

KITTITAS COUNTY FARMERS MARKET 2011 RULES, GUIDELINES AND POLICIES

PLEASE READ THESE REGULATIONS CAREFULLY BEFORE SIGNING YOUR APPLICATION AND KEEP THIS COPY FOR YOUR RECORDS.

What is the Kittitas County Farmers Market?

The Kittitas County Farmers Market is established primarily for the benefit of the producers, the downtown area and the community. It provides producers with a direct outlet where they can sell their food and handcrafted products; consumers with an opportunity to buy products directly from producers; downtown with a focal point for pedestrian activity; and the community with a festive gathering place for improved access to agricultural education, heightened cultural awareness and knowledge of community resources.

The Kittitas County Farmers Market is a marketplace for farmers, specialty food producers, artisan/craft persons, food preparers and entertainers. It is operated as a non-profit organization in accordance with all applicable rules, regulations, and laws established by the municipal, county, and state governments.

A volunteer board comprised of six members operates the Kittitas County Farmers Market.

The mailing address is:
Kittitas County Farmers Market
P.O. Box 1401
Ellensburg, WA 98926

When does the Farmers Market take place?

The Kittitas County Farmers Market will be open to the public Saturdays, 9:00 a.m. to 1:00 p.m. from the first weekend of May to the last weekend of October.

What is sold at the Farmers Market?

Products sold are limited to:

A. FRESH FARM PRODUCTS

Farmers are persons or entities, which raise produce (vegetables, fruits, and nuts), herbs, flowers, or nursery crops from seed plants, and care for, nurture, cultivate and harvest the crops offered for sale. Beekeepers, egg farmers, poultry growers, and fish and/or shellfish growers are considered in this category.

All farmers must produce their crops within the State of Washington. All products must be grown or produced by the seller. Any vendors bringing products to sell other than those grown on their farm without manager's approval will lose their permit to sell at the market

Also included are wild crafted products such as mushrooms and berries.

B. PREPARED FOODS (Processed, Baked Goods and Grain Products):

Processed farm foods are those fresh food products that have added value to their product through processing such as: preserves, jams, jellies, cider, syrups, salsas, smoked meats or fish, dried fruit, flours and salad dressings. Processed farm foods must be produced by the vendor from raw ingredients. Vendors in this category are those who have cooked, canned, baked, preserved, or otherwise treated the product they sell.

Baked goods and grain products are those produced by the vendor from raw ingredients. Vendors in this category are those who have cooked, baked, or otherwise treated the product they sell.

All prepared foods must have the proper permits and licenses required by the City of Ellensburg, www.ci.ellensburg.wa.us and the Kittitas County Health Department (KCHD) <http://www.co.kittitas.wa.us/health/food.asp>. Vendors must follow the regulations of the Washington State Department of Agriculture (WSDA) <http://agr.wa.gov/Marketing/SmallFarm/DOCS/10FoodProcessing.pdf> and the KCHD.

Prepared foods must be labeled according to WSDA Food Safety Program guidelines. Call WSDA (<http://agr.wa.gov/Marketing/SmallFarm/DOCS/10-FoodProcessing.pdf>) at 360-902-1876 for information.

Product labels must include the following information:

- Name and place of business for the manufacturer, packer, or distributor;
- Accurate statement of the quantity of the contents by weight;
- Product identity (common or usual name of the food);
- Ingredient list (when processed food is fabricated from two or more ingredients) of each ingredient in descending order of predominance. Food products that include spices, flavorings and colorings as ingredients may designate these products as spices, flavorings and coloring on the ingredient list.

NOTE: It is particularly important to label those ingredients that cause allergenic reactions in certain individuals. **The following common food allergens would prompt product recalls if not declared as ingredients:** Peanuts, tree nuts, eggs, fish, crab, shrimp, lobster, milk, soybeans, wheat, sulfites, and yellow dye #5.

Perishable packaged food products with a projected shelf life of thirty (30) days or less must state the pull date on the package label. The **pull date** must be stated in day and month and in a style and format that is readily decipherable by consumers. Also, when products require refrigeration either before or after opening, such information must be on the label.

Vendors must display all health permits and licenses required by the State and local health departments in their booth.

C. FISHERMEN

Fresh fish and/or shellfish vendors, who sell products, which they have caught, raised, bred or cultivated, have priority over vendors selling fish, which they did not catch. All fishermen must have proper permits and licenses required by the City of Ellensburg and the Kittitas County Health Department.

D. CONCESSIONAIRES/COMMERCIAL SELLERS

Hot/cold foods and beverages sold which are prepared in a licensed kitchen and/or at their market space. The board shall determine what they may sell and the conditions. Entry for concessionaire/commercial sellers is subject to Market manager approval prior to market day.

E. ARTISANS

Artisans create products of original art or craftwork, which the vendor produces. All items sold must be completed by a single artist/craftsperson in the state of Washington. Products must be of the highest quality, handcrafted and not imported. Artisans must submit pieces that are representative of the work they plan to sell at the market to be juried. An artisan may not sell anything that has not been juried prior to the day of the market. Some review items considered are: craftsmanship, quality, percentage of raw material used, percentage of product that is handcrafted versus non-handcrafted, and originality

F. CHARITABLE ORGANIZATIONS

A charitable organization with non-profit status under the IRS code 501 (c)(3) may participate with the Market manager approval. They must comply with market rules, guidelines and policies. Each market day, charitable organizations may engage in fundraising, which may not compete with any producer's products; must comply with market rules; and must be approved by the Market manager prior to market day.

G. BROKERS

Brokers are allowed for fresh produce only.

Brokers must contact the Market manager to get pre-approval before bringing their produce to the market.

Brokers must buy direct from Washington State farmers and have receipts and addresses to back this up.

Brokers must clearly label their produce as being "resold" or other wording with the same meaning.

Existing Market Members will receive preference in signing up for being Brokers.

Brokers must refrain from any unfair marketing practices.

Brokers will be limited to half the sales volume of farmers; or half the number of farmers.

Any exceptions to these rules will be considered on a case-to-case basis; at the discretion of the Market manager and/or the Board of Directors.

The Market manager, in cooperation with the board, will give products not covered under the above listing individual consideration.

H. CHILDREN VENDING AT THE MARKET

Children under the age of 14 may vend at the market provided: The product being sold is the going rate at the market-no underselling; City business license is needed if selling crafts, or \$5.00 weekly fee; Parent must be with child during market hours with no early tear-down; No membership is necessary, and first time to vend is at no-charge; The child must be doing the work (i.e. growing vegetables, making crafts).

KITTITAS COUNTY FARMERS MARKET

Space assignment

Spaces will be assigned by the Market manager based on a number of criteria including, but not limited to, product mix and vendor seniority.

KITTITAS COUNTY FARMERS MARKET

Fees

- A.** Vendors will pay an annual membership of \$30.00. The market follows the state and federal tax guidelines in determining memberships. If a vendor is a sole proprietor, then the membership covers only the sole proprietor and spouse. If a vendor is a partnership or corporation, the membership covers the owners of the entity. Non-profit organizations are treated as one entity.

- B.** Space Fees: \$20.00 per 10' X 10' space. Vehicle approved spaces, 20' X 10', \$35.00.

- C.** There will be a \$5 fee for vendors requiring electricity, per week. Electricity is limited, and availability will on a first come, first serve basis.

All non-agricultural product booths require a city business license. Licenses are available from the City of Ellensburg. The vendor is responsible for all applicable permits.

KITTITAS COUNTY FARMERS MARKET

Vendor Rules

A. ONLY WASHINGTON STATE FARMERS AND OTHER PRODUCERS, AS LISTED, MAY SELL AT THE MARKET: A principal farmer/producer may send family members, partners or employees to the market in their stead, but are responsible for having their on-site representatives aware of all Market rules and policies.

B. Kittitas County Farmers Market HOURS OF OPERATION: 9:00 A.M. – 1:00 P.M. No vendors will be allowed on the site before 6:30 a.m. All vendors vacate the site by 2:30 p.m.

No vendor vehicles will enter the street after 8:15am and all vehicles must be moved by 8:30am.

C. SIGNAGE: All vendors are strongly recommended to post a sign identifying him/her or the name of the business represented.

D. PRICE SIGNAGE: Vendors are strongly recommended to clearly mark the prices of their items. This can be done by individually tagging each item or by listing all of your items and prices on a large sign or blackboard.

E. SELLING SPACE: The vendor sales area and signage must not extend beyond the allotted boundaries of the booth space. Displays and signs must allow clear visibility to adjoining booths. Display and selling technique must not impair other vendors' ability to sell, nor create a hazardous situation for customers. Hawking in front of booths is not allowed. Sidewalls can't be erected, except for days of inclement weather at the discretion of the Market manager. Normal Kittitas Valley winds do not count as inclement weather.

F. VENDOR VEHICLES AND LOADING/UNLOADING: Vendor vehicles must not extend beyond allotted booth space. Several market booth spaces have been designated with on-site vendor vehicles in mind. If you have a second vehicle or a load off space, please have it off the market site no later than 8:30 a.m. We encourage vendors to park in the parking lots of Bank of the West, City of Ellensburg or US Bank parking lots. Vendors must leave the street parking spaces for customers. Vendors shall not park between Main and Ruby, or 3rd and 5th Avenues, or within two blocks of the market unless it is in one of the aforementioned lots.

G. BOOTH CLEAN-UP: Vendors are responsible for keeping their space attractive during Market hours and for cleaning up their space after the market closes. Vendors are responsible for taking their trash and garbage out of the market. The garbage and trash receptacles owned by the surrounding businesses should not be used.

H. THE MARKET DOES NOT PROVIDE TABLES, CANOPIES, UMBRELLAS OR OTHER EQUIPMENT.

I. UMBRELLA AND CANOPY RULES: All vendors who wish to erect canopies or umbrellas on the farmers market site during a normal period of market

operations, including the set up and breakdown period, are required to have their canopies or umbrellas sufficiently and safely anchored/weighted to the ground from the time their canopy or umbrella is put up to the time it is taken down. Any vendor who fails to properly secure his or her canopy or umbrella will not be allowed to sell at the farmers market on that market day, unless that vendor chooses to take down and store their canopy or umbrella and sell without it. According to WSFMA guidelines, a canopy must have no less than 24 pounds anchoring each leg. For examples of recommended safety methods pertaining to canopy weights, please refer to “Canopy Safety 101” document located at www.wafarmersmarkets.com.

- J. CLEANING PRODUCE:** Produce should be washed and prepped for sale at home or on the vendor’s farm. Vendors should not wash produce at the Market.
- K. NO DUMPING ALLOWED:** Vendors are not allowed to give produce or other items away for free or at unreasonably low prices, thus undercutting potential sales of other vendors.
- L. SAMPLES:** Sampling may take place provided the vendor has running water, soap, and paper towels to wash cutting implements after each use. Disposable rubber/plastic gloves are encouraged. Vendor must provide single service utensils, such as toothpicks. Vendor must have any required permits from KCHD, <http://www.co.kittitas.wa.us/health/food.asp>.
- M. PETS:** Pets belonging to vendors will not be allowed in vendors booths during the hours of the market.
- N. VENDOR DRESS:** Vendors are requested to dress appropriately at their booths during market hours.
- O. CHILDREN:** Vendors need to keep a watchful eye on their children at all times during the Market day. The Market will take no responsibility for their safety or whereabouts.
- P. COURTESY:** Vendors will conduct themselves courteously. It is the Market’s intent to win friends and benefit the vendors, consumers and the community.
- Q. HAWKING:** Hawking (calling attention to your products in a loud repetitive, public manner) during the Market day is not allowed.
- R. NO SMOKING:** Smoking is not allowed in the vendor sales area.
- S. MARKET MANAGER:** The Market manager’s job is to implement Market policies. This includes, but is not limited to, overseeing Market set-up, space assignments, and collection of fees, providing information about applications and Market policies, and assuring vendor compliance with all market 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 concerns and vendor complaints. The Market manager is also the conduit between

vendors and customers to the Markets board and the Market manager has complete authority to interpret and implement policy on the Market site. Including the authority to rescind booth space for just cause. Vendor grievances will be taken to the board.

- T. MARKET RESPONSIBILITY:** The Kittitas County Farmers Market is not responsible for loss of property or damage to property.
- U. EQUAL OPPORTUNITY:** There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age or nationality.
- V. LICENSES, PERMITS AND SPECIAL REQUIREMENTS:** Retail sales taxes and Business and Occupation taxes are the responsibility of individual vendors. 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 apply at the Market. Vendor's applications will not be processed without this number. All vendors must show proof of current automobile insurance for on-site vehicles and provide the Market with policy numbers, which will be kept on file.

All vendors shall provide, at the time of application, copies of any permits and licenses applicable to the sale of their products. July 1 each vendor required to have a city license will give a copy of his or her renewed license to the Market Manager.

- W. LABELING:** All processed and baked foods require a label that states their name or business name and phone number. These must be on each individual item. Each individual item that contains nuts must have a label attached stating: "Contains nuts." A list of all ingredients in each different food must be placed next to those items for sale. Items that do not follow this rule may not be sold. Labeling must follow the regulations of the WSDA.
- X. ON-SITE FOOD STORAGE REQUIREMENTS:** All prepared foods must be kept at least 18" above the ground.
- Y. FOOD HANDLER'S PERMIT:** Vendors must have a current Kittitas County Health Department Food Handler's Permit for all prepared foods and baked goods. The permit must be posted in the vendor's booth at all times.

AA. FARM VISITS: The Kittitas County Farmers market has the right to inspect or visit any farms or establishments used by vendors. Farm visits will be conducted with at least a 24-hour notice. Vendors should provide help during the visit in identifying the crops listed on the application for permit to sell.

BB. JURYING: All artist/craft vendors (including returning vendors) shall have their work juried prior to being allowed to sell at the market. All products sold

must be completed by a single artist/craftsperson in the state of Washington. Products must be of the highest quality, handcrafted, and shall not be imported or kit work. Artisans must submit pieces that are representative of the work they plan to sell at the market to be juried. An artisan may not sell anything that has not been juried prior to the day of the market. Some review items considered are: craftsmanship; quality; percentage of raw material used; percentage of product that is handcrafted versus non-handcrafted; and originality. Once a product has been accepted, selling space at the market will be granted based on space availability and compatibility with current product mix. Beginning 2010 returning vendors will be juried every three years and kit work will no longer be accepted.

CC. NO SHOWS: Vendors that have previously indicated that they would sell on a particular market day and fail to notify the Market manager by noon on Friday that they will not be able to sell on Saturday will be charged the regular space fee for that day. If a no- show balance is due, it will be payable to the On-Site Manager before setting up a canopy and selling can continue.

The Kittitas County Farmers Market reserves the right to prohibit anyone from selling or any product from being sold.

**Kittitas County Farmers Market
2011 Vendor Application**

Name(s) _____

Business Name _____

Farm/Business Address _____

Mailing Address if different than Street Address _____

City _____ State and Zip Code _____

Work Phone _____ Fax _____

Home Phone _____ E-mail _____

ATTACH COPIES OF:

State UBI # _____ City business license # _____

Health Dept. Permits _____ Vehicle license # _____

Insurance Policy# _____

Please mark those categories in which you plan to sell. Number your choices by sales volume with 1 being the largest sales item.

Fresh farm products _____ Processed farm foods _____

Baked goods and grain products _____ Fishermen _____

Concessionaire's _____ Artisans _____

Charitable Organizations _____ Brokers _____

Description of items to be sold _____

Fee Remittance

Dues \$30 per year \$ _____

Internet Link (\$5 link to your website from ours) \$ _____

Your Web Address _____

Check Number _____ Total \$ _____

**Kittitas County Farmers Market 2011
Vendor Application Agreement**

The undersigned acknowledges receipt of, and agrees to abide by, the rules pursuant to the interpretation of Market Management.

The sellers agree to indemnify and save harmless the Kittitas County Farmers Market and the City of Ellensburg and their respective boards, owners, agents, employees and representatives from any damage, injury, loss to any person or persons, including but not limited to whom the seller be liable under the Worker’s Compensation Law and the producer him/herself, and from any loss, damage, cause of action, claims or suits for damages, including but not limited to loss of property, goods, merchandise, caused by, airing out in any way connected to the seller’s use of the privileges herein granted.

I understand that if my canopy or umbrella is not properly weighted or anchored down I will not be able to sell at the Market that day, unless I take it down and sell without the canopy or umbrella.

I have read the Rules, Guidelines and Policies and agree to abide by the Kittitas County Farmers Market rules, as well as, any related laws and regulations established by the city, county, state and federal government. I understand that this application does not reserve space at the Kittitas County Farmers Market.

I also pledge to follow common courtesy in dealing with customers and other sellers, recognizing the ultimate importance of creating and sustaining loyal customers for all vendors over long term, rather than simply make a sale. I pledge to act in a manner to create a pleasant atmosphere conducive to the Market well being and the full enjoyment of community life.

Date: _____

Signature(s) _____

Please print your name _____

Name of your Business _____

2011 Reservation Calendar

This calendar does not commit you to attending the market, but it will help us with scheduling booth space each week. Please circle the preferred Saturday’s that you would like to attend the market. We do not have a market on Labor Day weekend.

May	7	14	21	28	
June	4	11	18	25	
July	2	9	16	23	30
August	6	13	20	27	
September		10	17	24	
October	1	8	15	22	29