



*Sponsored by Si View Metro Parks*  
400 SE Orchard Drive  
PO Box 346  
North Bend, WA 98045  
425-831-1900



## **The North Bend Farmer's Market invites you to participate in our 2008 season!**

Thank you to all who participated in the 2007 North Bend Farmer's Market. We had a very successful market and are looking forward to another exciting season! Si View Metro Parks, at the invitation of the Mt. Si Senior Center (previous managers of the Market), enthusiastically accepted the responsibility of managing the North Bend Farmers Market in 2006. The NBFM was relocated to historic Si View Park, which is about 1/4 mile east of the Mt. Si Senior Center. We are located about 1 mile north of I-90 using Exit 31 (Bendigo Avenue). The NBFM will operate Thursdays from 4:00pm to 8:00pm beginning June 26 through September 11<sup>th</sup>. The cost to participate in the market is \$20.00 per space per day.

The North Bend Farmer's Market is in its eighth year of operation. The NBFM is primarily an outdoor event. Water and restroom facilities are available each market day for your use. The Market Coordinator will also be on-site during the market to ensure that the market runs smoothly.

Si View Metro Parks is also pleased to announce the Summer Concert Series in the Park which will take place during the North Bend Farmers Market from July 10<sup>th</sup> through August 7<sup>th</sup>. The Concerts will be from 6:30PM – 8:00PM. Advertising for these events and the NBFM will be a major focus for Si View Metro Parks and will include a featured page in our Spring/Summer Guide which will be distributed to every home in the North Bend and Snoqualmie area and also banners to place around town. A marketing plan has been developed to support the work that is already in place, including a listing in Puget Sound Fresh 2008 Farm Guide.

The application packet to participate in the 2008 Season of the North Bend Farmer's Market is enclosed. If you are interested in participating, please return the completed application as soon as possible. Please feel free to contact me if you have any questions. You may reach me at 425-831-1900 or at [jsteinborn@siviewpark.org](mailto:jsteinborn@siviewpark.org).

Thank you and we look forward to your participation in this year's NBFM.

Sincerely,

Jessica Steinborn, Recreation Coordinator  
Si View Metro Parks and the North Bend Farmer's Market



# 2008 North Bend Farmers Market Application



Please note: Incomplete applications will be returned and may delay your acceptance to the North Bend Farmer's Market. Applications must be returned no later than June 4, 2008.

The North Bend Farmers Market is held every Thursday from 4:00PM to 8:00PM beginning **June 26<sup>th</sup> through September 11<sup>th</sup>**. We are located at 400 SE Orchard Drive on the grounds of historic Si View Park. The fee is \$20.00 per day and **must be pre-paid by 3:30PM** on market day. You do not have to sign up for every Thursday evening. **No-shows may result in termination of booth assignment for the remainder of the season.**

Please fill out the application below and indicate which days you will be selling. Please fax (425-831-1442) or mail your application to: North Bend Farmers Market  
Si View Metro Parks  
PO Box 346  
North Bend, WA 98045

Please feel free to contact Jessica Steinborn, Recreation Coordinator with questions at [jsteinborn@siviewpark.org](mailto:jsteinborn@siviewpark.org) or 425-831-1900

Business \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone (day) \_\_\_\_\_ Phone (evening) \_\_\_\_\_

Phone (cell) \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Names of representatives that may sell for you: \_\_\_\_\_

Describe the products you will be selling and approximate dates of availability:

<u>Item</u>	<u>Date</u>	<u>Item</u>	<u>Date</u>	<u>Item</u>	<u>Date</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**SPACE NEEDS**

Please describe booth needs and any other special requirements. The NBFM does not guarantee that special requirements will be met but every effort to accommodate reasonable requests will be made.

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**DATES STALL SPACE IS NEEDED**

Entire Session (12 market days)

Selected Days (circle days)

6/26            7/3            7/10            7/17            7/24            7/31            8/7  
  
8/14            8/21            8/28            9/4            9/11

Prepayment of booth fees are not required but are accepted. If you would like to prepay, booth fees are \$20.00/day.

**LICENSE AND PERMIT REQUIREMENTS FOR SALES**

Please check all licenses and permits you are required to have to operate your business and provide a **current copy of each with this application.**

- Food Processors Permit
- Commercial Kitchen Permit
- Nursery License
- Food Handlers Permit
- Fisheries Wholesale License
- Organic Certification
- Grade A Dairy Permit
- Other

**HOLD HARMLESS AGREEMENT**

The Vendor has read and understands the North Bend Farmers Market Guidelines and Policies and is bound by the terms and conditions outlined in them. The Vendor is responsible for the quality and safety of what they sell. Vendor shall defend, indemnify and hold the Si View Metropolitan Park District, its Commissioners, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of, or in connection with, the performance of this Agreement, except for injuries and damages caused by the sole negligence of the MPD

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Vendor's Business Name \_\_\_\_\_ / \_\_\_\_\_ UBI number

Please print Authorized signatures name \_\_\_\_\_

Authorized Signatures Name \_\_\_\_\_

Date \_\_\_\_\_



# 2008 Guidelines and Policies for the North Bend Farmers Market

*Sponsored by Si View Metro Parks*

Please read these rules carefully before signing your application. Keep this copy for your records. Failure to observe these policies may result in the Vendor being asked to leave and/or loose the permit to sell at future market days.

## OVERVIEW OF THE NORTH BEND FARMERS MARKET

The North Bend Farmers Market (NBFM) is in its eighth year of operation and is sponsored by Si View Metro Parks of North Bend. The mission of NBFM is to promote a greater sense of community, provide farmers and artists an outlet to sell their products and encourage local business development. The Market has been established for the benefit of the community, the vendor and the consumer alike.

The mailing address is: North Bend Farmer's Market  
Si View Metro Parks  
PO Box 346  
North Bend, WA 98045

## LOCATION, TIMES AND DATES

The NBFM is located on the grounds of historic Si View Park at 400 SE Orchard Drive. With a stunning view of Mt. Si to the south, this park is located in the heart of the City of North Bend. The 2008 NBFM will be open to the public from 4:00pm to 8:00 pm, Thursdays, beginning June 26<sup>th</sup> through September 11<sup>th</sup>.

## RULES AND REGULATIONS

Rules and Regulations of the **NBFM** have been developed to inform the participants of the standards under which the market will operate and to help ensure that the market will be pleasant, positive and profitable to all. All Vendors need to read and follow the Rules and Regulations of the NBFM. A Vendor that does not follow the guidelines of the NBFM may be asked to leave and/or loose the permit to sell at future market days.

**VENDORS:** Principle farmer/producers 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 farmer/producer to ensure that their representatives are aware of all the NBFM Rules and Regulations. These representatives may be asked to sign an agreement stating that they understand and will comply with the NBFM Rules and Regulations.

The NBFM does not provide tables, awnings, tents, tent weights or umbrellas for Vendors.

Each Vendor must complete an application once per year and pay the appropriate market fee to be considered eligible to participate.

**MARKET ASSIGNMENT AND VENDOR SELECTION:** Market Assignments are based on available space at the market, the need for a specific product, the number of spaces required by the Vendor, and the Vendor's previous year's market performance. Market performance is based on: good product

quality; display and signage; ability to follow NBFM rules; sales history; and market fees paid in full and on time. Crafters will be selected on the basis of quality of work, originality, artist resume, market enhancement (how craft will compliment other Vendors and overall market environment) and skills needed to produce the product. Selection is at the discretion of the Market Coordinator.

**SPACE ASSIGNMENT:** Those vendors who attend the market each week may reserve specific booth space the following week with the Market Coordinator before the end of the market day. All other spaces are assigned on a first come-first served basis. *Vendors need to notify the Market Coordinator at least 48 hours in advance that they will not be attending the Market on a reserved day.* Failure to do so could result in termination of market assignment for the remainder of the season.

**SAFETY:** All Vendors are responsible for the safe installation of their own tables, awnings, canopies, signs, banner and similar objects which add to the festive nature of the market atmosphere. Everything should be properly secured in case of inclement weather. All vendors who wish to erect canopies 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.

**SPACE RENTAL FEES:** Space rental fees of \$20.00 per stall are payable to Si View Metro Parks and must be paid to the Market Coordinator by 3:30PM on Market Day.

**VENDOR PUNCTUALITY:** The hours of operation for the NBFM are 4:00PM TO 8:00PM. No Vendors will be allowed on-site before 2:00PM but must be on-site by 3:30PM and be ready to sell by 4:00PM on Market Day. Vendors who arrive after 3:30PM will be required to unload from the street and find other parking for their vehicle for the day. All Vendors must vacate the site by 9:00PM. All Vendors must remain on-site until closing. Vendors who sell-out early should post a sign letting customers know they have sold-out and should not leave their vehicles and possessions unattended. If Vendors need to accelerate their take down for any reason they will be notified at the beginning of the Market Day.

**NO VEHICLES SHALL ENTER THE MARKET AREA SITE AFTER 3:30PM, OR BEFORE CLOSING TIME** for the safety of customers and vendors. All exemptions to this policy must be approved in advance by the Market Coordinator.

**PARKING:** The Market Coordinator will provide direction on vendor parking to maintain as much accessible customer traffic and customer parking as possible while providing convenient, accessible parking for Vendors who arrive by 3:30PM on market day.

**SELLING TIME:** No selling shall begin before 4:00PM when the designated signal is given by the Market Coordinator indicating that the Market is officially opened. Hawking (calling attention to your products in a loud, repetitive, public manner) during the NBFM is discouraged and may be limited or prohibited by the Market Coordinator.

**SIGNAGE:** Vendor signs are encouraged but should be used and displayed ONLY at the vendor's booth.

- Signs may be adhered ONLY to the Vendor's own equipment.
- Vendor signs must be displayed before selling begins. All Vendors will post a sign identifying the name of the farm/business represented and where it is located.

**PRICE SIGNAGE:** Produce and other allowable Market 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.

**PRINTED MATERIALS:** Vendors are allowed to display in their booths only educational materials that directly relate to the products they are selling

**PRICING:**

- Pricing of goods sold at the Market is solely the responsibility of the individual vendor.
- Vendors are expected to price goods in a way that doesn't give the appearance of a "loss leader" product as used in large grocery stores.
- Vendors are expected to bring quality produce to the market.
- Vendors are not allowed to give produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other vendors.

**ONSITE FOOD STORAGE:** All food must be kept at least 18 inches above the ground.

**SALE OF UNFIT ITEMS:** If any items are deemed not "fitting" for the NBFM, the Vendor may be asked to remove such items. Evaluation of items deemed not "fitting" for the NBFM is at the discretion of the Market Coordinator. Vendors must comply with such requests or they will be asked to immediately leave the Market. Misrepresentation of products sold at the NBFM shall be considered cause for dismissal from the NBFM.

**SCALES:** 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.

**BOOTH CLEAN-UP:** Vendors are required to maintain their individual selling space in a clean, safe and sanitary manner, including protecting the pavement and ground 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 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. Farmer's are not permitted to dispose of produce waste, overripe or leftover produce or boxes in any on-site garbage cans or dumpsters. NBFM trashcans and dumpsters are not available for Vendor use. Vendors should bring their own brooms and dustpans.

**THE NORTH BEND FARMER'S MARKET AND SI VIEW METRO PARKS ARE NOT RESPONSIBLE FOR ANY ITEMS LEFT ON THE PREMISES.**

**SALES REPORTS:** Each Vendor will be asked to fill out and turn in a sales report at the end of the day. This report is mandatory and will be used to track NMFm sales volume only. Figures compiled will also be used in educating the public about the NBFM and for marketing purposes.

**PETS:** No pets will be allowed in the Vendor's selling area. Service animals are excluded from this policy.

**CHILDREN:** 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.

**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 deleterious 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.**

**REFUNDS:** Customers who have a legitimate complaint about the produce or other 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. 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 the Market management.

**VENDOR DRESS:** Vendors are requested to wear shirts and shoes at their booths during the NBFM hours of operation.

**SMOKING POLICY:** Smoking by Vendors and Customers is not allowed on the grounds or in the facilities. Si View Park is a non-smoking facility

**VENDOR MUSIC:** Vendors may play individual music in their booth space at a volume that does not interfere with the ability of neighboring booths to transact business without any audio interference. Music must be family oriented and not contain language or content that is inappropriate for a family audience. Complaints about volume or musical content will result in the Vendor being asked to turn off the music at the discretion of the Market Coordinator. Music is not permitted in individual booths during live performances provided by Market management.

**FIRE REGULATIONS:** Burn barrels, fires, lighted candles or lamps are not allowed on the grounds.

**LICENSES, PERMITS AND SPECIAL REQUIREMENTS:** All Vendors shall provide at the time of application copies of any permits and licenses applicable to the sale of their products. These will include the Vendor's Washington State tax number, and where applicable, the Washington State Nursery license, Washington State Department of Agriculture Food Processors License, Certification of Organically Grown Produce, Grade A Dairy Permits, Pesticide Applicator's License, or Department of Fisheries Wholesale License.

**TAXES, LICENSES, INSURANCE:** All Vendors are responsible for reporting and paying all taxes and licenses needed to do business in the State of Washington. All Vendors are responsible for their own insurance. NBFM does not provide Vendor Liability Insurance. Pricing/Taxes of goods sold at the NBFM and any applicable taxes are the sole responsibility of the individual Vendor.

**HEALTH PRACTICES:** All Vendors must adhere to sanitary procedures as outlined by the King County Public Health Department. All food concessionaires and food samplers are responsible for obtaining proper Health and Food Handlers Permits and registrations needed to do business at the NBFM. Any Vendor found selling contaminated foodstuffs or produce shall be suspended from selling operations until satisfactory clearance has been obtained from the King County Public Health Department. Processed foods must be produced at an approved kitchen and proof of kitchen certification must be shown. Food labeling requirements also must be met. For information on permits, registration and requirements, please call the King County Public Health Department at 206-296-9811.

**ORGANIC LABELING:** Use of the phrase "organic", in produce sales, shall be governed and regulated in accordance with Washington State Department of Agriculture regulations. All Vendors are required to advertise truthfully and to respond to customer's questions in a like manner. 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 non-organic or conventionally grown. Misrepresentation of products sold at the NBFM shall be considered cause for dismissal from the NBFM.

**PROCESSED FOODS:** Processed foods must be licensed by the Department of Agriculture as a Food Processor. These foods include dried fruits, herbs, teas, baked goods, cider, preserves, salsas and salad dressings. Beekeepers that process their own honey do not need a Food Processor's license, unless the honey is sold wholesale. Other King County Health requirements apply.

**LABELING:** Processed foods, including honey, have Washington State labeling requirements. Labels on processed foods must meet State requirements and include:

- Name of the Product
- Company name
- Address (if not found in the phone book)
- Net weight on the bottom 1/3 of the label
- Ingredients listed in decreasing order of predominance

**FOOD HANDLER'S PERMIT:** All prepared foods and baked goods Vendors must have a current King County Health Department Food Handler's Permit.

**MARKET COORDINATOR:** The Market Coordinator'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 Coordinator will be responsible for public concerns and vendor complaints. The Market Coordinator has complete authority to interpret and implement policy on the Market site, including the authority to rescind stall space for just cause. The Market Coordinator 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 Coordinator on-site or in writing to Jessica Steinborn, 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 Coordinator the day the grievance is made.

By accepting a stall at the NORTH BEND FARMERS MARKET each Vendor thereby agrees to abide by these regulations and must sign the Hold Harmless Agreement as part of the application covering Si View Metro Parks and the North Bend Farmer's Market.

**THESE RULES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.**