

# YAKIMA FARMERS' MARKET ASSOCIATION

## RULES, GUIDELINES AND POLICIES 2018

**READ THESE REGULATIONS CAREFULLY BEFORE SIGNING YOUR APPLICATION.  
KEEP THIS COPY FOR YOUR RECORDS. FAILURE TO READ, UNDERSTAND AND  
OBEY THESE REGULATIONS MAY RESULT IN ADDITIONAL FEES OR TERMINATION  
OF YOUR MARKET PERMIT TO SELL.**

### What is the Yakima Farmers' Market?

The Yakima Farmers' Market was established in 1999 to provide agricultural education to the general populace, to improve the general business climate of downtown and other areas of the city and county, and to increase the economic viability of vitality of farmers, artisans, and other small business operators of the Pacific Northwest, with special focus on those in the Yakima Valley. We seek market place development serving agricultural, artistic, culinary, cultural, educational, entertainment, musical, nonprofit and other related interests of the community.

### General Information:

**Market Location:      Changed**

**The Yakima Farmers' Market is a outdoor market located in the Valley Mall , Sears Parking lot off Valley Mall Blvd. The market will be on Sundays, 9:00 am to 2:00 pm.**

The office is located at:

The home of the manager:  
**Don Eastridge  
3509 Commonwealth Rd.  
Yakima, WA. 98901**

The mailing address is:

**Yakima Farmers' Market  
PO Box 127  
Yakima, WA. 98907**

**Office Hours:    Closed Monday, Tuesday and all Holidays:**

**Wednesday thru Saturday 11:00 AM -- 5:00 PM      all visits to the office by appointment only.  
Not always in the office due to farm visits and picking up supplies.**

**Office phone number:    509 457-5765      Fax number:    509 469-7087  
you may leave a message at any time and we will get back to you.**

**Web site:    [www.yakimafarmersmarket.org](http://www.yakimafarmersmarket.org)**

**Email address:    [manager@yakimafarmersmarket.org](mailto:manager@yakimafarmersmarket.org)      or      [mktguy@charter.net](mailto:mktguy@charter.net)**

## **When and where does the Yakima Farmers' Market take place.**

Outdoor Market season is from May 13th 2018 thru October 28th 2018. The Market hours will be open to the public on Sundays, 9:00 a.m. to 2:00 p.m.. This is 26 wonderful weeks of the market in Union Gap Washington. **Other special events, dates and hours may be added to the season.**

## **Market Location:**

The open air Yakima Farmers' Market will be set up at the Valley Mall in Union Gap. We will be located in the SEARS parking lot off of Valley Mall Blvd and South 1st Street.

## **Who Is Allowed To Sell At Yakima Farmer's Market?**

### **Producers**

#### **Farmers**

One who raises produce, plants or botanicals, or animals which they sell on land they own, lease or rent, in the State of Washington or border counties (Please see "Appendix A: WSFMA Approved Bordering Counties"). The definition of **Farmer** may also include someone who processes produce, fruit, berries, botanicals, meats, honey, etc., which is grown, raised, or harvested on their own, leased or rented property, in the State of Washington or border counties and then turned into value added product(s) such as jams, cider, salsa, vinegars, alcoholic beverages, essential oils or any other botanical use. It may also include **Farmers** who raise the basic ingredient(s) of a product, but who must send it out for fundamental processing, either within Washington State or border counties, before creating the value added product. Such Vendors might include those **Farmers** selling certain essential oils, smoked meats or fish, etc. This excludes **Resellers** or those who might work on, or manage a corporately owned farm and have permission to dispose of surplus products.

1. **SEAFOODS:** *In the case of seafood, the vendor must own, lease, or operate the fishing vessel or own, lease or rent the parcel of land where the seafood is caught or harvested for sale at WSFMA Member Markets. The vendor must be a legal resident of the State of Washington. The vendor must have a commercial Fishing license.*
2. **ALCOHOLIC BEVERAGES:** *Alcoholic beverages must be made entirely from ingredients grown in Washington, or from grapes grown in a recognized Washington appellation, except for certain additives required for processing which cannot be produced in the State of Washington, not amounting to more than 5% of the total volume of the beverage. Because at this time there appears to be no beer made in Washington State that meets these requirements, WSFMA recommends that its Member Markets only apply to be authorized for wine sales by the State Liquor Control Board.*

### **Processors**

One who sells food that they have personally prepared or processed on property that they own, lease or rent in the State of Washington. **Processors** are persons offering fresh food products (such as meats, seafood, ciders, wines, baked goods, jams, nuts, etc.) that have added value to their product through some sort of “hands-on” processing (e.g., hand-filleted fish, smoked or butchered meats, handmade candies/nuts, etc.), but have not raised the ingredients themselves. All **Processors** must meet all Federal, State, County and local Health Department requirements. All appropriate permits and licenses must be submitted and filed with the Market Manager. **Processors** must produce their products in Washington State only, or in the border counties listed in Appendix A. Processed food producers should use ingredients from Washington State farms or waters as much as possible, and WSFMA Member Markets should give stall preference to those **Processors** who use ingredients from Washington State farms or waters.

1. **SEAFOODS:** *In the case of seafood vendors, the product must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska and British Columbia.*
2. **ALCOHOLIC BEVERAGES:** *Alcoholic beverages must be made entirely from ingredients grown in Washington, or from grapes grown in a recognized Washington appellation, except for certain additives required for processing, but which cannot be produced in the State of Washington, not amounting to more than 5% of the total volume of the beverage.*

## Other Vendors

### Prepared Food Vendors

**Prepared Food** vendors (Concessionaires) offer freshly made foods, available for sale and immediate consumption on-site at WSFMA Member Markets. **Prepared Food** vendors shall submit and also possess and maintain all required State, County, and local Health Department permits. All appropriate permits and licenses shall be filed with the management of the market. **Prepared Food** vendors should use ingredients produced in Washington State as much as possible. Further, when selecting **Prepared Food** vendors, Yakima Farmers’ Market will provide a good variety of healthy foods and give preference to those vendors using ingredients produced in Washington State.

### Artisans/Crafters

One who creates with their own hands the products they offer for sale at WSFMA Member Markets. To qualify as an **Artisan/Crafter**, a majority of the tools and equipment used to produce their products must require skill, personal handling and/or manipulation. **Artisans/Crafters** should incorporate materials grown or produced in Washington State as much as possible and create their products in Washington State. **Plastic Beads are not acceptable in bead work except in children's wear.**

### Non-Profit Corporation

Any incorporated organization with non-profit status under the IRS code may participate with market manager's approval. They must comply with all of the Yakima Farmers' Market rules, (2018 Rules Guidelines and Policies) ask the market manager for additional information.

### **What is not allowed at the Farmers Market**

1. These items are restricted from being sold because the products are either not produced, processed, or created in Washington State by the vendor, or funding, marketing, or assistance given to vendors come from a source separate from the vendor. However, vendors who are not allowed to sell at the Market 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 item);

\* **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's, 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, or border county-based, owners are permitted in the market as vendors.

\* **No Out -of-State Processing:** All processed products sold at the market must be processed within Washington State, or the border county.

### **Items not allowed to sell in the market by any vendor.**

No vendor in the market will sell Bottled Water or Soda Pop of any kind in the market. These items are sold at the market booth (Yellow Tent) as a fund raiser for the market.

### **What else happens at the Market?**

At the market booth (yellow tent) the market has Blue Market Bucks for sale to be used as Gift Certificates in the market, all vendors will except them. We also redeem the SNAP (EBT) vouchers for the USDA Food Stamp Program that are for WIC and SNAP and they are good for fresh food item only.

Breakfast is open to vendors and the public, around 8:30 am, when ready and served till 10:00 a.m., in front of the market booth, across the street from the Capital Theatre. Our sales stop at 10:00 as we do not want to take away from other food vendor sales.

Kid's day at the market, is the 3<sup>rd</sup> Sunday of each month. Any children activities are welcome. The market welcomes any youth activities on all market days. On Kids day we will sit-up a sales table for kids to sell their own home made items at the market with manager approval All children must have a parent with them.

We try to have live music each week or live entertainment in front of the Capital Theatre. We try to have free music at the market each week.

Free Speech Zone for those gathering signatures for petitions, political campaigns and other organizations wanting to hand out literature to the public about their group or organization. The space set aside is a total of (6) six booth spaces and it is first come first served. No exceptions. You must apply thru the market manager by filling out all required application forms.

The Yakima Farmers' Market has recycling containers at the market for pop cans and plastic bottles.

**NEW** this year the Yakima Farmers' Market could have wine and beer tasting at the market. WSLCB has passed a bill allowing sampling at the farmers markets in the state.

## **YAKIMA FARMERS' MARKET MEMBERSHIP:**

### **Annual Vendor Membership fees**

Annual membership fee is \$ 75.00 per year, a reduced membership fee of \$50.00 after September 30, 2018. Yearly membership is from April 1st 2018 thru March 31st 2019. **All fees are non refundable.**

- 1. Returning vendors:** The membership fee for all returning vendors is \$ 75.00 payable by March 31, 2018 w/completed application and all required forms attached. After March 31, 2018 a late fee of \$50.00 will be added for a total of \$ 125.00 for returning members of the market (returning vendor means you have been a member of the Yakima Farmers' Market in past years). **No application is complete until all required forms are received and approved by the market manager.**
- 2. New vendors of the market:** The membership fee for all new vendors will be \$ 75.00 for the year (year ending March 31st 2019). On your first day at the market as a vendor you will be a guest and you will not be charged. On your 2nd visit as a vendor you will be charged for your membership and booth fee at the regular booth fee for your type of products sold. If you submit payment with your application then you will not be billed again.
- 3. Non-profit Corporations:** The membership fee is \$25.00 per year. Non-profit groups will fill in spaces as the market manager assigns booth spaces each week. Must report to the market manager each week. No reserve spaces for non-profit groups.

**Reserved Space Fees for the outdoor market: There are not enough spaces for everyone to reserve.** The market must reserve some spaces for new vendors to work into the mix and for vendors needing electric outlets.

- 1.** After paying your membership fee some of the Vendors may want reserve spaces for the 2018 season. Reserved spaces fees are \$ 100.00 per stall (10x10) per year in the main area(Yakima Ave to Chestnut). The number of reserve spaces is limited. **If you want more space later, then reserve it now as it won't be available after March 31<sup>st</sup>, 2018. Reserve space in the 2nd block will be \$75.00 each space.** If you don't buy a reserve space then from week to week you will be moved around to where ever there is a space open and may not be able to get a booth assigned for you till 8:00 am.

2. Request for reserved stalls are made and paid for at time of registration. You may make a request for space and not get it, if that happens then you will get your refund as credit on booth fees. The market manager can use these reserved spaces for other vendors of the market until you, the vendor, let's the manager know a week in advance by phone, email or on your load sheet.
3. Reserve spaces on the second block are subject to an area that does not open till the first area is full and the market has enough overflow of vendors to put at least 10 vendors across the street. So if you request a reserve space south of Chestnut you will be placed in a space in the regular market space at the start of the season and possibly the last month of the season.
4. Concessionaires and other vendors that need electricity must pay the reserve fee or you may not have a space on market day with electricity, due to the shortage of electrical connections available. You must supply your own electric cords not more than 100 feet and of correct amperage for that distance. If you are blowing breakers you may have to change the type of equipment you are using. Example: **Three wire #12 gage wire w/ ground. No 14 gage or 16 gage wire cords.**

**Reserve Stall Assignments:**

Assignment of reserved spacing will be determined by the market's goal to provide a variety of local farm products and fresh food to consumers. Entry requirements may differ according to the category of seller. Selling privilege is contingent upon receipt of all requested documents and market manager's approval. The market manager reserves the right to move a vendor with reserve spacing if needed to help the market grow or because of electrical needs or any other needs. Seniority stall assignment and reserved spacing will also be determined by the following:

1. Some vendors returning from the prior years, have their same locations reserved automatically with payment in full by March 31, 2018 with application and all required forms turned in.
2. Number of total year's participation in the Yakima Farmers' Market.
3. Date of payment of annual vendor membership fee (\$ 75.00) and completed application.
4. Seller category. (Farmer, concessionaire, processor, crafter and artisans)
5. Vendor sales history.

There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age, or nationality.

**Weekly Booth Fees:**

1. Farmers/growers/fishermen: \$ 25.00 flat fee, per space per day used. Except those vendor located in the middle of the street . The fee is \$35.00 per space as you will have more sales exposure.
2. Artisans/crafters/: \$ 35.00 flat fee, \$25.00 for each additional space used per day.
3. Baked goods/processors: \$ 35.00 flat fee, \$25.00 for each additional space used per day.
4. Concessionaires: \$ 50.00 flat fee, unless you are using hot grease or oils to cook with then the fee is \$60.00 for the booth space & \$25.00 for each additional space used per day. \*
5. Non-profit group selling any items will pay a booth fee of \$ 10.00 for the space assigned.
6. No fee for non-profit groups if only displaying or handing out information about their

- organization.
7. Membership fee only ( \$ 25.00) for the Free Speech area. First come first served 6 spaces only.
  8. Vendors setting up in the middle lane of the market will pay \$35.00 per space used. You have double selling fronts to each booth, \$ 35.00 for each additional space.
- \* **Concessionaires and other vendors that need electricity must pay the reserve fee or you may not have a space on market day, due to the electric availability.**

As a member of the Yakima Farmers' Market you are not required to be at the market every day. But you must be a member to sell at the market unless you are new and using a onetime guest pass from the market manager. Permits to sell and stall assignments are made based on the market's needs to balance what is available to consumers. The market intends to meet the needs of the Market from applications from farmers and other vendors applying without overloading the market with unneeded products.

**CANCELLATION POLICY:** A **Two (2) day notice of cancellation is required** by a phone call to (509) 457-5765 or email message. Without the notice of cancellation you will be charged for your Booth Fee for that day. An exception to this policy is proof of an emergency and or illness.

**COMPLAINTS & GREVENCES:** The Yakima Farmers' Market does not want vendors talking about other vendors as we have had in the past. **Yakima Farmers' Market has a new policy for complaints of other vendors in the market.** If you have a complaint about another vendor complying with the rules of the market, or what they are growing, ask the market manager for the form to file your complaint. There is a cost of doing this of \$100.00 when filing your complaint form with the market manager. If your complaint becomes true then you will be refunded your \$100.00. If your complaint is not true then the market will retain the \$100.00 fee for its troubles. **Don't talk about other vendors PLEASE.....** If the market manager hears of complaints without filing a grievance form and posting the fee then you will be asked not to return to the market by the manager.

The Yakima Farmers' Market reserves the right to prohibit anyone from selling or any product item from being sold at the market. There will be no discrimination according to race, color, creed, sex, religion, age or nationality.

The Yakima Farmers' Market is not responsible for the loss of property or damage to others property.

**THE MARKET DOES NOT PROVIDE TABLES, AWNINGS, UMBRELLAS, CHAIRS, ELECTRIC POWER CORDS, SCALES, BROOMS, DUST PANS, TIE DOWN WEIGHTS OR ANY OTHER EQUIPMENT for Vendors to use at the market for selling your product.**

**INSURANCE REQUIREMENTS:** The Yakima Farmers' Market requires that all vendors will have auto insurance to protect them and the Market in case of a accident in the market area. Product Liability is required for most of the vendors in the market also.

**AUTO INSURANCE:** All vendors are required to have current Auto Insurance on the vehicles driven on to the market site. A current copy of your proof of insurance card is required with your application forms.

**PRODUCT LIABILITY INSURANCE:** Farmers , Concessionaires and Food Processors must have a product Liability Insurance Policy of not less than (\$1,000,000.00) one million dollars and the Yakima Farmers' Market must be listed as a certificate holder (also Insured). If you need information about this Insurance requirement please contact the market manager. I also have information on who to get information from about the market Insurance.

## **YAKIMA FARMERS' MARKET**

### **2018 Vendor rules**

**Yakima Farmers' Market HOURS OF OPERATION OUTSIDE:** 9:00 a.m. - 2:00 p.m. No vendors will be allowed on site before 7:00 a.m. The street needs to be secured and prepared for vendors before the vendors arrive. All vendors must vacate site by 3:30 p.m. as this is in our contract with the City of Yakima. If you come early, before 7:00 am then wait in the parking lot. If you move a barricade or any other item of the market, to get into you booth them replace it where you removed it from. **Please, when in the market area, don't block other vendors from getting in their booth with your vehicle.** Those vendors in front of the Court House must get in, unload and move your vehicle before setting up so others can get in to their spaces.

All vendors with assigned reserve booth spaces must be at the market site one (1) hour, (8:00) eight a.m., before the Market opens and be ready to begin selling when the Market opens. Vendors who arrive less than 45 minutes before the Market opens will have to unload from the parking lot or pay a fine of \$25.00 for driving in the market after 8:15 A.M... If you are arriving late, after 8:00 am, and your space has been reassigned for the day, because you didn't call, then you will be assigned a space in the second block. Repeat violations may result in the loss of the vendor's permit to sell.

**VENDOR VEHICLES LOADING/UNLOADING:** Vendor vehicles must not extend beyond allotted booth space. Most of the market stall spaces have been designed with on-site vendor vehicles in mind. If you have a second vehicle, please have it off site no later than 8:15 a.m. and parked in any of the side streets or assigned parking lot but not in the main parking lot between 2<sup>nd</sup> and 3<sup>rd</sup> streets. Parking in the public parking lot will result in a \$25.00 fine. The vendors in front of the Court House must unload your vehicle and remove them prior to 8:15 am or be fined. At the end of the day, 2:00 pm, **No vendor vehicles will enter the market area to load up or no vendors in the market area will leave their booth areas before 2:30 p.m.; this is for the public safety. Our Insurance carrier now requires this. Vendors failing to park their vehicles in the correct areas my result in a fine of \$25.00 and/or dismissal from the market as a vendor.**

**BOOTH SET UP:** **The first thing to do when setting up your canopy is place weights on all legs or tie down all corners of your cover. This needs to be done before you set up the rest of your display or merchandize. The vendor of record will be responsible for injury if your canopy gets away and hurts someone or something.** Vendors are responsible for sitting up their booths in the assigned space as directed by the market manager. Vendors must place proper weights on each leg (minimum 24lbs per leg) if more than one canopy, where they come together the weight requirement is 50 lbs. Weights cannot cause a trip hazard. For more information go to [www.wafarmersmarket.com/resources/canopysafety10](http://www.wafarmersmarket.com/resources/canopysafety10)



[.html](#) or check with the market manager. Each vendor must have weights inspected and approved by the market manager, after inspection they will be labeled as approved. No legal weights will result in a \$25.00 fine for that day. **A vendor will receive one written notice as a warning before being fined.**

**SELLING TIME:** **No selling shall begin before the Market's official starting time of 9:00 am.** Any vendor caught selling any item to the public before the designated signal (**a blast of the Air Horn**) by the market manager, indicating that the market is officially opened, will be fined \$25.00. Vendors may sell to other vendors only prior to the sound of the horn. Repeat violation of this policy will result in the termination of vendor's permit to sell. **Vendors selling out of product are required to stay until closing time, leaving your booth set up** with a sign saying that you have sold out for the day. You will not leave your vehicle and possessions unattended. This will result in a fine.

**THE MARKET DOES NOT PROVIDE TABLES, AWNINGS, UMBRELLAS, CHAIRS, ELECTRIC POWER CORDS, SCALES, BROOMS AND DUST PANS, TIE DOWN WEIGHTS OR ANY OTHER EQUIPMENT for vendors to use at the Market in selling your product.**

The Yakima Farmers' Market is not responsible for the loss of property or damage to others property. As a vendor at the market you are responsible for your space rented (tent, canapé and umbrellas) and all of your product, equipment and items used to sell your products. To drive in and out of the Market area (vehicle Insurance) is required. Yakima Farmers' Market has liability insurance for the market place area.

**SIGNAGE:** All vendors will post a sign identifying the name of the farm or business represented. Signs should be no smaller than 24" wide by 8" high. Vendors will have their signs displayed before the market sales begin.

**SET OUT DISTANCE FOR VENDOR DISPLAY:** Displays and signs must allow clear visibility to adjoining booths. Displays and selling technique must not impair other vendors' ability to sell, nor create a hazardous situation for customer. **All signage will remain behind the White line or assigned area of your rented space.**

**PRICE SIGNAGE:** Produce and other allowable market products will be clearly marked with their price. This can be done by individually tagging each item with a tag or by listing all of your produce and prices on a large sign or black board. **Concessionaires must display a Menu and prices of items offered at the market.**

**SELLING SPACE:** The vendor sales area and signage must not extend beyond the allotted boundaries of the stall space. The usage of any additional space beyond the allocated space(s) will require payment of additional rental(s). The fee for additional space is \$25.00 for each space. The white line is the front of your space unless specified differently by the market manager. If you need things in front of your booth then move your booth back towards the curb leaving room for it in front of your booth space, this includes "A" frame signs, advertizing your business and prices. **If you are located in the center of the street then your booth may not be over 10 feet wide. Keep it within the canopy legs.**

**VENDOR VEHICLES:** If you're vehicle leaks, (oil, water, grease or any other liquids) you will have to place a drip pan or cardboard in the leaking areas. We have had complaints from the City of Yakima about the leaks on the sidewalks. If the Yakima Farmers' Market is billed for the cleanup then the bill will be passed on to the vendor responsible for the cleanup.

**BOOTH CLEAN UP:** Vendors are responsible for keeping their space attractive during market hours and cleaning up their space after the market closes. Those who do not clean up their stall space at the end of the market day will be issued a written warning for the first offense, and a \$25.00 fine for the second offense. A third offense is grounds for termination of vendor's permit to sell.

**THE MARKET DOES NOT PROVIDE TABLES, AWNINGS, UMBRELLAS, CHAIRS, ELECTRIC POWER CORDS, SCALES, BROOMS AND DUST PANS, TIE DOWN WEIGHTS OR ANY OTHER EQUIPMENT for vendors to use at the Market in selling your products.**

## **FARMERS**

**SAMPLING:** Sampling must be done within vendor's assigned stall area and in accordance with Yakima Health District Codes. **You must have a hand washing station at your booth.** Hawking (calling attention to your products in a loud repetitive, public manner) during market hours is not allowed.

**CLEANING PRODUCE:** Produce should be washed and prepared for sale at home or on the vendor's farm. Vendors should not wash produce at the market. You may not dump any waste water down the city storm drains as labeled. **NO DUMPING** Rain water only.

**PRICING:** The market does not set pricing for the vendors. You know what your product is worth. **The Yakima Farmers' Market is not a wholesale market or an outlet for excess produce from large market producers.** Look around at the other vendors pricing and stay close to that. Prices should not change after the first hour of the market for the day.

**NO DUMPING ALLOWED:** Vendors are not allowed to give produce or other items away for free or by lowering your prices at the end of the market day. You may not change the price during the day because this could change potential sales of other vendors. If you are caught doing this you may be fined or dismissed from the market for good.

**SCALES:** Vendors must provide their own scales if they wish to sell by weight. Scales must be "legal for trade" and are subject to inspection by the Department of Agriculture- Weights and Measures Program. All scales should be inspected and have a sticker on them showing that they are certified. All scale displays must be readable and in easy sight of the customers during business transactions.

**TRASH AT THE MARKET: (pack it in, pack it out.)** Vendors are not permitted to dispose of product waste, overripe or leftover produce, in any of the garbage cans or dumpsters of the market. **You must take it with you.** The market has enough waste to fill the dumpster each week, from the public, now that we have grown to the size we are.

**TREE FRUITS:** Fruits from trees can not be sold at the Yakima Farmers' Market unless you own the property they are grown on. Leasing property just to sell tree fruits is not accepted unless you had the property leased when the trees were planted. You must have proof if asked.

## **PROCESSED FOODS**

Processed food Vendors must be licensed by the **Department of Agriculture**, as a food processor. These foods include dried fruits, herbs, teas, baked goods, cider, preserves, salsas, and salad dressings. Beekeepers that process their own honey do not need a Processor's License, unless the honey is sold wholesale. Other Yakima County Health Department requirements apply.

**BAKED GOODS:** Those bakeries that sell more than 25% of their products wholesale must be licensed by the **Department of Agriculture** as Food Processors. Other **Yakima County Health Department** requirements apply.

**LABELING:** Processed foods, including honey, have **Washington State** labeling Requirements. Labels on processed foods may be printed or handwritten and must include: 1) The name of the product. 2) Company name 3) Address 4) Net weight on bottom 1/3 of label and 5) Ingredients listed in decreasing order of predominance.

## **CONCESSIONAIRES**

**With your application you must submit a list of things to be sold at the market. You will them wait for approval of your list as we don't want duplications of items sold at the market. It will happen in some cases with Manager approval.**

**Yakima Health District Itinerant Food Service Permit** and **Food Handlers Cards** have to with your market application. They will be on file for the current year. The Yakima Health District inspectors will examine the market during market hours off and on at their discretion.

**FOOD HANDLER'S PERMIT:** Vendors must have a current Yakima County Health Department Food Handler's Permit for all prepared foods and baked goods. Permit must be posted in the vendor's booth.

All concessionaires are required to have the correct licenses and permits for preparing food to vend at the market. You may not be able to sell all of the items you list, because the market tries not to duplicate food and beverage items sold at the market. You will be notified from the manager what you may sell and not sell. **No vendor in the market will sell soda pop of any kind or bottled water in the market.** All food vendors will be able to sell a beverage of some kind. As we grow into the second block south of Chestnut we will be duplicating some items from the main block of vendors.

All concessionaires must post a menu board with prices in plain sight of the public. Listing all of the produces you have available and the selling price.

Concessionaires that use cooking oils or grease to cook at the market must cover the ground underneath and around the booth area from oil spills and splashes. You may use cardboard or any other material to cover the surface in the area.

Concessionaire vendors must bring their own garbage cans, brooms and dust pans. Vendors whose products generate waste (e.g. ready to eat) must have garbage cans for your own use. The Market garbage cans are for the public waste only. The market provides a dumpster for market waste in the alley. If your concession creates waste like from cooking, preparing fruits and other vegetables (peels, melon seeds, ect.) they must be hauled back to your shop and disposed of properly. Because of some vendors dumping

their waste in other dumpsters of the Capital Theatre, and Market Place Market they have complained to the City of Yakima about the vendors using their dumpsters. Please don't put garbage in the cardboard bin in the alley either. The stink of the garbage in the dumpster in the heat of the summer creates a stink that the locals are complaining about also.

**ON-SITE FOOD STORAGE REQUIREMENTS:** All prepared foods must be kept at least 18" above the ground.

Grease from your cooking of products must be hauled out of the market area by yourself or an employee, not placed or dumped in the dumpster in the alley. There was some spillage in the alley this last year and we had to clean it up. Nothing can be dumped (not even clean water) in the storm drains on the streets, the market has been warned and next time there will be a fine passed on to the vendor from the City of Yakima.

### **Artisans/Crafters**

One who creates with their own hands the products they offer for sale at the Yakima Farmers' Market or providers of skilled craft services at the market, such as on-site knife or tool sharpening or refurbishment. To qualify as a Artisan/Crafter, a majority of the tools and equipment used to produce their products must require skill, personal handling and/or manipulation, including second-hand items that are recycled, repurposed and /or skillfully and creatively refurbished for new or improved use. Artisans/crafters should incorporate materials grown or produced in Washington State as much as possible and create their products in Washington State.

### **Free Speech Zone**

The free speech area is for the outdoor market only, no free speech area in the indoor market. For those gathering signatures for petitions, political campaigns and other organization want to hand out literature to the public about their group or organization. The space set aside is a total of (6) six booth spaces and it is first come first served. No exceptions. If you are working the public outside of your space then you are in violation of the market rules and will be asked to leave the market.

After filling out an application and turning the forms in to the market manager you will be assigned a booth space like all other vendors. The market manager has already established a "Free Speech Area" for the purpose of providing one place at the Market for members of the public to display information. The use of amplifiers or bullhorns is strictly prohibited. No leafleting, organized protesting, non scheduled entertainment or distribution of goods shall be allowed outside of a booth or the established, designated expression area. You must follow all other market rules and regulation as provided to you with the rules and application forms.

### **ALL MARKET VENDORS**

**EMPLOYEE PARKING:** Vendor employee parking is restricted to the streets or assigned parking lot, same as you vendors, no parking in parking lots in the area of the market. This will result in a fine of

\$25.00, if caught. The member vendor of the market will be billed for the fee/fine of the employed person. Vendors are responsible for the actions of their workers actions.

**PETS:** We do not encourage pets within the Farmers' Market. The only exception will be Seeing Eye dogs, dogs for the hearing impaired, and/or other disability guide dogs. If you have to bring your dog or cat then they must be on a leash according to the Yakima City Leash Law. Remember it is very hot in the heat of the summer days. Vendors should not bring your pets with you to the market.

**ALCOHOL/CONTROLLED SUBSTANCES:** Consumption of alcoholic beverages or any controlled substance while at the market is prohibited. Any participating Market vendor, representative of a vendor or of the Market will be immediately expelled from the market site. Any vendor, of the market, may lose your permit to sell at the market also.

**REFUNDS:** It is the Markets policy to satisfy the customers and promote good will by being generous with produce and food products. Customers who have a legitimate complaint about the produce they purchase should be given a full monetary refund of equal value by the vendor that sold them the produce. Complaints that seem unfounded or excessive may need to be mediated by the Market manager.

**VENDOR DRESS:** Vendors are requested to dress appropriately at their booths during market hours.

**VENDOR MUSIC:** Vendors may play individual music in their booth space, but should be aware of the volume and their neighbor's ability to transact business without any audio interference. The market Manager may prevent music from playing at any time during the market.

**CHILDREN:** Vendors need to keep a watchful eye on their children at all times during the market day. Early morning set-up can be an especially dangerous place for small children. Small children should not be allowed to wander thru the market site without proper supervision of an adult. The market assumes no responsibility for their safety or whereabouts.

**COURTESY:** Vendors will conduct themselves courteously. It is the Market's intent to win friends and benefit the vendors, consumers and the community. Any language or behavior considered to be deleterious to the normal operation will be grounds for denial of the vendors permit to sell.

**HAWKING:** Hawking (calling attention to your products in a loud repetitive, public manner) during market day is not allowed.

**NO SMOKING:** Smoking is not allowed; in vendor sales areas. Vendors if you need to smoke then leave your sales area to do so. Thanks

**MARKET CLEAN UP:** All market vendors may be asked to help with the market clean up, of the trash cans on rotating basis. Concessionaires will be responsible for emptying the garbage cans closest to their booth and leave them empty by the dumpster in the alley by the Capital Theatre or a the assigned area..

**MARKET MANAGER:** The market manager's job is to uphold market policies: This includes, but is not limited to, overseeing market set-up, booth assignments, and collection of fees, providing information about applications and market policies, and assuring vendor compliance with all market policies. The market manger will make booth assignment decisions based on available space in the market and the need for specific products. The manager will be responsible for public concerns and vendor complaints. The manager is the conduit between vendors and customers. The Market manager has complete authority to interpret and implement policy on the Market site; including the authority to reassign a stall space for just

cause. The Market manager reserves the right to move a vendor's location for special needs at any time throughout the season. Vendor grievances will be taken to the Advisory Committee of the Board of Directors.

The Yakima Farmer's Market has the right to inspect or visit all vendors of the market. This will be done by the market manager from time to time. Farm visits will be conducted with at least 24-hour notice. Vendors should provide help during farm visits in identifying the crops listed on your application. All vendors are subject to inspection to check your products.

**LICENSES, INSURANCE, PERMITS AND SPECIAL REQUIREMENTS:**

**The City of Yakima** requires that all vendors of the market must have a City of Yakima Business License. They are available at city hall and for most of you they are free of charge.

**Retail sales taxes and Business and Occupation taxes are the responsibility of individual vendor.** Vendors who are required to charge sales tax (i.e. artisans and concessionaires) are required by law to have a Washington State Tax ID number and must supply this tax number when you fill out the market application. Vendor's applications will not be processed without this number.

All vendors shall provide, at the time of application, copies of any permits and licenses applicable to the sale of their products. These will include the vendor's **Washington State License, Washington State Department of Agriculture Food Processor's License, Certification of Organically Grown Produce, Grade A Dairy Permits, or Department of Fisheries Wholesale License**, A seller of plants, bulbs, or seeds for planting must have a nursery license, available from the **Washington State Department of Agriculture**.

**ORGANIC PRODUCTS: You must display your Organic Certificate** if you are selling organic items at the market. If a product is labeled "**Organic**" **Washington State Law must certify it. VERBAL OR WRITTEN DECLARATIONS OF ORGANIC STATUS NOT CERTIFIED BY THE STATE OF WASHINGTON WILL RESULT IN TERMINATION OF VENDOR'S PERMIT.**

**UNSPRAYED, PESTICIDE-FREE, OR LOW SPRAY:** Written and verbal declarations regarding pesticides use, which cannot be certified as "Unsprayed", "Pesticide-free", or "Low Spray", will need a notarized affidavit attesting how these procedures are followed. This affidavit will be kept with the market management for the season. Consumer queries regarding your farming practices must be answered factually.

**VENDOR CONTRIBUTIONS:** Vendors may be asked to contribute product to the market's promotional and educational events, such as, produce tasting and special events. Various food banks also solicit food contributions every week. Please consider contributing to these market events. Please note that the food banks are the best resource for distributing your unsold product to the local community need.

Signed: \_\_\_\_\_

Rick Morse, President

Date: January 25, 2018

# **INSTRUCTIONS**

Pages (1) one thru (14) Fourteen, the Ivory pages, are the vendors copies to keep, of the

**RULES, GUIDELINES AND POLICIES 2018.**

Please sign, date and return the Green page 16, with your Pink application forms to the YFM Office.

Copies of your Business license, state and local, all business permits for your business, Insurance information (car and product liability) along with your payment for the fees.

# Yakima Farmers' Market Association

## RULES, GUIDELINES AND POLICIES 2018

**READ THESE REGULATIONS CAREFULLY BEFORE SIGNING YOUR APPLICATION AND KEEP THIS COPY FOR YOUR RECORDS. FAILURE TO READ, UNDERSTAND AND OBEY THESE REGULATIONS MAY RESULT IN ADDITIONAL FEES OR TERMINATION OF YOUR MARKET PERMIT TO SELL.**

Signed: \_\_\_\_\_  
Rick Morse, President

Date: January 26, 2018

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I have read the Yakima Farmers' Market (Rules, Guidelines and Policies 2018) and I agree to abide by them and all laws, codes and regulations; cooperate with Market Manager, to honestly pay all of the fees and submit all of the required documents. I agree to indemnify and hold harmless the YAKIMA FARMERS' MARKET ASSOCIATION, WASHINGTON STATE FARMERS MARKET ASSOCIATION, THE CITY OF YAKIMA AND ANY OF THE OFFICERS, EMPLOYEES, VOLUNTEERS, REPRESENTATIVES, DIRECTORS OR AGENTS FROM ALL LIABILITY, CLAIMS, SUITES, DAMAGES LEVIES, COSTS, LOSSES AND FEES INCLUDING ATTORNEY FEES, ARISING OUT OF OR RELATED TO MY ACTIVITIES WITH THE YAKIMA FARMERS' MARKET ASSOCIATION.

Business Name: \_\_\_\_\_

You're Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_