



The Duvall Farmers Market is a thriving hub for local farmers, artisans, and makers to share their talents and connect with our community. Each week, we bring fresh, seasonal products, handmade goods, and educational opportunities to highlight the value of shopping local. Together, we're building a sustainable, vibrant, and connected community rooted in the heart of the Snoqualmie Valley.

1 DUVALL FARMERS MARKET 2025 GUIDELINES AND POLICIES

The Duvall Farmers Market (DFM), established in May 2006 and incorporated as a nonprofit in Washington State in 2012, is overseen by a board of directors composed of local farmers, business owners, artisans, and community members. The market is a proud member of the Washington State Farmers Market Association and the Farmers Market Coalition.

Located at Taylor Landing Park, the market offers a flat, grassy area with convenient parking in the adjacent park-and-ride and within the park itself. Handicapped parking is available in designated spots, ensuring accessibility for strollers, walkers, and wheelchairs. Visitors can enjoy a children's play area, family activities, and live local music.

The Market's mission is to support local farmers and educate the community about the benefits of purchasing fresh, locally grown foods. Vendors are limited to those who produce farm-based goods within Washington State and nearby counties, as defined by Root's Guidelines. Local artisans are also invited to participate under these same standards. Vendor participation and product selection are determined by the board based on quality, uniqueness, and the current needs of the market, including the number of vendors already represented in each category. The market reserves the right to prohibit any product or vendor as needed.

The Market Manager oversees daily operations, including vendor participation, booth assignments, fee collection, and policy enforcement. They act as the primary liaison between vendors, customers, the board, and the City of Duvall.

These guidelines and policies are designed to provide you with all the information you need to successfully participate in our market. Inside, you'll find detailed instructions on everything from application requirements and vendor categories to setup procedures, health and safety standards, and expectations for market day operations. By following these guidelines, you'll help ensure a safe, enjoyable, and successful market experience for everyone—vendors, customers, and the community alike. Whether you're a returning vendor or new to our market, we encourage you to read through this document carefully to familiarize yourself with our policies and standards.

Exceptions to these policies may be made at the discretion of the Market Manager and/or the Board of Directors, based on individual circumstances, provided such exceptions comply with all applicable local, state, and federal regulations. The Market Manager and Board of Directors reserve the right to evaluate and address situations on a case-by-case basis to ensure the best interest of the market and its participants.

THANK YOU!

Duvall Farmers Market Team:
info@duvallfarmersmarket.org

Duvall Farmers Market
PO BOX 219 – PMB 190
Duvall, WA 98019

2 MARKET INFORMATION

SEASON: Thursdays, May 1, 2025 – October 9, 2025

- There will be no market on July 3, due to the 4th of July holiday.
- The market operates rain or shine; however, it may be canceled at any time, either before or during operation, due to extreme weather at the discretion of the Market Manager.

HOURS: 3:00 PM – 7:00 PM, May – September, and 3:00 PM – Sunset in October

LOCATION: The DFM is located at Taylor Landing Park, 16201 Main St NE, Duvall, WA 98019, just north of the Woodinville-Duvall Road bridge and next to the Park & Ride. The market operates on a flat, grassy area that is ADA-compliant and stroller-accessible. Vendor booths are situated around the edges of the park, providing an open and inviting layout. An ADA-compliant Honey Bucket portable toilet is available on-site, along with portable hot hand-washing stations for convenience.

VENDOR EQUIPMENT: All vendors must provide their own equipment necessary for daily operations at the market. Prepared food vendors and bakeries are required to use ground tarps as a protective “floor” under their booths. Each canopy must have a minimum of 24 lbs of weight securely attached to each leg. Canopies without proper weights will not be permitted for safety reasons.

VENDOR DRESS: Vendors are expected to maintain a professional appearance while at the market. Appropriate attire, including shirts and shoes, must be worn at all times.

SET UP/OFF LOAD: Vendors should plan to arrive no earlier than 12:30 PM for setup. Upon arrival, please check in with the Market Manager, who will confirm your booth location. **Setup and offloading are permitted between 12:30 PM and 2:30 PM.** After 2:30 PM, vendor vehicles are no longer allowed within the market area. To streamline the process, vendors may pull their vehicles into the market as close to their designated booth space as possible to offload items. Vehicles must be moved to the designated vendor parking area before setting up your booth to ensure space availability and safety within the market area. Vendors arriving after 2:30 PM will need to carry their items to their booth as vehicles will not be permitted in the market area.

SELLING START TIME: 3:00 PM. Sales to the public may not begin before 3:00 PM—no exceptions. Vendors may sell to other market vendors prior to this time.

END SELLING: 7:00 PM. The Market Manager will signal the close of the market at 7:00 PM. All vendors are required to remain open until this time. If a vendor sells out before 7:00 PM, their booth must remain fully set up and presentable until the market officially closes.

2.1 LICENSES, INSURANCE AND PERMITS

Farmers and vendors must comply with all laws, ordinances, and regulations of the United States, Washington State, King County, and the City of Duvall. Vendors are required to obtain all necessary licenses or permits needed to produce and sell their products and must provide the Duvall Farmers Market with current copies of these documents. All licenses and permits must be submitted to the Market Manager at least two weeks prior to the first market date.

All vendors accepted to vend at the Duvall Farmers Market must carry Commercial General Liability Insurance, including product liability coverage, with a minimum coverage amount of \$1 million. The policy must name the Duvall Farmers Market as an additional insured. Proof of insurance must be submitted prior to market participation. If you have any questions about obtaining the required insurance, please contact the Market Manager for assistance.

2.2 SALES TAXES AND SCALES

Retail sales taxes and Business and Occupation taxes are the sole responsibility of each vendor. Vendors are legally required to have a Washington State Master Business License Number (UBI) and must provide this number when applying to sell at the Market.

Vendors selling produce or other items by weight must supply their own scales, which must be "legal for trade" and licensed and approved by the Department of Agriculture. Scales are subject to inspection by the Department of Agriculture's Weights and Measures Program at any time during the market season. Scale displays must always be visible to customers.

For vendors who choose not to use a scale, selling by piece or bag (rather than by weight) is allowed.

2.3 E-FMNP, EBT, AND CREDIT CARDS

Beginning in 2023, all Farmers Market Nutrition Program (FMNP) vendors are required to use the electronic e-FMNP system. Training and tools for using the system are provided by the Washington State Department of Health Office of Nutrition Services. The Duvall Farmers Market will no longer handle FMNP benefits.

The Duvall Farmers Market accepts EBT (food stamps) and uses \$1 wood tokens labeled "Duvall Farmers Market." These tokens can be used to purchase fresh produce and approved food items packaged for consumption at home. Vendors accepting EBT tokens must prominently display an EBT sign at their booth. Please note that prepared foods ready to eat (e.g., ice cream cones) or packaged for immediate takeout cannot be purchased with EBT tokens. No change can be given for the \$1 EBT tokens, so vendors should work with customers to ensure even transactions.

EBT tokens may also be used to pay booth fees. Any extra tokens turned in with the booth fee will be reimbursed the following week.

Credit card acceptance is determined by individual vendors. Vendors who choose to accept credit cards must do so at their own expense using their preferred processing provider (e.g., Square, etc.).

2.4 MARKET SAFETY

VENDOR VEHICLES - IN THE MARKET AREA AND PARKING

Please use caution when unloading, loading, and especially when moving vehicles within the market area. Due to limited space, vendors may bring vehicles into the market area for unloading only. All vehicles must be moved to the designated vendor parking area before booth setup and must remain there until the market closes.

Designated Vendor Parking: Taylor Landing's entry road includes several wide areas and additional space near the entrance, which have been designated as vendor parking. The open parking area in front of the park/market is shared with the park's boat ramp, park visitors, and market customers, and is not to be used by vendors.

Vendors with standard-sized passenger vehicles may also park in the Park & Ride lot located just south of Taylor Landing. Oversized and commercial vehicles are required to park in the designated vendor parking areas within Taylor Landing.

CANOPY MATERIAL MUST BE FIRE RETARDANT

Please verify that your canopy is constructed of fire retardant materials. Canopies sold for commercial use will meet this requirement. 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 using canopies, including umbrellas, at the Duvall Farmers Market during market operations (including setup and breakdown) must securely and safely anchor their canopies from the time they are erected until they are taken down. Canopies that are not properly anchored must be removed and stowed, and the vendor will need to operate without them for the day.

Each canopy leg must be anchored with a minimum of 24 pounds, and market umbrellas require 50 pounds. Weights must be securely attached to both the canopy legs and the canopy itself using tie-down lines. Canopies will be inspected daily by the Market Manager or a designated market volunteer.

Care must also be taken during setup and breakdown to ensure safety. Vendors will be held financially liable for any incidents caused by failure to adhere to these safety requirements, including damages resulting from an unsecured canopy or trip hazards. For further guidance on canopy safety and weights, please visit the WSFMA website:

<http://wafarmersmarkets.org/resource-file/CanopySafety101.pdf>

FIRE PROTECTION

Attention Prepared Food Vendors: The following requirements are mandated by the Duvall Fire Department for any vendor heating or cooking in their booth:

- A portable fire extinguisher with a minimum 2A:10BC rating (or larger) must be present in each canopy where heating or cooking occurs.
- The extinguisher must have proof of purchase within the last 12 months or a valid service tag indicating it has been serviced within the previous 12 months.
- Vendors using deep fat fryers are required to have an additional fire extinguisher with a Class K rating.
- Vendors using frying or open cooking heat sources may have booth location limitations due to Fire and Safety Ordinances, which require minimum distances between their canopy and others.

Please ensure these requirements are met to maintain safety and compliance.

ONSITE PREPARED AND PROCESSED FOOD HANDLING

New Health Department requirements and permits for prepared food vendors and vendors offering samples took effect in 2022. For details on the Certified Booth Operator training and permit changes, please visit: King County Food Safety for Farmers Markets <http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/farmers.aspx>

The Market Manager is responsible for verifying food temperatures, food sources, and the proper setup of required handwashing stations. However, it is your responsibility as a vendor to ensure that all product temperatures meet King County Health Department requirements and that all employees follow handwashing protocols.

Note: Handwashing stations are required at all booths offering food intended to be eaten at the market, including free samples. The Market Manager will inspect handwashing stations for correct setup and proper use during the market.

EXEMPTION FROM PERMIT AND SAMPLING

Sampling is only allowed if approved in advance by the Duvall Farmers Market Manager and if the vendor agrees to comply with all King County Department of Health requirements, including sampling fruits and vegetables. To assist you, the following information and links are provided:

- **Food Worker Card:** All vendors serving samples must have a valid Food Worker Card or be supervised by someone who does. The card costs \$10 and can be obtained by completing a course and test online at www.foodworkercard.wa.gov.
- **Farmers Market Exemption from Permit:** Vendors must acquire a Farmers Market Exemption from Permit at least 14 days before the market date. This free Temporary Food Service Permit is valid for the entire season. Download the application form here: [Exemption from Permit Application](#)
- **Products Requiring Permits:** Vendors sampling or selling items such as popcorn, kettle corn, corn on the cob, crushed ice drinks, roasted nuts, or roasted whole peppers must obtain the exemption mentioned above.
- **Exemptions from Permits:**
 - Honey Vendors: Do not require a health permit to sample or sell honey.
 - Coffee Vendors: Vendors serving or sampling coffee without dairy products or ice do not require an exemption.

For questions about your permit requirements, please contact the Washington State Department of Agriculture. Additional regulations can be found in [The Green Book](#). **Important:** Copies of all required permits must be available on-site at the market each week.

2.5 APPLICATION PROCESS

- Vendors must provide their UBI number, copies of all applicable permits and licenses for their products, and proof of insurance (as outlined), with verification of these documents completed before opening day.
- Returning vendors in good standing will be quickly approved without requiring a board vote. Any new vendors or previous vendors with questionable standing will be reviewed and voted on by the full board.
- Applicants may be placed on a waiting list if their product category has already been filled.
- After reviewing applications and any requested photos, the Board may require an in-person viewing of the actual product(s) submitted for consideration. The Board reserves the right to decline any submission deemed inappropriate for any reason.
- Vendor applications should be submitted as soon as possible, as space is limited, and there are a limited number of spots available for artisan vendors.
- The DFM will notify each applicant of their status with a Letter of Acceptance or Non-Acceptance via email after the application has been reviewed.
- The Duvall Farmers Market reserves the right to request that vendors refrain from selling specific items to

prevent oversaturation of any particular product in the market.

- Applications must be submitted using our online application, along with all required permits, licenses, and applicable documentation and the \$40 application fee.

2.5 VENDOR CATEGORIES

Please read the following descriptions related to your category before submitting your vendor application. Some vendors may have products that fall into multiple categories, so please review all applicable categories. When applying, select the category most appropriate for your primary sales and include additional information for any planned products outside that category.

FARMERS

Farmers who grow from seed, propagate from cuttings or bulbs, are permitted to sell items such as produce, berries, live plants, fresh or dried flowers, fresh or dried herbs, and similar products. Those raising animals for meat or fiber sales must be responsible for feeding and caring for the animals themselves for that purpose. Meat may not be purchased from external sources for resale.

Farmers must own, rent, or lease their land in Washington State and be active owners and operators of the farming operation. Farms operated under franchise agreements are not permitted.

Farm Resellers: Farm resellers (buying wholesale and reselling) are prohibited. Any vendor found engaging in reselling will forfeit their booth space for the remainder of the season, be barred from future markets, and will not receive any refunds.

Processed Food Items: Processed food items must be prepared under a Cottage Industry permit or in a licensed commercial kitchen. Vendors must disclose the name of the kitchen on their application and submit copies of all required licenses, permits, or certificates for selling in Washington State or King County. A farm visit may be required with at least 48 hours' notice.

Value-Added Products: Farmers selling value-added products (e.g., soaps, bath products, hand-crafted items, baskets, wreaths) must go through the jury process and will be considered under the artisan category. Farmers producing these items from their own farm-grown or raised materials will be given priority.

Organic Products: Products labeled as "organic" must be certified in accordance with Washington State law and national organic program standards. Verbal or written claims of organic status without certification may result in termination of the vendor's permit. Non-organic products sold alongside organic products must be clearly separated and labeled as "non-organic" or "conventionally grown." Certificates should be visibly posted on the vendor's canopy to inform customers.

Unsprayed, Pesticide-Free, or Low Spray Claims: Written or verbal claims such as "unsprayed," "pesticide-free," or "low spray" are not allowed unless certified. All customer inquiries about farming practices must be answered factually. Vendors should provide any information about pesticide or chemical usage in the appropriate section of their application.

Beekeepers and Honey Sales: Beekeepers who rent, own, lease, or borrow land for hive placement may sell honey at the market. Only beekeepers producing their own honey are permitted to sell honey sticks (tubes filled with their own honey).

Sampling Requirements: All farmers must adhere to King County Health Department requirements for sampling. A Food Workers Card is required for offering samples.

FOOD PROCESSORS - VALUE ADDED

Vendors in this category include those who sell processed foods such as dried fruits, herbs, teas, cider, preserved foods, salsas, salad dressings, juices, jams, pastries, pasta, granola, cookies, muffins, breads, pies, and similar take-home desserts not prepared on-site. This category also includes bakeries. Bakeries that sell more than 25% of their products wholesale must be licensed by the Washington State Department of Agriculture (WSDA) as food processors. Vendors must comply with all applicable King County Health Department regulations.

Vendors must be active owners/operators of their business and may not operate under a franchise agreement. All processed foods must be personally prepared on property that the vendor owns, rents, or leases. Products must be cooked, baked, or otherwise treated by the vendor. The use of commercially prepared dough mixes, crusts, shells, or fillings is prohibited. Processed food products should incorporate ingredients from Washington farms or waters whenever possible.

This category also includes:

- Vendors who process produce grown on their property into value-added products such as jams, cider, salsa, or similar items.
- Vendors who raise the primary ingredients of a product but send it out for fundamental processing before creating the final value-added product.

Vendor applications must clearly state:

- What the vendor grows, processes, or prepares themselves.
- What the vendor intends to sell at the market.

Processed food vendors must:

- Be licensed by the WSDA as food processors.
- Follow all King County Health Department regulations for food handling and sampling.
- Label all processed food products, including honey, in accordance with Washington State labeling requirements.
- Have a current King County Health Department Food Workers Card..
- Disclose in the application the name of the commercial kitchen used to prepare their food.

PREPARED FOOD VENDORS - CONCESSIONAIRES

Prepared food vendors are those who offer freshly made foods for sale and immediate consumption on-site. Vendors must operate as independent businesses and may not operate under a franchise agreement.

When selecting prepared food vendors, priority will be given to those who:

- Prepare food from raw ingredients.
- Use ingredients grown or produced in Washington State and/or purchased from participating market farmers.

Vendors must have all required state, county, and local food permits.

The vendor application must clearly state:

- What is grown, processed, or prepared by the vendor.
- What the vendor intends to sell at the market.

All prepared food vendors may be required to submit a menu or brochure detailing the items they plan to serve. Any food prepared ahead of the market—such as dough or sauces—must be made in a licensed commercial kitchen, and the name of this kitchen must be disclosed in the vendor application.

Food vendors are juried based on the type of food they sell and are selected according to the needs of the market. All food vendors must have the required health department permits in place before selling at the Duvall Farmers Market. If you have questions about permits, please contact the King County Health Department for assistance.

The Market Manager is responsible for inspecting all food brought into the market for sale. Upon arrival, the Market Manager will check the temperatures of coolers and food prior to heating and will continue monitoring food temperatures during market hours. It is the vendor's responsibility to ensure that all food temperatures comply with King County Health Department requirements.

Note: those preparing fresh at the market are required to adhere to all health department requirements. 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 Market Safety. The market manager will be checking this weekly.

ARTISANS & CRAFTERS

Artisans are individuals or businesses that create and sell handcrafted products made with their own hands. Whenever possible, artisans should incorporate materials sourced from Washington. All artisan products must be crafted within the state, and all works must be original to the artisan. All artisans are required to go through the jury process and must provide a detailed description of the products they intend to sell. Photos and/or product samples may be requested as part of the review. If any items are made by a family member (e.g., dishcloths, scrubbies, etc.), this is permitted but must be disclosed when applying and selling at the market.

BATH, BEAUTY PRODUCTS AND ESSENTIAL OILS - SPECIFIC REQUIREMENTS

Cosmetic and Drug Classification: Bath and beauty products, including those made with essential oils, must comply with all Federal Food and Drug Administration (FDA) regulations. The Federal Food, Drug, and Cosmetic Act (FD&C Act, Sec. 201(i)) defines a cosmetic as:

1. Articles intended to be rubbed, poured, sprinkled, sprayed on, introduced into, or otherwise applied to the human body for cleansing, beautifying, promoting attractiveness, or altering appearance.
2. Articles intended for use as a component of any such products, excluding soap.

Additionally, a cosmetic is classified as a drug if it is intended not only to cleanse or enhance appearance but also to treat or prevent disease or affect the structure or function of the human body. Vendors selling bath, beauty, or essential oil products must ensure full compliance with all applicable FDA regulations before selling at the market.

YOUTH BOOTHS

Youth vendors (under 18) may participate in the market at a reduced booth rate of \$12.50 for a 10x10 canopy, with the vendor registration fee waived. Youth vendors may participate once per month or up to five times per market season. Exceptions may be made for those selling seasonal products, such as plant starts, that require clustered dates. Youth vendors aged 16-18 who wish to attend more frequently should consider applying as an adult vendor.

All products must be handcrafted or grown in the state of Washington by the youth vendor. Eligible products include: Flowers, plant starts, fruits, and vegetables, and handcrafted items (excluding cosmetics or skin-applied products such as lotions and soap). Youth vendors may not sell prepared food, processed food, meat, eggs, or dairy products.

Youth vendors should complete the application as thoroughly as possible and indicate their first, second, and third choice dates for participation each month. Vendors under the age of 16 must have a parent or guardian present for the entire market day. For those 16 and older, parental presence is recommended but not required. However, parents remain fully responsible for their child's activities at the market.

Under Washington State law, youth vendors must have a business license and are responsible for collecting and reporting sales tax. Information on obtaining a Washington State business license can be found at <http://bls.dor.wa.gov/file.aspx>.

NON-PROFIT BOOTHS

The Duvall Farmers Market has booth space available for free to non-profit groups. 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 using the free booth are not permitted to sell or give away food items.

INELIGIBLE VENDOR CATEGORIES

The Duvall Farmers Market is a proud member of the Washington State Farmers Market Association (WSFMA). As part of our membership, we adhere to WSFMA guidelines regarding restricted vendor types. These restrictions exist to ensure that all products sold in member markets are produced, processed, or created in Washington State by the vendor, and that vendors operate independently without external funding, marketing, or other assistance unrelated to their own business. Ineligible vendors may contact the market to learn of sponsorship opportunities.

The following types of vendors and products are not permitted at WSFMA member markets, except under specific exceptions outlined below:

1. No Commercial or Imported Items: Products must be locally sourced and not commercially or internationally produced.
2. No Second-Hand Items: Second-hand items are prohibited unless the vendor has repurposed or recycled the item into a new use (e.g., upcycled goods).
3. No Franchises: Vendors operating under a franchise agreement are not allowed. This includes businesses that sell a company's products or use its packaging, logo, ingredients, or marketing tools under a license or franchise agreement.
4. No Non-Owner Operated Businesses: Only businesses operated and controlled by their Washington State-based owners are permitted at WSFMA markets.
5. No Out-of-State Processing: All processed products sold at WSFMA markets must be processed within WA

These guidelines help preserve the integrity of local markets and ensure that all vendors reflect the values and mission of the WSFMA.

3 MARKET STALL ASSIGNMENTS

Market booth assignments are determined at the discretion of the Market Manager. Vendors with specific needs, such as ADA accessibility or access to electricity, must notify the Market Manager at least two weeks prior to their scheduled market date to ensure accommodations can be made.

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. Coolers of drinking water are available to customers, allowing them to refill drinking containers. Plastic water bottles may not be sold at the Duvall Farmers Market.

5 VENDOR RELATIONS

SETUP, SELLING, TEARDOWN & CLEANUP

Vendors may begin setting up no earlier than 12:30 PM on market day unless prior arrangements have been made with the Market Manager. All vendors must arrive no later than 2:30 PM. Vehicles must be moved to the designated vendor parking area by this time, and vendors must be ready to sell when the market bell rings at 3:00 PM. Vendors arriving within 30 minutes of market opening must unload and transport their items by hand from the designated vendor parking area.

Sales may not begin before 3:00 PM or until the Market Manager signals the official market opening. No money may exchange hands before this time, except for pre-sales to other market vendors, which may begin at 2:30 PM. Any other exceptions are at the discretion of the Market Manager. Repeated violations of this policy may result in the termination of the vendor's permit to sell.

All vendors are required to remain at the market until closing. Vendors who sell out early should post a sign notifying customers. No vendor is allowed to pack up or tear down before the official market close at 7:00 PM. Vendors who leave early without prior approval may be prohibited from returning for the remainder of the season. If an early departure is necessary due to an emergency, the vendor must notify the Market Manager immediately. Emergency departures with notification will not affect future market participation.

Teardown and cleanup begin at 7:00 PM when the market's closing bell rings. Vendors must vacate the market premises by 8:00 PM and are responsible for maintaining a clean, safe, and sanitary booth space. This includes hauling away all trash, product debris, and packaging materials. Vendors may not dispose of produce waste, overripe or leftover products, or boxes in any on-site or off-site garbage cans or dumpsters near the market site. If vendors provide product samples using containers, cups, or other disposable items, they must supply a small trash can at their booth or attach a garbage bag for customer use.

SELLING SPACE

The standard vendor booth space is 10'x10', with larger spaces of 10'x20' or 10'x30' available upon request for vendors requiring additional room for sales. Booth fees are approximately 6% of gross sales, with a minimum fee based on booth size:

- 10'x10' booth – \$25 minimum
- 10'x20' booth – \$45 minimum
- 10'x30' booth – \$60 minimum

To simplify booth fee calculations, a reference table will be printed on the back of the weekly sales reporting sheets.

Vendors requesting a larger or smaller booth size later in the season must notify the Market Manager at least one week in advance. If a vendor does not notify the Market Manager of an unscheduled absence by noon on Wednesday, they will be charged the minimum stall fee for their usual booth size to account for the unused space. Vendors must keep all products, displays, and selling areas within their assigned booth space. Signs and displays should allow clear visibility to neighboring booths. Selling techniques must not interfere with other vendors' ability to conduct business or create safety hazards for customers. Hawking is not permitted.

PAYMENTS

Timely and reliable payment of all market fees, including the application fee, is essential. Vendors are expected to pay their weekly booth fees promptly. If a vendor's booth fee payment is returned as non-sufficient funds (NSF), the vendor will be responsible for covering all penalties and fees incurred by both the market and its bank due to the NSF transaction. Failure to pay these fees in full will result in automatic dismissal from the market.

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					

BOOTH SHARING

Vendors may share a booth and split the booth fee, with their combined sales used to calculate the total fee based on the provided fee chart. Vendors sharing a booth for the entire season and never occupying separate booths may also split the application fee. Booth sharing is intended for vendors who typically attend together, displaying products from both businesses at all markets. Occasional absences for vacations or emergencies are allowed, but booth sharing is not an option for vendors who wish to alternate weeks. If vendors switch to separate booths mid-season, an additional application fee will be required, and they must notify the Market Manager to confirm space availability. While not required, it is preferred that vendors submit their applications together, with both applications clearly stating "Sharing booth with [Vendor Name]" at the top. Each vendor must submit a separate application, which will be reviewed independently, and must meet all licensing, permit, and insurance requirements.

SIGNAGE

All vendors must prominently display a banner or sign that includes their farm or business name and city of operation. Signs must be at least 8 inches high by 24 inches wide and must be in place before sales begin. All products must be clearly marked with their price. Vendors may choose to individually tag items or display a pricing sign or blackboard listing all product prices within their booth space. Pricing of goods is the sole responsibility of each vendor. Vendors are expected to bring high-quality products to the market. Giving away products for free or selling below cost to undercut other vendors is strictly prohibited. The Market Manager will monitor compliance with this policy.

OTHERS 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 the market site at all times.

CHILDREN

Vendors with very young children (preschool age and below) are encouraged not to bring them to the market unless another supervising adult is present to act as the designated caregiver for the entire duration of the market. Vendors who bring young children must ensure they do not disrupt other vendors or cause damage to other vendors' displays or products. Vendors are responsible for any damages caused by their children.

Small children must remain at their parent's booth unless accompanied by a parent or guardian. Children must not be left unattended in the vendor's vehicle. The market cannot take responsibility for their safety or whereabouts. Children under the age of 16 are not permitted to sell at the vendor's booth unless a parent or guardian is on the 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, or is otherwise restrained away from customers, and notify the Market Manager. Should your animal bite or cause harm to any person or another animal in the market, you are liable.

SCHEDULED ABSENCE OR EMERGENCY ABSENCE

The Duvall Farmers Market understands that vendors may occasionally need to miss a market due to vacations, medical issues, or other emergencies. To help ensure smooth market operations, vendors should notify the Market Manager as far in advance as possible for planned absences. In the case of emergencies, vendors should inform the Market Manager as soon as possible via email at info@duvallfarmersmarket.org.

NO-SHOWS & LATE WITHDRAWAL

If a vendor fails to notify the Market Manager of an absence, it will be considered a no-show. Vendors who are no-shows will be charged their regular stall fee and must pay the outstanding fee before setting up at the next market. If a vendor has two no-shows, they may be prohibited from returning for the remainder of the season. Since an unnotified absence leaves a booth space unused, vendors will still be charged their standard booth fee.

COURTESY & CONDUCT

Vendors and their representatives are expected to conduct themselves in a safe, professional, and courteous manner at all times while at the market. Any language or behavior that disrupts the normal operation of the market may result in the vendor losing their permit to sell the following week. Violence, aggression, or repeated inappropriate behavior may lead to permanent dismissal for the remainder of the season. Firearms are not permitted on market grounds. Smoking is prohibited in vendor sales areas and throughout the market grounds. The consumption of alcohol or any controlled substances while at the market is strictly prohibited. If a vendor or their representative is found to be under the influence of drugs or alcohol and becomes disruptive, the Market Manager has the authority to contact local law enforcement. The vendor will be immediately expelled and permanently banned from future farmers markets in Duvall.

VENDOR CONCERNS

The Duvall Farmers Market values positive relationships between vendors and customers and strives to create a welcoming and supportive environment. While the market will make every effort to accommodate vendor needs, these must be balanced with the needs of other vendors and the market as a whole. Vendors with comments or concerns should address them with the Market Manager in a calm and respectful manner. The Market Manager may request that concerns be submitted in writing, in which case they will be reviewed and responded to within seven days. All concerns will be handled confidentially. Vendors are expected to ensure customer satisfaction by providing high-quality products and maintaining fair business practices. Customers with a legitimate complaint about a product should be offered a full monetary refund or a replacement of equal value. If a complaint appears unfounded or excessive, the Market Manager may need to step in to resolve the issue.

