

Tumwater Town Center Farmers Market

2011 Vendor Rules

The purposes of the Tumwater Town Center Farmers Market (TTCFM) are *to promote the sustainability of local agriculture, to improve the nutritional well being of consumers and to increase the social health and wealth of the local community*. Farmers and processors of Washington grown farm products will find a supportive outlet for the sale of their goods. The Market encourages commerce, entertainment and trade in the Tumwater Town Center that is conducted in accordance with the *Washington State Farmers Market Association Roots Guidelines (WSFMA)*. The Market also strives to educate the public regarding the benefits of preserving local agriculture and 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 staff 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 Tumwater Town Center Farmers Market is dependent on placing cooperation among all market constituents at the center of market relations. Vendors, staff 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 their agreement to comply with these rules and regulations. Failure to comply may result in revocation of your permit to sell at the TTCFM.

(IMPORTANT: Please read and sign the Market application. Return it, with your application and stall fee installment, to the Market Manager. Your signature indicates that you have read, understand and agree with these rules.)

Market Dates and Times

The Market will open rain or shine, **Wednesday May 25** and runs for 23 consecutive Wednesdays through October 26, from 11 am to 2 pm.

The Market is located on City of Tumwater property at the SW corner of Capitol Blvd. and Israel Rd, behind the old Tumwater Fire Station. All vendors must remain at the Market site until the 2:00 pm closing, and must vacate the Market site by 4:00 pm.

Who May Sell, Permission to Sell

The TTCFM follows the *WSFMA Roots Guidelines* in defining qualified vendors. Only vendors who meet the definitions in the *Roots Guidelines of Farmer, Processor, Prepared Food Vendor, and Artisan/Crafter* are eligible to sell at the Market. Reselling of Washington grown produce is strictly limited and subject to pre-approval by the market manager. All products are subject to approval at the time of application. Any unapproved products are subject to immediate removal at the direction of the Market Manager. Failure to comply may result in suspension or expulsion from the market.

Stall Assignments

Market management has full authority to assign stall space. Requests for particular sites will be given consideration but management reserves the right to assign and locate all vendors. Drive-in-spaces are 10 ft by 30 ft. *Vendors cannot be guaranteed a drive-in-space*. One stall entitles a vendor to a maximum 10 ft x 10 ft. area for product display, with the remaining space available for product storage, preparation and parking only.

Set-Up, Clean Up and Breakdown

Set-up begins at 9:00 am. Vendors may not arrive to set up before 9:00 am. Vendors are required to be at the market at least 45 minutes prior to opening (by 10:15 am), or have made prior arrangements with the market manager. Vendors arriving after 10:15 am may forfeit their stall space for the day. Set-up must be completed by market opening at 11:00 am. Set up time is for the vendors. Therefore, early sales are prohibited until the official market opening time of 11:00am.

2011 Vendor Rules

Page 2

All vendors are required to stay until closing. Stall spaces will be cleaned to the manager's satisfaction. Vendors are responsible for removing all garbage and organic debris from their stall space area. Breakdown starts at 2:00 pm and must be completed, and stalls vacated, by 4:00 p.m.

No-Show Policy

Identifying dates in advance on the application and/or notifying the Market Manager at least one week prior excuses you from the No-Show list. Additionally, booths not occupied by 10:30 am on any given market day will not be held for you and that day you will be listed as No-Show. After three (3) No-Show listings, the Market has the right to place you on a space available list for the remainder of the season. Exceptions to this policy will be given to those vendors with weather related product and/or equipment restrictions. All other relief will be at the discretion of the Market Manager.

Vendor Equipment and Supplies

Each vendor is responsible for providing and removing all equipment and supplies he or she requires to conduct business on the Market site. This includes signs, tables, chairs, products and equipment utilized for clean-up purposes.

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 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 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.

All signs must remain within the allotted vendor's exhibit space and must not block traffic or pedestrian ingress or egress, or interfere with other vendors' display or views. TTCFM strongly recommends all vendors market their business by posting easy to read, menus, signs or banners.

Community Booth

Any public group, state or municipal agency or nonprofit organization may sponsor the TTCFM community booth for a market day. The booth may be used for outreach on topics of public interest or for public education on topics of concern in the community, with a preference for horticultural or agricultural interests. With the exception of these approved activities, no soliciting shall be permitted within the Market area. The community booth may be reserved by contacting the Market Manager. The daily stall fee of \$15.00 applies to Community Booth participants.

Artisans

Each market day, a featured artisan may participate in the market in a vendor space. Artisan space will be on a space available basis with producer and processor vendors having priority as vendors at the market on any given market day. Participants will be selected from applicants based on the following guidelines: Artisan wares are limited to items crafted with their own hands using a majority of tools and equipment which require skills, handling and guidance by the crafter. Artisans should incorporate materials produced in Washington as much as possible and must create their products in Washington State. Artisan/crafter vendors will be carefully selected with a preference for local residents and products relevant to the market such as farm sourced materials, pottery, basketry, fine art, garden art and furniture, jewelry, body care, gift items and clothing. Fees for Artisans will be limited to the basic daily booth fee.

Fees

Stall fees are set by the Market Board and are due prior to set up on market day. Failure to pay current and past due stall fees may result in loss of market space for the day, and/or expulsion from the market. The Market will not reimburse for fees paid if a vendor decides to no longer participate at the Market, except in cases of unforeseen hardship, as determined by the Market Manager. Vendors shall be credited for fees paid if inclement weather causes cancellation of a Market day. All fees support the operation of the Market.

EBT/Credit/Debit Fees

In the event that the Market sets up and operates a customer service credit card or food stamp (EBT) terminal program which conducts transactions with Market customers and issues tokens to be used for vendor purchases, the following policies will be applicable: All farm producers will be required to accept as payment EBT tokens presented for the purchase of food stamp approved items. Reimbursement for the value of the tokens will be returned to the vendor the next week following return of the tokens to the Market Manager. All vendors are encouraged but not required to accept and be reimbursed for (same schedule as above) tokens acquired from credit/debit cards. The Market reserves the right to implement a percentage fee on reimbursements of either type of token with advance notice to vendors. All token fees are set to offset the direct expense for operating the program.

Taxes, Fees and Licenses

Vendors are responsible for collecting and remitting their own sales tax. Vendors are responsible for all permits required by Washington State or Thurston County to produce and sell their products. All vendors are required to obtain and have on site a copy of their Tumwater City business license.

Insurance

Vendors are encouraged to consider obtaining individual liability insurance for products sold.

Market Manager Authority and Enforcement of Rules

The Market Manager is responsible for enforcing the Market rules, and has complete authority to interpret and implement policy on the market site. Possible violations will be discussed and resolution attempted. Unresolved problems will be referred to the Market Board. Continued violations will result in being banned from the Market with no reimbursement of fees paid.

Should any vendor, at any time, occupy the premises in a manner contrary to this agreement, upon request of the Market Manager the vendor shall immediately cease such offending conduct. Failure to immediately comply as requested shall be cause for expulsion from the Market. Upon expulsion, the vendor shall promptly vacate the premises. Upon failure to vacate, the Market shall have removed all property of vendor from the market site at the vendor's expense. The Market is relieved and discharged from any and all loss or damage caused by such removal.

Any vendor challenging another vendor's product's legitimacy or conduct must file a written complaint with the Market Manager, giving the name of the vendor and the product or situation they feel may not be in compliance with Market policies. **Under no circumstances are vendors allowed to verbally confront another vendor with such a challenge, and engaging in this type of behavior especially in an uncivilized manner shall be cause for immediate expulsion from the Market.** The complainant must date and sign their name to the complaint and the Market Manager will attempt resolution. If resolution is not possible, the complaint will be referred to the Market Board.

These Rules may be modified at any time. The Market Manager will notify all vendors of any changes.

Market Manager
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