

2010 SNOHOMISH FARMERS MARKET

Vendor Information

Please read these rules carefully to help keep our market safe and enjoyable.

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The Snohomish Farmers Market Welcomes all to the 2010 Market Season. Welcome to all returning Board Members, Vendors and New Vendors. The market manager will continue to handle day to day operations of the Farmers Market, and will be encouraging volunteers to step forward from the Snohomish community to participate in various aspects. For space availability you can reach the manager at the above contact phone number or email address. The Market will operate in Historic Downtown at First and Cedar; this is the fifth year at this site. We will continue to utilize parts of Cedar Street as well as the parking lot of the old Carnegie Library. Market layout will be similar to last year. There will be some minor changes as the market is continually changing as the season progresses. Space is limited.

Hours and Dates

The Snohomish Farmers Market operates Thursdays, 3pm until 7:30pm, May 6 through September 30. Set-up time starts at 1pm. All vendors must be off the street by 9pm. In late September the Market will close earlier at the Market Managers discretion.

Communication: During SFM Market Season a vendor newsletters via e-mail is sent out every other week to keep vendors up to date on the Market business. There is a customer newsletter via e-mail, which shares info about vendors, gardening and food. There is a blog (like a website) that is up dated weekly, so anyone on the Internet can see what is going on at SFM. Any vendor who has a website or blog can be listed as a link and if you don't have any of those your business can be written about in the main body of the blog.

Registration and Fees

- 2010 SFMA dues are \$15.
- \$15 fee for vendors of nursery products (i.e.) anything growing in soil from bulbs, cuttings, root stock or seed.
- Stall space fee is \$20 per night when paid for by the month
Example (4 market days = \$80)
- **The stall space fee is \$25 per night when the vendor chooses to pay weekly.
Market Manager will collect payment during setup prior to daily market opening.**
- The yearly Nursery License Fee for all vendors selling nursery products is \$15.
- Daily sales will be recorded at the end of each market which helps re: viability of the Snohomish Farmers Market in the community. **ALL MUST REPORT SALES OR MAY NOT RETURN TO THE MARKET**
- Fees collected in advance for future reservations are non-refundable, however given 24 hours notice of a cancellation, every attempt will be made to provide another space for a different week, space permitting.
- Vendors may not sublet or transfer space to others.

Canopy Weights

All vendors who wish to use canopies or 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 anchored to the ground from the time their canopy is put up to the time it is taken down.

Any vendor who fails to properly anchor his/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. Canopies must be anchored at each ground contact point. Anchoring is defined as "keeping it from moving." Suggested weight per corner is 20-25 lbs. Should an accident occur from an improperly anchored canopy the owner/user of that canopy will be held liable and responsible for paying any Snohomish Farmers Market insurance deductible resulting from the accident. **For more information on anchoring your canopy you can visit the Washington State Farmers Market Association website at www.wafarmersmarkets.com and click on "good canopy weight, bad canopy weight."**

Required Licenses to Sell

- All vendors must possess a valid Washington State Business License, also referred to as a UBI number.
- A City of Snohomish Business License is required of all nursery, craft and prepared food vendors. The cost is \$25 and is available at City Hall, 116 Union Avenue, and (360) 568-3115.

Keeping the Market Clean

The Market Site is on a city street in the downtown Historic District. Cleanliness issues will be strictly enforced.

Vendors must keep their space clean and attractive during market hours and must clean up their space after the market closes, including sweeping up any debris and removing trash. Trash includes but not limited to: cherry pits, plant material, potting soil, popcorn, paper labels, butcher paper, and anything else you may find or drop in your stall space. If you believe sale of your product will generate waste, you should plan on bringing a broom and dustpan. VENDORS WHO ARE NOT ABLE TO KEEP THEIR SPACE CLEAN WILL BE ASKED NOT TO RETURN.

- Vendors using disposable paper products are required to bring a sufficient garbage can.
- Farmers are required to bring a broom and dustpan.
- Flower vendors and berry vendors may be asked to put a tarp down in their work area to keep from grinding plant material into the concrete.
- Vendors whose products generate waste (samples) must provide a trash receptacle at their booth for customers to use. All vendors MUST HAUL OUT THEIR TRASH at the end of the day. On site trash receptacles are for customer use only. RECYCLE CONTAINERS ARE ALSO FOR CUSTOMERS.

A fine of \$20 will be assessed to vendors who do not clean up their assigned space before leaving the market.

Etiquette Vendors are responsible for informing themselves and complying with all federal, state and local health regulations and licensing requirements which govern the production, display, distribution, sampling, and sale of their products. Vendors are responsible for collecting and reporting sales tax.

Prepared food vendors, vendors who provide samples of their products, and food processors must comply with the rules and procedures of the Snohomish Health District. For information on health permits and requirements contact **Snohomish Health District, 3020 Rucker, Suite 104; Everett, WA, (425) 339-5250.**

- ✓ **Vendors are responsible** for making sure that **all persons working at their booth** are familiar with and **adhere to all market rules.**
- ✓ **Vendors' booths, tables, signs and canopies** shall not be a hazard to the public or to other vendors.
- ✓ **Early departures are not permitted.** Insurance parameters prohibit traffic movement on the market site during open hours. No vehicle operations are allowed during open market hours without Market Manager escort.
- ✓ **Each booth space must prominently display a sign clearly identifying the farm or business by its name and location. All product descriptions must be accurate.**
- ✓ **Vendors are NOT allowed to smoke in their booths.**
- ✓ **There is no loud hawking of goods.**
- ✓ **Booth set-up is NOT permitted before 1pm and vendors are not allowed to begin disassembling booths before 7:30pm. A bell or conch will sounded, to let all know the market is over for the day.**
- ✓ **Late arriving vendors** may have to park their vehicle outside the market area and carry their supplies to their booth. Under no circumstances will a vehicle enter the market after 3pm without a Market Manager escort. Unsafe driving is grounds for immediate expulsion.
- ✓ **Vendors without an assigned spot** are under no circumstances to bring their vehicle on to the market site until directed to do so.
- ✓ **Reserved spaces not occupied by 2:45pm prior to opening** may be reassigned to another vendor. **Determination of space designation will be made by the Market Manager and is subject to change.**

Space Assignments

There will be room for 10 large trucks (reserved for farmers), 11 spaces for vendors with small cars, and approximately 15, 10x10 spaces for vendors who can park off site. **Vendors will have the opportunity to pick their spaces at the Annual Market Meeting in April. SFM dues of \$15 must be paid at this time to reserve ones space.** The Market Manager will make all other space assignments otherwise. All spaces must be paid for to be occupied. Reservations are confirmed when payment has been received. All space assignments are subject to change,

Pets

Ask Market Manager 24 hours in advance before bringing any pets to the market. Animals in a food market are strictly regulated. Signs will be posted at the Market regarding leashes and picking up after ones dog.

Annual Spring Meeting and Potluck

The SFMA's Annual Spring Vendors' meeting is scheduled for Thursday, April 21, from 6:00pm – 8pm, at the Carnegie Building in Snohomish. Plan to bring a dish to share with 6 people, and remember your mug to drink your beverage. SFM will supply drinks, utensils and plates for you to eat with. Vendors will get the opportunity to pick their spaces, learn of exciting plans for the market. We are seeking Volunteers from the community to help throughout the Market Season. If you know of someone who enjoys coming to the SFM during the Season, please plan to bring them along.

Easter Parade

If you would like to participate in the April Snohomish Easter Parade, contact Kirsten McClure at 360-568-7974

Music Night

Entertainment costs money on those nights when there is a musician playing at the Market. Customers have reported they enjoy the music, so we are looking for businesses to sponsors music again this year. If you know a business that would like to sponsor music, please let the Market Manager know by calling 360-348-2674. We encourage \$1 tip from each vendor and non-profit booth occupying a space in the market.

Potluck

Mark your calendars; there will be a vendor potluck on the last market day, September 30th. Please plan to bring a main course, salad or dessert that day. There will be a reminder later in the Season.

Enforcement and Disputes

All rules of the Snohomish Farmers Market are enforced by the Market Manager or his/her designee, who has ultimate on-site authority. Complaints or problems should be directed to the Market Manager or a Member of the Board, in a manner that is not disruptive to the market. Before action is taken, vendors may be asked to put complaints in writing.

If a vendor does not abide by the market rules, the Market Manager or his/her designee may take action deemed appropriate, including assessing fines or barring the vendor from selling at the market for that day and any future market days. A vendor may appeal any decision of the Market Manager concerning violation of these rules. An appeal must be presented in writing to the Snohomish Farmers Market Association Board. A decision by the Board shall constitute a final decision of any appeal. The Market reserves the right to make exception to these rules at its discretion.

Product Guidelines

All products must be grown, raised, produced or made by the vendor or family member in the state of Washington. Products which can be sold at the market include: vegetables, fruits, berries, herbs, nuts, flowers, honey, plants, seafood, meat, poultry, eggs, dairy products and value added items which are grown and/or made by the vendor, such as cheese, sausage, preserved foods, wine and baked goods. Handmade crafts will be juried in advance by the Snohomish Farmers Market Association.

- a. **There will be absolutely no dumping.** The market is a retail establishment. Selling inferior products or selling significantly below established Puget Sound area retail prices is not allowed.
- b. **Vendors may be asked to provide a written verification** as to the source of the components of their products.
- c. **Non-local berries will not be permitted.** Non-local produce is limited to non-competitive kinds.
- d. Egg producers must be certified to sell eggs. Please do not bring eggs to the market if you are not certified.
- e. Scales used by produce vendors must be certified, with a tag on them as to when they were last tested. If your scale is not up to date with paperwork, it cannot be used during the market.
- f. **Produce reselling is allowed only on a very limited basis** and must be pre-approved by the Market Manager. The Market reserves the right to inspect your farm and workplace for compliance with grower policy.
- g. **Vegetable starts, bedding and landscape plants and flowers (live or cut) must be propagated by the vendor** from seed, cuttings, bulbs, plugs or plant divisions.
- h. **The Market does not offer exclusive rights to any one vendor to sell any one product.** Market customers generally benefit from having a choice. If the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.
- i. **All products shall be of the highest quality.** The Market reserves the right to prohibit anyone from selling or to prohibit any product from being sold.
- j. **No imports, kits, multilevel marketing, commercial, franchise or second hand items are permitted.** If you order the final product through a catalog, it is not allowed. All artists must comply with the screening of their wares on their first market day. Vendors will be asked to remove items deemed unsuitable for the Market. Failure to do so will result in expulsion.
- k. **The Market is not a forum for political or religious activities.** Space will not be issued to persons or organizations wishing to campaign or proselytize.
- l. **Live animals may not be sold,** traded, or given away at the market.
- m. **There will be no discrimination** as to race, creed, color, gender, religion, sexual orientation, age, nationality, marital status, or the presence of any sensory, mental or physical disability.