

Welcome!



Duvall
Farmers Market

The Duvall Farmers Market was established in May 2006. In 2011 it came under the management of Kari Carlson whose efforts brought in more locally grown produce, agricultural products, flowers and locally produced baked goods. The Duvall Farmers Market has incorporated as a Non Profit with the State of Washington for the 2012 season, and has a steering committee consisting of local farmers, food based business owners, artisans and other interested community members.

The Duvall Farmer's Market is a member of the WA State Farmer's Market Association, Cascade Harvest Coalition and Puget Sound Fresh.

The market is located one block parallel to Main St. on the south end of Old Town Duvall, a central location in easy walking distance from residential neighborhoods. Off-site parking for customers is readily available on side streets. Designated vendor parking is off site. The market is on a flat paved surface with easy accessibility for strollers and wheelchairs.

The mission of the Duvall Farmers Market is to connect the community with local agricultural products. Local is defined as those farmers who grow, harvest and produce their own farm based products within the borders of Washington State and designated boundary counties, as described in Root's Guidelines and determined by membership in WSMFA. This market also allows artisans to participate on a limited basis under strict guidelines.

The Duvall Farmer's Market features a children's play space, children's activities, local live music and chalk art. The DFM receives significant financial support from the Duvall Farm and Artisan Holiday Fair and the Duvall Farm and Artisan Spring Fair.

Our primary focus is to support the farmers and educate the community on the benefits of purchasing and eating fresh locally grown foods. The DFM Steering Committee and Market Manager determine who will sell each season based on quality, customer service, quantity and uniqueness.

The Market Manager is responsible for implementation of all market policies. This includes overseeing vendor participation, market set-up, booth assignment, collection of fees, providing information on policies, and assuring vendor compliance with all these policies. The Market Manager will make booth assignment decisions based on available space in the market and the need for specific products. The Market Manager will be responsible for public and vendor concerns. The Market Manager is also the conduit between vendors/customers, the Duvall Farmers Market Steering Committee and the City of Duvall. The Market Manager has complete authority to interpret and implement policy on the Market site as necessary, and make all decisions regarding vendor participation, stall assignment, and other market operations. The Duvall Farmers Market reserves the right to prohibit anyone from selling at the market and/or any product from being sold.

THANK YOU!

Market Manager:

Kari Carlson
Duvall Farmers Market
PO BOX 219 – PMB 190
Duvall, WA

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425-992-1695

VENDOR GUIDELINES & POLICIES

www.duvallfarmersmarket.org

Please review the following market Guidelines/Policies prior to submitting the Vendor Application. All Vendors selected to participate at the Duvall Farmers Market are required to adhere to all rules set forth.



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MARKET INFORMATION

SEASON: May 3, 2012 – September 27, 2012

- Market operates rain or shine, however market may be cancelled on any day (before or during market operation) due to extreme weather at the discretion of the Market Manager.

DAYS OPEN: Thursday

HOURS: 3:00 pm – 7:00 pm

LOCATION: Brown Avenue (between Richardson and Ring Streets)

- Market is located on a flat paved street and is ADA (Handicapped) and stroller accessible. Street runs north/south. Farmers and those with perishable food items are located on the West Side of street with backs of canopies towards the sun. Artisan Vendors or those not affected by direct sun are positioned on east side of street with sun to front of canopy.
- Located within walking distance to historic downtown and nearby neighborhoods.
- Vendor restrooms are located in True Value Hardware Store.
- Electricity is available, but limited according to priority.
- Non potable water available. Vendor must supply own 5 gallon buckets.

Vendor Equipment: All vendors are required to provide their own equipment needed to sell each day at market.

Vendor Dress: Vendors are requested to wear appropriate attire and appear neat and tidy at the market. Shirts and shoes must be worn at all times

Set up/Off Load: Vendors are not allowed to park or set up on Brown Street until the street is officially closed. Normally this will happen at 12:30 pm. Please wait for the Market Manager to arrive.

- Setup/Offload time is between 12:30 and 2:30 pm.
- Vendor vehicles are not allowed in Market after 2:30 pm.
- Vendors are able to drive directly to assigned stall space to off/on load.
- We ask that vendors use the designated vendor parking area and not park in the lots of surrounding businesses.
- Please arrive at designated Vendor Entrance, pull to vendor stall location, off load, and park vehicle, return to set up. If inclement weather, vendor may set up canopy first, off load, and then park vehicle.

Selling Start Time: 3:00 pm – No exceptions unless first cleared by manager.

End Selling: 7:00 pm – The Market Manager will signal close of market day. ALL vendors must remain open until 7:00 pm. Should a vendor sell out prior to 7:00pm, please do not take down until close of market.

Pack Up: All vendors must have items and vehicles removed from street by 9:00pm.

LICENSES, INSURANCE AND PERMITS

Farmers/Vendors must comply with all laws, ordinances, and regulations of the United States, Washington State, King County and the City of Duvall. Farmers/Vendors must have all necessary licenses or permits that may be required to produce and sell their products and shall provide the Duvall Farmers Market Manager with all current copies of such permits.

The reason that we are requiring product liability insurance is so that all Farmers and Vendors that are selling items that will be ingested have adequate coverage.

- All prepared and processed food vendors accepted to vend at the Duvall Farmers Market are required to have Commercial General Liability Insurance with Product Liability included in that policy in the amount of at least \$1 million dollars and will provide the Duvall Farmers with a current copy of the "Certificate of Liability Insurance" .
- Vendors selling bath/beauty/essential oil products are also required to have their own general and product Liability Insurance.
- It is strongly recommended that vendors in other categories also have general and product liability 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.

Note: Vendor's application without proof of auto insurance or missing a UBI number will not be processed. Applications from vendors in the Food processing, Food Preparation or bath and beauty products categories will also require proof of Insurance to be processed.

SALES TAXES AND SCALES

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 (UBI) and must supply this tax number when application is made to sell at the Market.

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 Department of Agriculture - Weights and Measures Program at any time during the market season. If you have a scale, it must have been licensed and approved by the Department of Agriculture. All scale displays must be visible by the customer at all times. If farmers chose to not use a scale, then selling by piece or bag (not weight) is allowed.

MARKET SAFETY

Vendor Vehicles in the market area

Please Use Caution when unloading and loading and especially moving vehicles in the Market Area.

The Market Manager will let you know where off site vendor parking is located.

Canopy material must be fire retardant

The white canopies that come from Costco are fire retardant and are ok. Prepared food vendors that use various devices to heat food or oil may have additional canopy requirements from the agencies that give them their permits.

Canopy Weight Requirements

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.

To weight canopy, the Duvall Farmers Market requires NO LESS THAN 25 LBS PER CANOPY LEG. Weights may be made out of PVC pipe with water or sand enclosed. Lines and Weights must be placed out of "trip zone" for customer and MAY NOT be suspended overhead. All weights must be attached to leg and ties to awning. Canopies will be inspected daily by the Market Manager or designated market volunteer.

Care must be taken when setting up or taking down displays. Vendors will be held financially liable for any incident which results in Vendor not adhering to requirements of safety. Vendor will be charged for damages done should a customer trip or a canopy fly due to high winds. Please visit the WSFMA website for further information on Canopy Weights: <http://www.wafarmersmarkets.com/resources/canopysafety101.html>

Onsite Food Holding & Temperature Requirements

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

It is the responsibility of the Market Manager to inspect all food items entering the market that are temperature sensitive (e.g. meat, seafood, milk, and food prepared ahead of time to be cooked onsite). Upon arrival the Market Manager will take temperatures of incoming coolers and food prior to heating along with checking temps during market hours. **IT IS YOUR RESPONSIBILITY TO ENSURE THAT THESE TEMPERATURES FALL WITHIN THE REQUIREMENTS OF KING COUNTY HEALTH DEPARTMENT.**

Sampling Requirements

Sampling may take place **ONLY if approved ahead of time** by the Duvall Farmers Market Manager and if Vendor agrees to comply with all King County Dept. of Health requirements. The Farmer/Vendor must have a working warm water hand washing station in the booth **set up first**. All Vendors must protect the samples from contamination with a sneeze guard, and provide the samples with single service utensils, such as toothpicks. Food can only be handled with tongs, bakery papers, scoops, or disposable rubber/plastic gloves. Bare hand contact with food is not allowed. Cutting implements are to be changed or washed every two hours with soap, running water, and paper towels. Potentially hazardous foods can be sampled only as long as they are kept in the correct hot or cold temperature zone, and utensils are used. Disposable serving utensils, like toothpicks, are to be used for the public. Food serving utensils need to be changed every two hours. Vendors should bring three sets for the five-hour Market. **ALL VENDORS must abide by the Washington State Department of Health requirement that *you wash hands with warm water TWICE after using the restroom once at the restroom with warm water and then again at your hand wash station back at your booth BEFORE handling products.***

Product Requirements

King County Health Department requires that the Market Managers inspect all food vendors and farmers that are sampling for the safety of market customers. All Vendors agree to comply with the Dept. of Health rules and will comply with Market Manger daily inspections and requests.

King County Dept. of Health Checklist:

- All vendors will wash hands frequently throughout the entire day.
- All vendors will wash hands after using the restroom and then again at the booth before handling any products.
- All prepared food Vendors and any Vendor sampling will set up a GRAVITY FLOW hand wash station first with warm water, a tub to catch the water, pump soap and paper towels.
- All vendors will dispose of any and all wastewater properly.
- All Vendors will keep all products stored off the ground and away from customer/animals reach.
- All Vendors will keep coolers at 41degrees or below (if applicable).
- All Vendors will ensure proper hot-holding procedures - 140 or above (if applicable).
- All Vendors will wash all produce used for sampling (if applicable).
- All Vendors will have no bare hand contact with products sold or sampled (if applicable).
- All Vendors will have sneeze guard protection for sampled/displayed products that are not fully wrapped (if applicable).
- All Vendors will provide leak-proof garbage containers in your booth.
- All packaged products will be labeled as required: (1) the name of the product 2) company name 3) address 4) net weight in ounces and metric on the bottom one-third of label and 5) ingredients listed in decreasing order of predominance.
- Consumer advisory posted when necessary (i.e. raw or unprocessed).

- All Vendors will use sanitary solution (1 t bleach to 1 gallon of water) to keep table tops clean and store the cleaning solution away from all food and keep it properly sealed (if applicable) .
- If a Vendor is cooking – must have a fire extinguisher on premises and know how to use it.
- All prepared food vendors will have a working metal stem or digital thermometer in booth at all times and will check temps frequently (potentially hazardous foods).

OFF-SITE VENDOR PARKING

This year there will be designated offsite vendor parking within a block of the market site. This is to ensure that our customers have plenty of parking and to ensure that the customers of Ixtapa, True Value Hardware, Family Grocer and surrounding businesses have sufficient parking. License plate numbers will be collected on the application for all vehicles a vendor or vendor helper will have at the market during the season to enforce use of the designated parking. (We're still working on the exact location – so Location To Be Supplied here).

APPLICATION PROCESS

1. For some vendors, the Duvall Farmers Market will require your product to be juried. (See individual vendor categories for details).
2. All vendors shall provide at the time of application copies of any permits, insurance and licenses applicable to the sale of their products. Proof of automobile insurance for all vehicles that will be brought to the market and their license plate numbers must be on the application. In addition UBI number must be on the application.
3. After reviewing the submitted applications and (if required) photos, the Jury may request a viewing of the actual item(s) submitted for application. The Market Manager will call the Vendor directly to arrange a time for viewing. The Market Manager 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 a market that is well balanced and well respected as a Farmers Market in this Valley.
4. Vendor Applications should be returned as soon as possible as space is limited and only a number of ARTISAN vendors will be allowed.
 - All Applicants who apply will be considered and Juried, but will be placed on a Waiting List, if their category has been filled.
 - The Market Manager will notify each applicant by Letter of Acceptance or Letter of Non-Acceptance, either by email or by United States Postal Service as soon as the application has been reviewed and juried if necessary.
 - The DFM 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 signed application, non-returnable photos, copies of permits, copies of licenses and fees to address listed on Vendor Application. Please do not email unless requested by Market Manager.

VENDOR CATEGORIES

Please read the following descriptions which pertain to your category PRIOR to submitting your Vendor Application. Some vendors may have products for sale in multiple categories so read all categories that apply to you and your products.

Farmers

Those 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 or fiber 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. 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 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 and refunds will not be given for any reason.

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, are not be required to go through the Jury process. Processed Food items MUST be prepared in a Licensed Commercial Kitchen and this kitchen shall be disclosed on the Vendor Application. We do ask that you submit with your Application a copy of any required licensing, permits or certificates which are required to sell your items within the State of Washington and/or King County. A Farm visit may be required and 48 hour notice will be given.

If the Farmer sells Value-Added products for example - soaps, bath products, hand-crafted items, baskets, wreathes, etc., these items will be required to go through the Jury process and will be considered as part of the Artisan category. However, Farmers, who have Value-Added items, will be given first priority, as long as their items, either a portion or all, made from that which they raise or grow. Those farmers with Juried items must submit (3) (non-returnable) photos which detail the work in progress.

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, may 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. Certificates should be posted on canopy so as to clearly inform the customer as to what your status is.

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" are not allowed. Consumer queries regarding farming practices must be answered factually. Please enter any information you would give a customer about pesticide/chemical usage in the appropriate section in the application.

Bee Keepers/Apiaries/Farmers: Those Bee Keepers/Farmers who place their hives on property that is rented, owned, leased or property that is "borrowed" to place hives, may produce for sale various varieties of honey for sale at the market. Only those Bee Keeper/Farmers selling their honey will also solely be allowed to sell Honey Sticks (tubes filled with their own honey only). Bees Wax Candles may only be sold by those bee keepers/farmers who are using the wax from their own hives in order to melt down and create the candle.

All Farmers are required to adhere to King County Health Department requirements regarding sampling. A Food Handler's Permit is required if providing samples.

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.** Processors 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. Processors 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. 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 Regulations for sampling or food handling. Foods include dried fruits, herbs, teas, baked goods, cider, preserves, salsas, and salad dressings. Processed foods, including honey, must be labeled according to Washington State labeling requirements. All prepared food and baked goods vendors must have a current King County Health Department Food Handler's Permit and disclose in the application the Commercial Kitchen where they have prepared the food.

Processed food vendors will be juried based on a booth setup photo and the variety of items they have for sale.

Prepared Food Vendors (Concessionaires)

Prepared Food Vendors are those that offer freshly made foods, available for sale and immediate consumption on-site. Vendor 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. All Food Vendors will be required to submit a menu or brochure of what is intended to be served. Items prepared ahead of the market – for example dough or sauces must be prepared in a Licensed Commercial Kitchen and this kitchen shall be disclosed on the Vendor Application.

Food Vendors are juried based on type of food selling and are chosen based on needs of market. Food Vendors are required to have all Health Department permitting in place prior to selling at the Duvall Farmers Market. If you have questions regarding permits, please contact **King County Health Department**. PLEASE NOTE: It is the responsibility of the Market Manager to inspect all food entering market for sale. Upon arrival the Market Manager will take temperatures of incoming coolers and food prior to heating along with checking temps during market hours. IT IS YOUR RESPONSIBILITY TO ENSURE THAT THESE TEMPERATURES FALL WITHIN THE REQUIREMENTS OF KING COUNTY HEALTH DEPARTMENT.

Note: Those preparing FRESH at the Market are required to adhere to all Health Department requirements. We encourage you to utilize as much of your ingredients found at local Farmers Markets.

Artists/Crafters (Artisans)

Artisans are persons or entities who craft with their own hands the products they offer for sale. 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 and are required to provide at least three (3) (non-returnable) product photos of works in progress, along with a detailed description of the product they intend to sell. All works must be original to the Artisan. At times items like dish clothes, scrubbies, etc. are made by grandma or another family member. This is allowed, but must be declared when selling. Please disclose on Vendor Application.

Bath, Beauty Product and Essential Oils - Specific Requirements:

Cosmetic or Drug Items are Bath/Beauty Products which also includes those distilling Essential Oils.

All items sold 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.

HOW MARKET STALL ASSIGNMENTS ARE DETERMINED

Stall assignments shall be made based on the following:

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. It is the goal of the DFM to present a full market at all times in order for your customers to have a full market experience.
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). It is also based on the needs of those selling product and fruits and other food based items. The DFM takes into consideration that new farmers coming into the market throughout different crop season/availability may not be participating for the entire 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:
 - Good product quality, display, and signage
 - Ability to follow DFM rules and the Market Manager's instructions at market. (i.e., punctuality, clean up at end of day, prompt notification when canceling. 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 and also includes ALL fees which are incurred at the Duvall Farmers Market (Sno Falls Credit Union) account due to the vendors NSF issue. Failure to comply will result in automatic dismissal and invoice for payment will be required.
 - Good Customers Service.

ZERO WASTE MARKET

We are a ZERO waste Marketplace. As part of our goal to be good stewards of the environment, we request that all Farmers and Vendors use biodegradable or recyclable packaging. Plastic water bottles are not allowed to be sold at the Duvall Farmers Market.

VENDOR RELATIONS

Setup, Selling, Teardown and Cleanup

Vendors may begin setting up no earlier than 12:30 pm on Market Day, unless previously arranged with Market Manager. All vendors must be at the market site no later than 2:30 pm. Vehicles are to be removed off site by 2:30 pm and Vendor must be ready to sell 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.

No selling shall begin before 3:00 pm or until the Market Manager signals that the market is officially open. No money shall exchange hands prior to the start of the market. Any exceptions are at the discretion of the Market Manager. 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.* 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 is due to an emergency, then the Vendor shall notify the Market Manager immediately.

Teardown and Cleanup starts at 7:00 pm when the market bell is run again. All Vendors and their belongings (including any trash) must be vacated from Market premises by 9:00 pm. 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.

Selling Space

The Vendor Booth space is 10'x10'. A Request for 10'x15' or 10'x20' will be allowed by those who require amount of space for sales. Cost of 10'x10', 10'x15' or 10'x20' space is \$25.00 per day or 6% of gross sales (\$425.00 or over). The vendor sales area (where your produce/product is marketed) must not extend beyond the allotted boundaries of the stall space. Displays and signs must allow clear visibility to adjoining booths. Display and selling techniques must not impair other vendor's ability to sell, nor create a hazardous situation for customers. Hawking is not allowed from the vendor.

Signage

All vendors will post a Banner or Sign identifying the name of the farm/business represented and what City it is located in. Signs should not be smaller than 8 inches high x 24 inches 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

Products should be CLEARLY marked with their price. Items may be individually tagged or all products with prices may be listed on one or more large signs or blackboards within their both space.

Pricing of goods sold at Market is solely the responsibility of the individual vendor. Vendors are expected to bring quality produce and product to market. Vendors are not allowed to give produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other vendors.

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/apprentices 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 Regulations 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.

Children and Pets

It is highly recommended and encouraged that those vendors with very young children (those who are preschool and below) should not bring the child to the market with them unless there is another supervising adult present as the designated caregiver for the duration of the market. Those who bring young children to the Market must ensure they do not create a disruption for other vendors or create damage to other vendor's displays or products. A vendor who brings a child to market is responsible for all damages that may incur. Small children should not be allowed to wander the grounds without a parent or guardian with them and should not be left in the vendor vehicle. 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 and notify the Market Manager. Should your animal bite or cause harm to another animal in the market, you are 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 to be present during the market.

Scheduled Vacation or Possible Emergency

The Duvall Famer's Market understands that vacations, medical or other emergencies may transpire throughout the market season. Please notify the Market Manager in well in advance of planned absences. **Please notify the Market Manager as soon as possible of emergency absences** by sending an email to: KariCarlson@live.com or by calling the Market Manager directly. The Market Manager may contact a Vendor who is on the Wait List to take your stall space until you return. If the Market Manager is not notified that an absence will occur, it will be assumed that you are a NO-SHOW. Those Vendors will be charged their 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 may not be allowed to return to market for the remainder of the season.

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 the following week or may be removed from the entire season. Smoking is not allowed in the vendor sales areas or on Market grounds. Consumption of alcoholic beverages or any controlled substance while at the Market is prohibited. If a participating Market vendor or representative is under the influence while at the Market and is disruptive, the Market Manager may contact local police authorities and in any case said vendor will be expelled immediately from the market and not allowed to sell in future markets in Duvall.

Vendor Concerns

It is the market's policy to foster good relationships between the farmers/vendors and customers. The DFM will make every effort to accommodate your needs as a vendor, while balancing the needs of other vendors and the overall needs of the market. Please address any comments or concerns with the Market Manager in a quiet and respectful manner. The Market Manager reserves the right to ask that concerns be written. Written concerns will be reviewed and responded to within seven days. All concerns will be handled in a confidential manner.

The vendor should be able to satisfy the customer with quality products and promote goodwill by being fair. Customers who have a legitimate complaint about the product they purchased should be given a full monetary refund or product replacement of equal value. Customer complaints that seem unfounded or excessive may need to be addressed by the Market Manager.

VENDOR CONTRIBUTIONS

Vendors may be asked to contribute product to the Market's promotional giveaway 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 Manager if you are wishing to donate. (we are working on the process for donating).

HOLD HARMLESS AGREEMENT

PLEASE NOTE THAT THIS CLAUSE WRITTEN BELOW IS PROVIDED FOR YOU ON THE LAST PAGE OF YOUR 2012 DUVALL FARMERS MARKET APPLICATION AND YOU WILL NEED TO SIGN AND DATE IT (on the application) IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED COMPLETE.

I have read, understand, and agree to comply with the 2012 Duvall Farmers Market Policies and Guidelines and by signing my name below, I am bound by the terms and conditions outlined in the 2012 Duvall Farmers Market Application and the Policies and Guidelines. I understand and agree that any family members and employees at the DFM site will be made aware of and bound by the same Policies and Guidelines of the DFM. Vendors are responsible for the quality and safety of the products they sell and agree to comply with all Federal, WA State and King County Health Department Rules and Regulations.

By signing below, Vendor agrees to defend, indemnify, keep and hold harmless the Duvall Farmers Market, DFM Board of Directors, DFM Steering Committee, DFM Manager, and all other agencies the DFM has agreements with, including True Value, Family Grocers, Ixtapa and all surrounding businesses, their agents and representatives from and against, any and all claims and demands, whether for injuries to persons, loss of life, or damage to property, on or off the premises, arising out of the use or occupancy of the premises by Vendor and shall defend at vendor's own expense any action brought against the DFM and any of the above mentioned organizations or any other person or organization with which DFM has a contractual relationship by vendor's acts or omissions.

Vendor further agrees to defend, indemnify, and save harmless the City of Duvall, its appointed elective officers and employees, from and against all loss of expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the City of Duvall, its elected or appointed officials or employees directly or indirectly arising out of the permit issued for the Duvall Farmers Market. It is further provided that no liability shall attach to the City of Duvall, by reason of issuing the Permit for the Duvall Farmers Market.

Vendor Signature: _____ Date: _____