

# Yelm Farmers Market

## 2017 Guidelines and Policies

**The mission and purpose of the Yelm Farmers Market is to create a place to connect community members with producers of fresh, healthy, locally created food and products.**

Thank you for your interest in being part of the Yelm Farmers Market. Please read these regulations carefully before signing the application and remember to keep a copy for your records.

### I. ORGANIZATION

The Yelm Farmers Market (YFM) was developed in response to the growing demand by farmers and consumers in the area for a market to support local growers in the Puget Sound region and to make farm fresh foods more widely available to the Yelm community. YFM is organized and managed by the ***newly reorganized, and named, Bounty for Families*** (previously Yelm Cooperative). It is still an educational and community service non-profit organization 501(c)(3).

The Bounty for Families (BFF) mission is cultivating a healthy community by supporting local farmers, providing access to nutritious food, and strengthening the local economy.

Yelm Farmers Market, as an extension of the Bounty for Families' mission, cultivates an atmosphere of learning for the public by providing customers with free educational opportunities, how-to information on farming and advice on cooking and storing fresh foods. Vendors are expected to participate in this mission by creative interaction with the public using informational handouts, recipes, farming fact sheets, verbal teaching, etc. Building relationships with the community through learning will build a strong customer base, create more educated buyers and increase excitement about farm-to-table dynamics.

The Market Manager, under the direction of the Bounty for Families, oversees the seasonal and daily operations of the market. Members of the community are encouraged to join the Bounty for Families to support the ongoing success of the market as the Yelm Farmers Market has been established for the benefit of the community, the farmers and other vendors and the consumer alike.

### II. 2017 MARKET INFORMATION

#### ***A. Market Manager***

The responsibility of the Market Manager is to implement market policies including overseeing market set-up, booth assignments and collection of fees, providing information on membership and market policies and ensuring vendor compliance with all market policies. The manager will approve or deny vendor applications based on available space in the market and the need for specific products. The manager will be responsible for public concerns and vendor complaints. The manager is also the conduit between vendors/customers and the market. The Market Manager has complete authority to interpret and implement policy on the market site including the authority to rescind stall space for just cause. Vendor grievances will be taken to the Market Manager.

- Market Manager: TBD Feb/March 2017
- Email: [manager@yelfarmersmarket.com](mailto:manager@yelfarmersmarket.com)
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## **B. Location and Dates**

- Market Day & Time: Every Sunday, May 28th through October 29th, 10AM - 3PM
- Physical Location: Nisqually Springs Farm  
17835 State Route 507  
Yelm, WA 98597
- Mailing Address: Bounty for Families  
ATTN: Yelm Farmers Market  
PO Box 2583  
Yelm, WA 98597
- Website: <http://www.yelfarmersmarket.com>

## **III. VENDOR CATEGORIES/QUALIFICATIONS**

As a Washington State Farmers Market Association (WSFMA) Member, Yelm Farmers Market abides by the membership “Roots Guidelines” which define the types and percentages of vendors allowed at the market with an emphasis on family farms. For more information visit the WSFMA website at [www.wafarmersmarkets.com](http://www.wafarmersmarkets.com). Vendor selection, along with stall assignments, are made based on the market’s need to balance available produce with a well-rounded “market basket” for customers, leading to the overall success of market vendors and compliance with WSFMA “Roots Guidelines”. To qualify as a vendor at the Yelm Farmers Market, applicants must meet the criteria of one of the five following categories:

### **A. PRODUCERS: Farmers**

One who raises the produce, plants or animals which they sell at Yelm Farmers Market on land they own or lease/rent in the state of Washington. The definition of Farmer may also include someone who processes produce, fruit, berries, botanicals, meats, honey, etc., which is grown, raised, or harvested on their own, leased or rented property, in the State of Washington and then turned into value added product(s) such as jams, cider, salsa, vinegars, alcoholic beverages (\*), essential oils or any other botanical use. It may also include Farmers who raise the basic ingredient(s) of a product, but who must send it out for fundamental processing, either within Washington State or border counties, before creating the value added product. Such Vendors might include those Farmers selling certain essential oils, smoked meats or fish, etc. This excludes Resellers or those who might work on, or manage a corporately owned farm and have permission to dispose of surplus product.

**SEAFOODS:** In the case of seafood, the vendor must own, lease, or operate the fishing vessel or own, lease or rent the parcel of land where the seafood is caught or harvested for sale at WSFMA Member Markets. The vendor must be a legal resident of the State of Washington.

**\*ALCOHOLIC BEVERAGES:** Alcoholic beverages must be made entirely from ingredients grown in Washington, or from grapes grown in a recognized Washington appellation, except for certain additives required for processing which cannot be produced in the State of Washington, not amounting to more than 5% of the total volume of the beverage.

### **B. PRODUCERS: Processors**

One who sells foods that they have personally prepared or processed on property that they own, lease, or rent in the State of Washington. Processors are persons offering fresh food products (such as meats, seafood, ciders, wines, baked goods, jams, nuts, etc.) that have added value to their product through some sort of “hands-on” processing (e.g., hand-filleted fish, smoked or butchered meats, handmade candies/nuts, etc.), but have not raised the ingredients themselves. All Processors must meet all Federal, State, County and local Health Department requirements. All appropriate permits and licenses must be

submitted and filed with the Market Manager. Processors must produce their products in Washington State only.. Processed food producers should use ingredients from Washington State farms or waters as much as possible, and YFM shall give stall preference to those Processors who use ingredients from Washington State farms or waters.

SEAFOODS: In the case of seafood vendors, the product must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska and British Columbia.

ALCOHOLIC BEVERAGES: Alcoholic beverages must be made entirely from ingredients grown in Washington, or from grapes grown in a recognized Washington appellation, except for certain additives required for processing, but which cannot be produced in the State of Washington, not amounting to more than 5% of the total volume of the beverage.

***C. OTHERS: Resellers***

One who buys produce from farmers in Washington State, trucks it to YFM and resells it directly to the consumer. The reseller is expected to be the only stop between the grower and the consumer. They are not expected to deal with shippers, warehouses, or jobbers. They must not sell any produce not grown in Washington. They may sell any produce they grow themselves on their own property (see Farmers). Resellers are sellers of crops that cannot be grown reliably or offered for sale in sufficient quantity by farmers selling at the YFM, as determined by the Market Manager. Resellers must have crops pre-approved by the Market Manager before delivering the crops to market for sale. Approved resold crops must be specifically limited so as not to compete with the crops of farmers within the geographic area of the YFM. When trying to balance the vendor mix, priority will be given to primary producers. Approved resellers must label their products as being resold\* and information must be available for the consumer as to which farms produced those products.

\* Other terms synonymous with “resold” may be substituted.

***D. OTHERS: Artisans/Crafters***

Crafters are persons or entities who craft with their own hands the products they offer for sale at the YFM or providers of skilled craft services at the market, such as on-site knife sharpening or tool refurbishment. To qualify as a crafter, a majority of the tools and equipment used by the crafter to produce their products must require skills, personal handling and/or guidance by the crafter. Crafters should incorporate materials produced in Washington State as much as possible. Crafters must create their craft products in Washington.

***E. OTHERS: Prepared Food Vendors (Concessionaires)***

Prepared Food Vendors offer freshly made foods, available for sale and immediate consumption on-site at the YFM. Prepared Food Vendors shall possess and maintain all required State, County and local Health Department permits. Prepared Food Vendors should use ingredients produced in Washington State as much as possible. YFM will prioritize prepared food vendors who provide a good variety of healthy foods and use locally produced ingredients.

**IV. MARKET EXCLUSIONS**

The following items are restricted from being sold at the YFM because the products are either not produced, processed, or created in Washington State by the vendor, or funding, marketing, or other assistance given to vendors comes from a source separate from the vendor. However, vendors who are not allowed to sell at YFM are allowed to sponsor market events/activities, as long as they are not selling or taking orders to sell.

- **No Commercial or Imported Items • This includes no bottled drinks brought in by Prepared Food Vendors** (Exception: Those vendors who make their own drinks in their own processing kitchen/prep site).
- **No Second Hand Items** (Exception: Those vendors who take a second hand item and recycle that item into a new use.);
- **No Franchises:** Those who have entered into an agreement or received a license to sell a company's products and/or use a company's packaging, logo, ingredients, and/or marketing tools under that license or any franchise agreement;
- **No Non-Owner Operated Businesses:** Only those businesses that are operated and controlled by their Washington State-based, or border county-based, owners are permitted at WSFMA Markets; and
- **No Out-of-State Processing:** All processed products sold at WSFMA Markets must be processed within Washington State.

## V. NON-VENDOR BOOTH OPTIONS

To further community outreach and education, YFM offers opportunities for organizations and businesses to reserve special booth space available at each market day. Each organization and/or business is limited to a certain number of participations per year and acceptance into the market is under the discretion of the Market Manager. When scheduled, organization and business booth staff are expected to arrive no later than 9:30 a.m. to set up and must remain at the booth until 3 p.m. unless other arrangements are made prior to market day with the Market Manager. All participants must conform to all market rules where applicable.

### ***A. Non-Profit and Community Outreach Booths***

There is an opportunity each week for not for profit organizations and municipalities to host a booth at the market to outreach to YFM customers for the purpose of

- 1) Providing an opportunity for our customers to learn about local organizations;
- 2) Supporting non-profits in the community; and
- 3) Providing a venue for cities and municipalities to educate the community about special projects and educational outreach efforts.

Priority will be given to non-profit organizations with a strong membership base and an educational outreach related to sustainability, community and health. The space is provided free of charge but full participation in the setup and breakdown of the canopy and table is expected. While a 10x10 canopy and a 6 foot folding table will be available for use, participants must provide their own chairs, booth displays and garbage disposal. No hawking, sales etc are allowed and fundraising efforts (such as raffle tickets and t-shirt sales) are not permitted. The non-profit may collect names and then send constituents information about their merchandise and events at a later date. As an exchange for the valuable outreach space at a non-profit booth in the market, the NPO is required to post to their social media outlets the tags and handles for the market's social media accounts to promote their presence at the market. The non-profit agency must fill out a non-profit application two weeks prior to their appearance.

### ***B. Business Booths***

There is an opportunity each week for local businesses to host a booth for one week or more at the market to reach out to market customers for the purpose of

- 1) Providing a venue that the local business community can use to connect with YFM customers;
- 2) Providing an opportunity for sustainable product or service businesses to outreach to the community; and
- 3) Providing additional revenue for the market without creating competition between existing vendors.

Businesses which qualify are defined as those which are "local" businesses with their primary location address within the market community range including Yelm, Rainier, McKenna and Roy (exceptions are made at the discretion of the Market Manager). Priority will be given to those which provide a service or

education such as massage therapists, accountants, mechanics, technology based, financial-based, contractors, daycare providers, private schools, catering, cooking classes, health and fitness centers etc or have a product directly related to sustainability such as electric car/scooters, rain barrels, dehydrators, worm bins etc. Approved businesses can promote but not sell a product that could not otherwise, in any form, be sold at the market. This excludes any food, plant, animal, craft, or personal care product. With permission, restaurants within the local market range may promote their business at market, preferably through “chef demonstrations” or food sampling. The restaurant would need to procure any permits not already applicable at the market. Franchises, “pyramid schemes” as defined at <http://www.wikipedia.org/>, businesses primarily owned and operated outside the qualifying area or those which compete with current or potential vendors will not be allowed to participate in a YFM non-vendor business booth space. The business booth non-vendor must fill out a business booth application two weeks prior to their appearance.

## **VI. VENDOR APPLICATION AND ACCEPTANCE**

The priority deadline for vendor applications is **April 9th, 2017**. It is important to receive vendor applications prior to this date so that vendor stall assignments and outreach materials can be prepared in advance of the season opening. Filing of an application does not guarantee acceptance in the market.

Applications are accepted throughout the market season and must be received at least one week prior to the desired start date. Vendors are encouraged to commit to every week during the market season. However, they may indicate which weeks they would like to attend including alternating weeks, monthly or short season. New vendors applying on the day of market will be turned away. First time applicants must also include at least one day stall prepayment. Late applications are not guaranteed a spot at market even if returning from a previous year. Once a completed application along with application fee and any prepaid stall fees has been received and accepted by the Market Manager letters of acceptance will be emailed or other appropriate contact will be made.

Acceptance will be based on balancing the needs of the customer, past season farmers and other vendors, and new farmers and vendors applying to YFM. Every effort to avoid overloading the market with particular products so as to not disadvantage current vendors will be made. Processed and prepared food vendor priority will be awarded to those who use a predominance of Washington State grown products and, in particular, use a “signature” ingredient of a prepared or processed food that is locally grown and ideally purchased from YFM farmers. Final decisions regarding acceptance into YFM are not guaranteed and are at the sole discretion of the Market Manager.

All vendors, business booth non-vendors, and non-profit booth organizations will sign an indemnity agreement in their particular application form.

All Farmer, processors, and prepared food vendors should provide a proof of liability insurance coverage certificate at the time of the application, if they have one. See insurance contact information below for further information about reasonable insurance at farmers markets.

Farmers and all other vendors also agree to undergo a quick refresher training on what types of currency that they are eligible to take from the customers (e.g. POP, SNAP, and ATM/Debit tokens, and FMNP and SMNP paper coupons/checks) They agree that they will comply with the regulations of the token and benefits programs or face cancelation of their participation in the programs.

## **VII: 2017 FEES AND CONTRIBUTIONS**

### ***A. Vendor Application Fee***

All vendors are required to pay an annual application fee of \$20. This fee must be submitted along with your application to ensure consideration for the 2017 Yelm Farmers Market. If not accepted, the annual application fee is fully refundable.

### ***B. Vendor Daily Stall\* Fee***

By the end of each market day vendors are required to pay a daily stall fee and a percentage of their daily gross sales (less any sales tax). All vendors must report market day gross sales to the Market Manager at the end of the market day. Market management will monitor and audit sales reporting as necessary to check for accuracy and each market participant is expected to cooperate. Individual vendor sales data is considered confidential and will not be shared with others. Sales of the market are never reported on an individual basis, only as an aggregate for each vendor group.

- Farmers (as defined in section III:A) will pay a \$15 stall fee and 5% of gross sales (less any sales tax).
- Processors, Resellers, Crafters, Prepared Food Vendors, and all other vendors will pay a \$15 stall fee and 7% of gross sales (less any sales tax).

Vendors may pay a full season stall fee in advance of \$300 and pay the percentage of gross sales each market day. Full season rates equal a 13% discount, or, three weeks of waived stall fees (but not the gross sales commissions).

\*A "stall" is considered to be 10x10 feet.

### ***C. Vendor Contributions***

Vendors will be occasionally asked (about once a month) to contribute product, gift certificates or other items of value (not to exceed an average of \$5 per vendor per special event market day) to the market's promotional and educational events such as contests, raffles and special events which attract customers to Yelm Farmers Market and benefit all vendors.

### ***D. Non-Vendor Business Booth Daily Stall Fee***

Approved businesses as defined in section V:B are subject to no annual application fee and one of the fee options below:

- No fee for YFM Sponsors of \$500 or more
- \$25 fee for YFM Sponsors of between \$100 - \$499
- \$50 fee for all other approved businesses

## **VIII: 2017 VENDOR RULES**

### ***A. Punctuality***

Hours of Operation: 10:00 am – 3:00 pm. (subject to change based on popularity of market and traffic to booth; times will not change during the hours of the same market day in order to allow proper notice for vendors and customers). No vendors will be allowed on site before 8:00 a.m. unless special arrangements have been made. All vendors must vacate the site by 4.30 p.m. All vendors with assigned booth spaces must be at the market site by 9:30 am and be ready to begin selling when the market opens.

Vendors who arrive within 30 minutes of when the Market opens will be issued a verbal warning, succeeding penalties will result according to the violations chart's first tier (below). Vendors who arrive late will not be given stall preference for that market day and may be turned away. Exceptions can be made for special, unforeseen circumstances.

### ***B. No-Shows***

If a vendor does not notify the Market Manager within 48 hours prior that they will not be attending a given market day they committed to, they will be warned and fined according to Tier 2 of the violations chart below *and in addition*, be charged for their booth fee that day. A 48 hours' notice allows proper time to notify customers through the website and newsletter, to notify other vendors so they can balance their product selection accordingly and to find other sources to fill the temporary product void. Any notice up to market opening is appreciated allowing time to still adjust stall spaces and set out signage to explain to customers – but does not negate the punitive action. Extenuating emergencies will be reviewed on a case by case basis between the Market Manager and the absent vendor for consideration of waiving the 48-hour lead time.

### ***C. Selling Time***

All vendors must be fully set up and ready to sell by 10 am. Vendors are required to stay until closing and must not give the appearance of packing up until after 3:00 pm. (strictly enforced), unless specific permission is given by the Market Manager. Vendors who sell-out early should post a sign letting customers know they have sold out and are encouraged to take the extra time to interact with customers and educate them on their farm and products.

### ***D. Selling Space***

The vendor sales area must not extend beyond allotted boundaries of the stall space. 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. Hawking (calling attention to products in a loud, repetitive, public manner) or sampling in front of booths is not allowed. Vendors are required to wear shirts and shoes at their booths during market hours.

Vendors may play individual music in their booth space but should be aware of the volume and neighbor's ability to transact business without any audio interference. In addition, music should be turned off when live music is provided by market management.

### ***E. Vehicles and Loading/Unloading***

Vehicles must be unloaded and off market pathways by 9:30 am, and are not allowed back onto market pathways until 3:15 pm, to ensure the safety of customers.

### ***F. Booth Clean Up***

Vendors are required to maintain their individual selling space in a clean, safe and sanitary manner including protecting the pavement from oil or fuel drips from any part of the vendor's vehicle. Each vendor is responsible for keeping his/her booth space clean during the market and for complete cleanup of his or her space at the close of market. This includes hauling away any trash or garbage that is generated in or around the booth and sweeping up any product debris left on the ground. Farmers are not permitted to dispose of produce waste, overripe or leftover waste in any on-site garbage cans or dumpsters. Market trash cans and dumpsters are not available for vendor use. Vendors should bring their own brooms and dustpans. Those who do not clean up at the end of market day will be classified in the Tier 2 level of the violations chart (below).

Prepared food vendors should provide food in recyclable or biodegradable containers whenever possible. The use of poly-foam containers is not allowed, unless prior approval has been obtained from the Market Manager. Vendors who sell product in recyclable containers may use the market recycle cans for disposal.

### ***G. Signage***

All vendors will post a sign in their booth 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 must have their signs

displayed before sales begin. Failure to have a sign will result in a first tier violation. If a vendor feels they cannot adequately meet this requirement, contact the Market Manager for assistance.

No vendor should ever use the words "last day" or other similar terms in their signage or handout material unless approved by the Market Manager. If it is a vendor's last day at the market other language such as "We won't be back this season", "See you next year", etc should be used to state the vendor will not be returning for the remainder of the market season.

#### ***H. Pricing and Quality***

Produce and other allowable market products should be clearly marked with their price. This can be done by individually tagging each item with a label, or small table sign in the vicinity of a grouping of items, or by listing all products and prices on a large sign or blackboard. Vendors are prohibited to give produce or other items away for free or at below-cost pricing, thereby undercutting potential sales of other vendors and the overall health of the Yelm Farmers Market.

Vendors are expected to bring good quality products to market. Vendors are responsible for the safety of their food and cannot sell adulterated foods.

#### ***I. Scales***

Vendors selling produce by weight must provide their own scales. Scales must be "legal for trade" and inspected and sealed by the Department of Agriculture - Weights and Measures Program. All scale displays must be readable and in easy sight for customers to view during business transactions.

#### ***J. Children and Pets***

Vendors need to keep a watchful eye on their children during the market day. Set-up time can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a parent or guardian with them; the market can take no responsibility for safety for their whereabouts. No bikes, skateboards or scooters are allowed within the market boundaries.

No pets will be allowed in the vendor selling area. Exceptions are made for seeing-eye dogs, dogs for the hearing impaired or other disability assistance dogs. Please report to the Market Manager if there are any problems.

#### ***K. Courtesy and Conduct***

Vendors, their representatives and all other market participants are expected to conduct themselves in a safe and courteous manner at the market. Any language or behavior considered detrimental to the normal operation of the market will be grounds for tier 2 or tier 3 violations action. Consumption of alcoholic beverages (other than controlled samples from participating breweries or wineries) or any controlled substance while at the market is prohibited and will fall under tier 3 of violations. Smoking of any kind is not allowed on the property that hosts the market (tier 2).

#### ***L. Refunds***

Customers who have a legitimate complaint about the products they purchase should be given full monetary refund or replacement of equal value. It is the market's policy to satisfy the customer and to promote good will by being generous with produce and products. If produce is overripe and must be consumed the same day, the customer must be informed in advance. If a customer wishes to exchange only a partial bag of produce, only partial credit is due. Complaints that seem unfounded or excessive may need to be mediated by market management.

#### ***M. Health and Safety***

- **Booth areas:** Vendors' vehicles, tables, and overhead shades must be maintained and used in a safe manner. Legs must be firmly locked into place on the shades. Tables must have smooth



edges and remain stable when loaded with produce and products. Products must remain at least 24" or more above the ground.

- **Regulations:** Compliance with health and safety regulations is the responsibility of the vendor. More information on these regulations can be found at the Thurston County Health Department. Sneeze guards, cold storage, hot holding and all other relevant equipment must be provided by the vendor as needed. All food stored on site must be stored in compliance with health codes and kept at least 18" above ground.
- **Canopy Policies:** 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. Each canopy leg must have no less than 24# (pounds) anchoring each leg, and market umbrellas, 50#. Please refer to the WSFMA website at <http://www.wafarmersmarkets.com/resources/CanopySafety101.pdf> for Canopy Safety 101.

Canopy policy that is violated falls under tier 3 of the violations chart.

Violations of the Guidelines and Policies for Yelm Farmers Market will result in corrective and/or punitive action with vendors, to be determined by the Market Manager according to the following standard for the year of their vendor term:

Violations Tiers	1st offense	2nd offense	3rd offense	4th offense	5th offense
1-Does not endanger the public or wellbeing of the market	Verbal Warning by Market Manager	Written Warning by Market Manager	\$30 fine	\$30 fine and suspension 1 market	Expulsion from market
2-Endangers the wellbeing of the market	Written Warning by Market Manager	\$30 fine	\$30 fine and suspension 1 market	Expulsion from market	
3-Endangers the public	\$40 fine and situation is corrected	\$40 fine and suspension that day's market	Expulsion from market		
4-Endangers the public and wellbeing of the market	\$40 fine and suspension from that day's market	Expulsion from market			

Fines issued to violating vendors must be paid in full prior to a vendor returning to the market.

**N. Market Rights & Responsibilities**

- YFM reserves the right to prohibit anyone from selling or any product from being sold.
- YFM reserves the right to ask the vendor to remove any item that appears severely blemished, damaged, or incorrectly packaged from their sales table.
- YFM or its designated representative has the right to inspect vendor's land or place of business. Representatives may inspect or visit any farms or establishments used by vendors. Farm visits will be conducted with at least 24 hours' notice. Vendors should provide help during a visit in identifying the crops listed on the application for permit to sell. Any refusal of a visit to a farm or establishment will result in automatic expulsion from the market. (Reasonable accommodations will be made due to the owner's availability that is hampered by weather, illness, or other

extenuating circumstances).

- YFM is not responsible for loss of property or damage.
- YFM does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, recruitment, selection and coordination of vendors and volunteers and provision of services. We are committed to providing an inclusive and welcoming environment for all of our vendors, customers, volunteers, staff and sponsors.

## **IX: LICENSES, PERMITS, AND SPECIAL REQUIREMENTS**

All vendors shall provide by the first market day copies of any permits and licenses applicable to the sale of their products. These may include the vendor's Washington State UBI Number, Food Handlers Permit, Food Sellers Permit, Washington State Department of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, Nursery License, Department of Fisheries Wholesale License, etc. These certifications must be prominently displayed in a vendor's booth during each market.

### ***A. 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 applying to sell at the market. A vendor's application will not be processed without this number or explanation as to why it is not required.

### ***B. Insurance***

All vendors will be requested to show proof of current automobile insurance for on-site vehicles so they may be scanned for keeping on file. All vendors are also highly encouraged to obtain general or product liability insurance, if not already required by permit or license. See the Resources list below for low-cost liability insurance.

### ***C. Organic Products***

If a product is labeled "organic" it must be certified in accordance with Washington State law and the standards set forth by the National Organic Program. Verbal or written declarations of organic status not certified will result in tier 3 of the violations punitive action. When an organic producer is also selling non-organic produce at the same stand, the non-organic produce must be clearly separated from the organic produce and clearly labeled as conventionally grown.

### ***D. 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" will need a notarized affidavit attesting how these procedures are followed. This affidavit will be kept with market management for the season. Consumer queries regarding farming practices must be answered factually.

### ***E. 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/Brewery. These foods include baked goods, breads, dried fruits, herbs, teas, cider, preserves, jellies, canned and dried fish and meat, salsas and salad dressings. Beekeepers that process their own honey do not need a Food Processor's license unless the honey is sold wholesale. Cottage food processors are to meet their license / permit requirements as well prior to starting at the market. Fresh meat vendors are highly encouraged to review

requirements for Food Processors License and the WSDA Green Book (see resources section). 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 sell. Other Thurston County Health Department requirements may apply.

Labels on processed foods, including honey, must meet Washington State requirements and include:

1. The name of the product
2. Company name
3. Address (if not found in the phonebook)
4. Net weight on bottom 1/3 of label
5. Ingredients listed in decreasing order of predominance

### ***F. Sampling***

Special Health Department guidelines can be used at vendor booths for limited demonstrations and sampling. Please consult with the Thurston County Health Department or Market Manager for these regulations. The Yelm Farmers Market will conduct a "Taste the Place" booth for farmers' fruits and vegetables initially, dependent each day on volunteer staffing.

### ***G. Food Handlers Permit***

All prepared food and baked good vendors must have a current Thurston County Health Department Food Handlers Permit. All vendors providing food samples must also have a Food Handlers permit.

## **X: DISPUTES AND GRIEVANCES:**

The following procedures are in place to provide any vendor with a clear process for settling a dispute or addressing a complaint or grievance.

On-site Resolution The YFM manager is the first step in addressing any matter, and will make every effort to resolve an issue. Vendors are asked to provide the on-site manager with a clear explanation of an issue, and to work with staff to reach a resolution. After gathering all available information, the manager will make a determination regarding the issue based on their interpretation of the best interest of the Market as a whole and the specific circumstances. Vendors must abide by the determination on that Market day so as to maintain order in the Market. If a vendor disagrees with the determination, the formal Grievance Process is in place.

Guidelines and Policy Deliberation A vendor may request deliberation for an issue with another vendor, with YFM staff, or other partner/stakeholder. The YFM manager will contact the other party to suggest deliberation. Upon agreement, a representative from the YFM and from the Bounty for Families will facilitate the deliberation between or among directly involved parties to reach a commonly acceptable resolution based on the written policies of the Market, or failing a written policy, based on the best interest of the Market as a whole. Any resolution reached as a result of deliberation will be binding for all parties. If there is any remaining disagreement, the formal Grievance Process is in place.

Grievance Process 1. Yelm Farmers Market Manager. A vendor should send a written statement of the grievance to the YFM manager within thirty (30) days of the incident. The YFM manager shall use best efforts to resolve the grievance within five (5) working days of receiving the written statement. At the end of this time period, the YFM manager shall issue a written response to the grievant with either the resolution or next steps if additional time is needed to address the issue. The YFM manager shall issue a final written response to the grievant within thirty (30) days of the initial complaint. 2. President of the board of the Bounty for Families. If unsatisfied by the manager's response, the grievant can appeal to the President of the board of the Bounty for Families. A written statement of the grievance should be submitted to the President within three (3) working days of the manager's response. A hearing with the Executive Committee of the Bounty for Families (BFF) Board of Directors will be scheduled within thirty

(30) working days of receipt of the request for an appeal. The grievant can be accompanied at the hearing by another individual for representation or support. The YC Executive Committee will render a decision on the appeal in writing within sixty (60) days of the hearing. The decision of the Executive Committee of the BFF Board of Directors will be final.

Input from vendors, customers, and all Yelm Farmers Market stakeholders is valued. If you would like to share any thoughts about this Guidelines and Policy document, the Yelm Farmers Market or other aspects of Bounty for Families' work, please contact us via email at [manager@yelfarmersmarket.com](mailto:manager@yelfarmersmarket.com) Learn about ways to get involved on our website, <http://www.yelfarmersmarket.com>.

## **XI: RESOURCES**

Washington State Farmers Market Association "Roots Guidelines" (with highlighted proposed changes for 2015)

<http://www.wafarmersmarkets.com/docs/2014-WFMA-RootsGuidelineswithProposedChangesfor2015MarketSeason.pdf>

WSDA Small Farm and Direct Marketing Handbook AKA "The Green Book"

<http://agr.wa.gov/Marketing/SmallFarm/greenbook/>

Washington State Master Business License Center: <http://bls.dor.wa.gov>

Campbell Risk Management - Partner of WSFMA. Farmers Market Vendor Liability Insurance

<http://www.campbellriskmanagement.com/farmers-market-vendors>

Thurston County Health Department - Information and requirements for obtaining health permits such as Food Handlers Permit, Temporary Food Sellers permit, Sampling permit, etc.

Call directly to Jerry Caird, R.S. 360-867-2572 if you still have questions after

looking up the farmers market guidelines:

<http://www.co.thurston.wa.us/health/ehfood/index.html>.

New Farmer's Guide: Cultivating Success at Farmers Markets - Davis Farmers Market

A how-to guide for vendors looking for more information on successful marketing at farmers markets

<http://www.davisfarmersmarket.org/new-farmers-guide/New%20Farmers%20Guide-v9.pdf>

Please read these regulations carefully before signing application and keep for records. Failure to observe these policies may result in extra fees and/or termination of market agreement. Again, thank you for your interest in being part of Yelm Farmers Market!

If you need assistance with the requirements or the application process or have any questions regarding the Yelm Farmers Market, contact the Market Manager, at [manager@yelfarmersmarket.com](mailto:manager@yelfarmersmarket.com)