

KITTITAS COUNTY FARMERS MARKET 2016 RULES AND GUIDELINES

What is the Kittitas County Farmers Market? The Kittitas County Farmers Market is established primarily for the benefit of the producers, the downtown area and the community. It provides producers with a direct outlet where they can sell their food and handcrafted products; consumers with an opportunity to buy products directly from producers; downtown with a focal point for pedestrian activity; and the community with a festive gathering place for improved access to agricultural education, heightened cultural awareness and knowledge of community resources.

The Kittitas County Farmers Market is a marketplace for farmers, specialty food producers, artisan/craft persons, food preparers and entertainers. It is operated as a nonprofit organization in accordance with all applicable rules, regulations, and the laws established by the municipal, county, and state governments and follows the guidelines of the Washington State Farmers Market Association.

The Kittitas County Farmers Market is open to the public Saturdays, 9:00 a.m. to 1:00 p.m. from the first weekend of May to the last weekend of October.

The Application/Membership Fee is \$35 and must be paid prior to being accepted to the market. Applications received by April 15th, 2016 will get first consideration and priority processing for market participation.

In order to complete the application you will need to have a copy of all business licenses, insurance, vehicle information and five photos of your product ready to upload. (If approved to our market, these photos will be visible on our website, so make sure they represent you and your product well.) You will also need your calendar for dates you plan to attend. ONCE SUBMITTED, any changes will need to be directed to the market managers.

Participation in the Kittitas County Farmers Market is based on a priority of products in the following order:

1. Fresh Farm products
2. Value-added farm products
3. Processed foods - with preference given to vendors using ingredients from local farms (or if not available locally from Washington State).
4. Prepared foods- with preference given to vendors using ingredients from local farms (or if not available locally-from Washington State).
5. Crafter/Artisans -with preference given to vendors using ingredients from local farms (or if not available locally-from Washington State).
6. The need for a specific product and your ability to produce it.

Types of Vendor

The following Vendors Are Allowed at the Market:

FRESH FARM PRODUCTS - Farmers are persons or entities, which raise produce (vegetables, fruits, and nuts), herbs, flowers, or nursery crops from seed plants, and care for, nurture, cultivate and harvest the crops for sale. Beekeepers, egg farmers, poultry growers, livestock and shellfish growers are considered in this category. All farmers must produce their crops within the State of Washington. All products must be grown or produced by the seller. Any vendors bringing products to sell other than those grown on their farm without manager's approval will lose their permit to sell at the market. Also included are wild crafted products such as mushrooms and berries.

VALUE-ADDED FARM FOOD AND PRODUCTS Includes -but is not limited to: preserves, jams and jellies, cider, syrups, salsas, smoked meats and/or fish, dried fruit, flours, salad dressings, pickles, wine and beer. All value-added farm foods must be made from products/ingredients of which a majority are grown or produced by the seller. Processed farm foods must be produced by the Vendor from raw ingredients. Vendors in this category must have personally cooked, canned, baked, preserved, or otherwise treated the product they sell. All processed foods must have the proper permits and licenses as required by Kittitas County Public Health Department. The Vendor's application for permission to sell shall state what is grown by Vendor and what products the Vendor will sell at the KCFM. **OTHER ALLOWED VALUE-ADDED FARM PRODUCTS:** bouquets, wreaths, roping, arrangements and displays of fresh and dried flowers, vines, and gourds. 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, processed farm goods, nursery/flower inventory and cannot exceed 25% of the total displayed inventory. The Vendor's application shall state what is grown/processed or prepared by Vendor, and must list what the Vendor will sell at the KCFM

PROCESSED FOODS (Processed, Baked Goods, and Grain Products) - Processed farm foods are those fresh food products that have added value to their product through processing such as: preserves, jams, jellies, cider, syrups, salsas, smoked meat or fish, dried fruit, flours, pickles and salad dressings. Processed foods must be produced by the vendor from raw ingredients. All prepared foods must have proper permits, licenses, and labeling. Priority is to those who use ingredients from local farms or waters.

FISHERMEN - Fresh fish and/or shellfish vendors, who sell products, which they have caught, raised, bred, or cultivated, have priority over vendors selling fish, which they did not catch. All fishermen must have proper permits and licenses required by the City of Ellensburg and the Kittitas County Health Department.

PREPARED FOODS/CONCESSIONAIRES - offer freshly made foods, available for sale and immediate consumption on-site. Prepared Food vendors shall submit and also possess and maintain all required State, County, and local Health Department permits. All appropriate permits and licenses shall be filed with the management of the market. Prepared Food vendors should use ingredients produced in Kittitas County as much as possible. Further, when selecting Prepared Food vendors provide a good variety of healthy foods and to give preference to those vendors using ingredients produced in Washington State only. Priority to those Prepared Food vendors who use ingredients from local farms or waters.

ARTISANS - Artisans create products of original art or craftwork, which the vendor produces. All items sold must be completed by a single artist/craftsperson in the State of Washington. Artisans must submit pictures, descriptions, or pieces that are representative of the work they plan to sell at the market to be juried. Some review items considered are: craftsmanship, quality, percentage or raw materials used, and originality. There is a \$10 live jury fee, should one be required.

CHARITABLE ORGANIZATIONS - A charitable organization with non-profit status under the IRS code 501 (c)(3) may participate with the Market manager approval. They must comply with market rules, guidelines and policies. Each market day, charitable organizations may engage in fundraising, which may not compete with any producer's products; must comply with market rules; and must be approved by the Market manager prior to market day.

BROKERS - Brokers are allowed for fresh fish and produce only. Brokers must contact the Market manager to get pre-approval before bringing their produce to the market. Brokers must buy direct from Washington State farmers and have receipts and address to back this up. Brokers must clearly label their produce as being "resold" or other wording with the same meaning. Existing Market members will receive preference in signing up for being brokers. Brokers must refrain from any unfair marketing practices. Brokers will be limited to half the sales volume of farmers, or half the number of farmers.

YOUTH VENDOR - Youth over the age of 14 may vend at the market provided: The product being sold is the going rate at the market- no underselling. City business license is needed if selling crafts. Parent must be with child during market hours with no early tear-down. All market safety, permit, and insurance requirements still apply. No membership is necessary and first time to vend is at no-charge. The child must be doing the work (i.e. growing vegetables, making crafts).

Vendor Rules

PLEASE READ THESE REGULATIONS CAREFULLY AND PRINT THIS PAGE FOR YOUR RECORDS.

FAILURE TO OBSERVE THESE PROCEDURES MAY RESULT IN TERMINATION OF MARKET PERMISSION TO SELL AND/OR FINES.

First Infraction - \$20

Second Infraction - \$50

Third Infraction - suspension of membership and board review.

KCFM 2016 RULES, GUIDELINES AND POLICIES

All prepared foods must have the proper permits and licenses required by the following:

- City of Ellensburg, <http://www.ci.ellensburg.wa.us>
- Kittitas County Health Department (KCHD) <http://www.co.kittitas.wa.us/health/default.aspx>
- Washington State Department of Agriculture (WSDA) <http://agr.wa.gov/marketing/smallfarm/DOCS/10-FoodProcessing.pdf>.
- Prepared foods must be labeled according to WSDA Food Safety Program guidelines.
- Call WSDA (<http://agr.wa.gov/marketing/smallfarm/DOCS/10-FoodProcessing.pdf> at 360-902-1876 for information.

Product labels must include the following information:

- Name and place of business for the manufacturer, packer, or distributor;
- Accurate statement of the quantity of the contents by weight;
- Product identity (common or usual name of the food);
- Ingredient list (when processed food is fabricated from two or more ingredients) of each ingredient in descending order of predominance. Food products that include spices, flavorings and colorings as ingredients may designate these products as spices, flavorings and coloring on the ingredient list. NOTE: It is particularly important to label those ingredients that cause allergic reactions in certain individuals. The following common food allergens would prompt product recalls if not declared as ingredients: Peanuts, tree nuts, eggs, fish, crab, shrimp, lobster, milk, soybeans, wheat, sulfites, and yellow dye #5.

Perishable packaged food products with a projected shelf life of thirty (30) days or less must state the pull date on the package label. The pull date must be stated in day and month and in a style and format that is readily decipherable by consumers. Also, when products require refrigeration either before or after opening, such information must be on the label.

Vendors must display all health permits and licenses required by the State and local health departments in their booth.

KCFM BOOTH LOCATION AND SPACE ASSIGNMENT

HOW BOOTH ASSIGNMENTS ARE MADE:

- Participation in the Kittitas County Farmers Market is based on a priority of products in the following order:
 - Fresh Farm products
 - Value-added farm products
 - Processed foods - with preference given to vendors using ingredients from local farms (or if not available locally from Washington State).
 - Prepared foods- with preference given to vendors using ingredients from local farms (or if not available locally-from Washington State).

- Crafter/Artisans -with preference given to vendors using ingredients from local farms (or if not available locally-from Washington State).
- The need for a specific product and your ability to **produce** it.

BOOTH LOCATION will be assigned and reserved using the following criteria:

- Returning Vendors
- Attendance from prior seasons
- Sales history reporting
- Date Vendor submitted a complete application
- Number of spaces required. (the more space required, the more challenging it is to place the vendor).
- Electric Use. (Outlets are available in specific areas only and determines placement).

Any exceptions to these rules will be considered on a case-to-case basis; at the discretion of the Market manager and/or the Board of Directors.

KCFM Vendor Rules

A. ONLY WASHINGTON STATE FARMERS AND OTHER PRODUCERS, AS LISTED, MAY SELL AT THE MARKET: A principal farmer/producer may send family members, partners or employees to the market in their stead, but are responsible for having their on-site representatives aware of all Market rules and policies.

B. Kittitas County Farmers Market HOURS OF OPERATION: 9:00 A.M. – 1:00 P.M. No vendor vehicles will enter the street after 8:15am and all vehicles must be moved by 8:30am. No vendors will be allowed on the site before 6:30 a.m. All vendors vacate the site by 2:30 p.m.

C. SIGNAGE: All vendors are required to post a sign identifying him/her or the name of the business represented.

D. PRICE SIGNAGE: Vendors are required to clearly mark the prices of their items. This can be done by individually tagging each item or by listing all of your items and prices on a large sign or blackboard

E. SELLING SPACE: The vendor sales area and signage must not extend beyond the allotted boundaries of the booth space. Displays and signs must allow clear visibility to adjoining booths. Display and selling technique must not impair other vendors' ability to sell, nor create a hazardous situation for customers. Hawking in front of booths is not allowed. Sidewalls can't be erected, except for days of inclement weather at the discretion of the Market manager. Normal Kittitas Valley winds do not count as inclement weather.

F. VENDOR VEHICLES AND LOADING/UNLOADING and PARKING: Vendor vehicles must not extend beyond allotted booth space. Several market booth spaces have been designated with on-site vendor vehicles in mind. If you have a second vehicle or a load off space, please have it off the market site no later than 8:30 a.m.

After the market closes at 1pm Vendors must first pack up all belongings and have all items ready to load before entering the street. **VENDORS MAY NOT ENTER THE STREETS UNTIL AFTER 1:15 pm AND CUSTOMERS HAVE CLEARED THE MARKET STREET.** Upon entering the street, belongings should be quickly loaded and moved. The street must be vacated no later than 2:30pm

*New this year: Parking Pass/Vendor Identification will need to be shown to street/traffic "guards" before entering the street. These will be given to each vendor at the start of the season. Lost or misplaced pass will be a \$5 replacement fee.

Do not park in Customer Parking Spaces Vendors must leave the street parking spaces for customers. Vendors shall not park between Main and Ruby, or 3rd and 5th Avenues, or within two blocks of the market unless it is in one of the aforementioned lots between 9:30 a.m. and 12:30 p.m. We encourage vendors to park in the parking lots of Bank of the West, City of Ellensburg, Wells Fargo Drive Thru lot or US Bank parking lots.

Vendors violating these rules will accrue fines/suspension of fines as outlined above.

G. **BOOTH CLEAN-UP and GARBAGE REMOVAL:** Vendors are responsible for keeping their space attractive during Market hours and for cleaning up their space after the market closes. Vendors are responsible for taking their trash and garbage out of the market. The garbage and trash receptacles owned by the surrounding businesses should not be used.

All vendors who provide food, a napkin, a toothpick, cup or anything that might need a garbage bag, **MUST** provide a trash receptacle in the front of their booth for customers to use. Management will inspect for these daily and fines can be accrued for failure to comply.

H. **THE MARKET DOES NOT PROVIDE TABLES, CANOPIES, UMBRELLAS OR OTHER EQUIPMENT.**

I. **UMBRELLA AND CANOPY RULES:** All vendors who wish to erect canopies or umbrellas on the farmers market site during a normal period of market operations, including the set up and breakdown period, are required to have their canopies or umbrellas sufficiently and safely anchored/weighted to the ground from the time their canopy or umbrella is put up to the time it is taken down. Any vendor who fails to properly secure his or her canopy or umbrella will not be allowed to sell at the farmers market on that market day, unless that vendor chooses to take down and store their canopy or umbrella and sell without it. According to WSFMA guidelines, a canopy must have no less than 24 pounds anchoring each leg. For examples of recommended safety methods pertaining to canopy weights, please refer to "Canopy Safety 101" document located at <http://www.wafarmersmarkets.com/>

J. **CLEANING PRODUCE:** Produce should be washed and prepped for sale at home or on the vendor's farm. Vendors should not wash produce at the Market.

K. **NO DUMPING ALLOWED:** Vendors are not allowed to give produce or other items away for free or at unreasonably low prices, thus undercutting potential sales of other vendors.

L. **SAMPLES:** Sampling may take place provided the vendor has running water, soap, and paper towels to wash cutting implements after each use. Disposable rubber/plastic gloves are encouraged. Vendor must provide single service utensils, such as toothpicks. Vendor must have any required permits from KCHD, <http://www.co.kittitas.wa.us/health/programs/environmental-health/food.aspx>

M. **PETS:** Pets belonging to vendors will not be allowed in vendors booths during the hours of the market.

N. **VENDOR DRESS:** Vendors are requested to dress appropriately at their booths during market hours.

O. CHILDREN: Vendors need to keep a watchful eye on their children at all times during the Market day. The Market will take no responsibility for their safety or whereabouts.

P. COURTESY: Vendors will conduct themselves courteously. It is the Market's intent to win friends and benefit the vendors, consumers and the community.

The KCFM has a **ZERO TOLERANCE** for any behavior that is deemed to be a form of bullying or harassing to other vendors, staff persons or customers. No yelling will be tolerated. Conflicts will be resolved in an unobtrusive manner. Vendors who behave in a unprofessional manner will be asked to leave immediately and their membership immediately suspended pending board reviews at the next regularly scheduled board meeting. If the market is already open for business at the time of the incident, they will be expected to return at the end of the market day at 1:15pm to retrieve their things.

The expectation is that all people who are at the market will be treated with courtesy, dignity and respect.

Q. HAWKING: Hawking (calling attention to your products in a loud repetitive, public manner) during the Market day is not allowed.

R. NO SMOKING: Smoking is not allowed in the vendor sales area.

S. MARKET MANAGER: The Market manager's job is to implement Market policies. This includes, but is not limited to, overseeing Market set-up, space assignments, and collection of fees, providing information about applications and Market policies, and assuring vendor compliance with all market policies. The Market manager will make booth assignment decisions based on available space in the Market and the need for specific products. The Market manager will be responsible for public concerns and vendor complaints. The Market manager is also the conduit between vendors and customers to the Markets board and the Market manager has complete authority to interpret and implement policy on the Market site; including the authority to rescind booth space for just cause. Vendor grievances will be taken to the board.

T. MARKET RESPONSIBILITY: The Kittitas County Farmers Market is not responsible for loss of property or damage to property.

U. EQUAL OPPORTUNITY: There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age or nationality.

V. LICENSES, PERMITS AND SPECIAL REQUIREMENTS: Retail sales taxes and Business and Occupation taxes are the responsibility of individual vendors. Vendors who are required to charge sales tax KITTITAS COUNTY FARMERS MARKET Vendor Rules 6 (i.e. artisans and concessionaires) are required by law to have a Washington State Tax ID number and must supply this tax number when you apply at the Market. Vendor's applications will not be processed without this number. All vendors shall provide, at the time of application, copies of any permits and licenses applicable to the sale of their products. July 1 each vendor required to have a city license will give a copy of his or her renewed license to the Market Manager.

W. LABELING: All processed and baked foods require a label which follows the regulations of the WSDA. Refer to page 2 item B for details and references. It is up to each vendor to insure compliance with all laws, rules and regulations related to their specific product(s). The market is inspected regularly.

X. ON-SITE FOOD STORAGE REQUIREMENTS: All prepared foods must be kept at least 18" above the ground.

Y. FOOD HANDLER'S and APPROPRIATE HEALTH DEPT PERMITS: Food vendors must have the current Kittitas County Health Department permits for all prepared foods and baked goods. These permits must be posted in the vendor's booth at all times.

Z. FARM VISITS: The Kittitas County Farmers market has the right to inspect or visit any farms or establishments used by vendors. Farm visits will be conducted with at least a 24-hour notice. Vendors should provide help during the visit in identifying the crops listed on the application for permit to sell.

AA. JURYING: All artist/craft vendors (including returning vendors) shall have their work juried prior to being allowed to sell at the market. All products sold must be completed by a single artist/craftsperson in the state of Washington. Products must be of the highest quality, handcrafted, and shall not be imported or kit work. Artisans must submit pieces that are representative of the work they plan to sell at the market to be juried. An artisan may not sell anything that has not been juried prior to the day of the market. Some review items considered are: craftsmanship; quality; percentage of raw material used; percentage of product that is handcrafted versus non-handcrafted; and originality. Once a product has been accepted, selling space at the market will be granted based on the above participation guidelines, space availability and compatibility with current product mix. Returning vendors will be juried every three years and kit work is no longer be accepted.

BB. CANCELLATIONS OR NO SHOWS POLICY: "No-shows" hurt the credibility of the KCFM and negatively impact all Vendors. Vendors are responsible for their attendance as indicated on the application. Should a Vendor need to cancel or alter attendance, the Vendor shall notify the KCFM manager as soon as possible, via phone or email, but no later than 24 hours prior to that week's Market. Should KCFM not be notified of a cancellation, it is considered a "no-show" and will be charged the daily booth fee, due to KCFM at the next attended Market. If a Vendor does not call or occupy their booth three weeks in a row with no communication to KCFM, the booth will be declared vacant, and given to another Vendor.

CC. Liability Insurance: Minimum 1,000,000. Vendors are required to submit a Certificate of Insurance naming KCFM as an additional named insured. This certificate must also specify what you are insured to sell, your liability limits and the dates of the coverage. The Kittitas County Farmers Market reserves the right to prohibit anyone from selling or any product from being sold.

DD. The Market Managers Booth provides credit card services at no cost to you. Customers can swipe their Credit/Debit or EBT to use at the market. For consistency of the program and clarity for the customer, KCFM requires that ALL Vendors accept appropriate tokens for their product.

Currently we offer a \$5.00 green wooden tokens that can be used for ANYTHING you sell.

The \$1.00 EBT red wooden tokens are used for specified food or food growing plants. EBT tokens can be used to purchase fresh fruit and vegetables, eggs, meat, fish, poultry, dairy, and seeds and plants intended for growing food. Non-food and prepared (hot) foods are not eligible for this program. There is no cost to Vendors to participate in this program.

Vendors will be responsible for submitting both types of tokens to KCFM at the end of each market, and KCFM will pay Vendors by check the following week.

Token Refund Checks must be deposited or cashed within 90 days or the check will be voided and funds held by KCFM.

DD. FOOD ACCESS AND EBT INCENTIVE PROGRAMS: NEW for 2016! KCFM expects to implement incentive programs for customers utilizing EBT/SNAP benefits for fresh fruits and vegetables only. Details and processes will be forthcoming as they are developed.

EE. COMMUNITY MEMBERSHIP CARDS. New for 2016! A patron membership card will be sold to market customers for \$20.00 each and will be good at each market in 2016. This fee will be used to support the

market and will be renewable annually. How it works: Vendors are strongly encouraged to offer a "deal" of the day to customers who have a membership card. It could be a item you want to promote: a special sale, buy one get one 50% off, a free apple, or ANYTHING that you would like to do as a vendor. When you want to participate, just hang out a sign we will provide. If you do not want to participate , simply don't hang it. Its that easy! This is an optional program incentive to help increase sales and give buyers "treasures" to hunt for during the season. Our hope is that every week there are a good variety of vendors participating. More people in your booth = more money in your pocket!