

# Tacoma Farmers Market

## 2010 Market Rules & Guidelines

The Tacoma Farmers Market (the Market) is overseen by a volunteer Board of Directors. The Board has adopted the following rules and regulations and may, at any time, amend, delete, or modify its policies, rules and regulations. In order to promote the Market as a whole to the community of Pierce County, all participants in the Tacoma Farmers Markets will behave toward Market customers, board, staff, and volunteers in a professional manner which fosters a sense of Market community, camaraderie, and a spirit of cooperative involvement. The Tacoma Farmers Market adheres to the guidelines set forth by the Washington State Farmers Market Association and incorporates those guidelines herein. WSFMA regulations can be found in their “Getting Back to Our Roots Guide” and on the website ([www.wafarmersmarkets.com](http://www.wafarmersmarkets.com)).

### MARKET HOURS, DATES AND LOCATIONS

#### Broadway Market

The Broadway Market is located in downtown Tacoma on Broadway Plaza between 9<sup>th</sup> Street and 11<sup>th</sup> Street, and will run Thursdays, 8:30am to 2:00pm from May 20 through October 14, 2010.

#### 6<sup>th</sup> Avenue Market

The 6<sup>th</sup> Ave Market is located on the corner of 6<sup>th</sup> Avenue and N. Pine St, and will run on Tuesdays, 3:30pm to 7:30pm from June 1 through September 28, 2010.

#### South Tacoma Way Farmers Market

The South Tacoma Way Farmers Market is located on the corner of S 56<sup>th</sup> Ave and Washington St, and will run on Sundays, 10:00am to 3:00pm from June 20 through September 26, 2010.

### PRODUCT POLICIES AND GUIDELINES

#### *Produce, Plants, and Flowers*

The Tacoma Farmers Market strives to provide a market place where fresh, local and wholesome products are sold. Farm products which can be sold at the market include vegetables, fruits, berries, herbs, nuts, flowers, plants, honey, seafood, meat, poultry, eggs, and dairy products. Vendors wishing to offer samples **MUST** contact the Market Manager **and** submit an application to the Tacoma-Pierce County Health Department. All products must be grown, raised, produced or gathered by the vendor in Washington State or in counties bordering Washington State, *with the exception of seafood which must originate from the greater Pacific Northwest (Washington, Oregon, Alaska or British Columbia)*. Fish tickets will need to be provided by all seafood vendors to verify fish origination.

On occasion, to obtain particular types of products not otherwise available in sufficient quantities at the Market, the Market may allow resale of produce not grown by the Vendor. Signage indicating product origin **MUST** be prominently displayed in front of resale product. Farm cooperatives may be allowed to sell at the market with a special group selling permit (up to 4 farms), which requires one agent from one of the farms always be present at the market. Signage must indicate Coop name. Resale produce must be clearly marked as such and approved in advance by the Market Manager.

#### *Processed Goods*

The Market accepts certain value-added items which are grown and/or made by the vendor such as (but not limited to): Baked goods, preserves, honey, sauces, dips, wine, cheese, sausage, and smoked meats or fish. All processed foods must be appropriately labeled with product name, ingredients, net weight, price, and vendor's

name/address. Vendors wishing to offer samples of their product(s) must contact the Market Manager for a temporary permit application and fee schedule (see more detail below under market fees), which will be filed with the health department under our blanket permit.

Vendors wishing to sell processed food products must:

- List all sources of ingredients in the products to be sold at the market. It is expected that the vendor will use raw ingredients that are grown locally as appropriate for the product.
- Provide Market management a sample of all products packaged and labeled as they will be sold at the Market. Market Management will evaluate the products before approval for sale in the market.

### ***Hand Crafted Items***

All craft products must be handcrafted wholly in Washington State or the counties bordering Washington State by the vendor and approved by the Market Manager and the Market Vendor Committee. (i.e. – plaques manufactured in China but painted in Washington State are NOT considered locally made). Returning craft vendors must have all new items approved before they are sold at the Market.

### ***Prepared Foods***

Prepared food is a popular item at the Tacoma Farmers Market(s). Vendors must be pre-approved by the Market Manager and the Market Vendor Committee. Prepared food vendors are required to offer at least one locally sourced item on their menu (one item is typically 25% of their menu) and advertise it prominently at their booth (**local ingredients used must be mentioned specifically in the menu item advertisement**).

Prior to selling at the Market, all prepared food vendors must show appropriate Health Department certification to the Market Manager. These permits must be displayed in public view during Market hours. All prepared food processor trailers must comply with Tacoma-Pierce County Health Department regulations. Food vendors must commit to a specific menu and any changes to that menu must be pre-approved by the Health Department and the Market staff by a minimum of two weeks prior to serving that item.

### ***Overlapping Products***

Vendors whose products or practices place them in more than one category are subject to all the requirements of each category. The category in which such vendors are officially placed and their associated commission rates will be determined by the Market staff and will depend primarily on sales percentage data. In some cases, a vendor may be required to calculate sales separately for products in different categories. All farmers and producers are encouraged to use environmentally responsible methods of production.

## **VENDOR INFORMATION**

### ***Vendor Selection***

Vendors are selected annually by the Market Manager in coordination with the Executive Director and the Board of Directors. Selection will be based on quality, originality, locality, and compatibility with existing market mix and mission statement, as well as vendor performance and seniority. No vendor will have guaranteed return rights to the Market from season to season or from Market to Market, and no specific booth space is guaranteed. The Market generally does not offer exclusive rights to vendors to sell any one product. Market customers generally benefit from having a choice. However, if the Tacoma Farmers Market believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry. All selected vendors must complete and sign a vendor application and contract each season prior to selling at the Market. Appropriate application, Health Department, and pre-paid stall fees must be paid.

Agricultural products will be given priority over other product categories. Total vendor sales of agricultural products must equal more than 50% of total vendor sales of all other products combined at the Market. Farm vendors will also be given priority in space and location assignment. Vendors selling nonagricultural products may be placed on a wait list to maintain agricultural balance in the Market mix. The Market will not

discriminate against any vendor. The Market reserves the right to interpret vendor balance as we deem appropriate for the overall good of the market and its participants. Vendors who wish to dispute any market dealings are advised to complete a vendor complaint form, which will be reviewed by the Board of Directors.

### ***Stall fees, sales reporting, and payment***

A fee schedule for all Market stalls and commissions will be established by the Market Manager and Market Board of Directors prior to each market season. Our annual application fee is \$30 (non-refundable). Vendors applying to more than one market you will only be charged a \$40 application fee in 2010. This fee helps TFM pay for the blanket permits associated with running this regular special event: Health, Fire, City, Garbage, plus a one dollar administrative handling fee. Applications are seasonally available on our website at [www.tacomafarmersmarket.com](http://www.tacomafarmersmarket.com).

**Health Department fees have changed for 2010.** All Pierce County market managers convened with TPCHD in 2009 to simplify farmers market regulations/fees and are instituting a “pilot program” in 2010. Under the new structure – vendors are required to obtain permits directly from TPCHD. Once a vendor has been approved – their name will appear on TPCHD’s website. TFM will select vendors from that list. Farmers do NOT have to obtain a permit but we strongly encourage each farmer to submit a “courtesy application” anyway because... **You will be able to sample produce at NO charge if you do!!!** Growers who sample realize a minimum increase in sales of 10%! TFM strongly encourages each grower to sample in 2010. Farmers who sell eggs, meat or other temperature control item MUST obtain a TPCHD permit and have sufficient USDA/WSDA permits.

- Farmers who sample their product to the public will be required to have a food handler’s license (from any Washington County). Prewashed samples must be cut in advance following health department guidelines *or* prewashed samples may be cut at market (e.g. apples, peaches, etc.) using a sterile knife and clean cutting surface. Gloves must be worn when handling samples. Sanitary sampling guidelines (below) must be followed. Melons and sprouts are not allowed to be sampled!
- Prepared Food Vendors and Processors should go directly to the TDCPD website for updated fee structure and rules for 2010. All fees will be paid directly to TPCHD.
- **IMPORTANT NOTE:** All vendors who do not follow TPCHD sampling/food handling regulations will be fined \$110 per each violation. Repeat non-compliance will result in permanent expulsion from market so please follow these simple regulations closely:
  - Must have a handwash station for each market each week (see diagram below)
  - Have bucket of bleach water to clean produce cutting surfaces and knife
  - No hand-contact with food to be sampled (must wear gloves during preparation and use toothpicks for customers to pick up sample with)
  - If bringing prewashed produce to market, please bring in a plastic (sturdy) container and keep it a minimum of 36” off the ground. *Never set prewashed produce box on the ground!*
- Further instructions about how to receive your TPCHD permits can be found on their website at [www.tpchd.org](http://www.tpchd.org). ***YOUR PERMIT WILL BE GOOD AT ALL PIERCE COUNTY MARKETS!!!!***

### ***Sanitary Sampling Guidelines (diagram below)***

A hand-washing station is required at each booth where samples or hot prepared foods are dispersed – and must be actively used. The hand washing station must consist of a 5-gallon thermal (insulated) container with spigot that provides a continuous flow of warm (100°F – 120°F) running water, soap, paper towels and a 5-gallon bucket to collect the dirty water. A food handler’s certificate is required of all persons handing out samples. Produce items must be cleaned before being sampled. Cutting surfaces and utensils must be cleaned and sanitized between uses. Samples must be covered to protect them from contaminants when they are not actively being sampled. Set up sampling displays to prevent customers from taking samples other than the one they take (e.g. use toothpicks).



### Broadway Market

Vendors are required to pay for their first week's *stall fees* in advance - a minimum of two weeks prior to market opening. Stall fees are \$20 (each 10' x 10') for Farmers, Processors and Artisans and \$30 for Prepared Food Vendors (includes a \$10 utility fee) plus a percentage of all sales (farmers subtract \$200 from the 5% of sales they pay), which are calculated as follows:

- **Farmers** (total market sales - \$200) x 0.05 + \$20 = daily market fee
- **Processors** (total market sales) x 0.06 + \$20 = daily market fee
- **Artisans** (total market sales) x 0.08 + \$20 = daily market fee
- **Prepared Food** (total market sales) x 0.10 + \$30 = daily fee

### 6th Avenue Market

Stall fees are commission based with a mandatory \$25 minimum for Farmers, Processors and Artisans and \$30 for Prepared Food Vendors (includes a \$10 utility fee), plus \$20 for use of additional 10' x 10' spaces. See below for details:

- **Farmers** (total market sales) x 0.06 = market fee (minimum \$25)
- **Processors** (total market sales) x 0.07 = market fee (minimum \$25)
- **Artisans** (total market sales) x 0.09 = market fee (minimum \$25)
- **Prepared Food** (total market sales) x 0.10 = market fee (minimum \$30)

### South Tacoma Way Market

Stall fees are commission based with a mandatory \$25 minimum for Farmers, Processors and Artisans and \$30 for Prepared Food Vendors (includes a \$10 utility fee), plus \$20 for use of additional 10' x 10' spaces. See below for details:

- **Farmers** (total market sales) x 0.06 = market fee (minimum \$25)
- **Processors** (total market sales) x 0.07 = market fee (minimum \$25)
- **Artisans** (total market sales) x 0.09 = market fee (minimum \$25)
- **Prepared Food** (total market sales) x 0.10 = market fee (minimum \$30)

### **Point of Sale Token Program**

All TFM Markets engage in token promotional activities, whereas we allow customers to purchase market spending tokens with their debit and credit cards at the market information booth. All TFM vendors are required to participate in this program. There is a 3% fee taken when vendors cash out their tokens (except in the case of EBT tokens – which has no fee), which allows us to share expenses for the 'point of sale' machine program we use (e.g. let's say John's Berries did \$100 in token sales. When he brings his \$100 in tokens to the market staff to exchange for cash he will be given \$97). We hope you find the benefit of increased sales worth the small costs incurred (most markets realize a minimum sales increase of 10% with this token program). Please try to 'round your figures to the nearest dollar amount' so that such customers can easily exchange their tokens with

you. EBT tokens may NOT be exchanged for cash! EBT tokens and WIC vouchers may only be used for select farm fresh items so please consult with the market manager for details regarding this program.

Vendors are required to honestly report all sales made by the vendor or vendor's agents at each Market.

**FAILURE TO OPERATE WITHIN THE FINANCIAL GUIDELINES SET FORTH OR ACCURATELY REPORT ALL SALES WILL RESULT IN IMMEDIATE EXPULSION FROM THE MARKET(S) WITH NO RETURN RIGHTS.** TFM will conduct periodic customer counts at each vendor booth within the market to verify consistency with end-of-day totals reported. Total WIC checks must be reported to Market Manager daily, and all WIC and Senior FMNP checks received each market day must be calculated into that day's total sales. We provide staff support for FMNP check counting to assist all farmers with this tedious task. Vendors may be required to produce load lists at the start of the market day and to balance total sales against those lists.

The Market staff will collect payment weekly at the close of the Market. All vendors are expected to return their envelopes with completed account sheets and fee payments enclosed after the Market closes and before take-down begins. Failure to comply with fee payment on Market day will result in a written warning for the first missed payment, and a \$15.00 fine for any subsequent missed payments, in addition to the regular daily stall fees. Vendors will not be allowed to set up until past obligations have been cleared or risk expulsion from the Market. Stall fees are non-refundable.

### ***UBI Numbers, Insurance & Licensing***

The Washington State Department of Revenue requires the Tacoma Farmers Market to verify that its vendors are registered to do business in the State of Washington. Unless a vendor is exempt by law, he or she must supply the Market with a State UBI number at the time of application. Applications submitted by prepared food vendors, crafters or processors without a UBI number will not be considered. (these MUST be on application.)

Prepared food vendors *and* farmers are required to name the Tacoma Farmers Market on their business certificate of insurance (some smaller vendors utilize their farm/homeowners insurance for this). These vendors must send copies of their policies to the market in advance.

Retail sales taxes and Business and Occupation taxes are the responsibility of individual vendor. Vendors who are required to charge sales tax (i.e. artisans and concessionaires) are required by law to have a Washington State Tax ID number and must supply this tax number when you apply at the Market. Vendor's applications will not be processed without this number.

All vendors must show proof of current automobile insurance for on-site vehicles, and provide the Market with policy numbers, which will be kept on file. 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 License, Washington State Department of Agriculture Food Processor's License, Certification of Organically Grown Produce, Grade A Dairy Permits, or Department of Fisheries Wholesale License, Food Handlers' Permit and other Tacoma Pierce County Health Department licensing requirements.

**Itinerant Food Service Permit:** A seller of plant bulbs, or seeds for planting must have a nursery license, available from the Washington State Department of Agriculture.

**ORGANIC PRODUCTS:** if a product is labeled "organic" Washington State Law must certify it. Verbal or written declarations of organic status not certified by the State of Washington will result in termination of vendors permit.

**UNSPRAYED, PESTICIDE-FREE, OR LOW SPRAY:** Written and verbal declarations regarding pesticide use, which cannot be certified as "Unsprayed", "Pesticide-free", or "Low Spray", will need a notarized affidavit

attesting how these procedures are followed. This affidavit will be kept with the Market Management for the season. Consumer queries regarding your farming practices must be answered factually.

**\*NEW\*SALE OF ALCOHOLIC BEVERAGES:** the Washington State Farmers Market Association (WSFMA) passed its own rules governing the sale of alcoholic beverages at its [member farmers markets](#). Found in the [WSFMA Member Guidelines](#), these rules state that "Alcoholic beverages must be made entirely from ingredients grown in Washington, or from grapes grown in a recognized Washington appellation, except for certain additives required for processing, but which cannot be produced in the State of Washington, not amounting to more than 5% of the total volume of the beverage." TFM is authorized only to allow the sales of wine at their markets. Wineries must get approval from the Washington State Liquor Board prior to attending a farmers market. For information on selling Washington wine at farmers markets in Washington State, please visit the Washington State Liquor Control Board site at <http://liq.wa.gov>.

### ***Stall Space***

Each vendor will be assigned one or two 10' x 10' stall spaces. The Market Manager will make all stall assignments. Vendor locations are made at the Market Manager's discretion taking into consideration product mix, customer flow, special promotions, and vendor seniority. Stall assignments are not transferable, and may change from season to season, or even week to week. Vendors will provide their own tables, canopies, signs, and other desired display materials. Small spaces not suitable for a full 10' x 10' canopy set up may be sold as an umbrella space for a reduced fee, based on the managers discretion.

### ***Transfer of Space***

Vendors may not sublet stall space to others. Prepaid fees are non-transferable to other market dates or vendors. If a vendor sells his or her business, he/she may not transfer his or her market spaces to the new owner.

### ***Signage***

Each vendor **must** display a tastefully crafted sign clearly showing their producer/business name or the name of the farm/business, the business's location and telephone number. Vendors are responsible for providing their own bags for purchases, as well as making change.

Prices must be clearly marked on all items for sale. Failing to clearly mark prices will result in first, a verbal warning from the Market Manager; second, a written letter to vendor indicating that a third infraction will result in forfeiture of Market space; and third, automatic forfeiture of the Vendor's Market space. In this case, TFM shall not be required to refund any portion of the fee paid by the vendor.

### ***Set-Up and Take Down***

All vendors are required to register their attendance at least 1 hour prior to market opening on market day. If the vendor is not present at the Market at least 1 hour before the start of market, the stall will no longer be held for assigned vendor. Violations of this policy may result in loss of assigned stall space on the day of the violation. Repeat violations will result in the vendor being put on a 1<sup>st</sup> come 1<sup>st</sup> serve basis for available booth space at future markets or expulsion from the Market. Vendor vehicles arriving within the 1 hour mark will NOT be allowed past the road blockade. No exceptions.

### **Broadway Market**

- Broadway will be closed to all regular "through" traffic from 6:00am to 4:00pm. One way traffic MUST enter at the 11<sup>th</sup> Street end of Broadway and exit only at the 9<sup>th</sup> Street end. Any exceptions to this rule must be approved IN ADVANCE by the Market Manager.
- Set-up will begin between 6:30am and 8:00am on Market day. During that period vendors may enter the Market area with their vehicles for the purpose of unloading only (except vendors with parking rights.) Vendors should unload promptly and then move vehicles offsite. A clear and drivable lane must be kept open at all times. A Vendor may not begin setting up his or her stall spaces until his or her vehicle is

moved offsite. NO VEHICLES WILL BE PERMITTED TO ENTER THE MARKET SITE AFTER 8:00AM. Set-up must be completed by 8:30am.

- For liability reasons, selling must not begin until 8:30am. All vendors are required to remain at their stall spaces until closing at 2:00pm even if they have sold all of their goods. At 2:00pm vendors shall cease selling and promptly begin taking down their stall spaces. Vehicles will be allowed to enter the Market site at 2:15pm. However, vendors should NOT leave the Market to retrieve their vehicles until they have completely taken down their stall, including packing up all remaining product, collapsing canopies or tents, and cleaning up any debris.

### 6<sup>th</sup> Avenue

- N. Pine St will be closed to all “through” traffic from 2:00pm to 8:00pm.
- Set-up will begin between 2:00pm and 3:00pm on Market day. During that period vendors may enter the Market area with their vehicles for the purpose of unloading only (except vendors with parking rights.) Vendors should unload promptly and then move vehicles offsite. A clear and drivable lane must be kept open at all times. A Vendor may not begin setting up his or her stall spaces until his or her vehicle is moved offsite. NO VEHICLES WILL BE PERMITTED TO ENTER THE MARKET SITE AFTER 3:00PM. Set-up must be completed by 3:30pm.
- For liability reasons, selling must not begin until 3:30pm. All vendors are required to remain at their stall spaces until closing at 7:30pm even if they have sold all of their goods. At 7:30pm vendors shall cease selling and promptly begin taking down their stall spaces. Vehicles will be allowed to enter the Market site at 7:45pm. However, vendors should NOT leave the Market to retrieve their vehicles until they have completely taken down their stall, including packing up all remaining product, collapsing canopies or tents, and cleaning up any debris.

### South Tacoma

- Logistical information for the South Tacoma Market is still under construction (and negotiation) and will be posted on the TFM website by March of 2010.
- Set-up will begin between 8:00am and 9:30am on Market day. During that period vendors may enter the Market area with their vehicles for the purpose of unloading only (except vendors with parking rights.) Vendors should unload promptly and then move vehicles offsite. A clear and drivable lane must be kept open at all times. A Vendor may not begin setting up his or her stall spaces until his or her vehicle is moved offsite. NO VEHICLES WILL BE PERMITTED TO ENTER THE MARKET SITE AFTER 9:30AM. Set-up must be completed by 10:00am.
- For liability reasons, selling must not begin until 10:00am. All vendors are required to remain at their stall spaces until closing at 7:30pm even if they have sold all of their goods. At 3:00pm vendors shall cease selling and promptly begin taking down their stall spaces. Vehicles will be allowed to enter the Market site at 3:15pm. However, vendors should NOT leave the Market to retrieve their vehicles until they have completely taken down their stall, including packing up all remaining product, collapsing canopies or tents, and cleaning up any debris.

### ***Cancellations***

Vendors with stall reservations are responsible for occupying that space on each market day. Vendors not able to attend a reserved market day are required to call or email the Market office with at least 48 hours notice. Vendors who fail to give appropriate notice of their absence will still be charged a regular daily stall fee. Repeated non-appearance (more than 3 missed days) may result in loss of assigned space privileges.

## **MARKET DAY RESPONSIBILITIES**

### ***Stall Set Up***

Canopies or other booth covers are required to be flame retardant and have weights sufficient to keep the covering in place during windy conditions. For standard canopies, approximately 25 pounds of weight is necessary for each leg. Canopy weights must be in place from set-up through take-down. Vendors without adequate canopy weights will NOT be permitted to set-up. Vendors setting up without adequate canopy weights will be required to take down their canopies and/or displays or rent weights from the Market at a cost of \$10.00 per set.

Oil drip pans are required underneath every vehicle that has a parking space within the market, whether you think your vehicle leaks or not. No exceptions. Vendors who fail to provide a drip pan may elect to rent one from the Market for \$10.

### ***Booth Merchandising***

A well presented stall at Tacoma Farmers Market will convey a sense of confidence to market buyers. Easily visible signs, organized product assortments and easy access will convert to increased sales. The Market Manager (or assigned representative) will visit your location throughout the season and make suggestions to enhance your appearance and help provide for a successful future at Tacoma Farmers Market. We thank you in advance for your readiness and cooperation in making such transformations.

### ***Pricing***

Pricing of goods sold at the Market is solely the responsibility of the individual vendor. The Market Manager does not have the authority to fix prices. However, the Market Manager does reserve the right to conduct market research and set a low-price limit, and vendors will not be allowed to sell below this price. Thus, vendors are discouraged from giving produce or items away for free or at below-cost pricing, as this undercuts potential sales for other vendors. This does not include sampling.

### ***Health Practices & Permits***

All vendors must adhere to sanitary procedures as outlined by the Tacoma-Pierce County Health Department. All prepared food vendors and others wishing to offer samples (a highly successful practice) must be approved by the Health Department. Please also see *Sanitary Sampling Guidelines* in this packet. Any vendor found selling contaminated foodstuffs or produce, or selling in the Market without proper health precautions, shall be suspended from selling operations until satisfactory clearance has been obtained from the Tacoma-Pierce County Health Department and the Market Manager. All vendors must dress appropriately and shoes and shirts are required. No dogs are allowed in food vendor stalls with the exception of service animals as required by the Americans with Disabilities Act.

### ***Electricity***

All electrical equipment must be pre-approved by the Market Manager. Vendors requiring electrical power are responsible for providing their own outdoor extension cords and mats to cover any and all portions of the cord that lie in any area utilized by market customers. TFM cannot guarantee electricity to its vendors.

### ***Radios***

Vendors are not permitted to play radios or use other sound generating electronics during market hours except by prior approval from the Market Manager.

### ***Smoking Policy***

Vendors are not permitted to smoke in the Market area.

### ***Stall Clean Up***

Each vendor is responsible for cleaning his/her stall area to the condition it was in upon arrival to site – or better! This includes removing all debris, sweeping and, if necessary, washing down the stall site. Vendors are responsible for picking up all trash or refuse within 15 feet of their assigned market space. Vendors must not dump oil or oil debris into flower beds, garden areas, streets, sidewalks, or storm drains, sinks, toilets or

anywhere else within the Market Site. All vendors must bring containers suitable for waste removal, including oily waste. No dumping of ice and/or ice chests. We have a strict – “you haul it in, you haul it out policy.”

Prepared food vendors must have an impermeable tarp or mat under the entire stall to protect the sidewalks and streets from grease and food waste, as well as overhead coverage as required by the Tacoma-Pierce County Health Department. Oil pans must be placed under vehicles. Vendors not adhering to these policies risk cleaning fines and expulsion from the Market.

### ***Garbage/Recycling***

All vendors must haul out their trash at the end of the day. On-site trash receptacles are for customer use only. Vendors may request permission from the Market Manager (or Market representative) to use customer receptacles at the end of the Market day if space permits.

Green waste receptacles (for produce and flower clippings) may be made available to produce and nursery vendors. No other waste is permitted in these receptacles. Vendors violating this policy will be fined and prevented from using this service. Recycling containers are strategically placed for customer and vendor convenience...Please use them!

### ***Vehicles***

Only select produce and nursery vendors will be allowed to sell from their vehicles at the Broadway and 6<sup>th</sup> Avenue Markets; all others will be required to park their vehicles off site at their own cost. Vendors with parking assignments must have a large sign in their front vehicle window that reads: Farmers Market Vendor and their contact information.

### **BROADWAY PARKING**

There are parking spaces available in the Rhodes Center parking garage one block away on Market Street for \$1/hour, up to \$6. **VENDORS: DO NOT PARK IN ONE HOUR OR 30 MINUTES PARKING SPOTS ADJACENT TO THE MARKET SITE(S).** Use of these spots angers local merchants, reduces available customer parking, and discourages people from driving to the Market. The Market is also not responsible for paying any tickets acquired by vendors who have violated parking rules or regulations. All vendors parking on-site must have an approved oil drip pan under their vehicles at all times. Drip pans can be rented from the Market for \$10 for each week of use.

### **6<sup>th</sup> AVE PARKING**

There is ample on and off street customer parking in this neighborhood. Most vendors will have either an assigned space in the apartment lot behind Shucks Auto or they will have a vehicle space within the market.

### **SOUTH TACOMA PARKING**

Abundant customer and vendor parking can be found on South Tacoma Way (meters are not checked on Sundays), along Washington street and in the feed store parking lot. There may be 5 – 10 vehicle stalls within the market that will be reserved for farmers.

### ***Scales and Labeling***

All weighing or measuring instruments or devices used for commercial purposes must be correct. This ensures that buyers receive sufficient and accurate information with which to compare quantity and price. Pre-packaged products must be labeled with the quantity and/or amount. Vendors in violation of this policy will be expelled from the Market with no return rights. All prepared goods sold shall be individually wrapped and the name, address and phone number of vendor shall be affixed to each item.

### ***Organic Labeling***

Vendors advertising “Organic”, “Unsprayed”, “Natural”, etc. products are not required to be certified by any recognized certification agency. However, state law restricts use of the phrase “Certified Organic” to those who

have in fact been certified by the Department of Agriculture. All vendors are required to advertise truthfully and to respond to customers' questions in a like manner.

## **GENERAL POLICIES**

### ***Courtesy and Non Discrimination***

Vendors are expected to treat each other and customers in a courteous manner as discrimination is NOT permitted at the market.

### ***Liability***

Vendors are required to obtain general liability insurance. A copy of your insurance policy must accompany your vendor application and be on-file throughout the selling season. The Tacoma Farmers Market is not responsible for any loss or damage incurred or caused by vendors.

### ***Grievance Policy***

The Market Manager or his/her designee has the right to impose disciplinary action at the Market site. Vendors have the right to a hearing before the Market Executive Committee within two weeks of any disciplinary action. In the event of customer dissatisfaction, the dispute must be resolved to the satisfaction of the customer and Market Manager in a timely manner. Failure to do so will result in expulsion from the Market. The Market Manager has the authority to grant exceptions to Market policies on an individual basis for reasons of dire need. Should any vendor, at any time, occupy the premises in a manner contrary to this agreement, upon request of Market Manager, the vendor shall immediately cease such offending conduct. Failure to immediately comply as requested shall be cause for the revocation of this permit and expulsion from the Market. Upon revocation vendor shall promptly vacate premises. Upon failure to vacate, the Market shall have removed all property of vendor from the premises at vendor's expense. The Market is relieved and discharged from any/all loss or damage caused by such removal. The Market shall not be responsible for storage or safekeeping of property so removed. Vendors are encouraged to file a vendor concern form about any grievances or items of disagreement and/or conflict. These will be reviewed by the Board's executive committee and a timely response will be issued to the vendor.

### ***Market Manager***

The Market Manager (or designee) coordinates all the activities of the weekly functioning of the Market and implements Market policies, including oversight of the Market set-up and clean-up, daily assignments, collection of stall fees commissions and sales information, and assuring vendor compliance with all Tacoma Farmers Market policies. The Market Manager also acts as a conduit of information from the vendors and customers to the Board of Directors. The Market Manager and his/her designee's have complete authority to interpret and implement Market policy.

### ***Logo Usage***

Vendors wishing to use the Tacoma Farmers Market, Broadway or 6<sup>th</sup> Ave logos must apply in writing to the Board of Directors, explaining how the logo will be used. The Board of Directors will make a decision at its next regularly scheduled board meeting and respond in writing.

### ***Failure to Comply***

All rules and regulations will be enforced by the Market Manager or his/her designee, who has ultimate onsite authority. Failure to comply with Tacoma Farmers Market rules or applicable federal, state, or local regulations may result in expulsion from the market or other consequences deemed appropriate by the Market Manager.

## **Community Groups & Service Organization Rules at the Tacoma Farmers Market**

Community groups and/or organizations requesting a discounted space (\$20) reservation at the Tacoma Farmers Market must be a non-profit organization offering education regarding market related and/or community

services. Occasions may arise where it is suitable for other (for profit) organizations to participate in the Local Living Lounge. Because space is limited, all organizations **MUST** follow all market rules, assign a volunteer to set up & tear down their own booth, get written permission in advance, and those organizations must follow the instructions outlined below:

1. Complete a Community Space Application or Special Event Participation Application to the Market Manager at least one month before date(s) requested. Groups may apply at [www.managemymarket.com](http://www.managemymarket.com) as a nonprofit group. Each group must receive pre-authorization **PRIOR** to attending the market.
2. Note that Community-Space reservations are in high demand and requests may be limited to one Thursday per market season on a first-come-first-serve basis. The Market Manager will determine availability as space permits and reserves the right to not guarantee space for any reason he/she deems appropriate.
3. The requesting organization must provide **AND SET UP** its own canopy, canopy weights, table, chairs, and weather protection. No microphones are permitted.
4. We ask that organizations design participatory games, quizzes, or other interactive educational elements to bolster education and help eliminate litter. This should be the requesting organization's main focus in the booth with the passing out of literature a secondary option. Those who offer creative interactive relations will gain favorability in the selection process (for new and returning organizations).
5. *Nonprofit community organizations may choose to provide two volunteers to help during setup and tear-down of the market on participating days. Those who do will receive a **FREE** booth for that day. Their volunteers must sign-in at the market information booth at a designated time to receive volunteer instructions.*
6. We would like to host a variety of groups with different focuses, but in the case an organization may have multiple streams of focus we, of course, appreciate awareness around themes that involve the preservation of farmland and supporting a sustainable local economy (i.e. New Urbanism, curbing of suburban sprawl, buy local campaigns, and any number of community development themes). All organizations will be considered regardless of focus.
7. Community-space groups are subject to all Market Rules, unless otherwise specified.

## **Petitioning/Protesting/Signature Gathering/Leafleting Policy**

### ***No Solicitations***

No soliciting by political, religious, or other "special" cause groups or individuals is permitted at the market. If you witness this kind of activity, please alert the Market Manager.

You may not wander around the Market and approach customers as they eat or shop. Petitioning, passing out literature (and similar special-interest activities) is narrowly permitted at the Tacoma Farmers Market. Our mission is to assist our specialty vendors in earning a sustainable living and any activist engagement that inhibits our vendors from conducting regular business will **NOT** be tolerated. These rules must be followed and will be strictly enforced:

1. In gathering signatures, the following areas will be used for this purpose~
  - a) A designated and shared **FREE SPEECH** booth within the Local Living Lounge (food court area), *with prior written or verbal approval from the Market Manager only.*
  - b) Outside the market boundaries at the north end of Broadway, where it intersects 9<sup>th</sup> Avenue (sidewalk only) **OR** the south side of Broadway where it intersects 11<sup>th</sup> Avenue (sidewalk only) and participants **MUST** remain outside of the vendor selling area.
  - d) Other areas as designated by the Market site manager.
2. Petitioners, signature gatherers, leafleters, etc. will in no way block or harass patrons of the farmers market. If customers or vendors complain about the behavior of a signature gatherer or protestor, the person in question will be notified. If complaints continue, the person will then be asked to leave the site.
3. Under no circumstances are petitioners, signature gatherers, leafleters, etc. allowed to enter the marketplace, or stray from the signature gathering areas, for the purpose of soliciting signatures or causes, their issues or materials.

4. Petitioners, signature gatherers, leafleters, etc. are responsible for all of their own fixtures, and the storage and/or transportation of those fixtures to/from the market site. Brochures or leaflets that have littered the ground must be cleaned up by the group who dispersed them or they will NOT be allowed to return to market.
5. The Tacoma Farmers Market respects the First Amendment rights of any individual or organization. These guidelines are intended to provide a policy that will allow ample contact with the public, while respecting the privacy of market patrons and vendors, and providing them with a positive experience while at the Farmers Market.

If you have any further questions please feel free to call 253-272-7077 Monday thru Friday from 9am to 5pm. Thank you for your interest in the Tacoma Farmers Market.

**I have read and agree to the TFM 2010 Market Rules & Guidelines.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_