

Tacoma Farmers Market 2014 Market Rules & Guidelines



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FOLLOWING THE RULES BENEFITS EVERYONE

As a valued TFM vendor, you are responsible for informing yourself and your staff about and following all applicable market rules, policies and regulations pertaining to your business category, as well as, regulations and policies set by local and state agencies. By following the rules, you help keep Tacoma Farmers Market a vibrant, viable community asset.

Staying in compliance with the rules also makes you a vendor in good standing. Actions and behavior that may put you out of compliance with market rules will result in a range of consequences, including warnings, fines, and suspension. We appreciate your cooperation!

If you have any questions regarding any of the information in this handbook, please contact our office at (253) 272-7077.

ABOUT TACOMA FARMERS MARKET

The Tacoma Farmers Market (TFM) a non-profit organization that is overseen by a volunteer Board of Directors. The Board has adopted the following rules and guidelines and may, at any time, amend, delete, or modify its policies, rules and guidelines. 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 Markets emphasize the importance of supporting local agriculture by adhering to a locally grown policy, to include Washington growers only, similar to the “Getting Back to our Roots Guide” developed by the WSFMA. WSFMA “Getting Back to Our Roots Guide” can be found on their website (www.wafarmersmarkets.com). TFM does not accept franchises or out-of-state businesses.

Our Mission

Reconnecting Community with Local Producers

Vision Statement

The Tacoma Farmers Market will serve as the community’s key source of local farm and artisan products and will be recognized as a vital component in a movement to promote environmental, social and economic growth through education and opportunity.

Our Values

Responsibility in operating a quality thriving farmers market
Commitment to support local, sustainable agriculture
Leadership in community and social development within Tacoma
Encourage personal growth through educational opportunities
Respect for our regions’ ethnic diversity and agricultural history
Cooperation with like-minded community organizations
Fairness to all of the Farmers Market stakeholders

MARKET HOURS, DATES AND LOCATIONS

Broadway Market

The Broadway Market is located in downtown Tacoma on Broadway Plaza between 9th Street and 11th Street, Thursdays, 10:00am-3:00pm from May 1st through October 30th, 2014.

6th Avenue Market

The 6th Ave Market is located on the corner of 6th Avenue and N. Pine St, Tuesdays, 3:00pm to 7:00pm from May 6th through September 30th, 2014.

South Tacoma Market

The South Tacoma Market is located at the Metro Parks STAR Center, 3873 S. 66th St, Sundays, 11:00am to 3:00pm from June 1st through September 28th, 2014.

MultiCare Thanksgiving Market

The MultiCare Thanksgiving Market is located on the MultiCare Campus at S. 4th and I Street
Time and date: TBA.

VENDOR INFORMATION

Vendor Business Categories

Vendor: A vendor is an owner/operator of a business entity approved to sell at the Market by Market Management. A vendor may not operate under a franchise agreement. A vendor may not share stall spaces with other entities

Different categories of vendors at the Market are **Farmer** and **Non-Farmer**:

Farmer – Those actively involved and invested in the planting, growing and harvesting of agricultural product on owned, leased, rented or share-cropped land. This includes; ranchers, dairymen, fishermen, etc. If a Farmer farms on land that he/she rents or leases they must provide TFM with a copy of the signed lease agreement(s). Farmer category also includes vendors who sell value-added products made from their own farms' products.

Non-Farmer – Those who are actively involved and invested in the processing of product sold at the Market. Non-Farmer vendors may sell processed foods, value-added foods, baked goods, hot food and crafts. Non-farmer vendors must provide the Market with all applicable copies of licenses as appropriate to their product. Vendors are responsible for knowing a acquiring all necessary licenses. Non-Farmer categories are outlined below:

- ❖ **Processor:** Those who sell foods that they have personally prepared or processed on property that they own, lease or rent in the State of Washington. Processors are persons offering fresh food products, such as, meats (charcuterie), baked goods, condiments, jams, etc., that have added value to their product through some sort of “hands on” processing (e.g., hand-filled filet, smoked or butchered meats, handmade jams and condiments, etc.) but have not raised the ingredients themselves.
- ❖ **Prepared Food Vendor:** Those who offer freshly made foods, available for sale and immediate consumption on-site. Prepared Food vendors are required to source 25% of their menu from a local source and should use ingredients produced in Washington State as much as possible.
- ❖ **Artisan (Crafter):** One who creates with their own hands the products they offer for sale at the Market. To qualify as a Crafter, a majority of the tools and equipment used to produce your products must require skill, personal handling and/or manipulation. Crafters should incorporate materials grown or produced in Washington State as much as possible and create their products in Washington State **only**.

Criteria for Vendor Selection

The information in the following section pertains to businesses applying to become a TFM vendor; it also serves as a reference for approved vendors seeking reminders about the criteria by which the Market screens and selects potential vendors. Vendors are selected annually by the Market Management 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.

General Acceptance

In Order of Priority

1. Agriculture

- ❖ Priority is given to those regional farmers and producers who bring product to the market that is 100% grown and harvested on farmland in the State of Washington that they own and/or operate.
 - ❖ Farmers have priority over Processors, Prepared Food and Craft vendors.
 - ❖ Farmers who use environmentally responsible and sustainable growing, breeding, raising and harvesting methods will also have priority.
2. Conduct, Compliance & Customer Service
 - ❖ History of compliance with Market rules and federal, state and local regulations.
 - ❖ Positive vendor conduct toward customers, fellow vendors, market staff and volunteers.
 - ❖ Courteous, strong customer service and knowledgeable staff.
 - ❖ Timely submittal of application, licenses and other required documentation
 - ❖ Sales reporting and payment history according to Market payment procedures.
 3. Product Quality
 - ❖ Consistently high product quality: fresh, flavorful and ripe.
 - ❖ Products grown or processed using genetically modified seeds are not allowed to be sold at the Market.
 - ❖ Clean, creative and attractive displays.
 4. Food Safety
 - ❖ Adheres to the highest standards in a safe food production and handling.
 - ❖ Vendors are encouraged to submit a “Food Safety Plan” to Management and display certifications to customers.
 5. Product Balancing
 - ❖ Agricultural products will be given priority over other product categories.
 - ❖ Duplicate products may be denied entry.
 - ❖ Product that is unique or unusual.
 - ❖ Products that promote healthy lifestyles
 - ❖ Products not already represented in the market
 - ❖ Products not readily available through national distribution channels.
 - ❖ Vendors selling nonagricultural products may be placed on a wait list to maintain agricultural balance in the Market mix.
 - ❖ The Market reserves the right to interpret vendor balance as we deem appropriate for the overall good of the market and its participants.

Products not Accepted

Tacoma Farmers Market is a farm, food and craft marketplace. We are interested in showcasing locally grown, artisan quality, locally/directly sourced and produced foods and products. The following will NOT be accepted at our markets:

- ❖ Commercial or imported items
- ❖ Second hand items (exception: those vendors who take a second had item and recycle that item into a new use)
- ❖ Franchises
- ❖ Non-owner operated businesses
- ❖ Out-of-State processed items
- ❖ Carnival-like foods (Cotton candy, brittle, taffy, etc)
- ❖ Overly processed and/or fried foods
- ❖ Nationally distributed packaged foods
- ❖ Energy Drinks
- ❖ Live Animals

Additional Criteria for Prepared Food and Processed Food Vendors

In addition to the factors and criteria for general vendor acceptance, Prepared Food and Processed Food vendors must be submitted for product jury. This includes growers with value-added products. For new vendors true start ups (with little or no sales channels) priority will be given. Products are evaluated on the following factors:

1. Ingredient Sourcing
 - ❖ Grown by processor
 - ❖ Sourced from TFM market vendors
 - ❖ Vendors are to source at least 25% of their raw ingredients from local sources, directly from Washington farmers/producers
2. Production and Distribution
 - ❖ Value-added products must be made by the vendor
 - ❖ Farmers may use a co-packer for products containing their raw ingredients
 - ❖ Product that is distributed nationally will be denied entry
3. Market Needs
 - ❖ Product compliments the Market's mission – i.e. demonstrates our direct producer to consumer values and reflects seasonal availability of products
 - ❖ Product promotes a healthy life style and healthy eating habits
 - ❖ Product balance and space availability
4. Sustainable Practices
 - ❖ Uses environmentally responsible packaging and utensils
 - ❖ Requires little or no electricity
5. Artisan Quality
 - ❖ Unique and handmade from the highest quality raw ingredients
6. Labeling/Packaging
 - ❖ Legal requirements met (weight, ingredients, etc)
 - ❖ Low environmental impact in process/packaging
 - ❖ Aesthetics (does not resemble commercial-style packaging)

General Requirements for all Business Categories

1. **Application and Agreement:** All prospective vendors must complete and sign a vendor application and contract each season prior to selling at the Market. The application must be completed online at <http://www.tacomafarmersmarket.com/vendors>
 - ❖ **Application fee.** All vendors, returning or new, must submit an application fee with their applications.
 - ❖ **Product Declarations.** Vendors are required to submit a complete list of all products they wish to sell with their application. Vendors must have pre-approval from Market Management before selling any product.
 - ❖ **Documentation.** All vendors must provide all copies of all relevant documents (liability insurance, organic certification, ingredient sources lists, lease agreements, etc) prior to application acceptance. Copies are also to be available at vendor's booth.
2. **Product Jury or Farm Visit**
 - ❖ Vendors interested in selling processed foods, prepared foods and crafts are required to submit products for evaluation by Market Management as part of the application process. Vendors will

be contacted once their application is reviewed. Product jury's are completed in March each season.

- ❖ All farms are subject to a farm visit by Market Management to verify their activity and farming practices.
- 3. **Vendor Meeting.** All new vendors are required to attend a pre-season vendor meeting, usually in April, prior to each market season. Returning vendors are strongly encouraged to attend as well.
- 4. **Insurance Requirement.** TFM is not responsible for any loss or damage incurred by vendors. Liability insurance, naming TFM as an additional insured, is required for all farm and food vendors. A copy of the certificate of insurance must be provided upon acceptance prior to attending market. A copy of each vendor's vehicle insurance is required as well.

Approval of Selling Privileges: 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.

Exclusivity: 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.

Management Discretion: Market management reserves the right to deny a vendor's application to prohibit anyone from selling at the market, or to prohibit any product from being sold at the market.

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. Stall fees are non-refundable.

Application Fee

Our annual application fee is \$35 (non-refundable). Vendors applying to **more** than one market will be charged a \$50 application fee. This fee helps TFM pay for the 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.

Broadway Market

Stall fees are \$10 (each 10' x 10') for Farmers, \$20 for Processors and Artisans, \$30 for Prepared Food Vendors (includes a \$10 utility fee) plus a percentage of all sales, which are calculated as follows:

- ❖ **Farmers** (total market sales) x 0.05 + \$10 stall fee = daily market fee
- ❖ **Processors** (total market sales) x 0.07 + \$20 stall fee = daily market fee
- ❖ **Artisans** (total market sales) x 0.09 + \$20 stall fee = daily market fee
- ❖ **Prepared Food** (total market sales) x 0.11 + \$30 stall fee = daily market fee

6th Avenue Market

Stall fees are \$10 (each 10' x 10') for Farmers, \$15 for Processors, Artisans and Prepared Food Vendors plus a percentage of all sales, which are calculated as follows:

- ❖ **Farmers** (total market sales) x 0.05 + \$10 stall fee = daily market fee
- ❖ **Processors** (total market sales) x 0.06 + \$15 stall fee = daily market fee
- ❖ **Artisans** (total market sales) x 0.08 + \$15 stall fee = daily market fee
- ❖ **Prepared Food** (total market sales) x 0.09 + \$15 stall fee = daily market fee

South Tacoma Market

Stall fees are \$10 (each 10' x 10') for Farmers, \$15 for Processors, Artisans and Prepared Food Vendors plus a percentage of all sales, which are calculated as follows:

- ❖ **Farmers** (total market sales) x 0.05 + \$10 stall fee = daily market fee
- ❖ **Processors** (total market sales) x 0.06 + \$15 stall fee = daily market fee
- ❖ **Artisans** (total market sales) x 0.08 + \$15 stall fee = daily market fee
- ❖ **Prepared Food** (total market sales) x 0.09 + \$15 stall fee = daily market fee

Sales Reporting and Payment

Vendors are required to honestly report all sales made by the vendor or vendor's agents at each Market. Sales include; cash, check, credit/debit, token and WIC transactions.

The Market staff will collect payment daily at the close of the Market. All vendors are expected to return their envelopes with completed account sheets and fees 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.

TFM will conduct periodic customer counts at each vendor booth within the market to verify consistency with end-of-day totals reported. Vendors may be required to produce load lists at the start of the market day and to balance total sales against those lists.

Total WIC and Senior FMNP 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.

FAILURE TO OPERATE WITHIN THE FINANCIAL GUIDELINES SET FORTH OR ACCURATELY REPORT ALL SALES WILL RESULT IN IMMEDIATE REMOVAL FROM THE MARKET(S) WITH NO RETURN RIGHTS.

PRODUCT POLICIES AND GUIDELINES

Farm and Nursery Products

Produce, plants and flowers sold at the Markets must be actively cultivated or foraged by participating Farmers. Farm products are grown or raised by the Farmer upon land that they control through ownership, lease, rental or other legal agreement. Nothing purchased for resale may be sold unless approval is received from Market Management (see *Reselling* for more information) ***Farm products*** include; vegetables, fruits, berries, herbs, nuts, honey, seafood, meat, poultry, eggs, and dairy products. ***Nursery products*** include; fresh cut or potted flowers, bedding plants, seeds, perennials, annuals, trees, shrubs that are propagated from seed, cuttings, bulbs, plugs or plant divisions.

- ❖ ***All farmers must submit a copy of current documentation verifying cultivation is by vendor with application.*** This includes organic certification from WSDA/USDA, State Nursery license, pesticide application license, a legal Lease of property, State of WA fishing boat registration and/or other documents as requested by management.

- ❖ 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)*.
- ❖ Farmers wishing to offer samples MUST contact the Market Manager **and** submit an “Intent to Participate” application to the Tacoma-Pierce County Health Department. (see *Permits* section for more information)
- ❖ Seafood: the vendor must own, lease or operate the fishing vessel or own, lease or rent the parcel of land where the seafood is caught or harvested for sale at the Market. The vendor must be a legal resident of the State of Washington.
- ❖ All vendors are subject to inspection at any time by authorized Market staff. Visitations of farms/place of business will be conducted at the discretion of the Market staff at any time during the year.
- ❖ No selling of live animals is allowed.

Reselling

Buying products from wholesaler, store, or other food operation and then selling those products is not permitted at the market. On occasion, to obtain particular types of products not otherwise available in sufficient quantities at the Market, TFM may allow resale of produce not grown by the Vendor. Prior approval must be obtained by Market management before any such product is brought to the market.

- ❖ Resellers are expected to be the only stop between grower and the consumer (the product they buy must not come from shippers, warehouses, or wholesale distributors).
- ❖ 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 Co-op name.
- ❖ Resale produce must be clearly marked as such and approved in advance by the Market Manager.

Shared Farm Booth (Farm Cooperatives)

Each shared farm booth member is required to have his or her own liability insurance. A representative for the shared farm booth must submit an application and pay an application fee. On the application all of the farms represented by the Farm Co-op must be listed. Geographical proximity between farms in a shared farm booth is preferred and will be considered when reviewing applications. Signage at the market must include business names, locations, and products of each shared farm booth member. Fees for the Shared Farm Booth are as follows:

- ❖ **Broadway** (total market sales) x 0.10 = market fee (minimum \$40)
- ❖ **South Tacoma** (total market sales) x 0.10 = market fee (minimum \$40)
- ❖ **Sixth Ave** (total market sales) x 0.10 = market fee (minimum \$40)

Processed Goods

Value-added, processed items which are grown and/or made by the vendor from raw ingredients. It is preferred that the primary ingredients be grown/produced in the State of Washington, it is expected that 25% of raw ingredients are grown locally, as appropriate for product. (“Local” is defined as raw ingredients sourced directly from market vendors or other Washington farms.) Priority will be assigned according to the number of ingredients from local sources used in product. Processed foods include: dried fruits, jams, salsa, sauces, cheese, dried herbs, teas, breads, cookies, cider, blended salad greens, etc. It does not mean fresh fruit or vegetables merely washed or trimmed while being prepared or packaged for sale in their natural state. All processed foods

must be appropriately labeled with product name, ingredients, net weight, price, and vendor's name/address. For more information about general labeling requirements, visit <http://agr.wa.gov/FoodAnimal>.

Vendors wishing to sell processed food products must:

- ❖ Provide a letter of verification that your product is prepared in a commercially certified kitchen.
- ❖ Provide TFM with a WSDA processors license visit <http://agr.wa.gov/FoodAnimal/FoodProcessors/> for more information.
- ❖ 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. (We are dedicated to supporting Washington family farms, and we want to help you do that as well. Incomplete product lists and ingredient sourcing lists will result in a delay or denial of market participation, regardless of your seniority at the Market)
- ❖ 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.
- ❖ Vendors wishing to offer samples of their product(s) must contact the Tacoma Pierce County Health Department for a farmers' market permit application and fee schedule (see more detail below under *Permits* section) and notify Market Manager of intent to sample product.

Prepared Foods

Prepared Foods are prepared and served for immediate consumption on-site. In addition to the factors and criteria for general vendor acceptance, a sample of the prepared food items must be submitted for product jury. Prepared food vendors are required to offer at least one locally sourced item (25% of menu) on their menu. ("Local" is defined as raw ingredients sourced directly from market vendors or other Washington farms) Locally sourced products must be advertised prominently at their booth (**local ingredients used must be mentioned specifically in the menu item advertisement**). *Styrofoam containers are NOT allowed at the Market, NO exceptions.*

Vendors wishing to sell Prepared Food products must:

- ❖ ***Submit menu with a full list of ingredients and source of each of those ingredients*** (We are dedicated to supporting Washington family farms and we want to help you do so as well. Incomplete menus and ingredient sourcing lists will result in a delay or denial of market participation, regardless of your seniority at the Market)
- ❖ Copy of certified kitchen permit and/or lease with certified commercial kitchen.
- ❖ Copies of food handlers permits for all staff attending the Market
- ❖ Prior to selling at the Market, all prepared food vendors must submit approved Tacoma-Pierce County Health Department Permit to the Market Manager. These permits must be displayed in public view during Market hours.
- ❖ All prepared food trailers must comply with Tacoma-Pierce County Health Department regulations.
- ❖ Prepared 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.

Hand Crafted Items

All craft products must be handcrafted wholly in Washington State by the vendor using tools and equipment to produce their product that require skill, personal handling and or/manipulation (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. ***No commercial items, no imported items and no***

secondhand items shall be sold by ANY vendor at any TFM Market. Priority is given to those Craft vendors who use materials from Washington State.

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.

PERMITS, INSURANCE AND LICENSING

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; Washington State UBI Number, Washington State Department of Agriculture Food Processor's License, Certification of Organically Grown Produce, Grade A Dairy Permits, or Department of Fish & Wildlife Wholesale License, Food Handlers' Permit and other Tacoma Pierce County Health Department licensing requirements.

UBI Numbers: 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.)

City of Tacoma Business License: Generally, all businesses operating in or soliciting business in the corporate city limits of Tacoma are required to be registered and licensed with Tacoma. You need to register with Tacoma if you are located in Tacoma, solicit or conduct business in Tacoma, whether directly or through a representative, or do business with the City of Tacoma through contracts.

Proof of Liability Insurance: Processors, prepared food vendors *and* farmers are required to name the Tacoma Farmers Market on their business certificate of liability insurance (some smaller vendors utilize their farm/homeowners insurance for this). These vendors must send copies of their certificate of insurance, naming TFM additionally insured, to the TFM prior to attending the Market.

Federal Tax ID: 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 Federal 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.

Vehicle Insurance: 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.

Nursery License/Plant Sale Permit: Any person who handles or sells horticultural plants is considered a "nursery dealer" and is required by law to have a license posted at *each place of business where horticultural plants are sold*. Persons who sell only cut plant material and persons making casual or isolated sales that do not exceed \$100 annually are exempt from licensing and permit requirements. The Washington State Department of Licensing (DOL) is responsible for issuing nursery licenses in conjunction with their Master Business License

Program. There are over 40 locations where nursery license applications can be obtained. To find the location nearest you or obtain an application and license by mail, call DOL at 360-664-1400 or apply online.

Organic Products: Any product labeled “organic” must be certified by the Washington State Department of Agriculture and be in compliance with the USDA National Organic Standards. Vendors must post their organic certification in their stalls if vendor claims organically grown product.

Vendors of organic produce claiming exemption based on sales of under \$5,000 annually will need to provide proof of eligibility for the exemption and exclusions from certification. (See National Organic Standards: Subpart B –Subsection 205.101 Exemptions.) For more information on organic certification visit the WDSA website at, <http://agr.wa.gov/FoodAnimal/Organic/default.aspx>.

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.

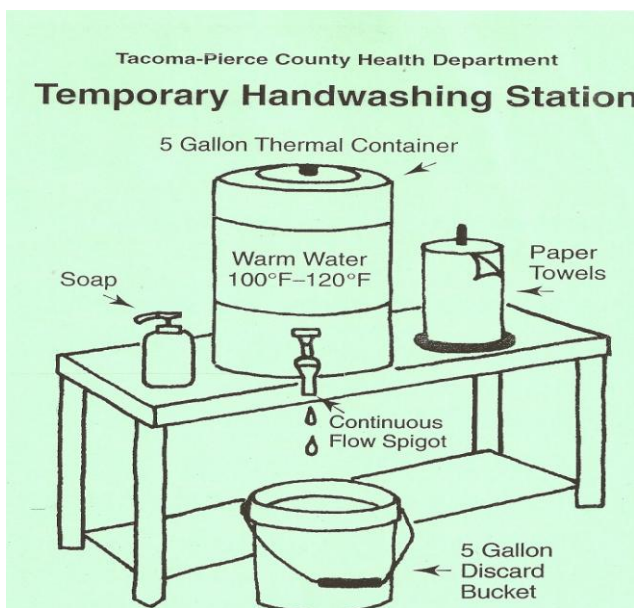
Weights and Measures (e.g. Scales): Measuring and weighing devices (e.g. scales) used for commercial purposes must be registered annually. Registrations are accomplished as part of the Master License system through the Department of Licensing. You must possess and post a license for each location (if you operate in several locations) with appropriate registrations and endorsements for the location. Contact WDSA Weights and Measures Program (360) 902-1857 or email: wtsmeasures@agr.wa.gov.

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>.

Health Department Permits and Fees: vendors are required to obtain permits directly from the Tacoma Pierce County Health Department (TPCHD), visit www.tpchd.org for instructions and applications. All fees will be paid directly to TPCHD. Farmers do NOT have to obtain a permit but we strongly encourage each farmer to submit an “intent to participate” if you wish to sample your products.

- ❖ **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 charged no fee, but are required to submit an “intent to participate” application and are required to have a Washington State Food Worker Card.
 - 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 application, updated fee structure and rules for 2014.
- ❖ **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 removal 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.
 - **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 Washington State Food Worker's Card 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).



What Kind of Licenses do I Need?

The following is a list of common permits and licenses required, however it is not exhaustive. For more information contact the issuing agency.

Product	License	Issuing Agency
Scales (each scale)	Weights and Measures License	WA Dept of Licensing in conjunction with WSDA Weights and Measures Program
Plant & Nursery (annual sales over \$100)	Nursery License	WA Dept of Licensing
Organic Growers	OG Certification	WSDA
Processed Foods	Processor's License TPCHD Farmers Market Permit (Must include approved facility)	WSDA TPCHD
Prepared Foods	TPCHD Farmers Market Permit (Must include approved facility)	TPCHD
Cheese/Dairy	Processor's License (Approved facility) TPCHD Farmers Market Permit	WSDA TPCHD
Meat	Processed and Stamped in WSDA approved facility	WSDA
Poultry	Special Poultry Permit (less than 100 chickens)	WSDA
Seafood	Processor's License Dept of Fish and Wildlife Direct Retail Endorsement	WSDA Dept of Fish and Wildlife
Wine	Farmers Market Endorsement Permit	WA State Liquor Control Board
Honey	No Permit needed unless Processing (heating, adding flavors, etc) then Processor's License	WSDA
Eggs	Egg Handler/Dealer Permit and Egg Seals TPCHD Farmers Market Permit	WSDA TPCHD

OPERATION GUIDELINES

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.

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 1st come 1st serve basis for available booth space at future markets or removal from the Market. Vendor vehicles arriving within the 30 minute mark will NOT be allowed past the road blockade. No exceptions.

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.

Individual Market Operation Guidelines

Broadway Market

- ❖ Broadway will be closed to all regular "through" traffic from 7:00am to 6:00pm. One-way traffic MUST enter at the 11th Street end of Broadway and exit only at the 9th Street end. Any exceptions to this rule must be approved IN ADVANCE by the Market Manager.
- ❖ Set-up will begin between 7:00am 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 3:00pm 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.

6th Avenue Market

- ❖ N. Pine St will be closed to all “through” traffic from 12:00pm to 8:00pm.
- ❖ Set-up will begin between 12:30pm and 2:30pm on Market day. One-way traffic MUST enter Pine St off of 6th Avenue and exit only at the 7th St end. 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 2:30PM. Set-up must be completed by 3:00pm.
- ❖ For liability reasons, selling must not begin until 3:00pm. All vendors are required to remain at their stall spaces until closing at 7:00pm even if they have sold all of their goods. At 7:00pm vendors shall cease selling and promptly begin taking down their stall spaces. Vehicles will be allowed to enter the Market site at 7:15pm. 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.

South Tacoma Market

- ❖ MetroParks STAR Center, 3873 S. 66th St, from 11:00am-3:00pm.
- ❖ Set-up will begin between 8:30am and 10:30am 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 10:30AM. Set-up must be completed by 11:00am.
- ❖ For liability reasons, selling must not begin until 11:00am. All vendors are required to remain at their stall spaces until closing at 3:00pm 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.

Vendor Parking

- ❖ **Broadway Market:** 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.*

- ❖ **6th Avenue Market:** There is ample on and off street customer parking in this neighborhood. Most vendors will have to park on a neighborhood street near the Market or they will have a vehicle space within the market.
- ❖ **South Tacoma Market:** Abundant customer and vendor parking can be found on near the STAR Community Center. There will be NO vendor parking within the market.

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.

Canopy Weights

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

Oil drip pans are required underneath every vehicle that has a parking space within the Broadway 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. Prices must be displayed clearly. We encourage vendors to set prices within a range of 15% of the retail prices of like produce sold in the areas surrounding each of the farmers markets. Competition should be based on product quality, actual costs of production, and creative displays rather than simply undercutting prices of another 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. ***Price Dumping is not allowed.*** 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 sample must be approved by the Health Department prior to attending market. 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 or permits 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 \$50 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 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.

Scales and Labeling

All weighing or measuring instruments or devices used for commercial purposes must be registered with the DOL. 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 removed 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 Washington State 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.

Logo Usage

Vendors wishing to use the Tacoma Farmers Market 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.

Vendor Roster Publication

The Market supports an open policy in regards to publishing the vendor roster (with pre-approval by the vendor). The roster is posted on the TFM website and individual names released upon inquiry by the press or potential customers. Vendors are asked to indicate on their applications if they want TFM to release their personal information. No vendor’s name will be posted or given without the permission by the vendor. The vendor roster will not be shared or sold by the TFM staff or Board members to prospective markets or competitors for the purpose of soliciting vendors.

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.

Volunteers

Volunteers are very special folks – we love them and couldn’t operate the market without them! Volunteers donate their personal time to support our vendors and help the market by staffing the information booth, setting up and tearing down the markets, preparing mailings, working at special events, organizing chef demonstrations, playing music and many other activities.

Enforcement

All Rules of the market are enforced by the Market Manager or his or her designee, who has ultimate on-site authority. Complaints or problems should be directed to the market Manger in a timely manner.

- ❖ If a vendor does not abide by the rules of TFM or comply with federal, state and local regulations applicable to market participation, the market manger or designee may take any action deemed appropriate, including assessing fines or barring the vendor from selling at the market for that day and any future market days.
- ❖ The Market Manager or designee will regularly evaluate vendors using the on-site vendor compliance checklist.
- ❖ Violations not included in the on-site vendor compliance checklist may lead to other disciplinary action.
- ❖ If a vendor is issued a fine due to non-compliance, vendor must pay the fine on the day issued or vendor will not be allowed to return to the market until the fee is paid.
- ❖ Customer complaints will be forwarded to vendors and kept on file. Complaints may result in disciplinary action including removal from the market.
- ❖ TFM reserves the right to visit and inspect the farm or business of any vendor and to request any documents verifying business or employee status.
- ❖ The market management reserves the right to make exceptions to these TFM rules and guidelines at its discretion.

Protocols for Vendor Grievances and Product Challenges

TFM management has created protocols and procedures that allow vendors to file complaints against other vendors, market staff, safety or policies, they think are out of compliance with market rules and policies. This helps TFM regulate food safety, products sold, operational safety and market integrity.

To file a vendor concern or a product challenge, request a Vendor Concern Form or Vendor Challenge Form from your Market Manager at the information booth.

Grievance Procedures

1. Complaints or problems should be directed to the Market management in a timely manner that is not disruptive to the market.
2. Vendors who have concerns regarding other vendor compliance, market staff, safety or policies should complete a concern form. Forms will be available at the TFM Information Booth. The Market Manager and Operations Manager review each concern form and the concerned vendor will receive a specific written response from the Operations Manager within two weeks.
3. A vendor may appeal any decision of the Operations Manager concerning violation of these rules within 30 days. An appeal must be presented in writing to the Executive Director. A decision by the Executive Director after informing the TFM Board shall be issued within 30 days of receipt and constitute a final and binding decision of any appeal.

Product Challenge

1. Product challenges may be made for misrepresentation of product by a vendor. Vendors can submit a written Product Challenge Form when they believe another vendor is misrepresenting his/her product. Request a Product Challenge Form from your Market Manager.
2. A product challenge must be signed by the person bringing the challenge and preferably be supported by physical evidence of the offence. The product challenge must be made on the day of, or within the week, the violation is observed. Challenges of wrongdoings on past occasions will not be accepted.
3. There is a \$50 filing fee, which can be shared by a group of vendors. This fee is returned to the challenger if the claim is verified.

4. The vendor receiving the product challenge must respond to the challenge in writing. Failure to admit or deny a challenge may result in a determination that the challenge is valid.
5. The Operations Manager and Executive Director will conduct a farm site visit in a timely manner to make a determination on the product challenge. If Management deems it necessary, a third party farm inspector will be employed.
6. Product challenge forms are available at the TFM information booth. A copy is also included in this handbook. Due to their sensitive nature, they must be returned directly to the Operations Manager or Executive Director.
7. If the vendor is found in violation, the vendor may be fined, placed on probation, suspended or evicted from the Market, at the discretion of the Executive Director.

TOKEN PROGRAM AND OTHER MARKET CURRENCY

The Market uses several alternative currency programs at its markets. These programs take extra staff and detailed attention to provide, but we believe they are essential to create greater access to the market and to increase sales for market vendors. These programs include: Farm Direct Nutrition Program (FDNP, traditional coupons issued by the state). Washington State Quest and Debit/Credit (wooden market money in \$1 and \$5 denominations) and market promotional tokens (issued by TFM to for promotional activities, wooden market money in \$2 denominations).

The Token Program

The Market continues its highly successful credit, debit and Washington State Electronic Benefits Transfer (EBT) market money options for our customers. Shoppers can use their debit, credit or EBT card at the TFM information booth in exchange for market money (wooden tokens). The tokens come in two denominations \$1 and \$5. They each serve different purposes.

\$5 Tokens – Credit and Debit

- ❖ Customers can purchase \$5 tokens with their credit and debit cards. There are no restrictions on what can be bought with the \$5 token. They should be treated just like a \$5 bill – give cash change.
- ❖ Due to the cost the Market incurs to operate this program, we charge a 3% handling fee to the vendors on the \$5 tokens only.

\$1 Tokens – Washington State Qwest (Electronic Benefits Transfer – Food Stamps)

- ❖ Food stamp recipients receive their benefits electronically. They have a card called the WA Qwest card, which acts like a debit card.
- ❖ GOOD FOR: most food items, including fruits, vegetables, meat, fish, poultry, dairy products, seeds, bake goods to be taken home and plants intended for growing food.
- ❖ NOT GOOD FOR: nonfood items (e.g. merchandise, handcrafted items), ready-to-eat foods, hot foods and flowers.
- ❖ NO CHANGE can be given back. The customer can add product to bring the purchase up to the dollar amount.

\$1 tokens cannot be given as change to a customer for any reason. Any misuse of the \$1 tokens compromises our eligibility to accept WA Qwest card. We greatly value the opportunity to offer the WA Qwest service to our customers. Please help us maintain our eligibility by following these guidelines. Thank you!

We would like to remind you of a couple of important aspects of the EBT program, and how it operates at the market:

- Customers can bring unused \$1 tokens back to the information booth to be refunded back to their EBT accounts.
- Our vendors, by law, may not give cash change for purchase with \$1 EBT tokens. When possible, vendors are encouraged to modify purchases so that they total a whole dollar value.

\$2 tokens – Market Promotional Tokens

The Market sponsors programs such as online coupons offering promotional tokens for purchases at the information booth, Chef at the Market demonstrations and special events to educate our customers, generate media coverage and help vendors increase sales. Representatives from the Market and customers may use the \$2 tokens to purchase products used for these purposes. Vendor donations are appreciated to help keep costs down.

Reimbursement

- ❖ Vendors turn in tokens to the Market information booth at all markets.
- ❖ Please have tokens divided by \$1, \$2 and \$5 and have them counted before arriving at the information booth. A receipt for your records will be provided.
- ❖ The Market office will recount all tokens and will send a note if there are any discrepancies.
- ❖ The Market will reimburse vendors by check twice a month. Questions regarding token reimbursement should be directed to the Market office.
- ❖ Please note: tokens may NOT be used to pay stall fees.

Farm Direct Nutrition Program

The Washington Farm Direct Nutrition Program (FDNP) is a state-administered federal nutrition program. FDNP funds go to low-income, nutritionally at-risk pregnant women and young children enrolled in the Women Infants and Children (WIC) program and to eligible low-income seniors. These federal funds will be distributed as \$2 checks specifically to purchase locally produced fresh fruit and vegetable directly from authorized farmers and at farm stands and farmers markets. To accept WIC and Senior coupons you must become a FNDP authorized farmer and post a FDNP sign at your booth at the market.

To become a FNDP authorized farmer, you must own, lease, rent or sharecrop land to grow, cultivate or harvest crops on that land AND grow fresh fruit, vegetables or cut herbs in Washington or a bordering county to sell at your farm stand or at a farmers market. All farmers must fill out an application and sign an agreement with the Washington State Department of Health, visit www.doh.wa.gov for more information.

COMMUNITY GROUPS & SERVICE ORGANIZATION RULES

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. Each group must receive pre-authorization PRIOR to attending the market.
2. Community-Space reservations are in high demand and requests may be limited to one day per market, per 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 9th Avenue (sidewalk only) OR the south side of Broadway where it intersects 11th 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

VENDOR AGREEMENT AND SIGNATURE PAGE

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

Name: _____

Signature: _____

Company: _____

Date: _____



Vendor Challenge Form

Vendors can submit this challenge form when they believe another Vendor is misrepresenting their product. There is a \$50 filing fee (which can be shared by a group of Vendors). This fee is returned to the challenger(s) if the claim is verified. Please submit this form directly to market management on the market day or within a week of the market during which the alleged violation occurred. TFM will not reveal challenger(s)' identities to anyone.

Name of the vendor about whose product you are inquiring:

Specific product(s) about which you are inquiring:

Market date and approximate time at which the product is being sold:

Please state the specifics of the violation. Provide any evidence that supports your challenge.

Your name, business name, addresses and phone number.

Signed _____

Date _____

For Market Use Only:	Notes:
Date Rec'd _____	
By _____	
Fee Rec'd _____	