first?

Below is an abbreviated list of requirements to become a vendor.....

### Artists/crafters

Saturday Market at the Port of Ilwaco requires that items sold be handcrafted and are the product of the vendor(reselling is not allowed) and is a juried market. Jurying is done via email.

- Email pictures of your work space, raw materials, production process and finished product to [satmkt.cyd@gmail.com](mailto:satmkt.cyd@gmail.com)
- Apply for Washington State Business license at <https://bls.dor.wa.gov/file.aspx>
- After approval of product, submit application with copy of business license and appropriate fees
  - Hand deliver to Port of Ilwaco office **or**
  - Mail to PO Box 36, Ilwaco, WA 98624

### Prepared/packaged food

- All appropriate permits and approvals from the county where your product is prepared/packaged.
- Pacific County has a Food Sampling Permit that you can obtain from Pacific County Environmental Health
  - Contact information for PCEH

Krysta Anderson

360-875-9356

[kanderson@co.pacific.wa.us](mailto:kanderson@co.pacific.wa.us)

- Obtain Washington State business license at <https://bls.dor.wa.gov/file.aspx>
- Obtain liability insurance of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate and name the Saturday Market at the Port and the Port of Ilwaco as additional insured.
- Submit application with copy of licenses, permits and appropriate fees
  - Hand deliver to Port of Ilwaco office
  - Mail to PO Box 36, Ilwaco, WA 98624

### **Food – prepared and served on site**

- **If you are doing this for the first time, please check with the market manager first to be sure there is space available for you at the market.**
  - [satmkt.cyd@gmail.com](mailto:satmkt.cyd@gmail.com) or 360-214-4964
- All appropriate permits and approvals from Pacific County Environmental Health.
  - Contact information for PCEH

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