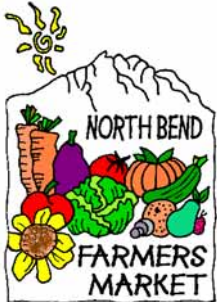


# 2010 North Bend Farmers Market Information Packet

Si View Metro Parks  
PO Box 346 / 400 SE Orchard Dr  
North Bend WA 98045

Minna Rudd, Market Manager  
Ph 425-831-1900 / Fax 425-831-1442  
mrudd@siviewpark.org / www.siviewpark.org



Si View Metro Parks is also pleased to invite you to participate in the 2010 North Bend Farmers Market (NBFM). This year, NBFM will be utilizing the brand new, paved parking plaza and the surrounding grass fields at the Si View Community Center, located about 1 mile north of I-90 using Exit 31 (Bendigo Boulevard).

Vendor meeting for all new and returning vendors will be held on **10:00am on Wednesday May 5<sup>th</sup>** at Si View Community Center. All potential vendors are encouraged to attend, meet our staff, tour the new market site and share ideas and suggestions. In the mean time, please contact me with any questions. I can be reached at 425-831-1900 or by email [mrudd@siviewpark.org](mailto:mrudd@siviewpark.org).

To participate in the 2010 Season of the North Bend Farmer's Market, please review this packet, read and sign the Vendor Agreement, and return a completed Vendor Application as soon as possible as space is limited. Final deadline for applications is June 1<sup>st</sup>, 2010. Booth payments can be made in advance with a credit card (VISA/MC/AMEX) online at [www.siviewpark.org](http://www.siviewpark.org), by calling 425-831-1900, or in person on each Market Day by cash or check payable to Si View Metro Parks.

## 2010 Guidelines and Policies

Please read these rules carefully before signing your application. Keep a copy 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.

### **OVERVIEW OF THE NORTH BEND FARMERS MARKET**

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

The North Bend Farmer's Market is primarily an outdoor event. Water and restroom facilities are available each market day for your use. The Market Manager or a designated staff member will also be on-site during the market to ensure that the market runs smoothly.

The Summer Concert Series is a vital part of the North Bend Farmers Market. The Concerts will be held on the fields adjacent to the market vendor area. Si View Metro Parks actively promotes the Farmers Market & Summer Concert series with printed materials, online advertising as well as with signage, posters and banners throughout the community. Vendors may choose to participate in our new online vendor advertising program with a hot link to vendor's website from our site [www.siviewpark.org/farmers.phtml](http://www.siviewpark.org/farmers.phtml).

## **LOCATION, TIMES AND DATES**

The NBFM is located on the grounds of historic **Si View Park 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. The 2010 NBFM will be open to the public **from 4:00pm to 8:00 pm, Thursdays, June 17<sup>th</sup> through August 26<sup>th</sup>, 2010**.

## **VENDOR SELECTION AND QUALIFICATIONS**

All NBFM Vendors must grow, craft, prepare or process what they sell. In addition, limited number of vendor spaces may be available for local non-profit groups for educational booths at the NBFM. Artisans 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 Manager.

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.

**Each Vendor must complete an application once per year and pay the appropriate booth fees to be considered eligible to participate.**

## **MARKET AND SPACE ASSIGNMENT**

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.

Booth spaces are located in the main parking plaza and/or on the adjacent grass fields. Booth spaces measure approximately 10 x 10 feet. Vendors requiring additional space may reserve multiple spaces. Those vendors who attend the market each week may reserve specific booth space the following week with the Market Manager before the end of the market day. **All other spaces are assigned on a first come-first served basis.** Marking or painting on the ground is not allowed. The NBFM does **not** provide tables, awnings, tents, tent weights or umbrellas for Vendors.

## **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.

## **BOOTH FEES**

Cost per booth per day is **\$25.00** and payable to Si View Metro Parks. **Booth fees must be paid to the Market Manager on each Market Day.** Booth fees may also be pre-paid with a credit card (VISA/MC/AMEX) online at [www.siviewpark.org](http://www.siviewpark.org) or by phone 425-831-1900. Please note that online payment of booth fees does not guarantee space in the market until all necessary paperwork has been received and approved by Market Manager. A \$5 processing fee will be deducted from booth reservation refunds when requested by the cancellation deadline of 48 hours prior to the market. No refunds are offered for pre-paid booths cancelled with less than 48 hours of notice.

**Vendors without pre-paid booth spaces 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.** Failure to do so will result in a **late cancellation fee of \$10 per booth reserved.** Please call 425-831-1900 to cancel a reservation.

## **VENDOR PUNCTUALITY**

The hours of operation for the NBMF are 4:00PM TO 8:00PM. **No Vendors will be allowed on-site before 1pm 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. All Vendors must vacate the site by 9pm. **All Vendors must remain on-site 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. 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 Manager.

## **SELLING TIME**

No selling shall begin before 4:00PM when the designated signal is given by the Market Manager indicating that the Market is officially opened. 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**

During market hours, vendors must park in the designated vendor parking area located across the fields on the north side of the complex. All prime parking spaces surrounding the vendor area are reserved for market customers and community center patrons.

## **SIGNAGE**

Vendor signs are required and should be used and displayed **ONLY** at the vendor's booth. All Vendors will post a sign identifying the name of the farm/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.

## **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.

## **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.

## **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.

## **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.

## **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 Manager. 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.

## **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. Farmers 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 FARMERS 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. 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 only. Figures compiled will also be used in educating the public about the NBFM and for marketing purposes.

## **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 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.**

## **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.

## **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 Manager. **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 foods 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 STAFF**

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 will be responsible for 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 Minna Rudd, 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.

By accepting a space 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.**

**VENDOR 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

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Print Name

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Signature Date



# 2010 Vendor Application



## CONTACT INFORMATION

Business Name:	UBI#:
Contact Name:	
Mailing Address:	
Phone:	Cell Phone:
E-mail:	Website:

## BOOTH RESERVATION

Type of booth (circle all that apply):

Produce	Processed	Prepared Food	Nursery	Artisan	Other _____
How many spaces do you require? (Each space is 10' x 10')					

Special Requirements for booth (NBFBM does not guarantee that special requirements will be met but every effort to accommodate reasonable requests will be made):


Market days requested (circle all that apply):

- |         |         |         |
|---------|---------|---------|
| 6/17/10 | 7/15/10 | 8/12/10 |
| 6/24/10 | 7/22/10 | 8/19/10 |
| 7/01/10 | 7/29/10 | 8/26/10 |
| 7/08/10 | 8/05/10 |         |

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


Names of representatives who may sell for you:


## **LICENSES AND PERMITS**

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.**

<input type="checkbox"/> Food Processors Permit
<input type="checkbox"/> Commercial Kitchen Permit
<input type="checkbox"/> Nursery License
<input type="checkbox"/> Food Handlers Permit
<input type="checkbox"/> Fisheries Wholesale License

<input type="checkbox"/> Organic Certification
<input type="checkbox"/> Grade A Dairy Permit
<input type="checkbox"/> Other _____

## **2010 FEES**

Booth fees are due on each market day, payable in cash or check to Si View Metro Parks. Booth fees can be pre-paid with a credit card (VISA/MC/AMEX) online at [www.siviewpark.org](http://www.siviewpark.org) or by phone 425-831-1900. **Please note that online payment of booth fees does not guarantee booth space until all necessary paperwork has been received and approved by the Market Manager.**

<b>Vendor link online</b>	<b>\$5.00 per season</b>
<b>Daily booth fee</b>	<b>\$25.00 per booth per day</b>
<b>Refund processing fee</b>	<b>\$5.00 per transaction</b>
(For pre-paid reservations cancelled with at least 48 hours prior to the market; no refunds are issued for cancellations within 48 hours of start of the market)	
<b>Late cancellation fee</b>	<b>\$10.00</b>
(Applies to unpaid reservations cancelled with less than 48 hrs notice)	

Amount enclosed \$	Check #
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## **Vendor Check List:**

Before mailing your packet to us, please check that you have completed the following steps. Once your application has been approved by the market manager, you may pre-pay booth fees online.

- Signed and dated copy of Guidelines & Policies is enclosed
- Completed 2010 Vendor Application is enclosed
- Copies of applicable licenses and permits are enclosed
- Plan to attend vendor meeting on Wednesday May 5<sup>th</sup>, 10:00am

**Please fax (425-831-1442) or mail completed application and forms to:**

Si View Metro Parks  
Attn. Minna Rudd/Farmers Market  
PO Box 346  
North Bend, WA 98045

**Thank you!**