



MAPLE VALLEY FARMERS' MARKET
2011 Maple Valley Farmers' Market
Vendor Market Rules

To become a Maple Valley Farmers' Market (MVFM) vendor, please review the 2011 Vendor Market Rules below, complete our 2011 Vendor Application and follow the instructions, as appropriate. If you have any questions, e-mail info@maplevalleyfarmersmarket.org. call (425) 463-6751.

The purpose of the MVFM is to promote the sustainability of local/regional agriculture, to improve the nutritional well being of consumers and to increase the social health and wealth of the local community. The Market also strives to educate the public regarding the benefits of preserving local agriculture of making healthy food choices.

In order to promote the market and foster the sense of community that makes Farmers' Markets such a valued community resource, all vendors and volunteers are expected to behave in a professional and civil manner toward each other and their customers at all times. We believe the success of the MVFM is dependent on placing cooperation among all market participants at the center of market relations. Vendors, volunteers and customers who work together will build a healthier, more enjoyable market where all vendors can prosper, customers can find the quality products they expect, and producers and consumers can make the connections that build community.

It is essential that each vendor carefully and completely read and sign this agreement to comply with these Rules and Regulations. Failure to comply may result in revocation of your permit to sell at the MVFM.

MARKET DATES, TIMES AND LOCATION: We are a Saturday morning market & will be open rain or shine! We are located at the Rock Creek Elementary School, 25700 Maple Valley-Black Diamond Road SE (Maple Valley Highway) in Maple Valley. Our Market Day hours are 9:00 a.m. – 1:00 p.m. These hours will accommodate a highest percentage of potential customers.

<u>Available Dates to Sell at Market</u>				
June 18 June 25	July 2 July 9 July 16 July 23 July 30	August 6 August 13 August 20 August 27	September 3 September 10 September 17 September 24	October 1

WHO MAY SELL AT THE MARKET: The MVFM strives to provide a market place where fresh and wholesome products are sold. Farm products which can be sold at the market include vegetables, fruits, berries, herbs, nuts, flowers, plants, honey, seafood, meat, poultry, eggs and dairy products. Vendors wishing to offer samples must contact

King County Health Department for required permits. **All products must be grown, raised, produced and gathered by the vendor in Washington State. NOTE: Resale of fresh produce is prohibited at our market.**

The MVFM accepts certain **value added items** which are grown and/or made by the vendor such as baked goods, preserves, wine, cheese, sausage, and smoked meats or fish. All processed foods must be appropriately labeled with product name, ingredients, net weight, price, vendor's name and address. Vendors wishing to offer samples of their product(s) must contact the King County Health Department for required permits.

PREPARED FOOD VENDORS must be approved by the Market Manager and the Vendor Sub-Committee prior to selling at the Market. All prepared food vendors must present appropriate King County Health Department certification to the Market Manager. These permits must be displayed in public view during Market hours. Food vendors must commit to a specific menu and any changes to that menu must be pre-approved by the King County Health Department and the Market Manager.

HAND CRAFTED VENDORS must be approved by the Market Manager and Artisan Sub-Committee prior to seeing at the Market. Items must be handcrafted by the vendor with their own hands, the majority of the tools and equipment used by vendor to produce these products requires skill, personal handling, and/or guidance by the vendor and all items that they offer for sale have been made in Washington State. In addition, all artisans/crafters who do not have liability insurance, take all responsibility for any damage to their & other's canopy, display and products. Artisans will participate in a juried process to determine their eligibility to participate in the MVFM.

MARKET MANAGER AUTHORITY: The Market Manager coordinates all the activities of the daily functioning of the Market and implements Market policies, including oversight of the Market set-up and clean-up, daily assignments, collection of booth fees and sales information, and assuring vendor compliance with all Market policies. The Market Manager also acts as a conduit of information from the vendors and customers to the Board of Directors. The Market Manager has complete authority to interpret and implement Market policy, including the authority to impose disciplinary action. The Market Manager has the authority to grant exceptions to Market policies on an individual basis for reasons of dire need.

VENDOR SELECTION: All vendors must complete a "Vendor Application" and sign a Vendor Agreement, include copies of appropriate permits, pay the Membership and Stall Fee, and be approved by the Market Manager, prior to selling at the market. Vendor selection will be based on quality, originality and compatibility to desired market mix. It is the goal of the MVFM to have an abundance of farm type produce to compliment the prepared food and artisan vendors.

MARKET STALL FEE: There is a \$20 annual application fee plus a \$25 per market day and/or 6% when gross sales are over \$350. There is a \$50 discount for pre-paid full season stalls. The balance of fees from percentage of sales higher than \$350 will be collected at the end of Market Day. Vendors agree to accurately report gross sales and to pay booth fees at the close of each market before breaking down their display. During

the Market day, an envelope will be provided to each vendor by the Market Manager Student Interns.

TAXES: Retail sales 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 with your application to sell at the Market. The sales tax for Maple Valley is 8.6% and our sales tax code number is 1720.

STALL ASSIGNMENTS: Market management has full authority to assign stall space, which maybe modified at the last minute based upon cancellations and other unforeseen events. Requests for particular sites or reserved sites for regular market vendors will be given strong consideration, but management reserves the right to assign and locate all vendors, on a week-by-week basis, with the emphasis on creating an esthetically pleasing, safe and easily navigated market, while recognizing that consistency of vendor location is a key factor in vendor success. Cooperation is vital for set-up as the Market. Vendors display their goods at their own risk. The MVFM is not responsible for damage, theft or loss of goods.

STALL SET-UP: Stalls must be set up with appropriate facilities as directed by the King County Health Department Code and other agencies as required for vendor type, such as hand-washing stations, sneeze guards, scales, etc. Sampling is allowed and encouraged (with appropriate permits).

VENDOR PARKING & SET-UP: Vendors will check in with the Farmers' Market Manager to confirm weekly stall location. Vendors may drive onto the Farmers Market location to offload everything and then immediately park behind the Rock Creek Elementary School BEFORE starting the process of setting up their booth. Vendors who need to drive in and off-load products must do so before 8:00 a.m. Parking in the Tahoma School District Administration parking lot is prohibited.

Vendor set up can begin at 7:00 a.m. Vendors may not arrive earlier unless previously arranged with Market Manager. Setup must be completed by 8:30 a.m. Late arrivals will not be allowed for that market day, without express permission from the Market Manager for circumstances out of the control of the vendor

OPENING OF MARKET: The ringing of the Farmers' Market bell, at 9:00 a.m., will open up the market. Only vendor to vendor sales may occur prior to the opening of the Farmers' Market. No general public customer sales shall occur prior to Market opening at 9:00 a.m..

TENT/CANOPY: Each vendor is responsible for providing her or her own tent/canopy which will be limited to a 10x10 space, with exceptions allowed on a case by case basis. All Vendor products for sale must be set up under canopies in order to sell at the MVFM. Canopies are the first thing to be set up and all *Vendors are required to have Canopies/Umbrellas sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down.* All canopies shall be weighted down – a weight of 25 pounds per tent leg or 50 pounds for umbrellas is required. **NOTE: If the canopy or umbrella does not have weights, it will not be allowed to be set-up.** It is the responsibility of the vendor to provide weather protection for his or her product. In

addition, vendors should bring a table, chair, display set-up as no equipment or supplies will be provided by MVFM.

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. **Proof of Product Liability Insurance** is required from Farmers, Processors and Prepared Food Vendors. Product liability is the sole responsibility of the vendor selling the product.

PERMITS, LICENSES AND INSURANCE: All vendors must provide with their application to sell, current copies of any permits insurance and licenses applicable to the sale of their products. This will include the vendor's **Washington State Tax Number** and where applicable, **Seattle King County Health Department permits, Washington State Nursery License, Washington State Department of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, Washington State Liquor Control Board Endorsement for sale of Washington State wines at Farmers Markets, Pesticide Applicator's License or Department of Fisheries Wholesale License, Vehicle Insurance, Product Liability Insurance, Fire Department Permits, Processors Insurance.** Vendors selling shellfish must have additional licenses from the Washington State Department of Health.

PRODUCE PRICING: All products sold at the MVFM will be **clearly marked with a fair and reasonable price, set by the individual Vendor.** Vendors will either individually tag each item with a price or list all produce and prices on a blackboard/sign that is clearly readable. ***Our customers are VERY savvy and do compare prices and will go elsewhere for better value.*** Help to preserve our Market by pricing items fairly. The integrity of our Market is very important. If you are weighing and adding multiple items all day long, please use a calculator to ensure correct calculations. Vendors are not permitted to give produce or other items away for free or at reduced pricing at any time during our market.

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, dried or mixed herbs, teas, cider, wines, distilled beverages, preserves, jams, jellies, salsas, canned fish and meats, dried fish and meats, condiments, and salad dressing. 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 the MVFM with the application to sell. Other King County Health Department requirements may apply.

LABELING: Labels are required on processed food (including honey) and 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 1 ounces and metric on bottom 1/3 of label and 5) Ingredients listed in decreasing order of predominance. All Organic products must be labeled accordingly. Vendors are required to provide copies of all labels of all processed foods they plan to sell at the Market prior to selling their products at the

Market. Labeling may also be required for on-farm processed, value-added non-edible products.

WEIGHTS AND MEASURES: Vendors selling produce by weight must provide their own scales. Scales must be “legal for trade” and are subject to inspection by the Market Manager and/or Dept. of Agriculture Weights and Measures Program. All scale displays must be readable and within easy sight of customers. All scales must be registered annually by the Washington State Department of Licensing and a "Scale Calibration Certification" will be submitted with the MVFM Vendor Application prior to the beginning of the market season.

ORGANIC PRODUCTS: If a product (raw or processed) is labeled “**organic**” or verbally referred to as “**organic**”, it must be certified as required by Washington State law. Verbal or written declarations of organic status **not** certified or verified will result in termination of Vendor’s Permit to Sell. When a Farmer is selling both organic and non-organic produce at the same stand, the non-organic produce must be physically separated from the organic produce and clearly labeled as non-organic or conventionally grown.

UNSPRAYED, PESTICIDE-FREE OR LOW-SPRAY: . 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 or be certified as “transitional” or “sustainable” through approved organizations. This affidavit will be kept with the Market management for the season.

FOOD SAMPLING REQUIREMENTS: Sampling may take place **ONLY** if approved ahead of time by the MVFM Manager. The Farmer/Vendor must have a working warm water hand washing station in the booth **set up first**, wash the samples **ON SITE** at our farmers market metal sink provided and transport the washed produce in a **clean container** back to your booth **OR complete a "Pre-wash Produce Certification" available through the Market Manager**. All Vendors must protect the samples from contamination with a sneeze guard, and provide the samples with single service utensils, such as toothpicks. Food can only be handled with tongs, bakery papers, scoops, or disposable rubber/plastic gloves. Bare hand contact with food is not allowed. Cutting implements are to be changed or washed every two hours with soap, running water, and paper towels. Potentially hazardous foods can be sampled only as long as they are kept in the correct hot or cold temperature zone and utensils are used. Disposal serving utensils, like toothpicks, are to be used for the public. Food serving utensils need to be changed every two hours. Vendors should bring two sets for the four-hour Market. **ALL VENDORS must abide by the Washington State Department of Health requirement that you wash hands with warm water TWICE after using the restroom once at the restroom with warm water and then again at your hand wash station back at your booth BEFORE handling products.** Sampling, if permitted, must take place within the boundaries of the vendor’s assigned stall space.

FOOD HANDLER’S PERMITS: All prepared foods, baked good vendors or farmers sampling produce must have a current King County Health Department Food Handler’s Permit and keep a copy of this permit at their Market stall at all times.

ON-SITE FOOD STORAGE REQUIREMENTS: Seattle/King County Health Department requires that all food must be kept at least 18” above the ground.

BOOTH SPACE UPKEEP: Vendors will keep their stall space attractive and clean during market hours. Vendors are required to maintain their individual selling space in a safe and sanitary manner including protecting the pavement from drips from any part of the vendor’s vehicle or products. **Each vendor is responsible for complete clean up of their space at the close of the Market.** This includes taking any trash or garbage with them (must provide for their own garbage removal) that is generated in or around their stall 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. Prepared food vendors must provide additional garbage receptacles during market for recyclable containers they sell (such as aluminum cans or plastic bottles) and shall recycle these containers themselves (unless and until they make other arrangements). Vendors should bring their own brooms, dustpans and waste bags.

NOTE: Vendors who fail to properly clean their booth stall at the end of market day will be issued a verbal warning for the first offense. A second offense will result in a written warning and a \$25 fine. A third violation will result in the termination of the Vendor’s Permit to Sell at the Market.

BREAKDOWN: The Farmers' Market bell will ring at 1:00 p.m. and the Market will close. Breakdown can begin at 1:00 p.m. and no sooner. Vendors will not begin breakdown prior to this out of courtesy to our customers. Vendors are required to stay until closing. Vendors who sell-out early must keep their stall set up until closing time and will post a sign letting customers know they have sold-out. Only by a documented emergency will special permission by the Market Manager be given to leave the premises prior to the Market closing

DAILEY SALES REPORTS AND PAYMENT OF FEES: At the end of Market Day, all vendors must accurately record their gross sales on the “Sales Report Form” and pay any stall fee that may be due by placing cash or check in the provided envelope. The Sales Report and envelope must be submitted to the Market Manager by 2:00 p.m. each Market Day. The Market may conduct periodic “audits” without notice to ensure that proper recording of sales is taking place. Gross sales figures are used to show the economic benefit of Farmers Markets to the community and to study market trends for use in market make-up. Individual vendor sales data is considered confidential and not shared with others without permission.

SIGNAGE: *All Vendors will post a sign identifying the name of the Farm/Business represented and where it is located.* Vendors must have all signs displayed before the Market opens. All signs must be placed **INSIDE YOUR BOOTH AREA**, as to not disrupt the flow of customer traffic and also placed in a respectful way for neighboring booths so there is access and visibility for everyone. All produce/product signage must be true and accurate. All produce/products must be clearly labeled as to what the product is and how much it costs.

RECYCLABLE 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.

STAFFING THE BOOTH: The booth must be staffed by the farmer or business owner, family member or designated employee (18 years or older), as listed on the application form. Vendor stalls must be staffed at all times. Children are welcome though they need to be monitored closely. Children are not allowed to ride bikes, skateboards or roller skates, run or wonder through the market unattended. All staff should have working knowledge of the farm or business in order to develop the customer relationships which are so important for a successful farmers market.

CANCELLATION AND NO-SHOW POLICY: If a Vendor is not going to attend Market, the Vendors must give 48 hours notice (by Thursday 9:00 a.m.) using the contact information provided by the Market Manager for this purpose. This requirement allows enough time to notify other vendors so they can accommodate for the loss of product, make other arrangements, and rearrange stall spaces. Repeated cancellations will lead to loss of stall priority.

Vendors who do not give 48 hours notice without evidence of an emergency, will be charged for the market day along with a verbal warning. There will be a written warning for the second offense and possible expulsion from the market for the third offense. No-shows hurt the credibility of the market, affecting all vendors and are considered a serious breach of contract.

VENDOR ETIQUETTE: Vendors and their representatives are expected to conduct themselves in a respectful, safe, courteous and harmonious manner with customers, Market staff and with each other. Conflicts between vendors and/or customers will be brought to the attention of the Market Manager at the earliest opportunity. Complaints can be submitted in writing (e-mail or letter) to the Market Manager for resolution. All rules and regulations will be enforced by the Market Manager (or designee) who has ultimate authority. Failure to comply with Market rules or applicable federal, state, or local regulations may result in expulsion from the market or other consequences deemed appropriate by the Market Manager.

DRESS AND LANGUAGE: Dress and language should be appropriate for a market and community/family event. Vendors must wear shirts and shoes at all times. Hawking, recorded music, or other potential distractions are not allowed. Reading books, lengthy talks on cell phones, listening to I-pods, etc. is discouraged. Storytelling, food sampling, recipe sharing and other interactions are strongly encouraged.

NO TIPPING: Vendors may not ask for tips or put out tip jars. Exception will be coffee cart vendors and pre-approved entertainment.

ALCOHOL, SMOKING & ILLEGAL SUBSTANCE: Consumption of alcoholic beverages or any controlled or illegal substance while at the Market is prohibited. In addition, smoking is prohibited in the Market place area. Any violation will result in the termination of the Vendor's Permit to Sell.

NON-DISCRIMINATION POLICY: The Maple Valley Farmers' Market opposes discrimination of any kind and expects all market participants to take appropriate steps to

avoid and prevent any and all types of harassment or discrimination, including that based on race, color, creed, religion, sexual orientation, age or nationality.

ANIMALS: Dogs and pets are not allowed at the Market area. The only exceptions will be seeing-eye dogs, dogs for the hearing impaired or other disability guide dogs. As a courtesy to our dog owners, the market will provide "free dog sitting" to our customers only while shopping in the Market area.

CAMPAIGNING, PETITIONING, PROTESTING, SIGNATURE GATHERING, LEAFLETING & RELIGIOUS ACTIVITIES: The Maple Valley Farmers' Market rents our market space through the Tahoma School District. We rent the entire school grounds for the whole season (June 18, 2011 - October 1, 2011). Individuals, not connected to the MVFM who wish to set up a booth, for the above noted reasons, are directed to contact the Tahoma School District's Administrative Offices to obtain an application. Their contact number is (425) 413-3400.

VENDOR CONTRIBUTIONS: Vendors may be asked to contribute product to the Market's promotional and educational events. The Maple Valley Food Bank and Emergency Services may also solicit food contributions every week. Please consider contributing to this effort as the local food bank is the best resource for distributing your unsold product to the local community in need.

DONATIONS FOR MARKET SUPPORT: We will seek small and reasonable donations of product from our vendors for promotional events, volunteers, musicians and educational demonstrations. We will work towards keeping this fair by seeking an equitable amount of contributions from all vendors through the Market season. Generally these donations will be requested prior to Market Day, as in the case of promotional events and educational demonstrations, or at the end of Market Day, making use of unsold product as in the case of musicians and Market volunteers.

*Thank you for supporting our Farmers' Market!
We wish you a very success market season!*