



The weekly seasonal Duvall Farmers Market provides a place for local farmers and skilled artisans to connect the public with a wide variety of locally produced products; educates the public concerning the nutritional, environmental and social benefits of eating seasonally and locally, creating a resilient and connected community.

1 DUVALL FARMERS MARKET 2022 GUIDELINES AND POLICIES

The Duvall Farmers Market was established in May 2006. The Duvall Farmers Market incorporated as a Non Profit in the State of Washington in 2012, it has a board consisting of local farmers, business owners, artisans and other interested community members.

The Duvall Farmer's Market is a member of the Washington State Farmers Market Association and the Farmers Market Coalition.

The market is located in the park at Taylor Landing which is within yards of the Park and Ride below and north of the Woodinville Duvall Road Bridge into historic downtown Duvall. Parking for customers is available in both the park and ride and within the park. Designated vendor parking is on the entrance road to the park and in the park & ride. The market is on a flat grassy park area. Handicapped parking will be assigned in the closest parking spots inside the park. There is accessibility for strollers, walkers, and wheelchairs. The Duvall Farmer's Market features a children's play space, children's activities, and local live music.

The mission of the Duvall Farmers Market is to support the local farmers and educate the community on the benefits of purchasing and eating fresh locally grown foods. 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 required by membership in WSMFA. This market also allows local artisans to participate under the same Root's Guidelines. The Duvall Farmers Market Board 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, and 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 Board, 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:

info@duvallfarmersmarket.org

Duvall Farmers Market

PO BOX 219 – PMB 190

Duvall, WA 98019

2 MARKET INFORMATION

- SEASON:** May 5, 2022 – October 13, 2022
- 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 in May-September and 3:00-Sunset (or earlier if raining) in October
- LOCATION:** Taylor Landing next to Park & Ride on Main Street north of ‘Wood-Duvall Road’ Bridge.
- Market is located on a flat grassy area and is ADA (Handicapped) and stroller accessible. Vendors are located around the edges of the park. ‘Floor’ tarps are required for prepared food vendors & bakeries. Other vendors may find floor tarps useful if ground is damp. Weights are required on canopies – canopies without weights must be taken down. ‘Tent’ pegs are allowed but are NOT considered to provide any wind protection at all. 24 lbs per leg of weights required. Canopy weights 101 document is available.
 - Located within walking distance to historic downtown and nearby neighborhoods.
 - Honey Bucket on site in park and market will provide portable hot hand wash station. Vendors must use this station AND then their own station in booth washing hands TWICE.
 - Electricity is not available in the park. Contact market manager about generators.
 - No water is available. River water probably not useful.
- 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:** Since we are in a park arrival timing is not so critical. Market setup will start at noon but vendors should try to arrive after 12:30 for setup. Vehicle access to the park where vendors will be setting up will be open for vendors at 12:30. Please wait for the Market Manager to arrive to make sure your booth location has not changed. Hand carts may be useful.
- Setup/Offload time is between 12:30 and 2:30 pm.
 - Vendor vehicles are not allowed in Market after 2:30 pm.
 - Vendors may be able to get close to assigned stall space to off/on load.
 - Vendors must use the designated vendor parking areas and should leave close by spaces in the park at Taylor Landing and park & ride for customers to use (this will increase your own sales!)
- Please arrive at the park, verify your booth location with the market manager, move your vehicle as close to your stall location as possible, off load, move vehicle to parking location, return to set up. If inclement weather, vendor may set up canopy first, off load, and then park vehicle. This will help relieve congestion in the limited area for vehicle access to the park.
- 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 at 7.

2.1 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 current copies of all such permits. We will be checking these permits, licenses, and insurance against your listed products to ensure correctness.

One 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. The other reason is that the market insurance that is available for the market to purchase is requiring that for each vendor we supply to our insurer additional insured paperwork listing the Duvall Farmers Market as the additional insured.

Both WSFMA and the City of Duvall require the Farmers Market to have insurance.

- All 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 Market with an additional insured 'form' for that Insurance. (Contact market manager if you have questions about this or questions about how to get such insurance).

Note: Vendor's application without additional insured paperwork listing Duvall Farmers Market from your product liability and general insurance or missing a UBI number will not be processed. Applications without the various permits required for the products listed also cannot be processed. (The only exception is for a health permit that is in progress – and we can check with our health inspector on your permits status).

2.2 SALES TAXES, SCALES AND TOKENS

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.

Duvall Farmers Market accepts EBT (food stamps) and uses \$1 red tokens labeled Duvall Farmers Market. Only fresh produce, and approved food items packaged to eat at home may be purchased with these tokens. Prepared foods or those items ready to eat (i.e. ice cream cones) and prepared foods packaged for 'take out' may not be purchased using EBT tokens. No change can be given for the \$1 EBT tokens. Please work with the customer to make this come out even; add an extra small item (i.e. apple) to make it work out. Check with the market manager (not the customer) if you are not sure your food items are approved.

The market also accepts major credit cards and uses \$10 blue tokens marked with Duvall Farmers Market. These tokens are the same as cash and can be spent on any item at the market. Change may be given for the \$10 blue tokens. The customer has already paid the credit card fee when purchasing the tokens at the info booth.

All tokens may be used to pay your booth fee. Extra tokens can be turned in with the booth fee and will be reimbursed the following week.

2.3 SNAP MARKET MATCH AND FMNP WIC AND SR COUPONS

Only farmers are allowed to accept the SNAP MARKET MATCH \$1 coupons and only FMNP (Farmers Market Nutrition Program) certified farmers are allowed to accept the \$4 WIC and SR checks with attached \$4 match coupons. Change cannot be given for these check/coupon combinations. The farmer is encouraged to work with the customer to make the amount of vegetables or fruit come out evenly. Ask the market manager for assistance if necessary. To see examples of coupons & tokens stop by the info booth.

SNAP MARKET MATCH coupons can be redeemed for the following items:

1. Fresh Vegetables
2. Fresh Fruit
3. Mushrooms
4. Fresh herbs
5. Vegetable Plant Starts

Note: the \$1 laminated yellow Fresh Bucks cards from previous years may still show up from time to time and should still be accepted. Do not accept the various colored paper bills from previous years – each years 'bill's should appear different and have different colors.

FMNP WIC and SR checks with attached matching coupons can only be accepted by a certified FMNP farm vendor. When turned in with the weekly sales record for the vendor the \$4 coupons will be used to pay your booth fee and the check will be detached and returned stamped ready for deposit. The check number on the coupon must match the attached check. This process ensures that FMNP checks matched by the market are spent at our market.

FMNP WIC and SR coupons can be redeemed for the following items:

1. Fresh Vegetables
2. Fresh Fruit
3. Fresh herbs

In addition, SR coupons can be redeemed for Honey from an FMNP certified Honey vendor.

2.4 MARKET SAFETY

2.4.1 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.

2.4.2 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.

2.4.3 CANOPY WEIGHT REQUIREMENTS

“All vendors who wish to erect canopies (including umbrellas) 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. Each canopy leg must have no less than 24# (pounds) anchoring each leg, and market umbrellas, 50#.

Weights may be made of PVC pipe with sand or concrete enclosed. Lines and Weights must be placed out of “trip zone” for customer and MAY NOT be suspended overhead. 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://wafarmersmarkets.org/resource-file/CanopySafety101.pdf>

2.4.4 FIRE PROTECTION

Attention Prepared Food Vendors – this requirement is for any vendor that is heating or cooking anything in their booth and comes directly from the Duvall Fire Department.

1. A portable fire extinguisher having a minimum rating of 2A:10BC rating or larger must be in each canopy that is heating or cooking.
2. Extinguisher must have proof that it was purchased within the previous 12 months or have a service tag indicating a service in the previous 12 months.
3. Vendor booths with deep fat fryers are required to have an additional fire extinguisher with a Class “K” rating.

2.4.5 ONSITE PREPARED AND PROCESSED FOOD HANDLING

New Health Department requirements and permits take effect in 2022 for prepared food vendors and vendors offering samples. Check the following site for details on the new Certified Booth Operator training and permit changes.

<http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/farmers.aspx>

It is the responsibility of the Market Manager to ensure temperature of foods, food sources, proper set up of a hand washing station, and food worker use of handwashing stations **IT IS YOUR RESPONSIBILITY TO ENSURE THAT THESE TEMPERATURES FALL WITHIN THE REQUIREMENTS OF KING COUNTY HEALTH DEPARTMENT.**

Note: Hand washing stations are required for any food to be eaten at the market including free samples. The market manager will check for correct setup and use of handwashing stations at the market.

2.4.6 EXEMPTION FROM PERMIT AND SAMPLING

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. This includes sampling of fruits and vegetables. To assist you in locating this information we have included the following information and links:

1. All vendors serving samples must have a food workers permit or be supervised by someone that has a food workers permit. These currently cost \$10 and can be obtained by taking a course and test online at www.foodworkercard.wa.gov
2. The vendor or farm must also have acquired a Farmers Market Exemption from permit at least 14 days prior to the market they will be sampling at. This Temporary Food Service Permit is free and good for the entire season. A link to the application form is here: <https://kingcounty.gov/depts/health/environmental-health/food-safety/food-business-permit/~media/depts/health/environmental-health/documents/food-safety/application-for-exemption-from-permit.ashx>

In addition to farmers sampling produce, Vendors selling popcorn, Kettle corn, corn on the cob, crushed ice drinks, roasted nuts or roasted whole peppers also are 'permitted' with the above mentioned "Exemption from Permit".

Honey Vendors do not require a health permit to sample or to sell at the Farmers market. Coffee vendors that sell or provide samples of coffee served without dairy products or ice do not require the exemption from permit.

If there is ANY question on your permit requirements, please contact the market manager or the department of health. Even if the permit is not required, the health department is required to keep \$25 of any fee as a processing fee so it is better to ask first.

Copies of the above permits must be available on-site at the market each week. Copies must also be provided with your application. Note: The King County Health Department may require additional information.

Note: Handwashing stations ARE required and use of them will be checked each week by the market manager.

2.5 OFF-SITE VENDOR PARKING

Unfortunately, we do not have offsite vendor parking available near Taylor Landing. Vendors will have to share what limited customer parking we have. The road into the landing has several wide spots and a good amount of space near the entrance that we would like to designate as vendor parking for as many vehicles as we can handle. We may be able to double park or otherwise make efficient use of that available space. We need to keep the area nearest the landing clear so boaters can still launch their boats... The parking nearest the grassy area should be reserved for customers and for handicapped parking. When parking in the Park & Ride park up next to the Main Street (203) and leave the bottom of the lot clear for customers. It is to the vendor's advantage that customer have parking and easy access to the market – otherwise you won't sell as much if there is no room for customers to park.

2.6 APPLICATION PROCESS

- For some vendors, the Duvall Farmers Market will require your product to be juried. (See individual vendor categories for details).
- 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.
- 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.
- Vendor Applications should be returned as soon as possible as space is limited and only a limited 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 Duvall Farmers Market 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.

2.7 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.

2.7.1 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.

2.7.1.1 NEW FARMER INCENTIVE

The Duvall Farmers Market wishes to encourage new farms and farmers to participate in the Duvall Farmers market on a regular basis, in particular those farms located in the Snoqualmie Valley. A reduced minimum booth fee of \$15 will be charged to farmers who are approved by the DFM Board to be in this category. Size of the operation, number of years selling produce, previous sales numbers and other information will be used by the board to determine eligibility in this category each year. If you wish to be considered for this category - check the "New Farmer Incentive" box on the application or contact the Duvall Farmers Market Board.

The \$35 application fee is still applicable and if sales are over \$250 for any particular market then the booth fee owed that week is 6% of sales.

2.7.2 FOOD 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 Washington State 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.

2.7.3 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.

Note: Prepared food vendors (or any vendor) heating or cooking using any method must have the proper fire extinguisher in their booth at all times. For more details see Section 2.4.4 Fire Protection. The market manager will be checking this weekly.

2.7.4 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.

2.7.4.1 BATH, BEAUTY PRODUCTS 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.

2.7.5 YOUTH BOOTHS

Youths (under 18) may participate in the market as vendors at a reduced booth rate (\$12.50 for a 10x10 canopy). Vendor registration fee is waived. A Youth Booth vendor is limited to once per month or 5 times per market season. Exception for clustered dates is given to youths with seasonal products, for ex., plant starts. Youths between 16-18 who desire to attend more often should consider coming as an adult vendor.

All products must be hand crafted or grown in the State of Washington by the youth vendor. Youth vendors may grow and sell flowers, plant starts, fruits and vegetables. Youth vendors may sell crafts, with the exception of cosmetics or items applied to the skin such as lotions and soap. Youth vendors are not allowed to vend prepared food, processed food, meat, eggs or milk.

Youth vendors should fill out the vendor application as fully as possible, supplying their 1st, 2nd and 3rd choice dates to participate each month. All youth vendors under the age of 16 must have a parent or guardian present at the market

during the entire market. Parents of youths older than 16 are still fully responsible for their youth's activities and their presence at the market is recommended but not required.

Note: Youth vendors whose gross sales for the week are greater than \$208.34 must pay 6% of gross sales as their booth fee.

By Washington State law, youth vendors are responsible for all sales tax. Washington State business license information can be found at <http://bls.dor.wa.gov/file.aspx>

2.7.6 NON PROFIT GROUPS

The Duvall Farmers Market has one booth per week available for free to non-profit groups. Each non-profit group is allowed a maximum of one market day per month. Priority will be given to groups that have not yet had a chance to avail themselves of the free booth in the current year. Scheduling and cancellation of repeat market days is at the discretion of the market manager. Availability for multiple market days will make it easier and more likely that you will get in the schedule. The primary purpose of this free booth is to allow non-profit groups to disseminate information to the public. Fund raising should not be the primary purpose for attending the market. For liability reasons non-profits in the free booth are not allowed to sell or give away food items.

2.7.7 BUSINESS PARTICIPATION OPPORTUNITIES

The Duvall Farmers Market is a member of the Washington State Farmers Market Association (WSFMA) and member markets are not allowed to have the following vendors selling in their market, unless said vendor falls within an 'Exception'. In all cases, these items are restricted from being sold in a WSFMA Market because the products are either not produced, processed, or created in Washington State by the vendor, or funding, marketing, or other assistance given to vendors comes from a source separate from the vendor. However, vendors who are not allowed to sell at WSFMA Markets are allowed to sponsor market events/activities, as long as they are not selling or taking orders to sell.

- No Commercial or Imported Items
- No Second Hand Items (Exception: Those vendors who take a second hand item and recycle that item into a new use.);
- No Franchises: Those who have entered into an agreement or received a license to sell a company's products and/or use a company's packaging, logo, ingredients, and/or marketing tools under that license or any franchise agreement;
- No Non-Owner Operated Businesses: Only those businesses that are operated and controlled by their Washington State-based, owners are permitted at WSFMA Markets; and
- No Out-of-State Processing: All processed products sold at WSFMA Markets must be processed within Washington State.

3 HOW MARKET STALL ASSIGNMENTS ARE DETERMINED

Stall assignments shall be made based on the following:

- Duvall Farmers Market 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 Duvall Farmers Market to present a full market at all times in order for your customers to have a full market experience.
- Booth Assignments are made based on the balancing needs of the market (i.e. 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, fruits and other food based items. The Duvall Farmers Market 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.

- Market Booth 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 etc/'). The more space you need, the harder it is to place you.
 - Your past market performance including:
 - Good product quality, display, and signage
 - Ability to follow Duvall Farmers Market 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's bank due to the vendors NSF issue. Failure to comply will result in automatic dismissal.
 - Good Customers Service.

4 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.

5 VENDOR RELATIONS

5.1 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 to the offsite Vendor parking and Vendor must be ready to sell when the Market Bell Rings at 3:00. 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 customers. Vendors should bring their own brooms and dust pans.

5.2 SELLING SPACE

The standard Vendor Booth space is 10'x10'. A Request for 10'x20' or 10'x30' is allowed by those who require more space for sales. We are limited to the space on Brown Avenue between Ring and Richardson so please optimize your setup if at all possible so we can accommodate more vendors and provide a fuller shopping experience for our market customers. Booth fees are approximately 6% of gross sales with a minimum booth fee based on the size of the booth. The minimum fee for 10x10 foot booth is \$25, for a 10x20 foot booth it is \$45 and for a 10x30 foot booth it is \$60. To simplify and to assist in calculating your booth fee the table on the following page will be printed on the back of the weekly sales reporting sheets for your reference at the market.

If you need a larger or smaller booth size later in the season, please give the market manager at least 24 hours' notice by phone/text/email. It would be best to request space changes on market day the week before the change is needed if at all possible, giving the market manager more time to rearrange the layout and locate additional vendors if necessary.

If the market manager is not notified by noon on Wednesday of an unscheduled absence the vendor will be charged the minimum stall fee for the size booth they have been using – since that is the size of the unused space.

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 at the market.

Gross Sales & Booth Size to Booth Fee Calculator

Gross Sales			10x10 feet	10x20 feet	10x30 feet
\$0.00	to	\$416.67	\$25.00	\$45.00	\$60.00
\$416.68	to	\$425.00	\$25.50	\$45.00	\$60.00
\$426.00	to	\$450.00	\$27.00	\$45.00	\$60.00
\$451.00	to	\$475.00	\$28.50	\$45.00	\$60.00
\$476.00	to	\$500.00	\$30.00	\$45.00	\$60.00
\$501.00	to	\$525.00	\$31.50	\$45.00	\$60.00
\$526.00	to	\$550.00	\$33.00	\$45.00	\$60.00
\$551.00	to	\$575.00	\$34.50	\$45.00	\$60.00
\$576.00	to	\$600.00	\$36.00	\$45.00	\$60.00
\$601.00	to	\$625.00	\$37.50	\$45.00	\$60.00
\$626.00	to	\$650.00	\$39.00	\$45.00	\$60.00
\$651.00	to	\$675.00	\$40.50	\$45.00	\$60.00
\$676.00	to	\$700.00	\$42.00	\$45.00	\$60.00
\$701.00	to	\$725.00	\$43.50	\$45.00	\$60.00
\$726.00	to	\$750.00	\$45.00	\$45.00	\$60.00
\$751.00	to	\$775.00	\$46.50	\$46.50	\$60.00
\$776.00	to	\$800.00	\$48.00	\$48.00	\$60.00
\$801.00	to	\$825.00	\$49.50	\$49.50	\$60.00
\$826.00	to	\$850.00	\$51.00	\$51.00	\$60.00
\$851.00	to	\$875.00	\$52.50	\$52.50	\$60.00
\$876.00	to	\$900.00	\$54.00	\$54.00	\$60.00
\$901.00	to	\$925.00	\$55.50	\$55.50	\$60.00
\$926.00	to	\$950.00	\$57.00	\$57.00	\$60.00
\$951.00	to	\$975.00	\$58.50	\$58.50	\$60.00
\$976.00	to	\$1,000.00	\$60.00	\$60.00	\$60.00
\$1,001.00	to	\$1,025.00	\$61.50	\$61.50	\$61.50
\$1,026.00	to	\$1,050.00	\$63.00	\$63.00	\$63.00
\$1,051.00	to	\$1,075.00	\$64.50	\$64.50	\$64.50
\$1,076.00	to	\$1,100.00	\$66.00	\$66.00	\$66.00
\$1,101.00	to	\$1,125.00	\$67.50	\$67.50	\$67.50
\$1,126.00	to	\$1,150.00	\$69.00	\$69.00	\$69.00
\$1,151.00	to	\$1,175.00	\$70.50	\$70.50	\$70.50
\$1,176.00	to	\$1,200.00	\$72.00	\$72.00	\$72.00
\$1,201.00	to	\$1,225.00	\$73.50	\$73.50	\$73.50
\$1,226.00	to	\$1,250.00	\$75.00	\$75.00	\$75.00
\$1,251.00	to	\$1,275.00	\$76.50	\$76.50	\$76.50
\$1,276.00	to	\$1,300.00	\$78.00	\$78.00	\$78.00
\$1,301.00	to	\$1,325.00	\$79.50	\$79.50	\$79.50
\$1,326.00	to	\$1,350.00	\$81.00	\$81.00	\$81.00
\$1,351.00	to	\$1,375.00	\$82.50	\$82.50	\$82.50
\$1,376.00	to	\$1,400.00	\$84.00	\$84.00	\$84.00
\$1401.00 and over calculate and pay 6% of gross sales					

5.3 BOOTH SHARING

Some vendors may wish to share a booth with another vendor and split the booth fee. Both vendors' sales must be summed to determine the booth fee using the chart in the previous section or on the same chart on the back of the weekly sales recording sheet. If booth sharing is intended to occur for the entire season and at no time will the 2 vendors have 2 booths the vendors may also split the registration fee. One vendor may come without the other if vacations or emergencies come up.

However it is expected that normally both vendors and both vendors wares will be at all markets attended. This is not an option for 2 vendors that want to alternate weeks can use.

If during the season the vendors want to change to 2 separate booths – the additional registration fee is due at that time. Please notify the market manager to find out if space is available. It would be ideal (but not required) if 2 vendors sharing a booth send in their applications together. But it is required to write on the top of the first page “sharing booth with xyz” on both applications. Each vendor must send in an individual application for review which will be evaluated independently.

Two vendors may share a booth for the season and split the yearly membership fee if desired with the same general rules as above except for getting additional booth space.

5.4 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. The market manager will monitor this.

5.5 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.

5.6 CHILDREN

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 Vendors booth unless the parent/guardian is on Market site.

5.7 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.

5.8 SCHEDULED ABSENCE OR EMERGENCY ABSENCE

The Duvall Farmer'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 contacting the market manager. The Market Manager may contact a Vendor who is on the Wait List to take your stall space until you return.

5.8.1 NO-SHOWS

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. A vendor who normally occupies a 20 or 30 foot stall will be charged the minimum booth fee (i.e. \$45 or \$60) if they are a NO-SHOW since that is the space that would be unused.

5.9 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. Firearms are not allowed on Market grounds. 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 farmers markets in Duvall.

5.10 VENDOR CONCERNS

It is the market's policy to foster good relationships between the farmers/vendors and customers. The Duvall Farmers Market 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 good will 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.

6 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.