



**2008 GUIDELINES
AND POLICIES
FOR THE
NEIGHBORHOOD
FARMERS
MARKET ALLIANCE**

Broadway

Columbia City

Lake City

Magnolia

Phinney

University District

West Seattle

Please read these regulations carefully before signing your application for a permit to sell, and keep a copy of your application for your records.

**FAILURE TO OBSERVE THESE POLICIES MAY RESULT IN
EXTRA CHARGES OR TERMINATION OF MARKET PERMIT
TO SELL.**

**I. THE NEIGHBORHOOD FARMERS MARKET
ALLIANCE**

The Neighborhood Farmers Market Alliance (NFMA) is a community-based non-profit organization developed in response to the growing popularity and public support of the neighborhood Farmers Markets in Seattle. The NFMA is committed to supporting and strengthening Washington's small family farm businesses by creating and operating vibrant, successful neighborhood farmers Markets.

The NFMA organizes and operates Farmers Markets that have been established for the benefit of the **community**, the **vendor**, and the **consumer** alike.

The NFMA is a non-profit 501(c) 3 corporation registered with the State of Washington and the IRS. A board of ten directors governs the NFMA. Board members include three farmer vendors. Other board members represent Seattle neighborhoods where the Markets take place and citywide representatives who support the goals of the NFMA. The NFMA hosts an annual vendor steering committee meeting that includes the Market Mangers and Staff and representatives from Market vendors. **All vendors who participated in the Markets the previous season are invited to participate in this annual meeting.**

In 2008, the Neighborhood Farmers Market Alliance staff includes the Director, Director of Operations, Office Manager, Bookkeeper, on-site Market Managers and Market Assistants. Additional contracts may be held with event consultants, on-site security and others, as appropriate.

The mailing address is: Neighborhood Farmers Market Alliance
4519 ½ University Way NE, Suite 202, Seattle, WA 98105

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

preserves, jams, jellies, salsas, canned fish and meats, dried fish and meats, condiments, salad dressings. 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 NFMA with their application to sell. State requirements include, and are not limited to: cooking, labeling, facility permits, oversight, liability insurance, acidity, Brix levels. Other King County Health Department requirements apply.

I. LABELING: Processed foods, including honey, have Washington State labeling **requirements**. Labels on processed foods 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 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 are required to provide copies of all labels of all processed foods they plan to sell at the farmers Markets prior to selling their products at the Markets. Labeling may also be required for on-farm processed, value-added non-edible products.

J. SAMPLING: Special Health Department guidelines can be used at vendor booths for **some limited food demonstration and sampling**. Vendors **MUST** consult with the Health Department or Market Manager regarding these regulations. Sampling, **if permitted**, must take place within the boundaries of the vendor's assigned stall space.

K. FOOD HANDLER'S PERMITS: All prepared foods and baked goods vendors 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.

L. VENDOR CONTRIBUTIONS: Vendors may be asked to contribute product to the Market's promotional and educational events such as chef's demos, produce tastings, and special events. Please consider contributing to these Market events. The local Food Bank may also solicit food contributions every week. Please also 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.



Health Department permits, Washington State Nursery License, Washington State Dept. 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 Dept. Permits, Processors Insurance. Vendors selling shellfish must have additional licenses from the Washington State Dept of Health. All Processors and Prepared Food vendors must have a City of Seattle business license.

E. Vendors who sell fish at participating NFMA Markets must not only comply with Category A (under Section III - Products Sold at the Markets), but may also be asked to provide the following:

- Landing ticket or "Fish ticket"
- 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

F. 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.

G. "UNSPRAYED, PESTICIDE-FREE OR LOW-SPRAY:" Written and verbal declarations regarding pesticide use which cannot be certified such as "Unsprayed" "Pesticide free" or "Low Spray" may need to provide a notarized affidavit attesting how these growing practices are followed. This affidavit will be kept with the Market management for the season. Consumer queries regarding farming practices must be answered factually.

H. 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,

II. THE FARMERS MARKET LOCATIONS, TIMES AND DATES

WINTER MARKETS:

The West Seattle Winter Market is open Sundays, **11:00 am to 2:00 pm, January 6 through February 24, 2008 (8 Sundays).** Hours may be subject to change. **Vendor participation at this Winter Market does not guarantee participation in the regular season Market.**

REGULAR SEASON:

The **University District Farmers Market** takes place in the University District of Seattle, and is located on the southern asphalt playfield at University Heights Center for the Community, at the corner of NE 50th Street and University Way NE. The University District Farmers Market is open to the public on **Saturdays Year-Round.** Hours are **9:00 a.m. to 2:00 p.m.** Vendor participation in January- April market dates does not guarantee participation in May-December market dates. The market may be closed for Street Fair on May 17.

The **West Seattle Farmers Market** takes place in the Alaska Junction business district of West Seattle; location is the commercial lot on the corner of SW Alaska and 44th Ave. SW. The 2008 West Seattle Farmers Market will be open to the public **Sundays from April 27 – December 28, 2008.** Hours are **10:00 am to 2:00 pm (36 Market days)**

The **Columbia City Farmers Market** is located in the Columbia City Historic Landmark District of Seattle, on the southern parking lot of Columbia Plaza at 4801 Rainier Avenue South. The 2008 Columbia City Farmers Market will be open to the public **Wednesdays from 3:00 pm to 7:00 pm, April 30th through October 22, 2008.** (26 Market days)

The **Broadway Sunday Farmers Market** is located in the parking lot behind the Bank of America building on the corner of Broadway and East Thomas in the Broadway business district neighborhood of Seattle. This Market will be open to the public on **Sundays from 11:00 a.m. to 3:00 p.m., May 11 through November 16, 2008.** (28 Market days)

The **Lake City Farmers Market** will be located outdoors in Albert Davis Park, at N.E. 125th and 28th Ave. N.E. The 2008 Lake City Farmers Market will be open to the public **Thursdays from 3:00 pm – 7:00 pm, June 5 through October 16, 2008.** (20 Market days).

The **Magnolia Farmers Market** is located in the parking lot in front of the Magnolia Community Center at 2550 34th Ave. West. The 2008

Magnolia Farmers Market will be open to the public **Saturdays** from **10:00 am – 2:00 pm, June 7** through **October 11, 2008. (20 Market days).**

The **Phinney Farmers Market** is located in the lower parking lot at the Phinney Neighborhood Center at 67th and Phinney Ave North. The 2008 Phinney Farmers Market will be open to the public **Fridays** from **3:00 pm – 7:00 pm, May 16** through **October 3, 2008. (21 Market days)**

Hours at all Markets may be subject to change.

****INCLEMENT WEATHER:** Certain weather conditions (high winds, heavy snow, etc) may necessitate the official closure of a Market, due to safety concerns. This closure will be at the Manager's discretion and all vendors and shoppers will be notified that the Market has been "officially closed due to weather conditions." The NFMA and Market will not be responsible for any injury or loss of property when a Market is officially closed for weather conditions. Vendors cannot sell if the Market is officially closed.

III. PRODUCTS SOLD AT THE FARMERS MARKET

Products sold at the Farmers Markets are limited to five categories, listed below as A through E. Vendors in each category must be Washington State farms or businesses, and may only sell what they grow or make themselves. Each vendor's application for a permit to sell shall state what is grown/produced/made by the vendor, and what products the vendor intends to sell at the Farmers Markets. Vendors may only sell products listed on their applications. If a vendor wishes to later add or discontinue a product, they must inform the NFMA of this intention. Requests for adding new products to sell will be addressed on a case-by-case basis by the NFMA.

A. FRESH FARM PRODUCTS: Includes fresh fruits and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats, fish and shellfish. Also included in this category are fresh cut flowers, nursery stock, and plants.

All fresh farm products must be grown or produced in Washington State. All fresh farm products must be grown, produced, or foraged by the farmer/vendor. Any violation of these rules will result in the product being automatically removed from the vendor's tables and possible revocation of the vendor's Permit to Sell. Interpretation of this rule is at the Market Manager's discretion with possible review by the NFMA Board of Directors.

Only farmers, ranchers, fishers, apiaries, nurseries, and foragers may sell

written response from NFMA staff and/or the Board of Directors. **Shopper Concern Forms** are also available at all Market Info booths.

X. FARM/PROCESSOR VISITS: The NFMA and its representatives may inspect or visit any farms or establishments used by vendors. Farm/Processor visits will be conducted with at least 24-hour notice. Vendors should provide help during a visit in identifying the crops listed on their application for Permit to Sell.

Y. BOOTH AUDITS: The NFMA may conduct random booth audits at any given vendor's stall during the Market season. These audits will be carried out by third party observers. Vendors will be given 48 hour notice prior to the audit.

Z: The NFMA reserves the right to prohibit anyone from selling or any product from being sold.

AA. The NFMA is not responsible for loss of property or damage.

BB. There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age or nationality.

VIII. LICENSES, PERMITS AND SPECIAL REQUIREMENTS

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

B. TAXES: Retail sales taxes and Business and Occupation 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 when application is made to sell at the Market. (Note: the vendor's application will not be processed without this number.)

C. 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 processors in Categories B, D and E (under section III, "Products Sold at the Farmers Markets").

D. PERMITS, LICENSES AND INSURANCE: All vendors shall provide at the time of application current copies of any permits, insurance and licenses applicable to the sale of their products. These will include the vendor's **Washington State tax number**, and where applicable, **City of Seattle Business License, Seattle King County**

5. Consumption of alcoholic beverages or any controlled or illegal substance while at the Market is prohibited. Any violation will result in the termination of the Vendor's Permit to Sell **at all Markets**.

6. **Refunds:** Customers who have a legitimate complaint about the produce 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 Market'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.

Q. HAWKING: Hawking (calling attention to your products in a loud, repetitive, public manner) during the Market day is discouraged and may be limited or prohibited by the Market Manager.

R. NO TIPPING: Vendors, including prepared food vendors, should not ask for tips or put out tip jars.

S. 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.

T: VENDOR MUSIC: Vendors may play individual music/radio in their stall space, but should be aware of volume and other vendors' ability to transact business without any audio interference. Be considerate of different tastes, and remember some Markets are held in quiet neighborhoods.

U. SAFETY: Vendor vehicles, tables and overhead shades must be maintained and used in a safe manner. Table legs must be firmly locked into place. Tables must have smooth edges and remain stable when loaded with produce. Tent poles, canopy legs, boxes, umbrella stands must not obstruct foot traffic flow and care must be taken when setting up or taking down displays. All tents and umbrellas must be weighted and properly tied down.

V: NO-SMOKING: Smoking is not allowed anywhere on the Market sites **AT ANY TIME**.

W: VENDOR CONCERN FORMS: Vendors who have concerns regarding Market operations and vendor policies should complete a Vendor Concern Form. Forms are available from the Market Managers and NFMA staff. Each Concern Form will be read and receive a specific

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. Vendors must be active owners/operators of the farming operation and may not be operating the business under a franchise agreement.

B. VALUE-ADDED FARM FOODS: Includes preserves, jams and jellies, cider, wine, distilled spirits, syrups, salsas, smoked or canned meats or fish, dried fruit, flours, salad dressings, and limited on-site processed farm food such as roasted peppers & roasted peanuts.

All value-added farm foods must be made from raw products/ingredients, a majority of which are grown and produced by the farmer vendor. The vendor must also be the creator of the value-added farm foods being sold (i.e. personally cooking, canning, baking, or preserving the product itself or 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**. 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. All processed foods must have the proper permits and licenses as required by the WSDA, City of Seattle, and Seattle-King County Health Department. Vendor must be an active owner/operator of the farming operation and may not be operating the business under a franchise agreement. All processed value-added farm foods must carry product liability insurance. Copies of proof of insurance must be provided to the NFMA (see VIII, G & H). All processed foods must be properly labeled (see VIII, G & H).

Wines allowable for sale at the Market must use grapes and fruit grown in the five wine appellations of Washington State.

C: DRIED FLOWERS, CRAFTED FARM PRODUCTS: Allowed are: bouquets, wreaths, roping, arrangements and displays of fresh and dried flowers, vegetables, vines and gourds. Beeswax candles are allowed by honey producers only. **Only vine and woven wood baskets from farmers are allowed.** Other non-edible crafted farm products **will be considered on a case-by-case basis.**

These items must be grown, foraged and produced by the vendor on the vendor's own farm. These items are intended as a supplement to fresh produce, value-added farm goods, or nursery/flower inventory and cannot exceed 25% of total displayed inventory per Market day. **During the Winter Markets these percentages may vary upon approval by the NFMA.** Vendor must be an active owner/operator of the farming operation and may not be operating the business under a franchise

agreement.

D: PROCESSED FOODS: Includes juices, ciders, preserved foods, salad dressings, jams, wines, breads, pastries, baked goods, pasta, granola, and related take-home foods, not prepared on-site. Vendor must be an active owner/operator of the business and may not be operating the business under a franchise agreement.

Processed foods must be produced by the vendor from raw ingredients. Vendors in this category are those who have cooked, baked or otherwise treated the product they sell. No commercially prepared dough mixes, crusts, shells or fillings are allowed. Our intent is to support local agriculture. It is expected that the vendor will use raw ingredients that are grown in Washington, as appropriate for the product, and when possible, use products from participating Market farmers. All processed foods must have the proper permits and licenses as required by the WSDA, City of Seattle, and Seattle-King County Health Department. All processed foods must carry product liability insurance. Copies of proof of insurance must be provided to the NFMA. All processed food vendors must carry a current City of Seattle business license. All processed foods must be properly labeled (see VIII, G & H).

Wines allowable for sale at the Market must use grapes and fruit grown in the five wine appellations of Washington State.

E: PREPARED FOODS: Allowed are freshly made foods available for sale and immediate consumption on-site. Vendor must be an active owner/operator of the business and may not be operating the business under a franchise agreement.

When selecting prepared food vendors, priority will be given to vendors preparing food from raw ingredients grown and/or produced in Washington State and by participating Market farmers. Vendors must have the proper permits and licenses as required by the City of Seattle, Seattle Fire Department and Seattle-King County Health Department. All prepared foods must carry product liability insurance. Copies of proof of insurance must be provided to the NFMA. All prepared food vendors must carry a current City of Seattle business license.

During the regular Market season, our goal is to limit vendors in categories D and E to less than 30% of the total vendors selling at the Market. Category E is especially limited or even omitted at certain Markets. However, during the Winter Markets these percentages may vary.

business transactions. Market staff may randomly check the visibility and accuracy of scales, as needed. Failure to comply will result in a verbal warning. The second offense will result in a written warning of termination and a \$25 fine. The third offense will result in the termination of the Vendor's Permit to Sell at that market.

N. PETS: No pets will be allowed in the vendor's selling area. The only exceptions will be seeing-eye dogs, dogs for the hearing impaired or other disability guide dogs.

O. CHILDREN: Vendors must monitor and supervise their children at all times during the Market day. Set-up and take-down time can be an especially dangerous time for unattended children. Children should not be allowed to wander the grounds and adjacent properties without a parent or guardian with them. The Market can take no responsibility for their safety or whereabouts, or for any damages they may incur.

P. COURTESY/CONDUCT:

1. 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.
2. Any language or behavior that jeopardizes the normal operations of the Market will be grounds for termination of the Vendor's Permit to Sell. Vendors may not threaten or use abusive language with customers, staff, community representatives **OR** each other during Market operations. Termination of a Vendor's Permit to Sell based on conduct will be determined by the NFMA and Market Managers. Complaints of this kind due to behavior should be brought to the NFMA's attention and written up on a vendor concern form (see "W" below).
3. Customer complaints about individual vendors will be discussed with the vendor. Shoppers may also fill out the Shopper Concern Form which will be shared with Market staff. If the Market receives numerous complaints about a vendor, the Market Manager has the right to revoke a Vendor's Permit to Sell **at all Markets**.
4. All vendors need to respect each other's stall space and products during Market hours and stay within the boundaries of this policy. Non-compliance with this basic policy can result in the termination of a Vendor's Permit to Sell **at all Markets**.

J. VENDOR VEHICLES AND LOADING/UNLOADING: Vendor stalls and/or vehicles must not extend beyond allotted stall space. Most Market stall spaces have been designed with on-site vendor vehicles in mind. Any additional vehicles 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.** Fees may be charged by site and/or parking lot landlords for the privilege of parking a vehicle off-site.

K. STALL SPACE 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. Each vendor is responsible for keeping his/her stall space clean during the Market and for complete clean up of their space at the close of the Market. This includes taking with you any trash or garbage that is generated in or around your 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. **MARKET TRASHCANS AND DUMPSTERS ARE NOT AVAILABLE FOR VENDOR USE.** Vendors should bring their own brooms and dustpans. Vendors who fail to properly clean their booth stall will be issued a verbal warning for the first offense. A second offense will result in a written warning of termination and a \$25 fine. A third violation will result in the termination of the Vendor's Permit to Sell at that specific Market site.

L. PRICING and QUALITY OF PRODUCE:

1. Pricing of goods sold at Market is solely the responsibility of the individual vendor. Vendors are expected to price goods in a way that doesn't give the appearance of a "loss leader" product as used in large grocery stores.
2. Vendors are not allowed to give produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other vendors.
3. Vendors are expected to bring good quality produce to Market.
4. Vendors are responsible for the safety of their food and cannot sell adulterated food.

M. SCALES: Vendors selling produce by weight must provide their own scales. Scales must be "legal for trade" and 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 your customers during**

IV. HOW MARKET VENDOR PARTICIPATION IS DETERMINED

The NFMA grants Permits to Sell based on individual Markets' need to balance available produce with a well-rounded "market basket" for customers. The NFMA strives to meet the needs of participating farmers and our goal of creating viable and successful Markets.

A. MARKET STAFF: The NFMA Staff and Market Managers' jobs are to implement Market policies. This includes overseeing vendor participation and booth assignments, Market set-up, collection of fees, providing information on Market policies, and assuring vendor compliance with those policies. The NFMA Staff and Market Managers will also be responsible for public concerns and vendor concerns. The Market Managers are the conduit between vendors/customers and the NFMA and Board of Directors. **The NFMA Staff and Market Managers have complete authority to interpret and implement policy on the Market site, as necessary, and to make all decisions regarding Market participation, stall assignments and other Market operations.**

B. PARTICIPATION IN MARKETS will be determined by the NFMA, whose job is to provide a healthy, viable mix of new vendors, current vendors who have less access to existing Markets, and experienced vendors with a proven record of high sales and of selling consistent quality/variety at all Markets they participate in. The goal is to create an economically successful and sustainable Farmers Market while also providing increasing opportunities for new vendors to direct sell their products. Decisions are based on available space in the Market, the need for specific products, vendors' past participation, ***and vendor's performance history.*** Criteria for evaluating vendor performance will include: ability to follow NFMA policies and Market Manager's directions (e.g., punctuality, clean-up, weights, signage, 48 hrs advance notification when canceling, etc), product quality, visual display, sales history, and record of no outstanding balances.

The goal of the NFMA is to create a Market vendor mix with at least 70% farmers. The NFMA is also committed to supporting and helping incubate smaller start-up businesses in vendor categories D and E, when possible.

Priority is given to returning vendors who were in good standing the previous season, have followed Market policies, turn in their 2008 applications by the due date and are not in arrears in fee payments to the NFMA (see section VI-B). Circumstances involving hardship that cause a vendor to lose their continuity of participation will be considered on a case by case basis.

V. HOW STALL ASSIGNMENTS ARE MADE

A. **STALL ASSIGNMENTS** are made by the NFMA based on the following criteria:

1. Available space in the Market.
2. The need for a specific product and the vendor's ability to provide it at each Market where they sell.
3. The number of spaces the vendor requires. At most Markets, the more space needed, the more difficult it is to place the vendor. In stalls that provide space for a vehicle, smaller vans and pickups are easier to accommodate.
4. Participation in a Market is **not** a guarantee of a particular stall location. The Manager will make every attempt to keep stall space assignments consistent throughout the season. However, some crops are part-season and not all vendors participate for a full season. This means that some stall assignments will change over the course of the season in order to maximize the Market space and provide a good mix of products. Other factors such as a vendor being unable to attend on a scheduled day also affects the daily stall layout and may necessitate changes to stall assignments.

VI. 2008 DAILY STALL FEES

A. **DAILY STALL FEES:**

1. All vendors will pay a yearly **APPLICATION** fee of \$20. This fee is non-refundable. This fee **must be paid at the time of application** (mailed in with the application). Returning vendors who return their application and/or fee late will be charged \$40.
2. Each vendor is responsible for paying the base stall fee and/or the required percentage (%) of their gross sales to the NFMA at the end of each Market day.
 - a. The minimum base fee applies to each stall for every Market day.
 - b. The percentage paid is calculated from the vendor's gross revenue (less any sales tax). Vendors must report their daily gross revenue to the NFMA. Gross revenue includes the value of any on-site CSA pick-ups, pre-orders, special orders, bulk/wholesale orders and invoiced orders, and all

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. Vendors should not leave their vehicles and possessions unattended. Vendors will be loaded up and vacate the site **no later than one hour** after the Market is closed. **Any exceptions must be cleared with the Market Manager.**

Vendors' stalls MUST be staffed at all times. If you need to leave your stall (for eg., for a restroom break), ask the vendor next to you to sell for you until you return.

E: REPORTING SALES: Vendors must report their total gross sales to Market Managers within 45 minutes of closing time. Gross revenue includes the value of any on-site CSA pick-ups, pre-orders, invoiced orders, wholesale orders, and all revenue from WIC, Senior FMNP, wooden tokens, and Helping Harvest voucher sales.

F. SIGNAGE: All vendors will post a sign identifying the name of the farm/business represented and where it is located. Signs should not be smaller than 24" wide by 8" high. Vendors will have their signs displayed before sales begin. **FAILURE TO HAVE A SIGN WILL RESULT IN A FIRST OFFENSE WARNING. ANY REPEATED OFFENSE THERAFTER WILL BE SUBJECT TO A \$30 PER OFFENSE FINE.** The NFMA is available to assist any vendor with obtaining a proper sign.

Vendors should limit their advertising of other types of marketing (CSA, websites, etc) to brochures and/or small information signs on their tables.

G. PRICE SIGNAGE: All goods for sale should be **CLEARLY MARKED WITH THEIR PRICES.** This can be done by individually tagging each item with a sign or by listing all produce and prices on a large sign or blackboard, so that it is clearly readable. **Vendors who fail to post their prices will be issued a verbal warning. A second offense will result in a written warning of termination and a \$25 fine. A third violation will result in the termination of the Vendor's Permit to Sell at that specific Market site.**

H. SELLING SPACE: The vendor sales area (where the produce is marketed) must not extend beyond the allotted boundaries of the stall space.

I. SET OUT DISTANCE FOR VENDOR DISPLAY: Displays and signs must allow clear visibility to adjoining booths. Display and selling techniques must not impair other vendors' ability to sell, nor create a hazardous situation for customers. Our intention is to create a visually enticing Market for customers and to enable all vendors to maximize their selling space.

minutes before Market start time. Vendors with vehicles who arrive less than 30 minutes before the Markets open will have to load off from the street and find other parking for their vehicle for the day, and will be issued a verbal warning. A second late offense will result in a written warning of termination and a \$25 fine. A third late offense will result in the termination of the Vendor's Permit to Sell at that specific Market site.

Vendors who are assigned a load-off stall must remove their vehicle from the Market area at least 30 minutes before start-time. Vendors who fail to remove their vehicles 30 minutes ahead of start time will be issued a verbal warning. A second late offense will result in a written warning of termination and a \$25 fine. A third violation will result in the termination of the Vendor's Permit to Sell at that specific Market site.

Vendors are not allowed on the site until the Market area has been chalked and the Market Manager gives them permission. Vendors who set up before the Market Manager gives them permission will be issued a verbal warning. A second offense will result in a written warning of termination and a \$25 fine. A third violation will result in the termination of the Vendor's Permit to Sell at that specific Market site.

Note: The Market sites are not insured by the NFMA, nor staffed, outside of set-up, selling and clean-up time. Our landlords expect us to arrive and be gone within the hours of our stated contract with them.

Vendors who cannot attend on a Market day should contact the Market Manager and/or the NFMA office **48 hours prior to Market day**. Vendors who do not call at least 48 hours before Market day will be charged the minimum stall fee for that Market day. Please call the NFMA offices at **206 632-5234**, or contact your Market Manager 48 hours in advance.

If a vendor does not call or occupy the reserved stall space three weeks in a row, the stall will be declared vacant and given to another vendor on the wait list.

D. SELLING TIME: No selling shall begin before the opening time at each Market and the designated signal is given by the Market Manager indicating that the Market is officially opened. Vendors who sell before the official Market selling time will be issued a verbal warning. A second offense will result in a written warning of termination and a \$25 fine. A third violation will result in the termination of the Vendor's Permit to Sell at that specific Market site.

revenue from wooden tokens, WIC and Senior FMNP checks, and Helping Harvest vouchers.

c. The daily stall fee is:

\$35 minimum at U-District, West Seattle, Columbia City, Lake City, Magnolia and Broadway*

\$30 minimum at Phinney**

\$25 minimum at U-District Winter (Jan.-March only) & West Seattle Winter (Jan.-Feb.)

OR 6% or 7% of gross sales, WHICHEVER IS GREATER. Starting May 1, vendors in Category E (Prepared Foods, under section III) will pay 8% of gross sales.

The percentage rate is based on the vendor's length of frontage sales space. Vendors, whether owing percentage fees or not, **must** report to the Market Manager their **total gross sales** at the end of each Market day. The NFMA provides daily reporting forms for vendors. **Vendors who fail to report accurate sales may forfeit their right to sell at our Markets.**

***Please note that there is a \$11.50 per stall per Market day user fee charged by the University Heights Community Center. This fee will be collected with daily stall fees starting May 3 and may be subject to change by the U-Heights Center. (In January - April, the NFMA is paying half this fee and vendors are paying half.)**

****Please note that there is a \$10.00 per stall per Market day user fee charged by the Phinney Neighborhood Association. This fee will be collected with daily stall fees and may be subject to change.**

d. Use of electricity at any market is subject to a surcharge.

4. Receipt of a Permit to Sell, proper payment of all fees, and adherence to the Guidelines allows the vendor to use and occupy a Market stall space designated by the Market Manager. **Depending on location, Market spaces are typically 9 to 12 ft. wide by 25 ft. deep. These spaces are intended to accommodate the vendor sales area and vehicle. Some spaces are load-off and are approximately 10 ft by 12 ft.**

5. Vendors who cannot attend on a Market day should contact the

Market Manager and/or the NFMA office **48 hours prior to Market day**. Vendors who do not call at least 48 hours before Market day will be charged the minimum stall fee for that Market day. Please call 206 632-5234 or your Market Manager's cell phone to cancel.

B. APPLICATIONS AND STALL FEES

1. **DUE DATE for the 2008 application and \$20 application fee is:**

December 3, 2007 for participation between January – April at any Market.

December 31, 2007 for participation after April 1st at any Market.

Returning vendors whose applications are received after Dec. 31, 2007 will be charged an application fee of \$40.

VII. VENDOR RULES FOR 2008

A: ONLY WASHINGTON STATE FARMERS, PRODUCERS AND BUSINESSES MAY SELL AT THE MARKETS. Permits to Sell are only granted to the principal farmer/producer owner. 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 **all** Market rules and violation policies. All employees, partners, and family members may be asked to sign an agreement that states they understand and will comply with Market policies and guidelines. The NFMA recommends that the principal farmer/producer be present at as many Markets as feasible, and that they staff their booth at least once a season at every Market where they participate.

All products must be grown or produced in Washington State. All products must be grown or produced by the vendor. Any violation of these rules will result in the product being automatically removed from the vendor's tables and possible revocation of the vendor's Permit to Sell. Interpretation of this rule is at the Market Manager's or NFMA Staff's discretion with possible review by the NFMA Board of Directors.

B: WEIGHTS ARE REQUIRED: All vendors with tents, canopies

and umbrellas are required to have at least 25 pounds per tent leg or umbrella stand, securely attached at all times, in order to sell at the Markets. Failure to have proper weights means that vendor's tents and umbrellas **cannot** be set up on Market day. **ANY DAMAGE INCURRED BY A VENDOR DUE TO INSUFFICIENT WEIGHTS WILL BE AT THE EXPENSE OF THAT VENDOR.**

THE MARKET DOES NOT PROVIDE TABLES, AWNINGS, TENTS, OR TENT WEIGHTS FOR VENDORS. In extreme emergencies (to be decided upon by the Market Manager on a case by case basis) equipment may be available for use with attached fines.

C. PUNCTUALITY

1. **University District HOURS OF OPERATION: 9:00 a.m. – 2:00 p.m.** No vendors will be allowed on-site before 7:00 am. All vendors must vacate the site by 3:00 pm.
2. **West Seattle HOURS OF OPERATION: 10:00 am – 2:00 pm (11:00 am – 2:00 pm during the Winter Market)** Vendors are not allowed on-site before 8:00 am April - December and 9:30 am January - February. All vendors must vacate the site by 3:00 pm.
3. **Columbia City HOURS OF OPERATION: 3:00 pm – 7:00 pm.** No vendors will be allowed on-site before 1:00 pm. All vendors must vacate the site by 8:00 pm.
4. **Lake City HOURS OF OPERATION: 3:00 pm – 7:00 pm.** No vendors will be allowed on-site before 1:00 pm. All vendors must vacate site by 8:00 pm.
5. **Magnolia HOURS OF OPERATION: 10:00 am – 2:00 pm.** No vendors will be allowed on-site before 8:00 am. All vendors must vacate the site by 3:00 pm.
6. **Broadway HOURS OF OPERATION: 11:00 am – 3:00 pm.** No vendors will be allowed on the site before 9:00 am. All vendors must vacate the site by 4:00 pm.
7. **Phinney HOURS OF OPERATION: 3:00 pm – 7:00 pm.** No vendors will be allowed on the site before 1:00 pm. All vendors must vacate site by 8:00 pm.

ALL VENDORS MUST BE SET UP AND READY TO SELL BY START TIME. Vendors with vehicles must arrive no later than 30