



Duvall
Farmers Market

Dear Vendor:

Welcome! This is your invitation to apply for the 2007 Duvall Farmers Market season!

This is the second year for the Duvall Farmers Market and we are very excited for the market season to begin on Wednesday, June 6. We have been busy planning this new season and there are some exciting changes which will be in place by Opening Day.

We are most excited and grateful to the City of Duvall for their continued support and for our new location on 1st Avenue (between Stella and Stephens). We also are working on a new debit/credit/ebt wireless system so that every Customer has the option to use their bank cards at no charge to the Vendor. The Duvall Church is graciously allowing us to use their ample parking lot for parking and their fenced in Children's play area. This year we are working on a Calendar of Events which will promote our market, our musicians and fun activities for the families. Our calendar is filling quickly with talented Musicians who will entertain us with lively music throughout the market season. Chef Colleen Farnham will be returning with her delicious and healthy recipes and demonstrating with samples that feature fresh seasonal produce and fruits from our farmers throughout the market season.

The Duvall Farmers Market Christmas Craft Fair will be held the week after Thanksgiving weekend, on Friday, November 30 and Saturday, December 1, 2007. Location to be determined.

Please read the Market/Vendor Guidelines and Policies carefully and retain a copy for your records. Please read carefully those sections which apply to your category and to the portions that pertain to market operations. If you should have any questions pertaining to the Guidelines, Application Form, or Market, please do not hesitate to contact me.

We look forward to our 2nd season and another profitable season here in Duvall and I look forward to seeing your application in the mail soon!

Sincerely,

Laurie Gilbertson, Market Director
Duvall Farmers Market
Po Box 957

Duvall, Washington 98019-0957

Office: 425-788-1185, ext. 402

Email: DuvallFarmersMarket@msn.com Website: www.duvallwa.gov



2007 Market/Vendor Guidelines & Policies

The Duvall Farmers Market

The Duvall Farmers Market (DFM) is a community-based organization which was developed in response to the growing popularity and community support of other neighborhood farmers markets within the Puget Sound area. The Duvall Farmers Market is a proud member and supporter of the Washington State Farmers Market Association, Cascade Harvest Coalition and Puget Sound Fresh. The mission and goal of the DFM is to provide our community with fresh, organic and locally grown products and provide our local farmers with an outlet to sell their farm products. Artisans, those who are Crafters and Artists, selling at the Duvall Farmers Market will be chosen based on their unique and creative abilities. This aids in offering a well-balanced market to the community and does not inundate the market with one particular item that everyone sells, but ensures that there is variety for all. The Jury decision will be made based on quantity, quality, and uniqueness. The Market Director is Laurie Gilbertson, owner of Trinity Lavender Farm, LLC (Duvall, Washington). If you have any questions throughout this process, please do not hesitate to contact her at:

Duvall Farmers Market Information Line is: (425) 788-1185, ext. 402

Or by Email: DuvallFarmersMarket@msn.com

The Farmers Market Location, Times, and Dates

The Duvall Farmers Market will reside on **1st Avenue (between Stella Street and Stephens Street)**, adjacent to historic downtown Duvall (Old Town). This is an outdoor market, rain or shine, and all Vendors stalls will be located on this street. The 2007 Duvall Farmers Market will be open to the public for 16 weeks beginning Saturday, June 6 until September 26 (first full week of June – Last week of September). **There will be no market on Wednesday, July 4th.** Market Hours are from 3:00 pm – 7:00 pm; every Wednesday. Setup may begin no earlier than Noon. Unless previously arranged with Market Director. This new location for this season will offer great visibility, ample parking, public restroom facilities and a children's play area.

Jury Information

The Duvall Farmers Market (DFM) is a Juried Market. The Duvall Farmers Market Steering Committee (DFMSC), comprised of volunteer members, all whom have taken an active role in wanting to see a Farmers Market in their community, is also titled "Jury". It is the primary goal of the DFMSC to ensure that the

majority of vendor representation is taken from our local farming community and that only the freshest and finest quality produce and products will be represented in this Market.

Those **Farmers, who sell just produce, seasonal fruits, flowers, meats, cheeses, honey, nursery plants, herbs, jams, jellies, vinegars, or other processed/canned items from their farm**, will not be required to go through the Jury process. We do ask that you submit your Application along with a copy of any required licensing, permits or certificates which are required to sell.

If the **Farmer has Value-Added product** that they wish to sell, (for example soaps, bath products, hand-crafted items, etc.) these items will be required to go through the Jury process and will be considered as part of the Craft and Art (Artisans) category. **Farmers, who have Value-Added items**, will be given first priority, if their items, either a portion or all, are made from that which they raise or grow, the farmer with value-added products are required to submit one (1) current photo of their booth and up to three (3) (non-returnable) value-added product photos which detail the work in progress.

Artists/Crafters (Artisans) are required to provide one (1) current (non-returnable) photo of their booth and at least three (3) (non-returnable) product photos of works in progress, along with a detailed description of the product they intend to sell.

Food Vendors are required to have all health departments permitting in place prior to submitting application. If you have questions regarding permits, please contact King County Health Department. The Market Director will check to make sure that all food arrives at the market at proper temperature and will check food temperatures prior to sales and during the market.

All processed food items **MUST** be prepared in a Licensed Commercial Kitchen and this kitchen shall be disclosed on Application Form.

All Vendors offering samples **MUST** follow King County Health Regulations.

After reviewing the submitted applications and photos, the Jury may request a viewing of the actual item(s) submitted for application. The Market Director will call the Vendor directly to arrange a time for viewing. The DFMSC may also request an on-site visit to the farm or business, by one or more Committee Members, to see first-hand the actual operation of the farm or business. The DFMSC will give the applicant 24-hour notice prior to the visit, if such a visit is required. The DFMSC reserves the right to refuse any submission they deem inappropriate, for any reason. Regulating what is sold at the Duvall Farmers Market ensures high quality for all and also ensures we do not become a flea/junk market, but a market that is well respected as a Farmers Market in this Valley.

Vendor Applications should be returned as soon as possible in order to be included in the first round of Jury process which will take place April 2, 2007. All Applicants who apply after that date will be considered and Juried, but will be placed on a Waiting List, if their category has been filled. The Market Director will notify each applicant by letter of Acceptance or Decline either by email or by United States Postal Service. **Reasons for decline will not be given and will remain strictly confidential.** The DFMSC reserves the right to request that certain items not be sold by any one particular vendor, so that the Market will not be saturated with any

one item. Please mail completed application, non-returnable photos, copies of permits, and fees to via US Postal Service:

Duvall Farmers Market
c/o Laurie Gilbertson, Market Director
PO Box 957
Duvall, Washington 98019-0957

Email Address: DuvallFarmersMarket@msn.com

Website: www.duvallwa.gov

Phone Number: (425) 788-1185, ext. 402

Please read the following Description of Guidelines and Policies pertaining to your Category(s) carefully before signing your Application. Please keep a copy of this Guideline/Policy for your records and give a copy to the person who will be handling transactions for your booth at the Duvall Farmers Market. Failure to observe or adhere to any of these Guidelines or Policies throughout the Market season may result in the immediate dismissal.

Farmers

Those farmers, who produce from seed, propagate from clippings, or bulbs will be allowed to sell Produce/Berries/Live Flowers/Live Plants/Fresh or Dried Flowers/Fresh or Dried Herbs, etc. Those that raise animals for meat, to sell for meat sales, must raise, feed and care for the animal themselves for that purpose. Meat may not be purchased from an outside source and then resold. Beekeepers and Farmers who have hives on their property are allowed to sell honey. Honey Products (for example: honey sticks) are only to be sold by Bee Keepers. 100% Bees Wax Candles, wax derived only by those hives, may only be sold by those stated above. The Farmer selling must own, rent or lease their land in the State of Washington. The Farmer must be an active owner and operator of the farming operation and may not be operating the business under a franchise agreement. *No farms outside the State of Washington will be allowed to sell at this Market. No FARM RESELLERS (buying wholesale and then reselling) will be permitted to sell in this Market. Anyone who claims not to resell and is caught will immediately forfeit his/her booth space for the remainder of the season and will not be allowed in future markets. Farmers must have appropriate permits and licenses to sell.*

Processors

Those who sell processed foods which include juices, preserved foods, jams, pastries, pasta, granola, cookies, muffins, breads, pies, and related take home desserts, not prepared on site. This includes Bakeries: Those bakeries that sell more than 25% of their products wholesale must be licensed by the Department of Agriculture as Food Processors. Other King County Health Department requirements apply. Vendor must be an active owner/operator of the business and may not be operating under a franchise agreement. All Processed food must personally have been prepared on property they own, rent or lease. Vendors in this category are those who have cooked, baked, or otherwise treated the product they sell. No commercially

prepared dough mixes, crusts, shells, or fillings are allowed. Processed food products should use ingredients from Washington farms or waters as much as possible. It may include someone who processes produce grown on their own property into a value added product such as jams, cider, salsa, or other food items stemming from the Vendors crops. It may also include those who raise the basic ingredient(s) of a product, but who must send it out for fundamental processing before creating the value added product. Such Farmers might include those who sell essential oils, Emu oils, fresh, frozen, cured or smoked meat, and poultry. No Wines or Alcoholic Beverages are permitted for sale at this Market. The vendor's application for a permit to sell shall state what is grown/processed or prepared by vendor, and what the vendor will sell at the Farmers Market. Processed Food Vendors must be licensed by the Department of Agriculture as a Food Processor and follow all of the King County Health Department Guidelines for sampling or food handling. Foods include dried fruits, herbs, teas, baked goods, cider, preserves, salsas, and salad dressings.

Prepared Food Vendors (Concessionaires)

Prepared Food Vendors are those that offer freshly made foods, available for sale and immediate consumption on-site. Vendor must be an active owner/operator of the business and may not be operating under a franchise agreement. When selecting prepared food vendors, priority will be given to vendors preparing food from raw ingredients and using ingredients grown and/or produced in Washington State and/or purchased by participating market farmers. Vendor must have all required state, county, and local food permits. The application for a permit to sell shall state what is grown/processed or prepared by the vendor and what will be sold at the Farmers Market. Kettle Corn will only be allowed for sale by Kettle Corn Vendor who prepares kettle corn on site. All Food Vendors will be required to submit one (1) current non-returnable photo of their booth/stand, plus a menu or brochure of what is intended to be served. **All Food Vendors or Vendors who offer samples are required by the Health Department to have a hand washing stations with a free-flowing spigot, liquid soap, paper towels and catch basin. For more information on your requirements, please contact the King County Health Department.**

Artists/Crafters (Artisans)

Artisans are persons or entities who craft with their own hands the products they offer for sale. To qualify as an artisan, a majority of the tools and equipment used by the artisan to produce their products must require skills, personal handling and/or guidance by the artisan. Artisans should incorporate materials produced in Washington as much as possible. Artisans must create their craft products in Washington. All (Artisans) are required to go through the jury process. *Commercial kits, molds, patterns, plans, prefabricated forms, mass-produced, knitting machine items and imported goods will not be allowed. Ready-made objects, which have been embellished, painted, decorated, dyed, or batiked are generally not eligible, but may be accepted if crafter has own hand in creating the work. Please describe any use of ready-made objects on the Application form. Studios involved in volume production are not permitted to exhibit in this market.* (Note: Personal collections such as Beanie Babies, Trains, Pins, Buttons, or any second hand items or items that are produced from overseas import markets as in mass-produced jewelry, plastic items (i.e. plastic beads) or overseas manufacturing of wind chimes, statues, figurines, jewelry, signs, t-shirts are not allowed. Any item that is made outside the State of Washington or any and all items that have not been listed which could be considered IMPORT will not be allowed for sale).

Reproductions of an Artist original work may be exhibited subject to the following conditions: All reproductions, whether framed or unframed, must be clearly and individually labeled "REPRODUCTION" or "LIMITED EDITION REPRODUCTION" Reproductions may be displayed in browse bins and/or hung on

one wall of the booth, not to exceed ten (10) linear feet. Artist's greeting cards (those that are reproduced/made from the Artists works) are allowed only with prior approval by the Jury and must be noted on the Application.

- Artisans may only display works which have been submitted for Jury review and are accepted.
- Artisans may not exhibit or sell work by other artisans
- Artisan representatives are not allowed as substitutes. (Please Note: Any Art Studio/Center where Students are being taught is exempt where the Teacher/Instructor is selling for the students in representation of the Art Studio/Center.

Jewelry Items

All Jewelry Artisans applying must sell jewelry that is made by their hands and/or under their guidance and adhere to the guidelines above. Please describe any use of ready-made objects on the Application form. Those who artistically hand-create their own beadwork by hand-blowing, creating with clay, using natural gemstones, recycled or natural materials, will be allowed. No plastic bead work or assembled mass produced kits will be allowed in the DFM (i.e. Oriental Trading Company kits). **Jewelry vendors may not sell in bulk beads that are not handmade by themselves.**

Bath/Beauty/Essential Oils

Cosmetic or Drug Items (Bath/Beauty Products)

All items sold in the Duvall Farmers Market which are considered "cosmetic or drug" are required to comply with all Federal Food and Drug Administration rules.

The term "cosmetic" means (1) articles intended to be rubbed, poured, sprinkled, or sprayed on, introduced into, or otherwise applied to the human body or any part thereof for cleansing, beautifying, promoting attractiveness, or altering the appearance, and (2) articles intended for use as a component of any such articles; except that such term shall not include soap.

-- FD&C Act, Sec. 201 (i)

A COSMETIC IS ALSO A DRUG WHEN IT IS INTENDED TO CLEANSE, BEAUTIFY OR PROMOTE ATTRACTIVENESS AS WELL AS TREAT OR PREVENT DISEASE OR OTHERWISE AFFECT THE STRUCTURE OR ANY FUNCTION OF THE HUMAN BODY.

Sec. 201(g) and (i), FD&C Act
Sec. 509, FD&C Act

Please Note: No labeling or signage that states that your product is a "cure" for any ailment will be allowed. Essential Oils (or the combinations thereof) or any product that states a cure or remedy may not be posted in your signage, labeling or advertisements, nor may the Vendor verbally state so unless you are a licensed Physician in the State of Washington. All items must adhere to the labeling regulations of the FD&C. Any items that are not labeled accordingly will not be allowed for sale. Hand Lotions that are pre-mixed, ready to mix, or those lotions that only require the selection of essential/fragrance oils, are not allowed. All bath and beauty items sold MUST be created, mixed, produced, packaged and labeled by Vendor within the State of

*Washington and those selling these items are required to have current Liability Insurance coverage. Hand Lotions (topical creams), must show proof of testing at a reputable cosmetic lab/agency. **Certificate of testing or a copy of test results must accompany Application or lotions (topical creams) will not be allowed for sale.***

How Market Participation and Stall Assignments Are Determined

Stall assignments shall be made based on the following and that information will be mailed to the Vendor who has been accepted prior to the start of the Market season:

1. DFM will give first priority to farmers, their value-added items, and to those Vendors who are signing up for the entire market season.
2. Booth Assignments are made based on the balancing needs of the market (supplying customers with a complete, competitive selection of items available during the market season). The DFM takes into consideration that new farmers coming into the market throughout different crop season/availability may not be participating for the whole market season. These farmers will be granted special permission in placement and booth adjustments may be required.
3. Market Assignments are based on:
 - Available space in the market
 - The need for a specific product and your ability to produce it
 - Number of spaces you require (10' x 10' or 10' x 20') the more space you need, the harder it is to place you.
 - Your market performance including:
 - a. Good product quality, display, and signage
 - b. Ability to follow DFM rules and the Market Director's instructions at market. (i.e., punctuality, clean up at end of day, prompt notification when canceling.
 - c. Market fees paid in full on time with checks that are not NSF. If a Vendors Stall or Application check is considered NSF, the Vendor will be required to pay any and all penalties which the market incurs from their bank. Failure to comply will result in automatic dismissal.

The DFMSC will do their best to accommodate your needs as a Vendor. We request that ANY/ALL comments, complaints, adjustments, are discussed with the Market Director in a quiet and respectful manner as soon as possible. If adjustments can be made, all attempts will be done so prior to the next scheduled Market day. The Market Director reserves the right to ask that all complaints be made in writing first so that a follow up may occur. **Warning: Healthy competition is ok, however, bad attitudes or rude behavior towards a customer or your vendor neighbor will not be tolerated at the Duvall Farmers Market. We are all here working together as one team.**

2007 Application and Daily Stall Fees

Daily Stall Fees

1. All vendors will pay a yearly Application fee of \$45.00 (checks should be endorsed to: Duvall Farmers Market). This fee must be submitted along with your application and other required documentation to ensure consideration for the 2007 market. Vendors who are applying from the previous year will not need to have their items Juried unless that Vendor is introducing a new item (i.e. jewelry vendor introducing Quilts in Year 2. The Quilts would be considered a new Juried piece.).
2. A \$20.00 minimum nightly fee per stall or 5% of gross sales (\$400.00 or over) for all vendors, whichever is greater.
 - a. The percentage listed applies to the vendor's gross revenue (less any sales tax). Gross revenue includes the value of any on-site CSA pick-ups.
 - b. Vendors, whether owing percentage fees or not, are required to report to the Market Director their gross sales for that Market day, by the end of each Market day. The Market Director will monitor sales reporting as necessary to check for accuracy. Each Market participant is expected to cooperate with sales monitoring activity by Market Director.
 - c. Each vendor is responsible for paying the nightly stall fee (per stall) or 5% of their gross sales (\$400.00 or over) to the Market Director by the end of each market day, either by check or cash.

Checks shall be made out to Duvall Farmers Market and all financial activity will be noted on the front of your Envelope. Your reporting sheet for the season will be mailed out to you for your tax records at the end of the market season.

3. Applications should be received by April 2, 2007 to be considered for the first Jury selection beginning on April 2, 2007 Applications arriving after that date for the 2007 DFM season will also go through the Jury process. However, if space is not available in their category, to those that are accepted, Vendor may be placed on the Jury's Waiting List. The Vendors on this list will be notified if an opening is made available at any time throughout the season in their category. Booth Spaces are assigned. We ask for your patience in this as some adjustments may be needed in the first few weeks when introducing new vendors who are not able to begin on market start day, or who are seasonal and only arriving intermittingly in the season.
4. If a Vendor produces no sales for any given market day, Vendor will still be required to pay the required \$20.00 DFM Stall Fee.

Others who are selling for you

Only Washington State Farmers, Producers, Artisans may sell at the Duvall Farmers Market. Principal farmer/producer may send family members, partners, or employees to the Market in their place, but are responsible for having their on-site representatives aware of all Market rules and violation policies. All employees, partners, and family members may be asked to sign an agreement that states they understand and will comply with Market Guidelines and Policies. Vendors who have children under the age of 16 who are selling must have Vendor Parent/Guardian present on Market site at all times. The Market does not provide canopies, tables, awnings, tents, walls, tent weights, or umbrellas for any vendors.

Scheduled Vacation or Possible Emergency

The DFM understands that vacations, medical and/or possible emergencies may/could transpire throughout the market season. If you are aware of vacations in advance, please notify the Market Director as soon as possible by sending an email to: DuvallFarmersMarket@msn.com or by calling the Market Director. The Market Director may contact a Vendor who is on the Wait List to take your stall space until you return. If an emergency should occur and you are not able to make the market for that day, please contact the Market Director by 4:00 pm, the following day. If the Market Director is not notified that an emergency occurred, it will be assumed that you are a NO-SHOW. Those Vendors will be charged their \$20.00 stall fee and the vendor will be required to pay that stall fee prior to set up the following market day. If a NO-SHOW occurs twice, the vendor will be required to pay the missing stall fees and the vendor will not be allowed to sell for the remainder of the season.

Punctuality

Hours of Operation are Wednesdays from 3:00 pm – 7:00 pm. Vendors may begin setting up NO EARLIER than Noon on Market Day, unless previously arranged with Market Director. All Vendors and their belongings (including any trash) must be vacated from Market premises by 8:30 pm.

All vendors must be at the market site at least 1/2 hour before the market opens and be ready to begin selling when the Market Bell Rings. Vendors who arrive within 30 minutes of when the Market opens will have to unload and walk items to their stall space.

Selling Time

No selling shall begin before 3:00 pm or until the Market Director signals that the market is officially open. No money shall exchange hands prior to the start of the market. If this Policy is violated it could result in the termination of vendor's permit to sell. Vendors are required to stay until closing. Vendors who sell-out early should post a sign letting customers know they have sold-out and should not leave their booth unattended. No Vendor is allowed to pack up early or tear down their booth space early. Vendors, who do leave before the market is officially closed, will not be allowed to return for the remainder of the season. If having to leave due to an emergency, then the Vendor shall notify the Market Director immediately so that Volunteers may assist in your loading and departure to ensure safety for our customers and other vendors.

Signage

All vendors will post a sign identifying the name of the farm/business represented and what City it is located in. Signs should not be smaller than 8" high x 24" wide. Vendors will have their signs displayed before sales begin. Failure to have a sign will result in a warning and Vendor shall have the appropriate sign within viewing to the public. It is encouraged to have all signs made of high quality vinyl, hand-painted professional artwork on wood/laminate, quilted, painted or vinyl. Remember, this is an outdoor activity, rain or shine so all signs should be weather resistant.

Selling Space

The Vendor Booth space is 10' x 10'. A Request of 10' x 15' or 10' x 20' will be allowed by those who require that amount of space for sales. Cost of 10' x 10'/10' x 20' space is \$20.00/day or 5% of gross sales (\$400.00 or over). The vendor sales area (where your produce/product is marketed) must not extend beyond the allotted boundaries of the stall space, however, some vendors may be encouraged to "spill out" a little in order to make the market inviting to the customer. Displays and signs must allow clear visibility to adjoining booths. Display and selling techniques must not impair other vendors' ability to sell, nor create a hazardous situation for customers. Hawking is not allowed from the vendor.

Vendor Vehicles - Loading/Unloading

Some of the Market stall spaces have been reserved for those Vendors who work out of their vehicle, trailer or refrigeration truck. Please park on any adjacent street and keep in mind that prime parking spots should be reserved for our customers. The Market Director will issue a map of locations to park to those who are accepted to sell at this market.

Booth Clean Up/Trash

Vendors are required to maintain their individual selling space in a clean, safe, and sanitary manner, including protecting the pavement from oil or fuel drips. This includes hauling away any trash or garbage that is generated in or around the booth and sweeping up any product debris left on the ground after booth has been dismantled. **Vendors are not permitted to dispose of produce waste, overripe or leftover produce or boxes in any on-site or off-site garbage cans or dumpsters surrounding the Market site.** If the Vendor is using containers, cups, etc. for sampling purposes, the Vendors must supply their booth with a small trash can or attach a small garbage bag to their booth for their customer. Vendors should bring their own brooms and dust pans.

Price Signage

Produce and other allowable Market products should be CLEARLY marked with their price. This can be done by individually tagging each item with a sign or by listing all products and prices on a large sign or blackboard within their booth space.

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

Scales

Vendors selling produce or other items by weight must provide their own scales. Scales must be “legal for trade” and are subject to inspection by the Dept. of Agriculture - Weights and Measures Program.

Children and Pets

It is highly recommended and encouraged that those vendors with really small children (those who are preschool and below) should not bring the child to the market with them unless there is another supervising adult present to be designated the caregiver from the time you arrive on market site, until you depart market site. The Market site can be full of danger if a child is left unattended or allowed to wander. Carrying baby in a sling, snugly, or in a backpack while you are setting up or tearing down can be harmful to your child. Those who have children who are Toddlers should watch at all times to make sure that they are not disrupting the other vendors within the market. Children at this stage can easily pull displays over, get hurt or damage another vendors' items for sale. This is for their safety and is also a consideration to those vendors who sell breakable items next to you. If a child breaks another Vendor's items or displays that Child's parent will be responsible and liable to pay for damages that occur. Vendors must keep a watchful eye on their children at all times before, during and after the market has ended. Small children should not be allowed to wander the grounds without a parent or guardian with them. The Market can take no responsibility for their safety or whereabouts. Children under the age of 16 will not be allowed to sell at the Vendor booth unless the parent/guardian is on Market site.

PETS: It is best to leave your pets at home for their comfort, safety and well-being. Keep in mind that customers do bring their pets to the market which we cannot control. If you wish to bring your pet, please make sure that it is in a carrier or crate. Should your animal bite or cause harm to another animal in the market, you will be liable. Note: Some customers may have bad allergies, fears, or small children may become intimidated by some animals. We fully allow those animals that are certified as service animals for the disabled or who are in training to become service animals.

Courtesy/Conduct

Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the Market at all times. Any language or behavior considered inappropriate to the normal operation of the Market will be grounds for denial of the vendor's permit to sell. Consumption of alcoholic beverages or any controlled substance while at the Market is prohibited. Smoking is not allowed in the vendor sales areas or on Market grounds. Any participating Market vendor or representative who is under the influence while at the Market will be immediately expelled from the Market and will not be allowed to sell at future markets.

Vendor Dress

Vendors are required to wear appropriate clothing (i.e. shirts, tank tops, pants, shorts, skirts, dresses, coveralls, etc.) and appropriate shoes at their booths during the Market hours. Bathing suits or bathing suit tops are not allowed. Please dress according to the weather. Raincoats, warm coats, rain boots, sunscreen, sunglasses, hats, even lap blankets may be helpful to keep on hand throughout the market season. **Please remember to pack tarps for inclement weather for your booth.**

Customer Refunds

Customers who have a legitimate complaint about the produce or item they purchased should be given a full monetary refund or replacement of equal value. It is this Markets policy to satisfy the customer and to promote good will by being generous with produce, food products. If produce is overripe and must be consumed the same day, the customer must be informed in advance. If a customer wishes to exchange only a partial bag of produce, only partial credit is due. Complaints that seem unfounded or excessive may need to be mediated by the Market Director.

Hawking

Hawking (calling attention to your products in a loud, repetitive, public manner) during the Market day is not allowed.

Vendor Music

Vendors may play individual music in their booth space, but should always be aware of the volume and your neighbor's ability to transact business without any audio interference. Remember, not everyone likes the same type of music. In addition, we request you turn off your music when live music is provided either by guest musicians or during scheduled concerts within the market. Electricity is not available for personal music use.

Market Director

The Market Director will enforce and implement Market policies at all times. This includes overseeing Market set-up, booth assignments, and collection of fees, providing information on Market policies, and assuring vendor compliance with all Market policies. The Director will make booth assignment decisions based on available space in the Market and the need for specific products. The Director will be responsible for public concerns and vendor complaints. The Director is also the conduit between vendors/customers, the Duvall Farmers Market Steering Committee and the City of Duvall. The Market Director has complete authority to interpret and implement policy on the Market site; including the authority to rescind stall space for just cause. Vendor grievances will be taken directly to the Market Director or by submitting a letter of complaint in writing and sending to the address listed above. If you should have a complaint, please direct it to the Market Director and not your Vendor neighbors.

- DFM reserves the right to prohibit anyone from selling or any product from being sold.
- DFM is not responsible for loss of property or damage.

Safety

Tables, and overhead shades (canopies), and required weights must be maintained and used in a safe manner. Legs must be firmly locked into place on the shades. Tables must have smooth edges. If using plywood for table tops, please place a vinyl cloth over table to protect edges. Table must be stable when loaded with produce or heavy items.

Booth Weights are Required in ALL WDFMA Markets

FOR THE SAFETY OF ALL: "All vendors who wish to erect canopies (including umbrellas) on the farmers market site during the normal period of market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. Any vendor who fails to properly anchor (weight) his or her canopy will not be allowed to sell at the farmers market on that market day, unless that vendor chooses to take down and

stow their canopy and sell without it.” Canopies will be inspected daily by the Market Director or a designated Duvall Farmers Market Steering Committee Member. Care must be taken when setting up or taking down displays. Vendors will be held financially responsible by the Duvall Farmers Market Insurance Company, and that Vendor will be charged for damages done by their rogue booth. Please link to the following information regarding required Canopy Weights.

<http://www.wafarmersmarkets.com/insurance/canopy101.html>

<http://www.wafarmersmarkets.com/insurance/goodbadweights.html>

Licenses, Permits, and Special Requirements

1. Onsite Food Storage Requirements

All food must be kept at least 18” above the ground. Any vendor displaying samples, must have appropriate Food Handling requirements in place. No exceptions. Farmers sampling fruits/veggies must also comply with King County Health Department requirements.

2. Taxes

Retail sales taxes and Business and Occupation taxes are the responsibility of the individual vendor. Vendors are required by law to have a Washington State Master Business License Number and must supply this tax number when application is made to sell at the Market. **(Note: Vendor’s application will not be processed without this number.) The City of Duvall has waived the City Business License for all vendors permitted to sell at the Duvall Farmers Market.**

3. 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. The Market holds a Certificate of Insurance with the Washington State Farmers Market. Vendors selling bath/beauty/essential oil products or food handlers are required to have Liability Insurance.

4. Permits and Licenses

All vendors shall provide at the time of application copies of any permits and licenses applicable to the sale of their products. These will include the vendor’s Washington State tax number, and where applicable, the Washington State Nursery License, Washington State Dept. of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, Pesticide Applicator’s License, or Department of Fisheries Wholesale License. Sellers of plants, bulbs, or seeds for planting must have a Nursery License, available from the Washington State Department of Agriculture. Hand/Body Lotions, Creams or Home/Farm Essential Oil Distillation are required to submit proof of testing.

5. Organic Products

If a product is labeled “organic,” it must be certified in accordance with Washington State law and the standards set forth by the National Organic Program. Verbal or written declarations of organic status not certified or verified, will result in termination of vendor’s permit to sell. When an organic producer is also selling non-organic produce at the same stand, the non-organic produce must be clearly separated from the organic produce and clearly labeled as non-organic or conventionally grown.

6. Unsprayed, Pesticide-Free, or Low Spray

Written and verbal declarations regarding pesticide use which cannot be certified such 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 Director for the season. Consumer queries regarding farming practices must be answered factually.

7. Labeling

Processed foods, including honey, have Washington State labeling requirements. Labels on processed foods and any and all bath/beauty products must meet State requirements and include:

1. The name of the product
2. Company name
3. Address (if not found in the phonebook)
4. Net weight on bottom 1/3 of label
5. Ingredients listed in decreasing order of predominance.

8. Sampling

Health Department regulations do not permit giving out samples of fruit or produce. (Special Health Department guidelines can be used at vendor booths for some limited food demonstration and sampling.) Please consult with the Health Department or Market Director regarding these regulations.

9. Food Handler’s Permits

All prepared foods and baked goods vendors must have a current King County Health Department Food Handler’s Permit and disclose the Commercial Kitchen where food has been prepared if prepared by their own hands.

10. Vendor Contributions

Vendors may be asked to contribute product to the Market’s promotional and educational events such as chef’s demos, produce tasting, and special events. The local Food Bank may also solicit food contributions every week. Please consider contributing to these Market events. Also, please consider that the local Food Bank or Shelters are the best resource for distributing your unsold product to the local community in need. Please see the Market Director if you are wishing to donate.

If you have any questions or need clarification in regards to the any of the above mentioned, please do not hesitate to contact me.

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