

Spokane Farmers' Market Association
VENDOR RULES and REGULATIONS

The mission of the Spokane Farmers Market Association is to create a vibrant market that increases equitable access to fresh, healthy food grown on local farms and to provide education regarding the importance of local agriculture and nutrition to the Spokane community. Selling space at the market is mostly reserved for farmers. Limited space may be allotted to non-farm vendors who share the Association's interest in promoting the consumption of healthy foods made with locally produced ingredients whenever possible and/or who enhance the market in a related way.

A. *Farm vendors must grow all produce to be sold. Non-farm vendors must use local ingredients whenever possible. All vendors need market approval:*

Only Eastern Washington farm vendors or those operating in adjacent counties, with preferences toward farmers in Spokane County and adjacent counties, may sell their produce (only what they grow) or value-added products (made by them with produce grown by them) at the market. Farmers from outside this region may sell as needed where products do not compete directly with or demand is not met by supply of products grown within this zone and with market board approval.

Produce must be grown on a farm owned or managed by the seller. This means the person who submitted an application and is a member of the market association also oversees the planning and execution of agricultural production on their farm. Depending on types of crops produced, this may include purchasing, pruning, planting, harvesting, animal management, nutrient management, etc.

Documentation confirming the seller is the actual producer shall also be made available upon request. The Board reserves the right to tour farms to confirm information provided on the application. *Produce from U-pick operations, warehouses, gleaning, etc. is expressly forbidden.* Wild harvested products that do not compete with farmed products (such as huckleberries, mushrooms, and fish) shall be allowed at board discretion.

Non-farm vendors must source ingredients for their products from local farms when applicable as much as possible. Priority will be given to processors offering products that promote the consumption of local farm produce either by using it as ingredients or being complimentary (for example, wholesome baked goods that compliment farm products). Processors must make their products in a certified kitchen approved by the Spokane Regional Health District. The Board reserves the right to tour businesses to confirm information on the application.

Some sellable promotional materials such as canvas bags and hats may be allowed at the board's discretion but must not be a major part of a vendors display. Other inedible crafts made by anyone other than the farmers who produced the materials are not allowed at the market.

Principal farmers/business owners may send family members, partners or employees to the market in their place, but are responsible for having their designated person be aware of the rules and regulations of the market. A vendor may represent only one operation at a time. By signing this form, vendors agree to allow visits/tours of their operation by market board representatives to ensure compliance with Rule A. Such tours shall occur at board discretion.

B. Fees and sales reporting:

All applications must come with a \$30 non-refundable application fee. All vendors must accurately report daily sales on provided forms, regardless of whether sales fall below minimum or above maximum fee level. There is a 5% fee on gross sales with a \$30 minimum if gross sales are under \$600 and a \$75 maximum if sales are over \$1500. Sales information is kept confidential and is used for determining booth fees and added to the market aggregate sales totals.

This fee entitles vendor to a 10'x10' selling space. A limited number of double spaces with 20' of frontage are available, determined by regularity of vending, volume of sales and product, and availability of space. Such additional space costs \$15 in addition to sales percentage. The vendor sales area must not extend beyond the allotted boundaries of the stall space in a way that encroaches on any other stall spaces nor in a way that obstructs the safe and regular flow of customer traffic.

The value of pre-orders and CSA shares that are picked up at the market site during market hours should be included in sales totals even if they were paid for ahead of time. For example, if a customer purchased a 20 week share for \$600 so each week's box has a value of \$30 and they pick up their box at the market, that \$30 should be included in daily sales reporting as the vendor has benefited from use of the market as a convenient and well established pick up location. If a customer makes the initial \$600 share payment at the market, those funds should not be included in that day's reported sales; rather, the value of each box should be reported as it is received.

C. Canopies and weights:

All vendors who wish to erect canopies on the farmers market site during a normal period of market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the farmers market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. All vendors with tents and umbrellas must have 20 to 25 lbs. per tent leg or umbrella stand securely weighted down at all times in order to sell at the market. Failure to provide proper weights means that vendor's tents and umbrellas cannot be set up. If any damage occurs because of insufficient weights, the vendor is responsible. Canopies may not be erected or taken down during market hours.

D. Selling time:

Saturday and Wednesday markets run from 8 am to noon. Vendors should arrive at least 30 minutes before market opens. The Parks Dept no longer allows vehicles to drive into the park. The market manager will provide a site map and directions for where to park and unload from. Vendors are expected to be set up by market open. Vendors should be prepared to sell at 8 am. Vendors may not break down and pack up booths prior to closing even if they have sold out of product. Vendors may elect to stay open past noon until 1pm; however there will not be a manager on site after noon to process EBT or square transactions.

E. Signage:

All vendors will post a sign identifying the name of the farm/business represented. Prices should be clearly posted or marked on packages. In order to display signage at market describing products as organic, vendors must be certified by a USDA recognized certifying agency. Proof of certification should be submitted with your application.

F. *Booth clean-up:*

Vendors are required to maintain their individual selling space in a clean and safe manner. They are also responsible for cleaning up their space of any debris at the closing of the market. The market does not have on-site garbage collection. Vendors who sell ready-to-eat products with disposable packaging should provide small trash receptacles.

G. *Pricing:*

Pricing of goods at the market is solely the responsibility of the individual vendor. However, vendors are not allowed to sell at below-cost (dumping), thus undercutting potential sales of other vendors. Vendors are expected to bring high quality products to the market.

H. *Meat Requirements:*

All meat products must be derived from animals raised on a farm operated by the seller. Animals must have been raised on the seller's farm from a period commencing shortly after hatching or weaning and remain on the seller's farm for the majority of their lives. To sell at the market, meat must be processed at a licensed processing facility.

I. *Permits:*

Vendors are personally responsible for acquiring all health and sales permits legally required for the sale of their unique products (breads, meats, eggs, processed foods, etc.) Required permits must be current and copies must be provided with application or upon request of the board.

J. *Courtesy and Conduct:*

Vendors and their representatives shall conduct themselves in a safe, courteous, and harmonious manner with customers and other vendors. Customers who have legitimate complaints about the quality of products they have purchased should be given a full refund or replacement by the vendor, if requested. Any vendor problems, questions or conflicts shall be referred to the on-site manager for resolution.

K. *Pets:*

Vendors will not be allowed to keep their pets within their selling area during the market.

L. *No politics/religion:*

The market is not a forum for political or religious activities.

M. *Market manager authority:*

The on-site market manager is authorized to interpret and enforce these rules. Violators shall be subject to dismissal from the market.

