

Longview Saturday Market

Contact:

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Longview Downtowners

1339 Commerce Avenue, #316

Longview, WA 98632

Longview Saturday Market (L.S.M) – 2008 Vendor Packet

Checklist

1. Vendor Application and Contract (signature required)
2. Application Fee of \$15, made payable to Longview Saturday Market
3. Copy of your City of Longview 2008 Business License (\$20 fee) *

Mail the above to: Longview Saturday Market
1339 Commerce Avenue, # 316
Longview, WA 98632

- Please note.... All market participants will be required to have a current City of Longview business license. There is a \$20 fee for this license. The form and instructions are attached for your convenience. If you wish, we can deliver your application to the city for you. Just complete the form and send it to us with a separate check payable to the City of Longview for \$20.

Market Location

We will be located on Commerce Avenue this season. The change will be conducive to more of a ‘street – fair’ atmosphere, and will allow local merchants to add their participation to the experience. Vendor canopies will be on the west side of Commerce, located ‘back to back’ in the street along the sidewalk, with about 12 feet between each pair of canopies. This will give everyone the potential for as many as ‘3-sides’ open for your presentation and maximum visual exposure. (see diagram attached at the end of this packet). For those of you who would rather not have that much visibility, we can create ‘triples’ and put 3 vendors together, so that the center position would have an option for one or two exposures. The point is, this will give us maximum flexibility to make your booth the way ‘you’ want it.

I think you’ll like this new setup for another reason too... there will be little or no ‘wind’ on Commerce, compared to the breezes we had to deal with on Broadway. Buildings provide shelter from the direction of the prevailing breezes. Canopy weights will still be required however.

Electricity will remain at a premium.

Longview Saturday Market Regulations

Dates & Time: Saturdays, May 10th – October 4th, 10 am – 3 pm

Application Fees: Annual \$15 plus City of Longview business license (\$20 fee).

Booth Locations: Spaces will be assigned by the ‘market manager’ and may change from week to week. Spaces will be 10’ x 10’ feet and will be marked on the curb. All booths will be on Commerce Avenue. Let us know if you’d like to change location. We will make every effort to make you happy.

Daily Market Booth Fee: 10% of total sales, no minimum. Please mark your envelope at the end of the day (booth name, day’s sales, booth fee, reservation, and turn it in at the Market Information Booth before you leave.

Setup: You may arrive as early as 7 am, and should be ready by 9:30 am.

Your space will be saved until 9 am. Please enter Commerce from the north and unload everything onto the sidewalk adjacent to your location. Then move your vehicle to one of the ‘off street’ designated locations, which are in easy walking distance of the market. Use of the sidewalks for display area is prohibited.

Breakdown: Please be respectful of your fellow vendors. **DO NOT break down until 3 PM sharp.** At 3pm the Commerce Clock will chime and we’ll blow an air-horn. At that point, you may start breaking down or you may continue to sell until 3:15 pm if you wish. No vehicles will be allowed to load until 3:20 pm for pedestrian safety reasons.

Products to be sold: Preference will be given to vendors who create, grow, gather or otherwise produce their own products. Vendors who wish to sell products other than those of their own creation must submit a written description of their proposal at least one week in advance. Acceptance will be subject to the discretion of the ‘market manager’.

Canopy Weights: Hanging canopy weights are required. (See attached plans)

No Smoking: Allowed on side streets only, not on Commerce Avenue.

Cleanup: You are responsible for keeping your space clean. We provide plenty of garbage cans throughout the market.

Food Vendors: You are responsible for meeting the Cowlitz County Health Department codes and regulations. Trash must be removed at the end of the day.

Growers: You are responsible for meeting all the regulations in the State of Washington that apply to your business.

Vendor Parking: Remember, walking is good for both your body as well as your business! Take a look at the parking lot map and if you’re physically able, please use the lot at the corner of 15th and Broadway. No parking in the Merk or Korten’s lot.

Cancellations: Please let us know by noon Thursday if your plans change.
(Please keep a copy of this page for your records)

Longview Saturday Market
2008 , Vendor Application and Contract

Individual Vendor's Name _____

Company Name _____

Mailing Address: Street _____

City _____ State _____ Zip _____

Phone _____ Cell _____

Email: _____

Vehicle Plate(s): _____

Type of product to be sold: _____

By signing below, I certify that I have read, understand and agree to abide by the regulations of the Longview Saturday Market (L.S.M.) as well as all laws, codes and regulations that apply to doing business at the L.S.M. I agree to hold harmless the L.S.M., the Longview Downtowners, the City of Longview and all of their officers, employees, representatives, directors or agents from and against all liability claims, suits, damages, levies, cost, losses and fees including attorney fees arising out of or related to my activities with the L.S.M.

Company Name _____

Print Vendor/Applicant Name _____

Signature of Vendor/Applicant _____

Dated _____

- _____ \$ 15 L.S.M. Application fee enclosed
- _____ I plan on attending the 'pre-market' Vendor Workshop and free luncheon, 11 am – 1 pm, Saturday, April 19th, at the Monticello Hotel.
- _____ I enclose \$12 for each _____ guest(s) attending lunch with me.
- _____ Total amount enclosed.

Note: You must return this completed 'application and contract' along with the \$15 application fee before a space will be assigned for the L.S.M.



Business License

Finance Department
 PO Box 128 • Longview, WA 98632
 360.442.5000 • Fax 360.442.5951

New Application
 Renewal
 Change of Ownership

License Year

License Number

Receipt Number

Mailing Address (Include Business Name, City, State and Zip)

Business Name

Business Street Address

Business Phone

WA. State UBI Number

WA. Contractor No.

Expiration Date

Do you anticipate grossing more than \$20,000 per year? YES NO

Ownership:

Type of Business:

Home Occupation (See Reverse) YES NO

Detailed description of business (use additional sheets if necessary)

Sole Proprietor
 Partnership
 Corporation or LLC
 Non-Profit

Construction Contractor
 Financial Institution
 Manufacturing
 Wholesale Retail Services

No. of Employees

Daycare License No. (If applicable)

Owners, Partners or Officers

Home Address

City

State

Zip

Home Phone

Emergency Information

Is this a Tier 2 business? YES NO
 (Do you store or use hazardous or flammable materials and/or flammable/combustible liquids?)

In an emergency (i.e., burglary or fire) the City will attempt to notify the owner first, then the following persons:

Name

Phone

If yes, please attach your "Material Safety Data Sheet" to this application

Name

Phone

I certify that the above information is correct, as I have made corrections as needed.

Signature

Print Name

Date

Office/Title

Fee Information

Business License fee:

Annual business license fees are \$20 per year, pro-rated to \$10 for new businesses only from July through December of each year.

Certificate of Occupancy Inspection fee:

An additional \$15 is required for all businesses located within the city limits of Longview, **except home occupations.**

Fire/Life Safety Permit fee:

This fee is generally imposed on businesses that handle or store hazardous materials and will vary accordingly.

Penalty (see reverse):

A \$2 fee is compounded monthly if renewal is paid after January 31.

TOTAL FEES DUE:

Checks should be made payable to "City of Longview" and mailed or delivered to: City of Longview, 1525 Broadway, PO Box 128, Longview, WA 98632

For Office Use only

Amount Paid

Date Paid

Date Issued

SIC Code

GEO Code

Opening Date

Closing Date

Instructions for Completing Business License Form

- **Business name and location:** If your business does not have a trade name, you may be licensed under your own name. Beauticians, crafters and other persons leasing space within an existing business establishment should use their own names as a business name. You must list the street address of your business. If this is a home-based business, your business address will be the same as your residence.
- **Business phone:** List the phone number of your business.
- **Mailing address:** List the address where you would like your business license and B & O tax forms sent.
- **Ownership:** List the type of ownership. LLC's are considered "corporations" for city business license purposes.
- **Type of Business:** Mark one box that most closely applies to your type of business.
- **Home Occupation:** If your office is located in your home, then your business is considered a "home occupation," even if the work connected with your business is performed at client locations.
- **No. of Employees:** Do not count yourself or your spouse.
- **Day Care License No:** This pertains to child care and adult foster care businesses which require regulatory licensing from the State of Washington.
- **State UBI No:** The number obtained from the State of Washington, Dept. of Revenue upon application for a Master Business License.
- **Contractor No:** This pertains to construction contractors and other businesses that require regulatory licensing from the State of Washington, Dept. of Labor & Industries.
- **Description of Business:** Describe exactly what you will be doing in your business.
- **Owners, Partners or Officers:** If your business is a sole proprietorship, write your name, home address and telephone number here. If the business is a partnership or corporation, list the names, addresses and telephone numbers of two of the partners or officers.
- **Emergency information/Tier 2 Businesses:** If your business is required under the "right to know" law to report hazardous materials to the local fire department and emergency management authority, check the "yes" box under Tier 2 Business and attach your "Material Safety Data Sheet" to this application.
- **Emergency telephone numbers:** List the names and telephone numbers of two persons who can be contacted by the Longview Police or Fire Department in the event of an emergency at your business location.
- **Penalty:** If renewal is paid after January 31, a penalty of \$2 per month will be assessed.
- **Signature:** Sign and print your name. Date the application. If your business is a sole proprietorship, your title will be "owner."

Bring or mail completed application form and applicable fees to:
 Business License Desk/City of Longview
 P.O. Box 128, 1525 Broadway
 Longview, WA 98632

For Office Use Only

Zoning District	Sign-off by and Date	Construction Type	Fire and Life Safety Classification	
Special Provisions			-----	
			Special Provisions	
Occupancy Classification			-----	
Building Official Signature		Date	Fire Official Signature	Date
Comments				

Canopy Weights and Safety Tips

Although Longview is blessed with relatively minor summer breezes, especially in the cover of the downtown structures and trees, the LSM requires that canopy structures be properly weighted for safety.

Normal set-up: Each canopy must be weighted down by hanging at least 30 pound weight from each corner.

Hanging methods: Hang weights on each corner of your canopy, with the weight close to, but not touching the ground. Then snug the weights to the legs of the canopy to keep them from swinging or being bumped.

Canopy Walls: Wind conditions may change, and canopy walls may increase the likelihood of your canopy sailing! Please be aware of the conditions and set up accordingly.

Here is one inexpensive way to do make your own weights:

Materials: Four sturdy plastic tubes, 4 inches in dia. and about 30 inches long.
Eight plastic 'end-caps'
Four 4-inch eye bolts, approx 4 inches long with a nut on the end.
Drill and bit for making hole in 4 of the end caps
Plastic pipe glue
2 bags of concrete mix
Wheelbarrow, shovel, water and a place to work.

Construction:

1. Cut four lengths of tube and glue one end cap on each tube.
2. Drill a hole in the center of each of the remaining 4 end caps, insert an eyebolt through each, and turn a nut slightly onto each. This nut will help anchor the bolt in the wet concrete as you cap the tubes.
3. Mix concrete as necessary and fill the first tube.
4. Place one of the remaining end caps over the end, firmly pushing the eyebolt into the wet concrete. You won't need glue on this end. Set aside.
5. Repeat for the remaining 3 tube/weight assemblies. Your weights will be usable in 24 hours.
6. As an alternative, sand may be used, but is far less heavy, so you will need to use longer or larger tubes.

Have a wonderful and 'safe' Market !

(retain this page for your use)