

2018 TONASKET FARMERS MARKET ASSOCIATION POLICIES

- I. THE PURPOSE** of the Tonasket Farmer's Market Association is to promote and encourage the development of small-scale agriculture; and to provide and administer a seasonal marketplace for local producers of agricultural products, food and crafts.
- A. Membership in the Market is open to approved vendors. Membership fee is \$10/year per vendor or business.
 - B. Members nominate and elect a Board of Directors, which governs the Market. There are seven seats on the Board, plus two alternate Board members. The seats are held by vendor members, but one or two may be a community member who is not a vendor. Any vendor may nominate or be nominated to run for a board opening.
 - C. The manager is responsible for overseeing vendor participation and booth assignments, market set-up and clean-up, collection of fees, and assuring vendor compliance with Market rules. The manager also acts as a conduit of information from vendors and customers to the board and from the board to the members.
 - D. Mailing Address is Tonasket Farmers Market Association
Post Office Box 772
Tonasket WA 98855

Web Site: www.tonasketfarmersmarket.com
Email: through the website
Phone: Market Manager Tom Cloud 509-486-2333

II. DATES, HOURS, AND LOCATION

The 2018 Market season begins on May 10 and continues through November 15. The hours are from 3pm until 7pm (suppliers can leave early after 6pm) from the first market in May to the last in September, and from 2pm until 6pm for October and November markets.

III. ELIGIBILITY REQUIREMENTS

- A. All vendors must fill out a written vendor application, which includes a list of all products they intend to sell. Additional products must be approved before the Vendor brings them to Market.
 - 1. Any new vendor of a given season is subject to board approval, especially if their application requires perception of or actual flexing of rules. The market manager can approve a vendor for the one market day only if there is any question of the fit with policies and mission; board review of application and approval is required for more than one day.
 - 2. The Market manager can and will refuse space to a vendor wishing to vend in violation of policies.
- B. All products sold must be grown or produced by the Vendor within Okanogan and Ferry Counties.
- B. Family members may represent the producer at the Market. A family member is defined as spouse, son, daughter, parent or other relatives if involved in the production. Additionally, a non-family substitute may represent the vendor once per calendar month. Vendor should let the Market manager know ahead of time, and substitute should make his/herself known to the Market manager before that day's market begins.

C. VENDOR & PARTICIPANT TYPES

- o **FARM VENDORS:** Farm vendors shall sell only agricultural, horticultural, or food items that they themselves have grown, produced, or processed. No wholesale brokers will be allowed. A vendor's farm may be subject to inspection by the Market manager, to ensure that the vendor is growing products sold.
- o **FOOD VENDORS** are persons offering food products that they have processed themselves into the product being offered for sale at the Market. These products must meet homegrown and/or handmade criteria. Selling commercially pre-made food products or those made by another party is not acceptable, as it is not in tune with Market mission or policy. A food processor should make every effort to source ingredients locally. A food processor should meet all Local, County, State, and Federal regulations before selling their products at market. Vendors will sell only those products allowed by Market policies. Products not covered under these policies may be allowed only following Board approval. Any vendor wishing to sell a product not allowed by these guidelines may apply to the Board of Directors to request an exception, but must not vend said product until approval has been gained. The Market manager does not have authority to allow such a product or products to be vended until the board has approved it.

- CRAFT VENDORS: All crafts products must be handcrafted by the applying Vendor. Use of locally sourced materials is encouraged.
- COMMUNITY GROUPS: Non-profit groups, art groups, and civic groups may be given stall space at the discretion of the board. Application must be made to the board and approved before the group may be assigned a stall. The application should include the purpose of the organization and an explanation of the activities the group plans at the booth. The purpose of the community group must be in harmony with the mission of the Market and the requested stall must serve the community and enhance the market. Additionally, the group may not be offering products in direct competition with vendors. Political advocacy, proselytizing, and promotion of an ideology will not be allowed. Vendors have priority for stall space over community groups, should the demand for vendor booths be greater than space available.
- CHILDREN UNDER 16 who wish to vend must have an adult present during all Market hours. Children who accompany an adult to the adult's booth must be under adult supervision at all times and must not interfere in any way with other vendors' business.
- MUSICIANS & ENTERTAINERS: Entertainers must coordinate with the Market manager for scheduling times and performance locations within the market.

IV. STALL ASSIGNMENT AND FEES

- A. STALL ASSIGNMENT: The manager will assign each vendor a space on or before market day using seniority-based attendance records. A vendor's space is a 10 ft wide presence. More than that pays in 10 ft increments. We will assign permanent spaces to our regular vendors. Be sure you know where to set up **BEFORE** you begin. If you are in a spot assigned to someone else, you may have to move. Any 'reserved' space still open after 2:30 will be considered available.
- B. VENDOR FEES are \$8 per Market day.
- C. STALL FEES will be collected by the Market manager during the Market.

V. VENDOR RULES: *Vendors are expected to be familiar with all the following rules.*

- A. NO "DUMPING" ALLOWED. Dumping is defined as selling a product at a considerably lower price than the fair Market price. While the pricing of goods sold is the responsibility of the individual vendor, the manager has the right to determine if a vendor has violated this rule and take appropriate action. Unsold produce can be **DONATED** to the Tonasket Food Bank or Community Action Food for All. Free samples are permissible.
- B. RESPECT: Vendors are also expected to respect each other by not appearing to, or actually attempting to distract a potential buyer from another booth into their own.
- C. SET-UP & SHUT-DOWN:
 1. **Vendors may not set up before 1pm. Vendors must be ready for sales at 3:00 pm.**
 2. Vendors must park at least a full block away from the market, leaving the handy spots for customers. The Market manager has information and suggestions for parking.
 3. Vendors must unload quickly and move vehicle before setting up, allowing plenty of room for other vendors to unload as well.
 4. No Vendor may sell to the public before the opening bell.
 5. The Market strives to give all customers the full market experience as long as they arrive during advertised Market hours, which are stated in Section II, A. We also believe that potential customers may not stop at the Market if it looks like anyone is dismantling a booth. However vendors may leave after 6 pm. Exceptions to this are when, at the Market manager's discretion, the Market closes early due to weather.
 6. Vendors are responsible for complete cleanup of their space at the close of Market. This includes collecting all trash that is generated in or around your stall, including any product debris left on the ground.
 7. Canopies, umbrellas, tables, etc. are all the responsibility of the Vendor. Flying canopies are responsible for most of the injury and property damage that takes place at farmers markets. *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 by weight 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 lbs (pounds) anchoring each leg. Screw-type stakes have not been found to be effective; only weights made of sand, water or concrete have been found to work. Caution: Water only weighs 8 lbs per gallon; it would take three gallons to make up the weight for one leg of a canopy. It takes about 2-1/3 gallons of sand to make 24 lbs.

VI. LICENSES, PERMITS, AND SPECIAL REQUIREMENTS

- A. HEALTH REGULATIONS: All Vendors must comply with the Okanogan Health District requirements and Washington State Dept of Agriculture regulations.
- B. ORGANIC PRODUCTS: Vendors who are selling their product "Organic" should conform to state regulation.
- C. SALES TAX: Each Vendor is responsible for collecting his/her own sales taxes where applicable.
- D. **HOLD HARMLESS CLAUSE AND INSURANCE: All Vendors hereby agree to indemnify and hold the Manager and the Board harmless from any loss, cost, damages, and other expenses, including attorney's fees, suffered or incurred by the Market by reason of the Vendor's negligence or that of its agents or employees. No insurance is provided by the Market.**

VII. PROHIBITIONS:

- A. No firearms.
- B. No open alcoholic beverages.
- C. No drugs.
- D. No discourteous conduct.
- E. Neither vendors nor the public may bring a dog to the Market, with the exception of certified service dogs.

VIII. MARKET RULE VIOLATIONS

- A. Market rules are set in order to give all vendors the best possible situation in which to sell and offer customers a predictable and safe place to buy. Therefore, we must ask that vendors comply with rules as stated. A Vendor failing to comply with these rules will be issued a verbal warning for the first offense. A second offense will result in a written warning of termination. A third violation will result in the termination of the Vendor's permission to sell.
- B. Upon written request, vendors have the right to a hearing before the Board at the next, regularly scheduled board meeting.

VIII. GRIEVANCE

- A. Vendors may register a complaint about Market rules or operation in writing, to be considered at the next, regularly scheduled Board meeting. Written complaints will be answered in writing within a week of the Board meeting. Vendors may also request in writing or through the Market manager to attend and be put on the agenda at a meeting.

VIII. REVISING THE RULES

- A. The board reserves the right to revise these rules as necessary at any time they deem appropriate.
- B. Any Market member or vendor may appeal for a modification to these rules in writing or in person at a Board meeting.