



# 2017 Guidelines & Policies Carnation Farmers Market



**2017 Season: May 2 – October 31 Tuesdays 3-7  
Vendor Meeting TBD**

*Please read these regulations carefully before signing your application. Keep this copy for your records.  
Failure to observe these policies may result in extra fees and/or termination of Market agreement.*

## I. The Carnation Farmers Market

The Carnation Farmers Market (CFM) developed in response to the growing popularity and community support of farmers markets in the Puget Sound region in 2004. It is a community-based organization organized and managed by the Sno-Valley Tilth, a chapter of Washington Tilth (501(c)3, non-profit), in cooperation with the City of Carnation. CFM's mission is to provide our community with fresh, locally grown products and provide farmers with an outlet to sell their farm products. The Market serves as an important weekly community event attracting people from near and far to the historic town of Carnation. This market is a regional market with a focus on serving the community of the Snoqualmie Valley Watershed.

The Sno-Valley Tilth Executive Committee (SVT EC) oversees the seasonal and daily operations of the market. The 'Friends of the Market' community group helps to plan and implement the community elements of the market including special events, daily activities such as children's events, music and contests, and assists with fundraising and volunteerism for those efforts, under the direction of the SVT EC. Members of the community are encouraged to join the Sno-Valley Tilth and the Friends of the Market for the ongoing success of the market.

The Market has been established for the benefit of the community, the vendor, and the consumer alike.

## II. The Farmers Market Location, Times, and Dates

- A. Location:** The Carnation Farmers Market takes place in downtown Carnation, within sight of the main highway, with plenty of nearby parking, and a playground park at the site. The exact location is on Bird and King Street across from Carnation City Hall, next to the Tolt Commons area, just east off of SR 203, adjacent to Hopelink.

The mailing address is: Carnation Farmers Market  
P.O. Box 48  
Carnation, WA 98014

The **2017** Carnation Farmers Market will be open to the public from **3:00pm to 7:00pm**, beginning **Tuesday May 2**, and for 26 consecutive Tuesdays through **October 31, 2017**. We will decide before the Market opens on our final schedule for 2017. We may have choose to change the frequency and/or times for November.

- B. Market Shelters:** Approximately 8 vendors will be able to have space under the shelters. All vendors may apply for space under the shelters. Shelter space will be allocated based on seniority at the market and regular attendance record, length of season vendor intends to be at market, and product variety. Shelter stalls face west or north and will require off-loading.

Shelters will incur an additional **\$10/week booth fee** (no need to set up your own tent!).

## III. Products Sold at the Farmers Market

The goals of the Farmers Market are two-fold: to provide an outlet for Washington State's farming families to direct sell their farm products and to provide farm-fresh food for consumers. We are members of the Washington State Farmers Market Association (WSFMA) and abide by their Member Guidelines (also called Roots Guidelines) which define the types and percentages of vendors allowed at farmers markets in Washington with an emphasis on family farms. For more information about the Roots Guidelines go to the WFSMA website at [www.wafarmersmarkets.com](http://www.wafarmersmarkets.com)

In compliance with the Roots Guidelines,

- All Farmer gross sales must be greater than (>) Processor gross sales combined.
- All Farmers + Processor sales must be greater than (>) Artisan/Crafter + Prepared Food gross sales.

Vendor selection, along with stall assignments, are made based on the Market's need to balance available produce with a well-rounded "market basket" for customers, the success of the market vendors, and compliance with the Roots Guidelines. The Market intends to meet the needs of participating farmers without overloading the Market with particular products. Products not covered under these guidelines will be given special consideration by CFM.

Products sold at the Farmers Market are limited to:

**A. Fresh Farm Products:** Includes fresh fruits and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats, and fish. Also included in this category are fresh flowers, nursery stock, and plants.

All fresh farm products must be grown or produced in Washington State. All products must be grown or produced by the seller (see exception below). Vendor must be an active owner and operator of the farming operation and may not be operating the business under a franchise agreement. Only vendors selling as farmers may sell Fresh Farm Products from this category.

The vendor must propagate all plants and flowers from seed, cuttings, bulbs, or plant division. The vendor's application for a permit to sell shall state what the vendor grows, and what products the vendor will sell at the Farmers Market.

**Note:** We do not allow any 'reselling' of other farm product and are diligent in enforcing this policy. Any producer who sells produce that is not his or her own production while claiming that it is will be fined \$25 for the first offense, the offending product will be removed from the vendor's table and a notice of violation will be mailed. Second offense will result in vendor being permanently expelled from the Market. We reserve the right to request documentation and allow farm visits for verification.

Organic/ Pesticide Free Declarations: Those who are certified organic should post their certification. They are the only ones who can use the term organic for their product. Vendors who make written and verbal declarations of 'no or low-spray' or 'pesticide-free' must provide a notarized affidavit describing how these procedures are followed. Other third party certifications such as 'transitional' or 'sustainable' may be posted with manager review.

**B. Value-Added Farm Foods:** Includes preserves, jams and jellies, cider, syrups, salsas, smoked meats or fish, dried fruit, flours, and salad dressings.

All value-added farm foods must be made from products/ingredients of which a majority are grown and produced by the seller. Value-added farm foods must be produced by the vendor from raw ingredients. Vendors in this category must have personally cooked, canned, baked, preserved, or otherwise treated the product they sell. All processed foods must have the proper permits and licenses as required by the City of Carnation and King County Health Department. Vendor must be an active owner and operator of the farming operation and may not be operating the business under a franchise agreement.

The vendor's application for a permit to sell shall state what the vendor grows and what products the vendor will sell at the Farmers Market.

Any vendor who sells product that is not his or her own production while claiming that it is will be fined \$25 for the first offense, the offending product will be removed from the vendors table, and a notice of violation will be mailed. Second offense will result in vendor being permanently expelled from the Market.

**C. Flowers, Other Value-Added Farm Products (Limited Farm Crafts):** Allowed are: bouquets, wreaths, roping, arrangements and displays of fresh and dried flowers, vines and gourds, baskets from locally wildcrafted or grown, wood products from local woods, wool products from locally produced wool, personal care products made from predominantly locally produced materials, fiber products, and other products created by hand from farm or wild harvested materials. Beeswax candles are allowed by honey producers only. Farm and studio visits required. The CFM reserves the right to judge the suitability of any products falling in this category.

These items must be grown, foraged, and produced from raw materials by vendor. Vendor must be an active owner and operator of the farming/business operation and may not be operating the business under a franchise agreement.

The vendor's application for a permit to sell shall state what is grown/processed or prepared by the vendor, and what the vendor will sell at the Farmers Market.

Any vendor who sells product that is not his or her own production while claiming that it is will be fined \$25 for the first offense, the offending product will be removed from the vendors table, and a notice of violation will be mailed. Second offense will result in vendor being permanently expelled from the Market.

**Note:** We do not allow the sale of 'crafts' at this market unless they fit within the guidelines above. This includes t-shirts, accessories, etc.

**D. Processed Foods:** Includes juices, wines, preserved foods, candies, jams, pastries, pasta, granola, cookies, muffins, breads, pies, and related take home desserts, not prepared on site. Vendor must be an active owner/operator of the business and may not be operating under a franchise agreement.

Processed foods must be produced by the vendor from raw ingredients. Vendors in this category are those who have cooked, baked, or otherwise treated the product they sell. No commercially prepared dough mixes, crusts, shells, or fillings are allowed. It is expected that the vendor will use raw ingredients that are grown in Washington, as appropriate for the product, and when possible, use products from participating market farmers. All processed foods must have the proper permits and licenses required by the City of Carnation, the King County Health Dept., and/or the Washington State Dept. of Agriculture.

The vendor's application for a permit to sell shall state what is grown/processed or prepared by vendor, and what the vendor will sell at the Farmers Market.

Any vendor who sells product that is not his or her own production while claiming that it is will be fined \$25 for the first offense, the offending product will be removed from the vendors table, and a notice of violation will be mailed. Second offense will result in vendor being permanently expelled from the Market.

**E. Prepared Foods:** Allowed are freshly made foods available for sale and immediate consumption on-site. Vendor must be an active owner/operator of the business and may not be operating under a franchise agreement.

When selecting prepared food vendors, priority will be given to vendors preparing food from raw ingredients and/or using ingredients grown and/or produced in Washington State and by participating market farmers. Vendor must have all required state, county, and local food permits. The application for a permit to sell shall state what is grown/processed or prepared by the vendor and what will be sold at the Farmers Market.

Any vendor who sells product that is not his or her own production while claiming that it is will be fined \$25 for the first offense, the offending product will be removed from the vendors table, and a notice of violation will be mailed. Second offense will result in vendor being permanently expelled from the Market.

#### **F. Non-Profit and Community Outreach Booths:**

Each week at market we provide opportunity for non-profit's, not for profit organizations and municipalities to host a booth at the market to outreach to our market customers for the purpose of; 1) providing an opportunity for our customers to learn about local organizations; 2) supporting non-profits in our community; 3) providing a venue for cities and municipalities to educate the community about special projects and educational outreach efforts. We do not charge for this space, but expect full participation in the setup and breakdown of the canopy and table provided. We have space for one or two booths per week, and limit participation to one or two times per year.

- Non-profit and community outreach booths will be assigned on a case by case basis, and should be reserved prior to market season in order to be added to the market calendar of events.
- Non-profits with a strong membership base or involvement in the Snoqualmie Valley and those with educational outreach related to sustainability, community and health will be prioritized.
- The Market will provide a 10x10 canopy (with prior notice, this may be shared with another organization) and a 6' folding table. Participants must provide their own chairs, booth displays and garbage disposal.
- Non-profit/Community outreach booth staff must arrive no later than 2:30 PM to set up their booth, and remain at the booth until 7:00 PM, then stay to take down the booth and table in a timely manner to put into the storage shed, unless other arrangements are made prior to market day.
- No hawking, sales, etc. All market rules below as applicable, will be applied.

- Fundraising efforts (such as raffle tickets, t-shirt and cookie sales) require permission of Market Manager and shall be limited to appropriate items which do not compete with regular market vendor sales, match the market ethic of healthy, local and organic, and are in accordance with the health code.

#### G. Business Booths:

Each week at market we provide opportunity for local businesses to host a booth for one week or more at the market to outreach to our market customers for these purposes 1) provide a venue our local business community to connect with our customers; 2) provide opportunity for sustainable product or service businesses to outreach to our community; 3) provide additional revenue for the market without creating competition for our existing vendors.

Businesses which qualify are defined as those which:

- Are 'local' businesses with their primary location address within our market range which includes Snoqualmie, Snohomish and Sammamish Valley (Issaquah to Woodinville). Note: Exceptions at the discretion of the market manager, or Sno-Valley Tilth Executive Committee.
- Provide a service or education- examples: massage therapist, accountant, mechanic, technology-based, financial-based, contractor, daycare, private schools, catering, cooking classes'
- Can promote (but not sell) a product that could not otherwise, in any form, be sold at the market. This excludes any food, plant, animal, craft or personal care. Priority given to those which have a product directly related to sustainability such as electric car/scooters, rain barrels, dehydrators, worm bins. Note: The decision to allow any product- based business booth at market is at the sole discretion of the market

Businesses which do **not** qualify are defined as those which:

- Those which compete with our vendors or potential vendors. Therefore this excludes **any** food, plant, craft or personal care products. Exception: Restaurants within our local market range may promote their business at market, preferably through our 'chef's demo's, or food sampling (permission by manager).
- Those which are franchises, 'pyramid schemes' (as defined by Wikipedia), or primarily owned/operated outside of the qualifying area.

### IV. Vendor Acceptance

Applications must be made at least one week in advance of vendors first day of market. To receive benefits such as reduced stall fees and inclusion in our market literature, applications must be received by dates as specified below. Once a completed application along with application fee and prepaid stall fees have been received by the Market, letters of acceptance or other appropriate contact will be made. Acceptance and stall assignments will be made based on the following:

- A. Stall Assignment:** CFM attempts to give first priority to returning vendors who were in good standing the previous season and participated for a half to full season. The Market recognizes the importance of consistency in stall location and will strive to balance that with the expansion of the market.
- B. Vendor acceptance** is based on balancing the needs of the customer, our past season farm vendors, and of new vendors applying to CFM. We make every effort to avoid overloading the market with particular products to the detriment of our vendors. We prioritize processed and prepared food vendors who use a predominance of Washington State grown products, and in particular prefer that the 'signature' ingredient of a prepared or processed food should be locally grown and ideally purchased from our market vendors.

### V. 2013 Daily Stall Fees and Prepayment

#### A. Annual Applications

1. To receive market space priority, be included in opening day marketing and other outreach efforts vendors must submit their application and prepaid stall fees by March 14, 2017. **The 2017 Spring Vendor Meeting will be determined in the new year**, in Carnation; all vendors are asked to attend! At this meeting we discuss site layout, stall locations, health codes, new vendors, season extension, etc.
2. Applications are accepted throughout the market season, and must be received at least one week before the desired start date. Vendors may indicate which weeks they would like to attend, including alternating weeks, monthly, or short season. New vendors applying on the day of market will be turned away. First time applications must also include at least one day stall prepayment. Late applications are not guaranteed a spot at market, even if returning from last year or previous years.
3. DISCOUNTED FULL SEASON PREPAYMENTS ARE DUE MARCH 14, 2017
4. Discounts are given to those who prepay.

- a. If you prepay the full season by March 8, 2013 you receive two free market days (\$50 discount).
  - b. You will also be guaranteed inclusion in any vendor specific marketing materials such as vendor catalogs, website pages, vendor of the week, and more.
4. PRE-PAYMENT IS NON-REFUNDABLE

**B. Daily Stall Fees- Categories A-E**

1. Applications Fee: All vendors will pay an Annual Application fee of \$30. This fee must be submitted along with your application to ensure consideration for the 2013 market. This is fully refunded if you are not accepted. Vendors who are current members of the Sno-Valley Tilth, our sponsoring organization, will pay a reduced application fee of \$20. After March 14<sup>th</sup> the Application fee increases to \$45.
2. Daily Stall Fee: \$25.00 minimum base fee per stall per market day; or 6% of gross sales for Farmers, 7% for all others; whichever is greater.
  - a. The minimum base fee applies to each stall for every Market day.
  - b. The percentage listed applies to the vendor's gross revenue (less any sales tax).
  - c. For Farmers (as defined by the WSFMA Roots Guidelines) the daily stall fee is either \$25 (up to \$415 in gross sales) or 6% of gross revenue, whichever is greater.
  - d. For all others (processors, prepared foods, crafts) the daily stall fee is \$25 (up to \$355 in gross sales) or 7% of gross revenue, whichever is greater.
  - e. Vendors, whether owing percentage fees or not, must report to the Market manager their gross sales for that Market day by the end of each Market day. Market management will monitor sales reporting as necessary to check for accuracy. Each Market participant is expected to cooperate with sales monitoring activity by Market management. Individual vendor sales data is considered confidential and not shared with others without permission.
  - f. Each vendor is responsible for paying their stall fee to CFM by the end of each market day.
  - g. We currently consider a stall to be 10x10. Market manager may allow up to 10x20 by special arrangement without an increase in stall fees.

**C. Daily Stall Fees- Categories G: Business Booths**

1. No Annual Application Fee
2. Daily Stall Fees:
  - a. Businesses within our market range as defined in III-G: \$75 per market day; \$50 for Carnation/Duvall Chamber of Commerce Members/ or Sno-Valley Tilth Members;
  - b. Businesses with their primary address within Carnation city limits: \$60 per market day; \$40 for Carnation Chamber of Commerce Members/ or Sno-Valley Tilth Members;
  - c. Business sponsor of \$250 or more (past or present): No charge for one market day.

**D. Vendor Contributions**

1. Vendors are asked to contribute product, gift certificates or other to the Market's promotional and educational events such as chef's demos, produce tastings, musician's basket, contests, raffles and special events which attract customers to our market to the benefit of all vendors. We attempt to keep this in the range of value of \$5/day, and try to distribute fairly among vendors, and which may include gift certificates.
2. Food Bank contributions: Please contribute your unsold food product to the Hopelink Food Bank, located on our site, which we collect at the end of each market day.

## VI. Vendor Rules for 2017

**A. Only Washington State farmers and other state producers as listed may sell at the market.**

Principal farmer/producer may send family members, partners, or employees to the Market in their place, but are responsible for having their on-site representatives aware of all Market rules and violation policies. All employees, partners, and family members may be asked to sign an agreement that states they understand and will comply with Market policies and guidelines.

The Market does not provide tables, awnings, tents, tent weights, or umbrellas for vendors.

**B. Punctuality**

**Hours of Operation: 3:00pm – 7:00pm** No vendors will be allowed on the site before **1:00 PM** unless special arrangements have been made. All vendors must vacate the site by **8:00 PM**.

All vendors with assigned booth spaces must be at the market site at least 1/2 hour before the market opens and be ready to begin selling when the Market opens.

Vendors who arrive within 30 minutes of when the Market opens will have to load off from the street and find other parking for their vehicle for the day, and will be issued a verbal warning. A second offense will result in a warning of termination and a \$25.00 fine. A third offense will result in a \$40.00 fine and possible termination of the vendor's permit to sell. Vendors who arrive late, will not be given stall preference for that market day, and may be turned away. Chronic late arrivals will be replaced by more reliable vendors. Exceptions can be made for special, foreseen circumstances.

### **C. No Shows**

Vendors must notify market manager 48 hours prior to market day by calling the market manager or emailing using the market manager contact information as provided upon vendor confirmation. If a vendor does not notify the Market Manager at least 48 hours in advance that they will not be attending market on a given day, they will be fined the full amount of the stall fee (\$25) for the first occurrence, double the stall fee (\$50) for the second and future occurrences. 48 hours notice allows us to notify our customers through our e-newsletter, notify other vendors so they can balance their product selection accordingly and allow us to find other sources for your product for our customers. Any notice up to market opening is appreciated, allowing us to adjust stall spaces and set out signage to explain to our customers, but does not negate the fine. Chronic no-shows will be asked to leave the market permanently. All fines owed must be paid before vendor can occupy space at the market on subsequent market days.

### **D. Selling Time**

No selling shall begin before 3:00pm when the designated signal is given by the Market Manager indicating that the Market is officially opened, except by permission of the Market Manager (generally if a customer wants to purchase one item and leave, and the vendor is willing, the manager will approve). Vendors are required to stay until closing, and must not give the appearance of packing-up until 7 PM (this is strictly enforced). Vendors who sell-out early should post a sign letting customers know they have sold-out.

Vendors may not leave before market closes at 7 PM without specific permission from the Market Manager. Vehicles are not allowed onto market pathways until 7:10 for the safety of our customers.

### **E. Signage**

All vendors will post a sign in their booth, identifying the name of the farm/business represented and where it is located. Signs should not be smaller than 24" wide by 8" high. Vendors will have their signs displayed before sales begin. Failure to have a sign will result in a first offense warning. The second offense will result in a \$10 fine. All fines owed must be paid before vendor can occupy space at the market on subsequent market days.

No vendor shall EVER use the words 'last day' other similar terms in their signage or handout material unless approved by manager. If it is your last day at market, please use other language to say so (We won't be back this season, See you next year, etc.).

### **F. Pricing, & Quality of Produce**

Produce and other allowable Market products should be clearly marked with their price. This can be done by individually tagging each item with a sign or by listing all products and prices on a large sign or blackboard. Vendors are not allowed to give produce or other items away for free or at below-cost pricing, therefore undercutting potential sales of other vendors.

**Vendors are expected to bring good quality products to market. Vendors are responsible for the safety of their food and cannot sell adulterated foods.**

### **G. Selling Space**

The vendor sales area (where your produce is marketed) must not extend beyond the allotted boundaries of the stall space. Displays and signs must allow clear visibility to adjoining booths. Display and selling techniques must not impair other vendors' ability to sell, nor create a hazardous situation for customers. Hawking or sampling in front of booths is not allowed.

### **H. Vendor Vehicles and Loading/Unloading**

Vendor booths and/or vehicles must not extend beyond allotted booth space. Many of the Market stall spaces have been designed with on-site vendor vehicles in mind. *New:* For stall spaces that do not have onsite vehicle access we ask that vendors load and unload quickly and efficiently, and in some cases, in the order that the Market Manager indicates.

Vendor parking: We attempt to provide nearby onsite parking for vendors. Otherwise we ask that all other vehicles park on side streets to the north, east and south of market to allow for nearby customer parking. Do not park in the area in front of the market on Bird Street, the alley, or in the Bank of America parking lot.

### **I. Booth Clean Up**

A. Vendors are required to maintain their individual selling space in a clean, safe, and sanitary manner, including protecting the pavement from oil or fuel drips from any part of the vendor's vehicle. Each vendor is responsible for keeping his/her booth space clean during the Market and for complete clean up of his or her space at the close of the Market. This includes hauling away any trash or garbage that is generated in or around the booth and sweeping up any product debris left on the ground. Farmers are not permitted to dispose of produce waste, overripe or leftover produce or boxes in any on-site garbage cans or dumpsters.

**B. Market trashcans and dumpsters are not available for vendor use.** Vendors should bring their own brooms and dustpans. Those who do not clean up at the end of the Market will be issued a written warning for the first offense and a \$25 fine for the second offense. A third offense is grounds for termination of vendor's permit to sell. All fines owed must be paid before vendor can occupy space at the market on subsequent market days.

C. Prepared food vendors should provide food in recyclable or biodegradable containers whenever possible. We discourage, and may ban, the use of poly-foam serving containers. Vendors who sell product in recyclable containers such as aluminum cans or water bottles must provide receptacles for collecting these containers and are responsible for ensuring they are properly recycled.

#### **L. Scales**

Vendors selling produce by weight must provide their own scales. Scales must be "legal for trade" and inspected and sealed by the Dept. of Agriculture - Weights and Measures Program. All scale displays must be readable and in easy sight of customers during business transactions.

#### **M. Pets**

No pets will be allowed in the vendor selling area. The only exceptions will be seeing-eye dogs, dogs for the hearing impaired, or other disability assistance dogs. Please report to the manager if there are problems.

#### **N. Children**

Vendors need to keep a watchful eye on their children at all times during the Market day. Set-up time can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a parent or guardian with them. The Market can take no responsibility for their safety or whereabouts. **No bikes, skateboards, or scooters are allowed within the market boundaries.**

#### **O. Courtesy/Conduct**

Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the Market. Any language or behavior considered deleterious to the normal operation of the Market will be grounds for denial of the vendor's permit to sell. Consumption of alcoholic beverages or any controlled substance while at the Market is prohibited. Any participating Market vendor or representative who is under the influence while at the Market will be immediately expelled from the Market.

**P. Refunds:** Customers who have a legitimate complaint about the products they purchase should be given a full monetary refund or replacement of equal value. It is the Market's policy to satisfy the customer and to promote good will by being generous with produce and products. If produce is overripe and must be consumed the same day, the customer must be informed in advance. If a customer wishes to exchange only a partial bag of produce, only partial credit is due. Complaints that seem unfounded or excessive may need to be mediated by Market management.

#### **Q. Hawking**

Hawking (calling attention to your products in a loud, repetitive, public manner) during the Market day is discouraged and may be limited or prohibited by the Market manager.

#### **R. Vendor Dress**

Vendors are requested to wear shirts and shoes at their booths during the Market hours.

#### **S. Vendor Music**

Vendors may play individual music in their booth space, but should be aware of the volume and your neighbor's ability to transact business without any audio interference. In addition, we request you turn off your music when live music is provided by the market management.

#### **T. No Smoking**

Smoking is not allowed in the vendor sales areas.

#### **U. Market Manager**

The Market Manager's job is to implement Market policies. This includes overseeing Market set-up, booth assignments, and collection of fees, providing information on membership and Market policies, and assuring vendor compliance with all Market policies. The Manager will make booth assignment decisions based on available space in the Market and the need for specific products. The Manager will be responsible for public concerns and vendor complaints. The Manager is also the conduit between vendors/customers and CFM. The

Market Manager has complete authority to interpret and implement policy on the Market site; including the authority to rescind stall space for just cause. Vendor grievances will be taken to the Manager/SVT EC.

**V.** CFM reserves the right to prohibit anyone from selling or any product from being sold.

**W.** CFM or its designated representative has the right to inspect vendor's land or place of business. Representatives may inspect or visit any farms or establishments used by vendors. Farm visits will be conducted with at least 24-hour notice. Vendors should provide help during a visit in identifying the crops listed on the application for permit to sell.

**X.** CFM is not responsible for loss of property or damage.

**Y.** There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age, or nationality.

## **Z. Health & Safety**

**Booth area:** Vendor vehicles, tables, and overhead shades must be maintained and used in a safe manner. Legs must be firmly locked into place on the shades. Tables must have smooth edges and remain stable when loaded with produce. Products must be 24" or more above the ground.

**Regulations:** Compliance with health and safety regulations is the responsibility of the vendor. Sneeze guards, cold storage, hot holding, handwashing stations, and all other relevant equipment must be provided by the vendor as needed.

**Canopy Policies:** All vendors who wish to erect canopies (including umbrellas) on the farmers market site during a normal period of market operations, including the set up and break down period, **are required to have their canopies sufficiently and safely weighted from the time their canopy is put up, to the time it is taken down.** It is recommended that a 25# weight, that does not impose a hazard to the customer, be attached to each canopy leg. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the farmers market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. In addition, any weights or poles used must be positioned so as to not obstruct traffic flow. Care must be taken when setting up or taking down displays.

Weight rentals: Vendors without weights may rent weights for the day (as they are available) \$5/day.

**Dogs Policy:** Dogs with customers are currently allowed at market as long as they are on a short leash, are under control and are not aggressive in any manner, and stay out of food vendor booths. Dogs which display aggressive behavior must leave the market immediately. Vendors may post signs asking that dogs not be allowed into their booth or other requests. Damage by dogs is the responsibility of the dog owner, please inform the manager immediately in this case. Manager is prepared to ask a customer to remove the dog from market for safety or health reasons.

## **VII. Licenses, Permits, and Special Requirements**

### **A. Onsite Food Storage Requirements**

All food must be stored in compliance with the health codes, and kept at least 18" above the ground.

### **B. Taxes**

Retail sales taxes and Business and Occupation taxes are the responsibility of the individual vendor. Most vendors are required by law to have a Washington State Master Business License Number, and must supply this tax number when application is made to sell at the Market. **(Note: Vendor's application will not be processed without this number or explanation as to why it is not required.)**

### **C. Insurance**

All vendors must show proof of current automobile insurance for on-site vehicles, and provide the Market with policy numbers, which will be kept on file. Vendors are also encouraged to obtain product liability insurance, if not already required by permit or license.

### **D. Permits and Licenses**

All vendors shall provide at the time of application copies of any permits and licenses applicable to the sale of their products. These may include the vendor's Washington State UBI#, Food Handlers Permit, Washington State Dept. of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, Pesticide Applicator's License, Nursery License or Department of Fisheries Wholesale License.

### **E. Organic Products**

If a product is labeled "organic," it must be certified in accordance with Washington State law and the standards set forth by the National Organic Program. Verbal or written declarations of organic status not certified or verified, will result in termination of vendor's permit to sell.



When an organic producer is also selling non-organic produce at the same stand, the non-organic produce must be clearly separated from the organic produce and clearly labeled as conventionally grown.

**F. Unsprayed, Pesticide-Free, or Low Spray**

Written and verbal declarations regarding pesticide use which cannot be certified such as “Unsprayed” “Pesticide Free” or “Low Spray” will need a notarized affidavit attesting how these procedures are followed. This affidavit will be kept with the Market management for the season. Consumer queries regarding farming practices must be answered factually.

**G. Processed Foods**

All farmers and vendors who sell Processed Foods must be licensed by the Washington State Department of Agriculture and/or Liquor Control Board as a Food Processor or Winery. These foods include baked goods, breads, dried fruits, herbs, teas, baked goods, cider, preserves, jellies, canned and dried fish and meat, salsas, and salad dressings. Beekeepers that process their own honey do not need a Food Processor’s license, unless the honey is sold wholesale. Vendors who sell processed foods are responsible for understanding and meeting all WSDA requirements for processing and selling food, and must provide copies of all permits and licenses to sell. Other King County Health Department requirements apply.

**H. Labeling**

Processed foods, including honey, have Washington State labeling requirements. Labels on processed foods must meet State requirements and include:

1. The name of the product
2. Company name
3. Address (if not found in the phonebook)
4. Net weight on bottom 1/3 of label
5. Ingredients listed in decreasing order of predominance .

**I. Sampling**

Special Health Department guidelines can be used at vendor booths for limited food demonstration and sampling. Please consult with the Health Department or Market Manager regarding these regulations.

**J. Food Handler’s Permits**

All prepared foods and baked goods vendors must have a current King County Health Department Food Handler’s Permit. All vendors providing food samples must also have a Food Handler’s permit and a no-fee, one-time exemption permit (available through the market).