



2017 POLICIES AND RULES OF THE NEIGHBORHOOD FARMERS MARKETS

Year Round Markets

University District
West Seattle
Capitol Hill

Seasonal Markets

Columbia City
Lake City
Phinney
Magnolia

Understanding and following these Policies and Rules is required for your participation in NFM Markets.

Mission: The Neighborhood Farmers Markets are 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. These Markets are established for the benefit of the **community**, the **vendor** and the **consumer** alike.

Board of Directors: A board of 12 directors governs the NFM. The Board includes four farmer vendors who are elected by Market vendors at the annual NFM 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 2016) are:

Dylan Knutson, dylan@lokifish.com or 206-937-1048
Shelley Verdi, shelley@whistlingtrainfarm.com or 253-859-5197
Eddie Alvarez, alvarezorganics@gmail.com or 509-830-5242
Chris Petry, farmerchris@ohyeahfarms.com or 509-885-3359

Vendor Meeting: The NFM 2017 Annual Vendor Meeting will take place on **Monday, February 27, 2017** (the **translated Hmong meeting will be Feb 21st**). All Market vendors are encouraged to attend the annual meeting where policies, market changes and best practices are discussed.

New Vendor Orientation: There will be a mandatory conference call for new vendors and new market vendors’ staff in April.

NFM Staff: The Neighborhood Farmers Markets’ staff includes the Executive Director, Associate Director, Lead Market Manager, Market Managers and Market Assistants, Outreach and Development Coordinator, Programs Coordinator, and a Bookkeeper. 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 the last page.

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 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.

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 thenfma@seattlefarmersmarkets.org or mail a letter), and will be reviewed for approval by the NFM market managers. Vendors may bring to market ONLY products that were listed on their application to sell, and must also inform the NFM if they will NOT bring any of the products to any market(s) as originally listed on their application.

Any farm/business that is new to our NFM Markets will be visited prior to, or within the first 3 months of market participation. 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, without notice. With 24 hour's notice, vendors should provide help during a visit in identifying the crops/products listed on their application for Permit to Sell.

A. FRESH FARM PRODUCTS

Definition:

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, plant starts and foraged items such as wild herbs or mushrooms.

Requirements:

All fresh farm products must be grown, produced or foraged in Washington State, and all fresh farm products must be grown, produced, or foraged by the farmer/vendor 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 FARM FOODS

Definition:

Foods processed and sold by the 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 some farm foods such as roasted peppers that are processed on market day. Wines in this category must be estate grown.

Requirements:

All value-added farm foods must be made from raw products and ingredients, the majority of which are grown and produced by the farmer 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). **Farmers selling value added 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. 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 Markets 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. 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 allowable for sale at the Market must use grapes and fruit grown in the wine appellations of Washington State, and preference will be given to estate grown products.

Processed foods must be produced/created/cooked by the vendor from raw ingredients. No commercially prepared dough mixes, crusts, shells or fillings are allowed. Our intent is to support local agriculture. **We require processed food vendors to use raw ingredients that are grown in Washington, as appropriate for the product, and when possible, use products from participating Market farmers.** Ingredient lists and sourcing will be required in the initial application, and must be communicated truthfully to the NFM and the public thereafter. **Vendors are required to post signage at their market stalls indicating which ingredients come from market farms, and will be audited to authenticate these claims.**

E. PREPARED FOODS

Definition:

Foods freshly made and available for immediate consumption on-site at the Markets. 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. Our intent is to support local agriculture. **We require prepared food vendors to use raw ingredients that are grown in Washington, as appropriate for the product, and when possible, use products from participating Market farmers.** Ingredient lists and sourcing will be required in the application and must be communicated truthfully to the NFM and the public thereafter. **Vendors are required to post signage at their market stalls indicating which ingredients come from market farms, and will be audited to authenticate these claims.**

F. Additional Products

- 1. Promotional Merchandise:** Vendors may sell their own shopping or grocery bags only, but not t-shirts or any other promotional or marketing merchandise. Some vendors have been allowed to sell their own cookbooks; requests to sell cookbooks will be determined on a case-by-case basis.
- 2. Cross Promotion:** Sourcing from other NFM vendors beyond the requirement of using locally sourced produce is encouraged; for example, serving a sandwich using bread from a bakery at the market. If a vendor wishes to feature and sell ingredients from another vendor for a "meal kit," that will be considered on a case by case basis.

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-rounded 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 are based on available space in the Market and the need for specific products. Other criteria include: