



2019 NORTH BEND FARMERS MARKET POLICIES

Please read these policies carefully. Your signed vendor application confirms that you have read, understand and agree to these policies. Keep this copy of the policies for your records. Failure to observe these policies may result in the vendor being asked to leave and/or lose the permit to sell at future market days.

Si View Metro Parks
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ABOUT THE NORTH BEND FARMERS MARKET

The North Bend Farmers Market (NBFM) is operated by Si View Metropolitan Park District, serving the rapidly growing upper Snoqualmie Valley communities. The Market has been established for the benefit of the community, the vendor and the consumer alike. The mission of NBFM is to promote lifelong healthy living, greater sense of community, provide farmers and artisans an outlet to sell their products and encourage local business development. North Bend Farmers Market is a member of the Washington State Farmers Market Association.

The NBFM is hosted at Si View Park located at 400 SE Orchard Drive in North Bend. With a stunning view of Mt. Si, this park is located in the heart of the City of North Bend within an easy walking distance from residential neighborhoods. Si View Park offers a relaxed market setting with on-site customer parking, paved walkways, children's play areas and on-site restroom facilities.

The Market Manager is responsible for implementation of all market policies from vendor selection, participation, booth assignment, fee collection to compliance. The Market manager has complete authority to interpret and implement policy on the market site as necessary. The Market Manager is also responsible for the Market's public relations, and vendor and/or customer concerns.

MARKET INFORMATION

2019 Market Dates	Thursdays June 6 to September 12, no market on July 4
2019 Market Hours	4:00PM-8:00PM, hours may be adjusted due to shorter daylight hours in September at the discretion of Market Manager (3:30PM-7:30PM).
Application Period	Vendor applications open January 4, 2019. Vendor applications will be processed on first come first served basis. Applications are accepted until available spaces are filled.
Closures	Market operates rain or shine; however market may be cancelled on any day due to extreme weather at the discretion of the Market Manager.
Location	Si View Park, 400 SE Orchard Drive, North Bend WA 98045 Limited electricity is available for prepared food vendors Restrooms and water is available on site
Vendor equipment	All vendors are required to provide their own equipment needed to sell each day at the market. Canopy and portable handwashing station rentals may be available.
Set Up / Take Down	Vendor set up is between 1:30PM and 3:30PM. Vendor take down is 8:00PM-9:00PM. Vendors may drive to the unloading area during these hours only. During market hours vendors must park in the designated vendor parking area. Set up is not permitted until Market Manager or designated staff is on site and stalls have been numbered. All vendors must have items and vehicles removed from site by 9:00PM.

VENDOR CATEGORIES

Each Vendor must complete an application once per year and pay the annual application fee to be considered eligible to participate. Youth vendors are exempt from the application fee. Accepted vendors are responsible for timely payment of weekly booth fees throughout the season.

All NBFM Vendors must grow, craft, prepare or process what they sell. **This market does not accept vendors with resale items.** Principle vendor may send other representatives (such as family members, partners, partner farms, employees) to sell in their place at the market. It is the responsibility of the principle owner to ensure that their representatives are aware of the NBFM Policies. NBFM is a member of Washington Farmers Market Association. Per the Roots Guidelines, at least 50% of the season's available vendor spaces shall be reserved for farmers/processors, up to 20% for prepared foods, up to 20% for artisans, and up to 10% may be used for local non-profit organizations/local business sponsors. All vendors are expected to bring quality items to the market. Misrepresentation of products sold at the NBFM shall be considered cause for dismissal from the NBFM.

Farmers must own, rent or lease their land in Washington State. The farmer must be an active owner and operator of the farming operation and may not be operating the business under a franchise agreement. No farm resellers are permitted at this market. Farmers may sell value-added items for example – jams, jellies, wreaths, soaps etc. Farmers with organic products must be certified in accordance with Washington State law and standards set forth by the national organic program. All farmers are required to adhere to the King County Health Department requirements regarding sampling. A food handler's permit is required if providing sampling. The market manager or designated staff will inspect farm vendors sampling for proper hand washing station set up and use, and sanitary handling of produce samples. Only FMNP (Farmers Market Nutrition Program) certified farmers are allowed to accept WIC and SFMNP coupons. WIC coupons can be used for fresh vegetables, fresh fruit and fresh herbs. SFMNP coupons may also be redeemed for honey from a FMNP certified honey vendor. Change cannot be given for these coupons. All coupons will be stamped by market management at the host booth each market day.

Food processors include vendors who have cooked, baked, or otherwise treated the product they sell such as juices/ciders/wines/craft beers, preserved foods, jams, pastries, pasta, granola, and baked goods that are not prepared on site. Vendor must be an active owner/operator of the business and may not be operating under a franchise agreement. Processed food products should use ingredients from Washington State as much as possible. Processors may include someone who processes produce grown on their own property into a value-added product such as jams, cider, salsa, or other food items stemming from the vendors crops. Processors may also include those who raise the basic ingredient(s) of a product, but who must send it out for fundamental processing before creating the value added product. Processed food vendors must be licensed by the Washington State Department of Agriculture as a food processor and follow all of the King County Health Department regulations. Processed foods, including honey, must be labeled according to Washington State labeling requirements. All processed food vendors must have a current King County Health Department food handler's permit and disclose the commercial kitchen where they have prepared the food. The market manager or designated staff will inspect food processors sampling for proper hand washing station set up and use, and sanitary handling of samples. Qualified Washington wineries, breweries/microbreweries and distilleries may only sell products for off-premises consumption with a farmer's market endorsement from WSLCB.

Prepared food vendors include freshly made foods, available for sale and immediate consumption on site. Priority is given to vendors preparing food from raw ingredients and using ingredients grown and/or produced in Washington State and/or purchased by participating market farmers. Vendor may not be operating under a franchise agreement. All food vendors will be required to submit a menu or brochure of what is intended to be served. Items prepared ahead of the market – for example dough or sauces must be prepared in a licensed commercial kitchen. Prepared food vendors are required to have all health department permitting in place prior to selling at the market. For questions regarding permits, please contact King County Health Department. The market manager or designated staff will inspect prepared food vendor booths for proper hand washing station set up and use, temperatures of hot and cold foods, and sanitary handling of samples.

Artisans are persons who craft with their own hands the products they offer for sale. Artisans are selected on the basis of quality of work, originality, artist resume, and market enhancement. Up to 20% of the available season spaces may be reserved for artisans. Selection is at the discretion of the Market Manager. Artisans must submit photos of their products with the application.

Youth Booths are for youths under 18. They may participate in the market as vendors at a reduced booth rate of \$15 for a 10x10 booth space when gross sales do not exceed \$200. The vendor application fee is waived. Youth booth space is

limited to one space each week. A Youth Booth vendor is limited to 4 times per market season. Youths between ages of 16-18 who desire to attend more often should consider attending as an adult vendor. All products must be hand crafted or grown by the youth vendor. Youth vendors may grow and sell flowers, plant starts, fruits and vegetables. Youth vendors may also sell crafts. Youth vendors are not allowed to vend prepared food, processed food, meat, eggs or milk. All youth vendors under the age of 14 must have a parent or guardian present at the market during the entire market. Youth vendors whose gross sales for the week are greater than \$200 must pay the full booth fee.

Non-profit booths are intended for local non-profit groups for educational/informational purpose only with no onsite sales. Fundraising should not be the primary purpose for attending the market. Non-profits in the free booth are not allowed to sell or give away food items. While the weekly booth fee can be waived, the annual application fee must be paid in full. Non-profit booth space is limited to 10% of the available season booth spaces, and each non-profit group is limited to 4 free market days per season. Non-profit organizations must provide proof of their 501(c) (3) status with the application.

Business sponsor promotions are intended for local business who may not otherwise qualify to vend at the market. As a member of the Washington State Farmers Market Association (WSFMA), vendors whose 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, are not allowed to sell at member markets. These include resellers, commercial or imported items, second hand items (unless upcycled to new use), franchises, and out of state businesses. However, **vendors who are not allowed to sell at WSFMA Markets are allowed to sponsor market events/activities, as long as they are not selling or taking orders to sell at the market.** All market sponsors using booth space must pay appropriate sponsorship fees and adhere to market rules.

LICENSES, INSURANCE AND PERMITS

All vendors must comply with all applicable laws, ordinances and regulations. Copies of necessary licenses and permits must be provided to market management. All vendors must provide proof of Washington State business license. All vendors must provide proof of automobile insurance for on-site vehicles. All food vendors are responsible for obtaining general liability insurance with minimum of \$1,000,000 per occurrence and providing a Certificate of Insurance with the Si View Metropolitan Park District listed as an additional insured. General liability insurance is strongly recommended for all vendors.

All food vendors must comply with King County Health Department requirements. These may include food workers permit, temporary food service permit, or exemption from permit. For more information, please contact King County Health Department prior to applying for vendor space at the market.

SALES TAXES AND SCALES

All Vendors are responsible for reporting and paying all applicable taxes needed to do business in the State of Washington. Vendors are required to have a Washington State Master Business License Number (UBI) and must supply this tax number at the time of application.

Vendors selling produce by weight must provide their own scales. Scales must be "legal for trade" and are subject to inspection by the Dept. of Agriculture – Weights and Management Program at any time during the market season. If vendors choose to not use a scale, selling by piece or bag (not weight) is allowed.

SAFETY

All Vendors are responsible for the safe installation of their own tables, awnings, canopies, signs, banners and similar objects which add to the festive nature of the market atmosphere. **Everything must be properly secured in case of inclement weather.** All vendors who wish to erect canopies on the site 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. All vendor displays must be arranged in a manner to minimize the chance of customer accidents. Vendors should pay special attention to boxes, tables etc. and avoid creating tripping hazards within the booth. Final placement of displays is the discretion of the market manager.

MARKET AND SPACE ASSIGNMENT

All booth spaces measure approximately 10 x 10 feet. Vendors requiring additional space may reserve a 10x20 space; a \$30 weekly booth fee applies to each 10 x 10 space reserved. Vendors needing electricity must specify that in the application. Electricity is not available at all booth locations. Vendors will receive their booth assignment upon arrival on site on each market day. NBFM does not provide tents, tables, weights etc. Very limited number of tents and tables may be available for rental with advance reservation from market management (additional fees apply). Booth assignments are made based on the balancing needs of the market, and may change weekly to fill vacant spots.

BOOTH SHARING

Some vendors may wish to share a booth with another vendor and split the booth fee. It is expected that both vendors and both vendors' wares will be at all markets attended (not alternate weeks of use between vendors). The annual application fee may also be split between these vendors, but both parties must submit all required licenses and permits.

ANNUAL APPLICATION FEE

Annual vendor application fee of \$25 must be paid at the time of market application. **This fee is non-refundable.** Youth booths are exempt from the application fee.

BOOTH FEES

Booth space may be reserved in advance for the full season or selected weeks. Cost per each 10x10 booth space per day is \$30. Daily booth fee may be waived for local non-profit information only booths up to 4 times per season. Youth booth fees may be reduced for up to 4 times per season. All fees are payable to Si View Metro Parks. **Booth fees can be pre-paid online or paid to the Market Manager on each market day.**

BOOTH CANCELLATIONS AND NO SHOWS

We understand that vacations, medical or other emergencies may transpire throughout the market season. Please notify the Market Manager well in advance of planned absences. Vendors must notify the Market Manager by phone at least 48 hours in advance if they will not be attending the Market on a reserved day. Please call 425-831-1900 to cancel a reservation. **If the market manager is not notified with at least 24 hour notice of an unscheduled absence, the vendor will be charged the day's booth fee, since that is now unused space.** If the Market Manager is not notified that an absence will occur, it will be assumed that you are a NO-SHOW. Those Vendors will be charged their booth fee and the vendor will be required to pay that booth fee prior to set up the following market day.

VENDOR PUNCTUALITY

The hours of operation for the NBMF are 4:00PM TO 8:00PM. Vendor set up opens at 1:30PM; all vendors must be on site by 3:30PM and ready to sell at 4:00PM on each Market Day. **NO VEHICLES SHALL ENTER THE MARKET AREA SITE AFTER 3:30PM, OR BEFORE CLOSING TIME OF 8PM** for the safety of customers and vendors. Failure to arrive on time may result in forfeiting of the day's booth space. All Vendors must vacate the site by 9:00PM. All Vendors must keep their booth open until closing time of 8:00PM. Vendors who sell-out early should post a sign letting customers know they have sold-out and should not leave their possessions unattended. No selling shall begin before official opening of the market at 4:00PM unless cleared by market management. Hawking (calling attention to your products in a loud, repetitive, public manner) during the NBMF is discouraged and may be limited or prohibited by the Market Manager.

PARKING

All prime parking spaces surrounding the market area are reserved for market customers and community center patrons. During market hours, all vendors must park in the designated vendor parking area. Vendors may temporarily park in the market area for unloading between 1:30PM and 3:30PM, and for loading from 8:00 to 9:00PM. For the safety of customers, no vehicles are allowed in the market area during market hours of 4:00-8:00PM.

SIGNAGE AND PRICING

Vendor signs are required and should be used and displayed **ONLY** at the vendor's booth. All signage must be secured to avoid movement, which may cause damage to property or injury to individuals. All Vendors will post a sign identifying the name of the business represented and where it is located. Signs may be adhered **ONLY** to the Vendor's own equipment. Vendor signs must be displayed before selling begins. All products should be clearly marked with their price. Items may be individually tagged or all products with prices may be listed on one or more large signs within the booth space.

Pricing of goods sold is the responsibility of the individual vendors. Vendors are expected to bring quality products to the market. Vendors are not allowed to give items away for free or at below-cost pricing, thus undercutting potential sales of other vendors. All products should be clearly marked with their price. This can be done by individually tagging each item with a sign or by listing all products and prices on a large sign or blackboard. Customers who have a legitimate complaint about the product purchased at NBFM should be given a full monetary refund or replacement of equal value. It is the policy of NBFM to satisfy the customer and promote good will. Complaints that seem unfounded or excessive may need to be mediated by the Market management.

SALES REPORTS

Each Vendor is required to turn in a sales report at the end of the day. Vendors are to report their gross sales for the day including revenue from WIC and Senior FMNP sales. **This report is mandatory** and will be used to track NBFM sales volume by vendor category. Figures compiled will also be used in educating the public about the NBFM and for marketing purposes.

BOOTH CLEAN-UP

Vendors are required to maintain their individual selling space in a clean, safe and sanitary manner. Each Vendor is responsible for keeping his/her booth space clean during the NBFM and for complete clean-up of his/her space at the close of the 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. Trashcans are available for Vendor use. Vendors will be asked to haul away any oversized items. Vendors should bring their own brooms and dustpans. **SI VIEW METRO PARKS IS NOT RESPONSIBLE FOR ANY ITEMS LEFT ON THE PREMISES.**

CHILDREN AND PETS

Vendors need to keep a watchful eye on their children at all times during the NBFM. 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 NBFM takes no responsibility for their safety or whereabouts. No pets will be allowed in the Vendor's selling area. Service animals are excluded from this policy.

COURTESY/CONDUCT

Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the NBFM. Any language or behavior considered harmful to the normal operation of the NBFM will be grounds for denial of the Vendor's permit to sell at the NBFM. Consumption of alcoholic beverages or any controlled substance while at the NBFM is prohibited. Any participating Vendor or representative who is under the influence while at the NBFM will be immediately expelled from the Market. **THE UNLAWFUL POSSESSION OR USE OF A CONTROLLED SUBSTANCE OR ALCOHOL WILL NOT BE TOLERATED.** Si View Park is a non-smoking facility. Smoking by Vendors and Customers is not allowed on the grounds or in the facilities.

FIRE REGULATIONS

Burn barrels, fires, lighted candles or lamps are not allowed on the grounds. Vendors using grills, heaters or other flame type appliances must have an appropriate fire extinguisher visible and reachable. Open flame appliances and frying operations must also be approved by the fire marshal.

MARKET STAFF RESPONSIBILITIES

The Market Manager or assigned staff member will be on-site during market hours. The Market Manager's job is to implement NBMF policies. This includes overseeing Market set-up, booth assignments, collection of fees, dispensing information on policies and procedures and ensuring Vendor compliance with all NBMF policies. The Market Manager addresses public concerns and vendor complaints. 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. The Market Manager has the right to cancel the privileges of any Vendor, who, in the opinion of Si View Metro Parks and the NBFM, has willfully violated the rules and regulations governing the NBFM. Vendor grievances will be taken to the Si View Metro Parks Director for review.

- The NBFM reserves the right to prohibit anyone from selling or any product from being sold.
- The NBFM is not responsible for the loss of property or damage.
- The NBFM does not discriminate according to race, color, creed, sex, religion, sexual orientation, age or nationality.

Vendor or Customer Comments/Suggestions should be directed to the Market staff either on-site or in writing to Market Manager, Si View Metro Parks, PO Box 346, North Bend, WA 98045. Grievances must be put in writing. The written statement needs to include a clear and specific description of the problem and/or the name(s) of the person(s) involved. A copy of the statement needs to be given to the Market Manager the day the grievance is made.

THESE POLICIES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.