



Tumwater Town Center Farmers Market 2017 Vendor Rules

IMPORTANT: Your signature on the vendor application indicates that you have read, understand and agree with these rules. Failure to comply may result in revocation of your permit to sell at the Tumwater Town Center Farmers Market (TTCFM) and forfeiture of all pre-paid fees.

All vendors must attend the pre-season vendor meeting.

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.

Market Dates and Times

The Market will open rain or shine on Wednesday, May 3 and runs for 22 consecutive Wednesdays through September 27, from 10 am to 2 pm.

The Market is located on City of Tumwater property at the SW corner of Capitol Blvd. and Israel Road, in the parking lot of the old Tumwater Fire Station.

Who May Sell, Permission to Sell

Vendors are permitted to sell at the Market and on the City of Tumwater property only through agreement with the Tumwater Town Center Farmers Market. 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. All vendors must agree upon request to an on-farm or business inspection to verify authenticity of product origin.

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. One stall entitles a vendor to a maximum 10 x 10 ft. area. Parking after off-loading is behind the WSECU parking lot.

Set-Up, Clean Up and Breakdown

Set-up begins at 8:00 am. Vendors may not arrive to set up before 8:00 am. Vendors are required to be at the market at least 30 minutes before the market opens, or have made prior arrangements with the Market Manager. Vendors arriving after 9:30 am may have to forfeit their stall space for the day. Set-up must be completed by market opening at 10:00 am.

All vendors are required to stay until closing. Stall spaces must 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 pm.

Selling Time Restricted to Market Schedule

As a general rule, no sales outside the market hours will be allowed and sales will begin and end with the ringing of the market bell. At the discretion of the Market Manager, sales may be allowed early (and the bell rung early) but no sales are allowed after the market closes at 2:00 pm. This time is for vendor and market staff to close down and reconcile the activities of the day. Vendors that violate the 2:00 pm closure and initiate sales after they have settled with the manager will be warned once and fined \$25 the next time. Offenders also risk losing their authorization to sell at the market and will forfeit any prepaid booth fees.

No-Show Policy

Identifying dates in advance on the application and/or notifying the Market Manager at least four (4) days prior excuses you from the No-Show List. Additionally, booths not occupied by 9:30 am on any given market day will not be held for you, and that day you will be listed as No-Show. After two (2) No-Show listings, the Market has the right to place you on a space available list for the remainder of the season. Vendors signed up for the market on a daily pass will be required to pay for the no-show date prior to their next scheduled date. 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, and comply with requirements by city, county, or state code. 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 weighed to the ground with 25# per leg from the time their canopy is put up to the time it is taken down. Weighting canopies to equipment and coolers is not acceptable. Any vendor who fails to properly weight 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. Vendors may also rent weights (if available) from the Market Manager (\$10 per set per day) for up to two occasions.

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 PREVIOUSLY approved activities, no soliciting shall be permitted within the Market area. The community booth

may be reserved by completing and remitting the Community Booth Application form and reserving with a \$15 fee for the space. (No additional application fee is necessary.)

Special Event Booth

From time to time, the Market may have opportunities for businesses and/or public groups to attend the market in order to provide an activity related to a market event. The space may be used for outreach as well. A special event booth space may be reserved by completing and remitting the Special Event Booth Application form. If the application and activity are approved, there is no fee to participate but participants must provide their own canopies, tables and chairs.

No food or otherwise consumable products may be sold or given away at Community or Special Event Booths.

Prepared Food Vendors

Tumwater Town Center Farmers Market includes prepared food vendors to accommodate shoppers since we are a lunch time market and most of our patrons are attending on their lunch break. The number of prepared food vendors will be determined in a way that balances the needs of shoppers (getting through lunch lines in time to shop our farmers and processors) and the needs for sales to individual prepared food vendors. In terms of vendor selection, weight is also given to menus that offer fresh and nutritious ingredients.

Thurston County Health Department has permits and regulations required for you to sell at farmers markets. Please be informed and prepared ahead of your application to the market. Remember, the application fee is non-refundable. You must obtain the proper permits and be in compliance before you sell. The Health Department will inspect everyone for compliance on opening day, and make follow-up, unscheduled inspections.

Artisans

Artisan space 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.

Vendor Stall Fees

Vendor stall fees are not refundable, except in cases of unforeseen hardship, as determined by the Market Manager. Daily stall vendors shall be credited for fees paid if inclement weather causes cancellation of a Market day. All fees support the operation of the Market. 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.

EBT/Credit/Debit Fees

The Market operates a customer service credit card and food stamp (EBT) terminal which conducts transactions with Market customers and issues tokens to be used for vendor purchases. 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.

The following policies are applicable:

All farm and processor vendors will be required to accept as payment EBT tokens presented for the purchase of food stamp approved items.

All vendors are required to accept and be reimbursed for tokens acquired from checks (blue tokens) and credit/debit cards (green tokens.)

Token Reimbursement

Reimbursement for the value of the tokens turned into the Market Manager will be made to the vendor the next week after such time that the token reimbursement value has reached \$25 minimum.

Taxes, Fees and Licenses

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

Insurance

All vendors must have general and product liability insurance naming the Tumwater Town Center Farmers Market as additional insured (called a COI). Exceptions to this requirement are artisan/crafters and horticultural products (no edibles at your booth). A certificate showing TTCFM as additional insured must be received before you can sell at the market. Policies that renew mid season must issue new certificate at the time of renewal.

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 cease selling and vacate the premises after 2:00 pm. 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 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.