



NEIGHBORHOOD FARMERS MARKETS VENDOR HANDBOOK FOR 2019

Year Round Markets

University District
West Seattle
Capitol Hill

Seasonal Markets

Columbia City
Lake City
Phinney
Magnolia

Understanding and following our policies and rules is required for your participation in NFM Markets.

Mission: The Neighborhood Farmers Markets (NFM) is committed to supporting and strengthening Washington’s small family farm businesses by creating and operating vibrant, successful neighborhood farmers markets. The Neighborhood Farmers Market Alliance is a non-profit, 501(c)3 corporation registered with the State of Washington and the IRS. Our farmers markets are established for the benefit of the community, the vendor and the consumer alike.

Board of Directors: A Board of 12 to 15 directors governs the NFM. The Board includes four farmer vendors who are elected by NFM vendors at the NFM Annual Vendor Meeting. Other board members are volunteers who support the goals of the NFM and have vital professional experience. For a complete list of board members, please visit the NFM website.

The farmer representatives to the Board of Directors (as of fall 2018) are:

Ryan Lichttenegger, steelwheelfarm@gmail.com or 425-770-7926
Christina Hahs, christina.hahs@gmail.com or 360-269-0332
Eddie Alvarez, alvarezorganics@gmail.com or 509-830-5242
Chris Petry, farmerchris@ohyeahfarms.com or 509-885-3359

Vendor Meeting: The NFM Annual Vendor Meeting is planned for Monday, **Feb 25, 2019**. All NFM vendors are encouraged to attend this annual meeting where farmer reps to the Board are elected and policies, market changes and best practices are discussed.

New Vendor Orientation: There will be a mandatory orientation conference call for new vendors and their staff in early spring.

NFM Staff: The Neighborhood Farmers Markets staff includes the Executive Director, Manager of Finance and Administration, Operations Manager, Market Managers and Market Assistants, Outreach & Development Coordinator, Programs Coordinator, and Finance Manager. Additional contracts may be held with consultants, on-site security and others, as appropriate.

Mailing address: 3919 Latona Ave NE, Suite C-1,
Seattle, WA 98105

Web Site: www.seattlefarmersmarkets.org
General Email: nfma@seattlefarmersmarkets.org
Phone/FAX: (206) 632-5234 / (206) 632-5976

Manager cell phones listed on page 24

THE POLICIES AND RULES OUTLINED IN THIS HANDBOOK ENSURE THE SUCCESS, SAFETY, AND EFFICIENCY OF YOUR FARMERS MARKETS. ALL VENDORS AGREE TO COMPLY WITH OUR RULES, POLICIES AND PROCEDURES WHEN SUBMITTING AN APPLICATION TO SELL. VENDORS MUST ALSO COMPLY WITH LOCAL AND FEDERAL LAWS, ORDINANCES, AND REGULATIONS.

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All rules described in this booklet are subject to fines and consequences:

- a) A first violation will result in a verbal warning.
- b) A second violation will result in a written warning and a \$25 fine.
- c) A third violation may result in the suspension or termination of the vendor's permit to sell, the suspension or expulsion of the responsible individual (owner or staff), and/or further fines.

The NFM reserves the right to prohibit the sale of any product and/or deny anyone the privilege of selling at any NFM Markets at any time.

I. NFM FARMERS MARKET LOCATIONS, TIMES AND DATES FOR 2019

University District Farmers Market: University Way NE between NE 50th and NE 52nd St, 98105. **Saturdays, Year-Round, 9am-2pm** (52 weeks)

West Seattle Farmers Market: California Ave SW between SW Alaska and SW Oregon, 98116. **Sundays, Year-Round, 10am-2pm** (52 weeks)

Capitol Hill Farmers Market: Broadway Ave E and E Pine at Seattle Central College, 98122. **Sundays, Year-Round, 11am-3pm** (52 weeks)

Columbia City Farmers Market: Columbia City Historic District, on Edmunds Street between 36th and 37th Ave S and in Columbia Park, 98118. **Wednesdays, 3pm-7pm, May 8 – October 9** (23 weeks)

Lake City Farmers Market: 28th Ave NE next to the Lake City Library at NE 125th, 98125. **Thursdays, 3pm-7pm, June 6 – October 3** (17 weeks, closed July 4, 2019)

Phinney Farmers Market: upper parking lot of the Phinney Neighborhood Center at 67th and Phinney Ave N, 98103. **Fridays, 3:30pm-7:30pm, June 7 – September 27** (17 weeks)

Magnolia Farmers Market: Magnolia Village on W McGraw St between 32nd and 33rd Ave W, 98199. **Saturdays, 10am-2pm, June 1 – October 26** + Holiday Market on Nov 16 (21 weeks, closed August 3)

INCLEMENT WEATHER: The markets are open rain, shine or wind. Extreme weather conditions may necessitate the official closure of a farmers market due to safety concerns. See “E” under Section V (Market Rules).

II. VENDORS AND PRODUCTS ALLOWED AT THE NFM FARMERS MARKETS

All vendors must be an active owner/operator of the business named on the application, and may not be operating the business under a franchise agreement, nor under a corporate ownership umbrella. All businesses must be located and doing business in Washington State.

Products sold at the NFM farmers markets are limited to five categories, listed following as A through E. Each vendor's application for a Permit to Sell must detail the products the vendor intends to sell at the farmers markets. *Vendors may only sell products listed on their applications and approved by the NFM in a Permit to Sell.* Returning vendors must include a detailed list of products each year, clearly noting if they are intending to add or delete products they sold the previous year. **All vendors, after receiving a permit to sell, must also inform the NFM if they will NOT be able to bring their full roster of products to a market as stated on their application.**

Requests for adding, discontinuing, or making any other changes to your list of products/ingredients after you have been issued your Permit to Sell must be submitted to the NFM office in writing (email nfma@seattlefarmersmarkets.org or mail a letter), and will be reviewed for approval by the NFM Market Managers.

Any farm/business that is new to our NFM Markets will be visited prior to, or within the first 3 months of market participation, as part of the NFM's evaluation and permitting process. The NFM and its representatives may inspect or visit any farms or establishments used by vendors. Farm/processor visits may be conducted at any time, with as little as 24 hour's notice. Vendors must participate and provide help during a visit, such as identifying the crops/products listed on their application. A Permit to Sell may be revoked if a visit reveals any discrepancies between the vendor's farm/business practices and NFM's rules and policies.

A. FRESH FARM PRODUCTS

Definition:

Fresh fruits and vegetables, herbs, nuts, honey, dairy products, poultry, mushrooms, meats, fish and shellfish sold directly by the farmer/producer. Also included in this category are fresh cut flowers, nursery stock, plant starts and foraged items such as wild herbs, berries or mushrooms.

Requirements:

All fresh farm products must be grown, produced or foraged in Washington State, and must be grown, produced, or foraged by the producer who is selling them, on land that is actively managed by the grower. Any violation of these rules will result in the product being immediately removed from the vendor's tables and possible revocation of the vendor's Permit to Sell. Interpretation of these rules is at the discretion of NFM staff with possible review by the NFM Board of Directors.

Only farmers, ranchers, fishers, apiaries, nurseries, and foragers may sell fresh farm products. Farmers and nursery operators must propagate all plants and flowers from seed, cuttings, bulbs or plant division. Honey vendors must be the owner-operators of bee hives from which they sell honey; hives must be registered with the WSDA.

B. VALUE-ADDED/PREPARED FARM FOODS

Definition:

Foods processed/prepared and sold by the producer (farmer/fisher/rancher/forager) of the main raw ingredients. Includes: preserves, jams, jellies, cider, wine, beer, distilled spirits, syrups, salsas, smoked or canned meats or fish, dried fruit, flours, salad dressings. Also includes farm foods such as roasted peppers that are processed on market day, or other foods prepared for immediate consumption or take-home. **Wines, cider, beer and spirits in this category must be estate grown.**

Requirements:

All value-added or processed farm foods must be made from raw products and ingredients, the majority of which are grown/produced by the farmer/producer who is making and selling the product. Preference is given to farmers who are personally cooking, canning, baking or preserving the product *with their own equipment*, and secondarily to those personally supervising their own raw ingredients used in accordance with their own recipes in a permitted facility. Value-added farm foods in which the majority of the ingredients are NOT grown and produced by the farm vendor cannot exceed 20% of total displayed inventory (e.g., scones made by a berry farmer). **Producers selling value added or prepared products from ingredients other than what they grew will be considered processors and charged a higher fee.** Situations where third-party processing is deemed necessary (e.g., fish that is canned by a third party) will be considered on a case-by-case basis.

C. DRIED FLOWERS, CRAFTED FARM PRODUCTS

Definition:

Non-edible bouquets, wreaths, roping, arrangements and displays of fresh and dried flowers, vegetables, vines and gourds created by the grower/producer of the raw materials. Beeswax products are allowed from honey producers only. Other non-edible crafted farm products will be considered on a case-by-case basis.

Requirements:

These items must be grown or foraged and produced by the vendor on the vendor's own farm. These items are intended as a supplement to fresh farm products, value-added farm foods, or nursery/flower inventory, and cannot exceed 20% of total displayed inventory per market day. During the winter these percentages may vary upon prior approval by the NFM.

D. PROCESSED FOODS

Definition:

Foods created by vendors who are not farming or producing the raw ingredients themselves (i.e., **processors**). Examples are: preserved foods, wines, beers, spirits, baked goods, confections, pasta, and related take-home foods. These foods are not prepared on-site at the markets.

Requirements:

- Vendor must be an active owner/operator of the business and may not be operating the business under a franchise agreement.
- Wines must use grapes and fruit grown in the wine appellations of Washington State.
- Processed foods must be produced/created/cooked by the vendor from raw ingredients. No commercially prepared dough mixes, crusts, shells or fillings are allowed.
- The NFM and all operators of farmers markets in Seattle give priority to processed/prepared food vendors who purchase at least 20% of their raw ingredients from Washington farms. Additionally, distinctive or seasonal ingredients (contributing to the primary flavor or name of the product) should be sourced from market farmers. All locally sourced ingredients should be clearly listed in the vendor's application to sell, and must be communicated truthfully to the NFM and to the public thereafter. Vendors must be able to provide copies of their receipts from their farm purchases upon request from the

NFM (see section V, H on p.15 for details about local sourcing audits).

E. PREPARED FOODS

Definition:

Foods freshly made and available for immediate consumption on-site at the markets by vendors who are not farming or producing the raw ingredients themselves (i.e., **prepared food vendors**). Examples are: sandwiches, tamales, crepes.

Requirements:

- Vendor must be an active owner/operator of the business and may not be operating the business under a franchise agreement.
- The NFM and all operators of farmers markets in Seattle give priority to processed/prepared food vendors who purchase at least 20% of their raw ingredients from Washington farms. Additionally, distinctive or seasonal ingredients (contributing to the primary flavor or name of the product) should be sourced from market farmers. All locally sourced ingredients should be clearly listed in the vendor's application to sell, and must be communicated truthfully to the NFM and to the public thereafter. Vendors must be able to provide copies of their receipts from their farm purchases upon request from the NFM (see section V, H on p.15 for details about local sourcing audits).

F. Additional Products

- Promotional Merchandise:** Vendors may sell their own shopping or grocery bags without prior approval from the NFM. Vendors' requests to sell their own cookbooks will be considered on a case-by-case basis by the NFM. All other merchandise is usually not allowed, but requests will be considered on a case-by-case basis. NFM markets are intended to be food (not craft) markets.
- Cross Promotion:** Permission for vendors to feature and sell ingredients from another market vendor as part of a "meal kit" or other ideas for cross-promotion are considered on a case-by-case basis. **Please share your ideas with your Market Manager or the NFM office.**

III. HOW MARKET VENDOR PARTICIPATION IS DETERMINED

The NFM grants **Permits to Sell** based on the unique demands of each market's customer base, with the goal of providing a well-balanced mix of high-quality products.

VENDOR PARTICIPATION IN MARKETS is determined by the NFM staff, whose job is to operate successful markets that offer local farmers a viable place to sell their products. Decisions about who will sell each season, **as well as all stall sizes and stall locations within each market**, are based on multiple criteria including:

- Available space
- Product type, quality and customer demand
- Each vendor's history of following our policies, rules & guidelines
- Commitment to local sourcing
- Reported sales history
- Whether or not the vendor is primarily a direct-market business
- Commitment to NFM farmers markets and consistent attendance
- Bringing complete inventory to each market
- A record of no outstanding balances payable to the NFM

Prioritizing Start-Ups: The NFM strives to include a healthy mix of experienced vendors while also providing opportunities for new vendors. Processed and prepared food vendors whose businesses have grown to include multiple sales outlets and bricks & mortar operations are given lower priority than start-up businesses.

Priority for space in the markets is given to vendors in categories A and B. The goal of the NFM is to create a market vendor mix with at least 70% producers from categories A, B and C in section II above. However, the NFM is also committed to supporting and helping incubate small start-up businesses in vendor categories D and E, when space is available.

Transfer of Space: The NFM does not contract or guarantee market space to any farmer or business outside of the current year. Vendors may not sublet stall space to others. If you sell your business, you cannot transfer your market spaces to the new owner.

Vendors who wish to add markets or market dates after their Permit to Sell has been issued must send a request to the NFM office in writing (email nfma@seattlefarmersmarkets.org or mail a letter). Requests will be reviewed by NFM Market Managers and a response given in writing.

Cancelling or changing participation in a market where you are permitted to sell: The NFM carefully reviews all applications and strives to maximize every inch of selling space. We receive many applications and we are unable to include all vendors who apply. Vendors who make last-minute cancellations to their participation in a market negatively impact the market and their fellow vendors, who could have taken that space. *If you are unable to sell, you must give a **minimum of 14 days advance notice** (i.e., at least 14 days prior to the opening date of a seasonal market, or 14 days prior to your start date at a year-round market).*

Consistent attendance is essential to the success of your business and the markets. Vendors who fail to keep their commitments to their permitted sales dates jeopardize the success of the markets as a whole as well as their individual businesses, and may have their permit to sell revoked.

ENFORCEMENT: It is the job of the NFM staff and Market Managers to implement NFM policies, rules and procedures. This includes overseeing vendor participation and booth assignments, market-day set-up, collection of fees, providing information on market policies, and ensuring vendor compliance with those policies. The NFM staff and Market Managers are also responsible for processing both **public** concerns and **vendor** concerns. If you see a public problem at the market (e.g., intoxicated or unruly persons, interpersonal conflicts or medical emergencies), please **immediately** let market staff know. Our top priorities are safety and maintaining the integrity of the markets. The Market Managers are also the conduit between vendors/shoppers/the public and the NFM and Board of Directors. The NFM staff has complete authority to interpret and implement policy on market day, as necessary, and to make all decisions regarding market participation, stall assignments and other market operations.

Please note: Given the many (sometimes conflicting) factors that must be considered in determining vendor mix it is not possible to accommodate every request for selling space at a particular market, specific stall locations within the markets, nor protection from competition.

IV. 2019 MARKET PARTICIPATION FEES

A. All vendors pay a non-refundable yearly **APPLICATION** fee at the time of application (\$45 for farmers, \$65 for processors/food vendors). 2019 applications from RETURNING vendors are due by Dec. 14, 2018. Returning vendors who submit late applications risk not getting into the 2019 Markets and will pay an additional late fee.

B. Each vendor pays a **DAILY BASE STALL FEE** or the required **PERCENTAGE** (%) of their gross sales (whichever is greater) to the NFM at the end of each market day.

1. The percentage paid is calculated from the vendor's **gross sales** for that day (less any sales tax).

2. Vendors must report their daily gross sales to the NFM. Gross sales includes **all cash/credit/debit** and **cash equivalent sales PLUS** the value of any: On-site CSA pick-ups, pre-orders, special orders; Bulk/wholesale orders, invoiced orders; All revenue from wooden tokens, WIC & Senior FMNP checks, Helping Harvest vouchers, Farm Bucks, Fresh Bucks, Gift Certificates & other coupons. **Vendors who fail to report accurate sales may be audited and may forfeit their right to sell at NFM Markets.**

3. BOOTH AUDITS: The NFM may conduct random booth audits at any vendor's stall during the market season. These audits will be carried out by third party observers. Vendors will be given a general 24 hour notice prior to booth audits.

4. NFM Fee Structure for 2019

Market	Minimum Base Fee	Additional Fees (if applicable)
Phinney	\$35	Vehicle fee \$10
Lake City	\$35	Vehicle fee \$10
Magnolia	\$45	(no vehicles)
Columbia City	\$45	Vehicle fee \$10
Capitol Hill April-Dec	\$45	Vehicle fee \$5-\$10
Capitol Hill Jan-March	\$35	Vehicle fee \$5-\$10
West Seattle April-Dec	\$50	Vehicle fee \$10
West Seattle Jan-March	\$35	Vehicle fee \$10
U District April-Dec	\$55	User fee \$5, Vehicle fee \$10
U District Jan-March	\$40	User fee \$5, Vehicle fee \$10

Minimum Base Fee for 5x5 and 5x10 stall spaces include: \$20 Lake City, Phinney, and \$25 Columbia City, Magnolia, U District, West Seattle, Capitol Hill

2019 Percent Categories:

	Farmers	Processors	Prepared Food
5%	10'x10' stall spaces, 10' of frontage.		
6%	15' stall frontage or 10' of frontage and depth greater than 10'. 15x10 or 10x15		
7%	15'-30' feet of stall frontage and/or depth greater than 10'. 20x10 or 20x15	10'x10' stall space, 10' of frontage.	
8%	Farmers whose stalls take up 350-400 sq. ft. or more.(no corner) 20x20	More than 10' of frontage or depth. 15x10	10'x10' stall space, 10' of frontage.
9%	20x20+(includes corner)		Over 10' of frontage /depth.10x15+

C. Other Fees and Fines

Cancellation with fewer than 48 hour's notice, or 14 days for pre- and post-holidays and season start/end dates*	Daily base stall fee (see note below on page 12)
2nd violation (after verbal warning) for violating any vendor rules	\$25 per violation

Health Department violations (red points)**	\$25	per violation
Propane-fueled heat sources	\$10	annually (for fire permit, must provide own extinguisher)
Weights***	\$5	each per mkt day (\$20 for 4)
Tables***	\$10	per market day
Umbrellas***	\$10	per market day
Canopies***	\$20	per market day
Scales***	\$10	per market day

* Vendors canceling on pre- or post-holiday market days (e.g., the Saturday before or after Thanksgiving), or on the first or last market days of a seasonal market, must give at least 14 days advance notice to the NFM. Cancellations for these days with fewer than 14 days' notice will incur a fine equal to the daily base stall fee.

** Any vendors who incur any Health Dept. red points for the markets, including farmers who are exempt from permit but fail to have proper sampling set-up, will be fined \$25. Red points increase market and vendor Health Dept. fees.

***Vendors must bring their own market equipment (tents, weights, tables, etc). For occasional & unusual circumstances where a vendor is lacking an item, equipment rental from the NFM is subject to availability and the vendor is fully responsible for handling, caring for and returning the rented items.

V. MARKET RULES

All rules described in this booklet are subject to fines and consequences:

- A first violation will result in a verbal warning.
- A second violation will result in a written warning and a \$25 fine.
- A third violation may result in the suspension or termination of the vendor's permit to sell, or further fines.

A. Only Washington State farmers, producers and food businesses may sell at the NFM farmers markets. All licenses and permits must be up to date. Permits to Sell are only granted to the principal owner of the farm or business. The 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, and comply with, all NFM rules, procedures, and consequences. All representatives of your business must have reasonable knowledge of your farm/business operation and be able to answer questions from the public and market staff. The NFM recommends that the principal farmer/producers be personally present at as many farmers markets as feasible, and that they staff their booths at least once a season at every market where they participate.

B. All products must be grown or produced in Washington State by the vendor (see Section II for complete details). Any violation of this policy will result in the product being automatically removed from the vendor's table and possible revocation of Permit to Sell.

C. CANOPY WEIGHTS ARE REQUIRED: All vendors with canopies and umbrellas are required to have a **minimum of 25 pounds** of non-variable weight **per canopy leg** and 25 lbs per umbrella stand, securely attached at all times. (For example, 2 canopies side by side require 50# of weight where the canopy legs meet.) In winter when windy weather is imminent, increased weights are essential, and 10x15 tents will require additional weight per leg in order to be secure. **No buckets, glass receptacles, or other hazardous/unstable items can be used as weights. Any damage incurred by a vendor due to insufficient weights will be at the expense of that vendor. In addition, if the NFM's liability insurance comes into play, the \$1000 deductible will also be charged to the offending vendor(s).**

D. PUNCTUALITY/ATTENDANCE: The market sites are not permitted or insured by the NFM outside of our contracted hours. **Our landlords (including SDOT and Seattle Parks Dept) expect us to arrive and be gone within the hours of our stated contracts with them.** (Please also see Market Profiles handouts for exact times for each market.)

1. No vendors are allowed on site at any market until the Market Manager arrives and finishes preparing the site (including chalking) and gives permission, *3 hours before market start time.* Vendors are not allowed to set up before the set-up time at each market. NFM staff is NOT responsible for any product or possessions left unattended.
2. Vendors who are assigned a load-off stall must unload and remove vehicles from the market site BEFORE setting up. All vehicles must be removed from the market area at least 30 minutes prior to market start time.

3. Vendors must be set up and ready to sell by start time.
4. Vendors who arrive less than 30 minutes prior to market start time will receive a warning, and subsequent violations will incur a \$25 fee. Repeated violations may result in termination of vendor's Permit to Sell.
5. No selling shall begin before the opening time at each market and the designated signal (i.e., ringing of the opening bell) is given by the Market Manager. Selling must end at closing time.
6. Vendors are required to stay until closing. Vendors who sell out early must keep their stall set up until closing time, and should post a sign letting customers know they have sold out.
7. No moving vehicles are allowed in the market sites until 15 minutes AFTER closing time.
8. Vendors should not leave their vehicles and possessions unattended. If you need to leave your stall (e.g., for a restroom break), please post a sign stating when you will return. You may also ask the vendor next to you to sell for you until you return. Note that NFM staff CANNOT sell for market vendors.
9. Vendors will be loaded up, have gross sales reported and fees paid, and vacate the site **no later than 1.5 hours** after the market is closed. Any exceptions must be cleared with the Market Manager
10. Vendors who cannot attend on a market day should contact the NFM office a minimum of 48 hours in advance, on weekdays ONLY. Emails and calls to our office on Friday evenings and weekends are NOT received until the following Monday and will not suffice for a cancellation. Vendors who cancel less than 48 hours before market day will be charged the minimum stall fee for that market day.
11. You must call the Market Manager cell phone to communicate last-minute emergency cancellations on Fridays and weekends - Market Managers' cell numbers are listed on page 24.
12. Any vendor who fails to attend three of their scheduled market dates during the season without advance notice will lose their permit to sell at all markets.
13. Vendors canceling on pre- or post-holiday market days and/or first and last market days of the season must give a minimum of 2 weeks advance notice (see page 11 under Fees).

E. INCLEMENT WEATHER: All NFM markets are open rain or shine. However, certain weather conditions (high winds, heavy snow, etc.) may necessitate the official closure of a market (with or without prior notice). If it is determined that severe weather conditions could compromise the safety of vendors and shoppers, this closure will be at the Market Manager's and/or landlord's discretion with consultation from NOAA (National Weather Service), NFM Administrative Staff

and NFM Farmer Board Members. All vendors and shoppers will be notified as far in advance as possible that the market has been "officially closed due to weather conditions." The NFM will not be responsible for any injury or loss of property when a market is officially closed due to weather conditions.

F. SIGNAGE: All vendors are required to post a sign identifying the name of the farm/business represented and **where it is located**. Signs should be a minimum of 24" wide by 8" high. Vendors should have their signs displayed before sales begin. The NFM staff can help you access resources for signage.

New this year: The Food Safety Modernization Act requires "exempt" farmers to "prominently and conspicuously" display the "name and complete business address of the farm where the produce was grown" at the point of purchase (meaning your booth). You can have this on your banner, a sign, labels, or any way that your business name and address is clearly available to your customers.

Vendors must limit their advertising of other types of marketing (CSA, websites, other markets, etc) to brochures and/or small information signs next to their cash/sales area.

Vendors who utilize A-Boards must keep the A-Boards out of shopper aisles and within the boundaries of their stall space.

All processed and prepared food vendors must also have local sourcing signage accurately describing which ingredients are sourced from WA State farmers.

G. PRICE SIGNAGE: All goods for sale must be **CLEARLY MARKED WITH THEIR PRICES**. This can be done individually or by listing all prices so they are clearly readable.

H. LOCAL SOURCING: See section II, D and E for details on local ingredient sourcing requirements for processed & prepared food vendors. All processed & prepared food vendors will receive at least one **local sourcing AUDIT** each season. Audits include assessment of signage at markets, as well as random desk audits requiring receipts to verify purchase of ingredients from local farms. Any food vendor who fails to meet our local sourcing requirements will receive notice, as well as suggestions and resources for finding local sources. Vendors who continue to be non-compliant will have their Permit to Sell revoked.

I. SELLING SPACE: Vendor stalls, selling space, signage and vehicles must not extend beyond allotted boundaries of the stall space. Displays, canopies, tent walls and signs must allow clear visibility to adjoining booths, and must not impair other vendors' ability to sell, nor create a hazardous situation for customers. Vendors must limit sampling and soliciting to within their allotted

selling space. Our intention is to create a visually enticing, legal, safe market for customers, and to enable all vendors to maximize their selling space.

J. VENDOR VEHICLES, LOADING/UNLOADING & PARKING:

Some markets can accommodate on-site vehicles. Vehicles that cannot be in the vendor's selling space must be off site no later than 30 minutes before the market opens and be **PARKED AT LEAST THREE BLOCKS AWAY FROM THE MARKET SITE OR AT THE PARKING SITE DESIGNATED FOR VENDORS**. Vendors may be required to pay parking fees to the NFM and/or parking lot owners. Unreliable vehicles (vehicles with any mechanical problems) are a safety hazard and cannot be allowed on to market sites.

K. STALL SPACE SAFETY & CLEAN UP: Vendors are required to maintain their individual selling space in a clean, safe and sanitary manner, including protecting the pavement from drips from any part of the vendor's vehicle or stains from products. Canopies and attached awnings should be clean and in good repair and set up in a safe height from customers' heads. All vendors are responsible for creating and maintaining clean, attractive, welcoming and safe booth spaces. Market staff has complete authority to close a booth if these standards are not met. Vendors are also responsible for complete clean-up of their space at the close of the market. This includes collecting all trash or garbage that is generated in or around your stall and sweeping up any product debris left on the ground. Vendors are not permitted to dispose of produce waste, overripe or leftover produce or boxes, or unused prepared foods in any on-site garbage cans or dumpsters. **MARKET TRASHCANS AND DUMPSTERS ARE NOT AVAILABLE FOR VENDOR USE (Pack it in, pack it out)**. Vendors should bring their own tarps, brooms, dustpans and waste bags.

L. PRICING: Pricing of goods sold at farmers markets is solely the responsibility of the individual vendor.

1. Vendors are not allowed to give produce or other items away for free or at wholesale pricing, thus undercutting potential sales of other vendors. (Bulk discounts and "seconds" pricing is encouraged.)
2. Price setting high above market average is also discouraged, as it gives farmers markets the reputation as being more expensive than other sales outlets.
3. Collective price setting is not allowed, as per the Attorney General, and may represent an illegal activity. Don't discuss prices with your fellow vendors!

M. PACKAGING: All vendors must use compostable food containers, straws and utensils. The City of Seattle does not allow

plastic straws or utensils, plastic shopping bags, or Styrofoam food containers. However, plastic produce bags are allowed.

N. QUALITY OF PRODUCTS:

1. Vendors are expected to bring the highest quality of produce and products to market.
2. Vendors are responsible for the safety of their food and cannot sell adulterated food. Foods that require special considerations (such as elderberries, mushrooms that must be cooked, parts of plant that are toxic) must have appropriate signage and/or the seller **MUST** verbally inform all customers of these considerations. This also includes information about ripeness (for e.g., if fruit is very ripe and must be consumed immediately, or fruit that needs several shelf days to fully ripen).
3. Low quality, inappropriately under/overripe, or otherwise inferior products are noticed by consumers and the media, and seriously undermine the NFM's efforts to bring shoppers to the farmers markets. Quality fresh produce must be consistently and reliably available to the public in order for farmers markets to maintain or expand their place in local food systems.

O. SCALES: Vendors selling produce by weight must provide their own **NTEP certified** ("legal for trade") scales and by law must register their scales annually as part of their WA State Business License. Scales are subject to inspection by the Dept. of Agriculture's Weights and Measures Program. **All scale displays must be readable and in easy sight to customers during business transactions**. Market staff may randomly check the visibility and accuracy of scales.

P. NO PETS are allowed in the vendor's selling area. The only exceptions are service animals.

Q. CHILDREN: Vendors must supervise their children at all times. Set-up and take-down can be especially dangerous. The NFM takes no responsibility for children's safety or whereabouts, nor for any damages they may cause.

R. COURTESY/CONDUCT:

1. All vendors should direct any concerns/issues first to their Market Manager (not to Market Assistants).
 - a) Vendor concerns must be communicated respectfully.
 - b) Due to the busy nature of market day, not all concerns may be able to be addressed that same day. If a vendor deems their concern to be significant, they should follow up with a phone call, email, or Vendor Concern Form to their Market Manager during the week. Managers may confer with the NFM

administration when sorting out these concerns.

- **Vendor Concern Forms** are available to vendors who feel their concern was not fully heard or addressed appropriately, or bears immediate notice by administrators. Vendor Concern Forms are carefully considered by Market Managers and/or administrators as appropriate. (Members of the Board of Directors may also be consulted, if necessary – for e.g., in matters that may affect NFM policies). Vendor Concern Forms will receive a written response. Vendor Concern Forms are available from the on-site market manager, or vendor board members participating in that particular market, or from the NFM office, and should be returned to the Market Manager or NFM office.
 - **Vendor Board Members** may be available to serve as a sounding board for concerns, but will direct vendors to make direct communication with Market Managers and administration, including filling out a Vendor Concern Form. Vendor board members participate in the NFM's official decision-making process regarding policy changes.
2. The markets are community events where many diverse people are gathered to shop and sell. 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.
 3. Any language or behavior that jeopardizes the normal operations of the markets will be grounds for suspension or termination of the vendor's Permit to Sell. Vendors may not threaten or use abusive language with customers, community representatives OR each other during market operations. Termination of a vendor's Permit to Sell based on conduct will be determined by the NFM and Market Managers. Complaints regarding behavior should be brought to the NFM's attention and written up on a Vendor Concern Form.
 4. **Anti-Harassment and Non-Retaliation:** NFM strives to create a safe and enjoyable environment for our staff, vendors and community members, and prohibits any harassment, behavior that creates a hostile environment, and retaliation for reporting such behavior, based on race, color, national origin, immigration or citizenship status, religion, sex (including but not limited to sexual orientation, gender identity, gender expression, sexual stereotypes, pregnancy, childbirth and breastfeeding), disability, age, genetic information or characteristics, military or veteran status, familial status, or any other basis protected by applicable law. Additionally, all vendors are encouraged to adopt and enforce anti-harassment and non-retaliation policies and train their staff accordingly, and all NFM staff are required to report incidents of suspected

harassment. Any retaliatory action for reporting suspected violations of this policy is strictly prohibited. NFM will promptly investigate all reports. Any harassing, abusive, hostile or threatening behavior toward an NFM staff member or other vendors may result in the suspension of the vendor's Permit to Sell for that day, and/or permanently. If you have any questions or would like to report a violation, please contact our Executive Director at 206-632-5234.

5. **Customer complaints** regarding individual vendors will be discussed with the vendor, and vendors may be required to respond. Shoppers may also fill out a Customer Concern Form, which will be shared with market staff and possibly the NFM Board. If the NFM receives numerous complaints about a vendor, the Market Manager has the right to revoke that vendor's Permit to Sell at all markets.
6. **Refunds:** Customers who have a legitimate complaint about the product they purchase should be given a full monetary refund or replacement of equal value. If a customer wishes to exchange only a partial bag of produce, only partial credit is due. It is the NFM's policy to satisfy the customer and to promote good will by being generous with produce and food products. If produce is overripe and must be consumed the same day, the customer must be informed in advance. Complaints that seem unfounded or excessive may need to be mediated by market management.
7. Anyone under the influence of **alcohol or any controlled or illegal substance** may not be on the market premises. Any violation may result in the termination of the Vendor's Permit to Sell at all markets.

REMEMBER: you and your employees are the public face of the market and your business. Every interaction or conversation you have with the public affects the reputation of **all** your fellow vendors and **all** farmers markets – either enhancing, or undermining.

Positive attitudes are essential to attracting customers and creating thriving businesses and thriving markets.

S. NO HAWKING: Calling attention to your products in a loud, repetitive, public manner is prohibited.

T. Vendors may not occupy booth space at the markets for the primary purpose of **marketing** products sold at other venues (e.g. grocery stores). No signage pointing shoppers to other sales venues is allowed.

U. VENDOR DRESS: Vendors are requested to wear appropriate

attire and appear neat and tidy at the Markets. Vendors must wear shirts and shoes at all times.

V. VENDOR MUSIC: Vendors may play music/radios in their stall space during set-up and take-down, but should be aware of volume and other vendors' ability to transact business without any audio interference. Market Managers may ask you to turn it down or off, either because of complaints, or for other considerations of appropriateness/good functioning of the market.

W. SAFETY: Vendor vehicles, tables and overhead shades must be maintained and used in a safe manner. Tent poles, canopy legs, boxes, umbrella stands must not obstruct foot traffic flow or spill outside of booth footprint; care must be taken when setting up or taking down displays. All tents and umbrellas must be weighted and properly tied down, **with a minimum of 25 lbs per leg (see section V, C, page 13).**

X. VENDOR CONTRIBUTIONS: Vendors may be invited to contribute product to the markets' seasonal promotional and educational events and to support the NFM's fundraising efforts. Please consider contributing to these events. Local food banks may also solicit weekly food contributions – please **only** donate to organizations that we have formal agreements with (ask Market Manager if you aren't sure). Receipts are available upon request. Please also refer to this link for more information on tax deductions for farms & businesses that donate food to charitable organizations: <https://www.nrdc.org/sites/default/files/farmers-federal-tax-deduction-food-donation.pdf>

Y. NO SMOKING: Smoking is not allowed anywhere on the market sites AT ANY TIME.

Z. The NFM is not responsible for loss or damage of property.

VI. LICENSE, PERMIT, INSURANCE and OTHER REQUIREMENTS

All vendors shall provide, with their application to sell, current copies of any permits and licenses applicable to the sale of their products, such as those detailed below. Copies of these should also be carried with you or your staff to each market where you sell. Meat and poultry vendors must provide names of processing facilities used and may be asked to provide documentation of transactions for processing services.

A. INSURANCE: In addition to vendors' General Liability

insurance policy, proof of Product Liability Insurance is required from all vendors who wish to sell consumable products. Vendors' insurance policies should have a \$1 million minimum coverage.

B. BUSINESS LICENSES:

- 1. State Business Licenses & Tax Number** – All market vendors are required to have a **current** Washington State Master Business License Number and must supply this tax number with the application to sell at the markets. Retail sales taxes and Business & Occupation taxes are the responsibility of the individual vendor.
- 2. Specialty Licenses** – Farmers selling nursery products, alcohol or other taxable items, eggs, or are selling products by weight, are required to have specialty licenses or addenda to their master business licenses.
- 3. City Business Licenses** – All processed and prepared food vendors must carry a current City of Seattle Business License (**Farmers are exempt**).

C. KING COUNTY HEALTH DEPARTMENT REQUIREMENTS:

Representatives from the Health Department conduct periodic health code inspections at all farmers markets in King County. On all other market days, market staff is required by contract to check for compliance on behalf of the Health Department.

- 1. Temporary Food Establishment Permits** – Vendors required to purchase a Permit from the Health Department each calendar year include those selling fresh or frozen meat, poultry, seafood, eggs and/or dairy products, potentially hazardous processed and/or prepared foods, and anyone wishing to sample non-exempt processed or value-added products. Vendors must provide a copy of their Permit to the NFM and always have a copy on site.
- 2. Sampling** – King County Health Department guidelines must be followed at vendor booths for food demonstration and sampling. **All vendors must have either a permit to sample or must apply for a (free) exemption from the Health Dept (as in the case of farmers only sampling raw, non-potentially hazardous produce).** Vendors **MUST** consult with the Health Department regarding these regulations (including sneeze guards, handwashing stations, etc.). Sampling, **if permitted**, must take place within the boundaries of the vendor's assigned stall space.
- 3. Food Handler's Permit (Food Worker Card)** – Any person who works with unpackaged food, food equipment or utensils,

or with any surface where people put unwrapped food must have a Food Handler's Permit. This includes farmers who are offering samples of fresh produce to shoppers (which requires a handwash setup at your booth). You must also carry your card with you at all times you are handling food.

4. King County Health Department requires that all food be kept at least 18" above the ground (including compost).

D. WASHINGTON STATE DEPT. OF AGRICULTURE LICENSES

FOR FARMERS: Some farmers may be required to provide copies of current WSDA licenses allowing them to produce and sell particular products. Required WSDA licenses include, but are not limited to: **Egg Handler License, Milk Producer License, Milk Processing Plant License, Pesticide Applicator License, Honey Bee Hive Registration, and Organic Certification.**

E. Communicating Growing Practices

1. **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 AND/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 within the same stand, the non-organic produce must be physically separated from the organic produce and clearly labeled as non-organic, transitional, or conventionally grown.
2. Written and/or verbal declarations regarding chemical use which cannot be certified such as "**Unsprayed, Pesticide Free, Low Spray, Sustainable, Free Range**" etc., are not allowed. Consumer queries regarding farming practices must be answered factually and truthfully.
3. Other third party certifications such as Salmon Safe or Certified Naturally Grown may be advertised and must also be appropriately documented in the NFM application process.

F. FISH & SHELLFISH REQUIREMENTS: Vendors who sell fish or shellfish must comply with Category A (under Section II) and must have all proper licenses from the King County Health Department and the **Washington State Dept. of Fish and Wildlife** (such as, Commercial Fishing License, Wholesale Fish Dealer License, Direct Retail Endorsement License, and/or Aquatic Farmer Registration). Fishers may also be asked to provide the following

- Landing tickets or "Fish tickets"
- Documentation of fish pulled from cold storage to processor

-Invoices from the processing facility documenting the weight of the finished product.

-Wholesale receipts for all other sales than direct.

-NMFS log book.

-HACCP (Hazard Analysis & Critical Control Points for Seafood: www.fda.gov/Food/GuidanceRegulation/HACCP).

Vendors selling **shellfish** must have additional licenses from the Washington State Dept of Health. Sale of any processed seafood products (shucked, smoked, canned, etc.) requires a WSDA Food Processor License.

G. PROCESSED FOODS: All farmers and vendors who sell processed foods **MUST** have a current **Food Processor License** from the Washington State Department of Agriculture. These foods include, but are not limited to, baked goods, dried fruits, vegetables and herbs, teas, ciders, preserves, jams, jellies, salsas, fresh cheeses, canned or dried fish and meats, and condiments. 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 and King County Health Dept. requirements for processing and selling food. State requirements pertain to, but are not limited to: cooking, labeling, facility permits, oversight, liability insurance, acidity, and Brix levels.

H. Labels are required on all processed foods (including honey) and must meet State requirements to include 1) Product name, 2) Company name, 3) Address, 4) Net weight in 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 may be required to provide copies of labels for all processed foods they plan to sell prior to bringing them to the markets. Labeling may also be required for on-farm processed, value-added non-edible products. **Foods not properly labeled cannot be on market tables.**

I. ALCOHOL SALES: All businesses selling or sampling alcoholic beverages must be licensed by the **Washington State Liquor and Cannabis Board** (LCB). To sell at farmers markets, vendors must also acquire a **Sale/Sampling at Farmers Markets Endorsement**. Sampling at farmers markets is limited by the LCB.

J. FORAGING: Each national and state park within Washington State has its own requirements, guidelines, permits and fees for foraging mushrooms and other wild growing edibles. The WSDA "Green

Guide” spells out requirements for harvesting and selling wild mushrooms:

- Foragers must obtain written permission and proper permits from the owner/manager of the land prior to harvesting (including: private owners, DNR, USFS, BLM, etc). Copies of these must be provided with your application to sell.
- Only species allowed by the WA State Dept of Health may be sold at farmers markets.
- Wild harvested mushrooms must always be tagged with the following information: common & Latin name of the mushroom; name, signature, business name, mailing address, email & telephone of the mushroom identifier; county where harvested; date(s) of harvest. The tags and information as well as date of sale and amount of product by weight must be kept for 90 days by the permit holder after the shellfish or mushrooms are sold.

K. SEATTLE FIRE DEPARTMENT PERMITS: Any vendor planning to cook food onsite at a farmers market or use propane fueled appliances must acquire an Open Flame or LPG (propane) permit from the Seattle Fire Department. Use of propane fueled heaters at winter farmers markets may fall under the NFM’s blanket permit, but require an annual charge of \$10 at each market. Fire extinguishers with a minimum rating of 3-A:40-B:C must be present whenever and wherever heaters, stoves, grills and/or other propane fueled appliances are in use.

**Individual Market Cell Phone Contact Numbers:
For Market Vendors Only**

Please use these numbers if you need to contact your Market Manager on **market day or on the weekend** when the office is closed. Please leave a message. **Do not text.**

University District: (206) 769-6572

West Seattle: (206) 851-1716

Capitol Hill: (206) 841-2374

Columbia City: (206) 428-8230

Phinney: (206) 428-8230

Lake City: (206) 371-7427

Magnolia: (206) 371-7427

Quick Reference on Market Currencies

-SNAP/EBT currency is allowed for purchase of **all food except ready-to-eat meals/foods, flowers and alcohol** (wood tokens, with X or no X)



-Fresh Bucks are produce bonus coupons (paper coupons worth \$2 each) used by SNAP shoppers. Now funded by a USDA grant, the program was started by the NFM and is now state wide. May be used to purchase **fresh, dried and frozen fruits and vegetables, fresh and dried mushrooms, herbs and food-bearing plant starts only.**

-Farm Bucks are NFM currency used as “Helping Harvest Vouchers” distributed by Food Banks, and also for market promotions, and are only to be taken by **Market Farmers** (including Farmers who sell dairy, meat, seafood, etc.)

-Gift certificates may be used to purchase anything at the markets. They are gold-colored and come in \$5 increments.

-FMNP (Farmers Market Nutrition Program) WIC & Senior Checks may only be accepted by registered growers with FMNP grower numbers. Expiration date is 10/31/19. **Limited to fresh produce and fresh herbs.** Stamp checks with your 4 digit market code and 4 digit grower number, and deposit into your own banking account (do not redeem to the market). Market codes:

- UDFM 0014
- CHFM 0027
- WSFM 0022
- CCFM 0012
- LCFM 0026
- PFM 0087
- MFM 0050

No change is given with any of these cash equivalents. You will be reimbursed by the NFM by using these currencies to pay your stall fee.