2017 Mount Vernon Farmers Market Vendor and Non-Profit Policies

Vendor Responsibilities

1. **Every vendor must have a UBI # from the state Department of Licensing** (farmers selling their own edible produce are exempt). You must put your UBI on the vendor applications in order to sell at the market. This is a State Department of Revenue rule. It is recommended that each vendor have his/her own product liability insurance.
2. Set-up time is between 7:30 and 9:00am on Saturdays, and 10 to 11am on Wednesdays. Please show caution and courtesy when driving around pedestrians and vendor tents in the market area. **We require that all vendor vehicles be removed from the Market area at least one half hour before opening**, unless approved by the Market Manager. Vehicles are allowed on-premises for unloading only and should be parked off site before setup begins. **Please park vehicles at the Commercial Cold Storage facility located northwest of the market, or at least 1 block away from the market site**. Save the most convenient parking spots for shoppers. Vehicles are not permitted to return to the site until 10 minutes after the market closes.
3. Market hours are from 9:00 am until 2:00 pm on Saturdays downtown (Please note the one hour extension), and 11:00 am to 4:00 pm on Wednesdays at the Skagit Valley Hospital. No sales are allowed outside of market hours without explicit permission from the market manager except to other vendors. Vendor stalls must remain set up until the closing bell. Caution is urged when driving vehicles around pedestrians during setup and breakdown. Notify the Market Manager in advance if early departure is necessary or to assist with vehicle removal.
4. Spaces will be assigned with consideration to the length of time at the Market, continuity, product presentation, and the best interests of the entire market. Check with the Market Manager when you arrive to assure a well-spaced market**. Please inform the Manager at least 24 hrs in advance if you are not going to be present. Except in case of emergencies, vendors who do not provide 24 hrs notice will be charged the minimum daily stall fee.**
5. **Vendors are responsible for providing and set up and break down of their own canopies, canopy weights and tables.** All vendors erecting canopies are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up until the time it is taken down. **THE MARKET REQUIRES A MINIMUM OF 24 POUND WEIGHTS ON EACH OF THE FOUR CORNERS OF A CANOPY.** 50 lbs of weight is required per freestanding umbrella. A limited number of weights are available for rent from the farmer's market at a cost of $5 per (minimum 4 required). Any vendor who fails to properly anchor his or her canopy will be required to take down their canopy if weights are not available for rent from the market.
As per Department of Health Requirements, any prepared food vendor must have a canopy erected in order to participate in the market. If there are any insurance costs arising from a canopy, and it is found by the Board of Directors that there was negligence on the part of the vendor, any insurance costs shall be passed on to the vendor.
6. **Vendors must remove refuse and/or unsold products from the market area at closing.** Neither the city nor the Farmers' Market is responsible for your garbage removal. If your garbage is left, you

will receive one warning; after which you will be fined $50 for violation in addition to the cost of garbage removal. Further disregard of this policy may be grounds for Market expulsion. Vendors are required to pack-out their waste water or gray water – emptying into storm drains is prohibited due to our proximity to the river.

7. **All vendors are required to verify and register the accuracy of their scales with Washington State Weights & Measures**. [RCW 19.94.015];[RCW 19.94.165]. A representative of the Department of Licensing may be present to inspect scales by prior arrangement with the Market Manager.

6. **No alcohol or drugs are permitted on the premises**, with the sole exception of licensed alcohol sales and samples. If the Market Manager believes a vendor is intoxicated or under the influence of drugs, he/she has the authority to ask the vendor to leave the Market immediately. Ours is a welcoming, people-friendly market. Dogs on short leashes are welcome. Smoking is prohibited inside the market area.

8**. A non-refundable $30 registration fee must be paid with your application.**

Market Day Vendor Stall Rates:

$15 for gross sales up to $200, $20 for gross sales between $200-$400, and 5% of gross sales for $401+.

The daily fee for non-registered vendors is $35. The Market Manager will collect the fees on the market day. Vendors who have sold at the Mount Vernon Farmers Market in prior years will be given primary consideration during the application process. Any applications received after the deadline (March 31st) will be considered when and if space becomes available.

9. Vendors selling ready to eat and prepared food are required to have a **canopy, floor mats or non-flammable dropcloth** covering the surface area under their tent, and are responsible for obtaining their own **licenses and permits** from Skagit County Public Health: 360-336-9474.

Food Service Permits:
http://www.skagitcounty.net/HealthFood/Documents/TempFood/Farmers%20Market%20Temporary.pdf,
Food Handlers Card Applications: https://www.foodworkercard.wa.gov/language.html.

10. The Market welcomes young entrepreneurs. Children under the age of 14 are welcome to sell products they have crafted or grown themselves. A nominal stall fee of $5.00 will be charged. Creativity is encouraged; the Market Manager has the authority to set standards. Lemonade & cookies are not recommended since even children are required to meet Skagit County Public Health regulations

11. Non-profits organizations whose missions are in-line with the interests of the market may set up information tables as space allows. Contact the Market Manager for scheduling and availability. **All non-profits must fill out a market application (no registration fee required).** The market reserves the right to refuse permission for religious, political, or other activities. **Non-profits that wish to sell products will be charged the daily minimum stall fee. All items sold must comply with existing vendor policies.**

Product Guidelines

All products must be grown, produced or prepared by the vendor. Skagit County vendors will be given preference over other vendors selling comparable product.

Allowable products for sale at the market are; fruits, vegetables, herbs, plants, flowers, other agricultural/horticultural produce, meat, poultry, and fish, cheese and eggs, prepared food items, and selected handicrafts as approved by the Board. The Mount Vernon Farmers Market reserves the right

to prohibit anyone from selling, or any product from being sold.
The Mount Vernon Farmers Market supports LOCAL and SUSTAINABLE. Preference will be given to those vendors who use locally produced food in their products and local, repurposed or found materials.

Produce:

The Mount Vernon Farmers Market supports farm-fresh, locally grown products and is not an outlet for wholesale produce. Produce from other counties may be sold, providing it is not available locally and comes directly from the grower without a middle marketer. You may sell something from another farmer if no other market vendor grows and sells it. **All products brought in from other farms must be clearly marked with the name and location of the producing farm. Farmers who are reselling are required to notify the Market Manager on a weekly basis for permission to resell items**. The market reserves the right to restrict any resale product.
Produce should be insect free, fresh and have no residue that cannot be removed by normal washing. Only the highest quality produce will be allowed for sale at the market. The Market Manager has the right to request any vendor to remove any merchandise deemed unacceptable to the market.

Landscape Plants and Flowers:

Plants must be propagated in soil by the vendor from seed, cuttings, bulbs, or plant divisions. All products for sale must have been grown by the vendor. Contact the Washington State Department of Licensing (360-664-1400) for state licensing requirements.

Food Items and Prepared Food:

Prepared items must be produced by the vendor from raw ingredients. Food vendors must have a Washington State Food Handlers Permit and any other permits required by the Skagit County Public Health (360-336-9380) or the Washington State Department of Agriculture (360-902-1800). Prepared foods must comply with current Skagit County Health Department regulations. Vendors using open flame must have a portable fire extinguisher in their stall.
The market may, at its discretion, limit the number and product mix of food vendors. Preference will be given to prepared food vendors using primarily local ingredients. Contact the Market Manager well in advance of your desired market date to determine space availability.
The goal of the Mount Vernon Farmers Market is to operate as a zero-waste event. All plate-ware and utensils must be compostable. Drinking vessels must be recyclable or compostable. Vendors are responsible for their own recycling, composting, and waste disposal.

Artisans:

The market welcomes a limited number of artisans whose products are kitchen, home or garden related. If you are interested in attending the market on an ongoing basis, please provide photo samples and written descriptions of your work with your vendor application, including estimated pricing. Pictures of market booth displays are also appreciated.
Artisan vendors may share booth space at the market with one other Artisan vendor, with the Mgr's approval. Vendors must each submit their own market application and registration fee, and indicate which business they wish to share their booth with. The shared booth stall fee rate will apply.

Governance

Market Management:

Market policy is made by the Board of Directors. Board meetings are scheduled for the firsts Tuesday of each month. Ask the Market Manager about the next Board meeting. Interested vendors and customers are welcome to attend.

The Market Manager administers policy of the Market Board of Directors. The Manager has on-site authority, and is responsible to the Board of Directors for enforcement of market policy.
Suggestions for a change of market policy may be submitted in writing to the Mount Vernon Farmers Market Board of Directors P.O. Box 2053 Mount Vernon, WA 98273. MVFMBoard@gmail.com, mvfarmer1@gmail.com
Failure to abide by any policy of the market or decision of the Manager may result in monetary fines and or temporary or permanent loss of market privileges.

Disciplinary Procedures:

The Market Manager will determine if any vendor is failing to adhere to the policies set forth herein. Such failure will result in:
1st offense – verbal warning
2nd offense – written warning
3rd offense – $15.00 fine and 2nd written warning
4rd offense – Possible expulsion from the market.
In the case of serious policy infractions and threats to public safety, the market manager can require vendors to close their stalls for the day or season.

Vendor, Staff, and Board Rights:

Should a vendor member, Market staff person, or a Board member feel his/her rights as a member of the Market have been violated, or feel that another vendor, the Market Director, market staff person or Board member has acted outside of the authority of their position or in a way which has harmed the Market as a whole, the following steps should be taken:
A. The appeal or complaint must be in writing and include a clear and specific description of the problem; the name(s) of the person(s) involved, including the person bringing the appeal; and a description of the way(s) in which the aggrieved person has attempted to resolve the problem, if applicable.
B. Copies of the written appeal/complaint should be sent to the Board of Directors and to all persons involved in the matter.
Appeal: The President of the Board will acknowledge receipt of the appeal and recommend, within 14 days, a course of action for dealing with it. The course of action may include, but is not limited to:
• Mediation between the affected parties.
• Setting up a committee of the Board to hear the appeal from all sides and recommend a course of action to the Board.
• Determining that the appeal should be dealt with through other channels
If, after completion of the course of action, the matter remains unresolved, the President shall schedule a meeting of the Board within ten days.
The Board of Directors has final authority in deciding the outcome of any appeal not resolved through mediation.

.....	360.540.4066	mvfarmer1@gmail.com	mountvernonfarmersmarket.org

..... The Market receives financial or in-kind support from: City of Mount Vernon Hotel/Motel Funding, Downtown Business Community, Friends of Skagit County, Skagitonians to Preserve Farmland, Skagit Valley Food Co-op, Skagit Valley Hospital, Children's Museum of Skagit County, Skagit County Community