



2023

# Steilacoom Farmers' Market

Guidelines

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## 2023 Guidelines and Vendor Rules

### OVERVIEW

The Steilacoom Farmers’ Market (the Market) is facilitated, coordinated, and managed by the Town of Steilacoom (The Town). The Town has adopted the following rules and regulations and may, at any time, amend, delete, or modify its policies, rules, and regulations. To promote the Market to the community, all participants in the Market will behave toward Market customers, staff, volunteers, and fellow vendors in a professional manner which fosters a sense of Market community, camaraderie, and a spirit of cooperative involvement.

The Town disclaims all liability that may arise from the sale of goods or conduct of the vendors and does not guarantee the marketability of vendors’ goods or success of the vendors’ efforts.

### CONTACT INFORMATION

For all information regarding the Market and its operations, please contact the Market Coordinator Jenny Harte at 253.257.5010 or Email: [Jennifer.Harte@ci.steilacoom.wa.us](mailto:Jennifer.Harte@ci.steilacoom.wa.us). You may also visit our website at <https://townofsteilacoom.org/267/Farmers-Market>.

### LOCATION, HOURS, DATES

The Market is in downtown Steilacoom on Lafayette Street (From Main Street to Pacific Street), Wilkes (From Lafayette Street to Commercial Street) and on the Multi-Purpose Courts on Lafayette and Wilkes Streets next door to Steilacoom Town Hall. ***In response to vendor request, the 2023 Market is open for 12 weeks, rather than the 11 weeks of last year, on Wednesdays from June 14<sup>th</sup> to August 30<sup>th</sup>, 3PM to 7PM.***

June	July	August
	5	2
14	12	9
21	19	16
28	26	23
		30

### Other Key 2023 Changes

- All vendors are required to apply through the **Manage My Market (MMM)** link to be provided on March 1<sup>st</sup>. A \$30 non-refundable administration fee will be levied.
- *On a case-by-case basis, returning and new **fresh farm produce farmers** may have their application fees waived. With pre-approval, 12-week season pre-paying fresh produce farmers may qualify for reduced space fees.* See the Space and Fee Table on page 7. If you have questions, Email Jenny Harte: [Jennifer.Harte@ci.steilacoom.wa.us](mailto:Jennifer.Harte@ci.steilacoom.wa.us)
- **We are registered to welcome WIC and Senior Farmers Market Nutrition Program (WIC FMNP and SFMNP)** benefits. Fresh vegetable and fruit growers and honey producers are encouraged to sign up.
- **Agricultural products** will initially be given space and location priority over other product categories.
- Vendors who **pre-pay for the season** will be assigned centrally located spaces to minimize “gaps” in the market. (Creating a stable market core for your customers.)

- Those ***paying weekly who do not pay through Manage My Market will be required to pay the Market Coordinator WITH CASH or CHECK prior to setting up for the Market Day.***
- At the beginning of the first 2023 Market Day, June 14<sup>th</sup>, each vendor will be provided with a **summary of key guidelines to initial and return to the information booth** before end-of-day.

## PRODUCT POLICIES and GUIDELINES

Products sold at the Market are generally limited to five categories, listed below as a though e. Each vendor’s application must detail exactly what products the vendor intends to sell. Vendors must be Washington state farms or businesses. Vendor must be an active owner/operator of the business and may not be operating the business under a franchise agreement. Vendors may only sell products listed on their applications. If a vendor wishes to later add or discontinue a product, they must inform the Market Coordinator. Requests for adding new products to sell will be addressed on a case-by-case basis. Interpretation of this rule and remedy is at the coordinator’s discretion. Vendors whose products or practices place them in more than one category are subject to all the requirements of each category.

Vendors are encouraged to offer samples for which they MUST apply to the Tacoma-Pierce County Health Department (TPCHD) and adhere to all current regulations.

**a) FRESH FARM PRODUCTS:** Fresh fruits and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats, fish, and shellfish. Also included are fresh cut flowers, nursery stock, plants, and foraged items such as wild herbs or mushrooms.

All fresh farm products must be grown or produced in Washington state, or in counties bordering Washington state, except for seafood which must originate from the greater Pacific Northwest (Washington, Oregon, Alaska, or British Columbia), and grown, produced, caught, or foraged by the farmer/vendor selling them. Only farmers, ranchers, fishers, apiaries, nurseries, and foragers may sell fresh farm products. Farmers and nursery operators must propagate all plants and flowers from seed, cuttings, bulbs, or plant division. Honey vendors must be the owner-operators of beehives from which they sell honey, and their hives must be registered with the state. Vendors must be active owners/operators of the farming operation and may not be operating the business under a franchise agreement. ***All dairy, eggs, poultry, honey, meats, fish, shellfish vendors must have the proper permits and licenses as required by the WSDA, City of Steilacoom, the Tacoma-Pierce County Health Department, and must carry product liability insurance.*** Copies of proof of insurance must be provided to the SFM, preferably uploaded through MMM.

**b) VALUE-ADDED FARM FOODS:** Includes preserved foods, jams, jellies, juices, cider, mead, wine, distilled spirits, syrups, salsas, smoked or canned meats or fish, dried fruit, flours, salad dressings and limited on-site processed farm food such as roasted peppers & roasted peanuts.

Wines allowable for sale at the Market must use grapes and fruit grown in the five wine appellations of Washington State. All value-added farm foods ***must be made from raw products and ingredients, a majority of which are grown and produced by the farmer/vendor***. The vendor must also be the creator of the value-added farm foods being sold (i.e. personally cooking, canning, baking or preserving the product or supervising their own raw ingredients used in accordance with their own recipes in a permitted facility). Situations where third-party processing is deemed necessary (e.g. fish that is canned by a third party) will be considered on a case-by-case basis. ***All processed, value-added farm foods must have the proper permits and licenses as required by the WSDA, City of Steilacoom, the Tacoma-Pierce County Health Department, and must carry product liability insurance***. Copies of proof of insurance must be provided to the SFM, preferably uploaded through MMM. Required TPCHD certification must be provided to the Market Coordinator, preferably attached to their applications. These permits must be displayed in public view during Market hours and comply with TPCHD regulations.

**c) DRIED FLOWERS, CRAFTED FARM PRODUCTS:** Bouquets, wreaths, roping, vine and woven wood baskets, arrangements and displays of fresh and dried flowers, vegetables, vines, and gourds. Beeswax candles are allowed by honey producers only. Other non-edible crafted farm products will be considered on a case-by-case basis.

All crafted farm products must be made from raw products and ingredients, a majority of which are grown and produced by the farmer/vendor. The vendor must also be the creator of the crafted farm products being sold.

**d) PROCESSED FOODS:** Preserved foods, jams, jellies, juices, cider, wine, mead, distilled spirits, syrups, salsas, smoked or canned meats or fish, dried fruit, salad dressings, breads, pastries, baked goods, pasta, granola, and related take-home foods, not prepared on-site at SFM. Vendors in this category are those who have cooked, baked, or otherwise treated the product they sell ***but have not raised the ingredients themselves***.

Wines allowable for sale at SFM must use grapes and fruit grown in the five wine appellations of Washington State. Processed foods must be produced by the vendor from raw ingredients. No commercially prepared dough mixes, crusts, shells, or fillings are allowed. Our intent is to support local agriculture. It is required that the vendor will use raw ingredients that are grown in Washington, as appropriate for the product, and when possible, use products from participating SFM farmers. ***All processed foods must have the proper permits and licenses as required by the WSDA, City of Steilacoom, the Tacoma-Pierce County Health Department, and must carry product liability insurance***. Copies of proof of insurance must be provided to the SFM, preferably uploaded through MMM. Prior to selling at the Market, all vendors must provide appropriate TPCHD certification to the Market Coordinator, preferably attached to MMM applications. These permits must be displayed in public view during Market hours and comply with TPCHD regulations.

**e) PREPARED FOODS:** Freshly made foods available for sale and immediate consumption, such as pizza, sandwiches, hot foods, and crepes.

It is required that the vendor will use raw ingredients that are grown in Washington, as appropriate for the product. When selecting prepared food vendors, priority will be given to vendors preparing food from raw ingredients grown and/or produced by participating SFM farmers. Prepared food **vendors are required to offer at least one locally sourced item on their menu** (one item is typically 25% of their menu) and advertise it prominently at their booth (local ingredients must be specifically mentioned in the menu). **All prepared foods must have the proper permits and licenses as required by the WSDA, City of Steilacoom, the Tacoma-Pierce County Health Department, and must carry product liability insurance.** Copies of proof of insurance must be provided to the SFM, preferably uploaded through MMM. Prior to selling at the Market, all prepared food vendors must show appropriate TPCHD certification permits to the Market Coordinator, preferably **through the application platform, MMM.** vendors must commit to the specific TPCHD certified menu. Menu changes must be pre-approved by the TPCHD. Permits must be displayed in public view during Market hours.

**f) OTHER:** SFM may allow, on a limited, case-by-case basis, vendors selling non-food items and providing community interest booths that promote our mission. Priority is given to local businesses and organizations.

**All artisanal/craft products** must be handcrafted wholly in Washington state, or the counties bordering Washington state, by the vendor and approved by the Market Coordinator and the Market Vendor Committee. (For example, goods manufactured in China but embellished/painted in Washington state are NOT considered locally made.) **Both returning and new craft vendors must have all new items approved** before they are sold at the Market.

**Community interest booths** include Steilacoom-area organizations such as youth groups (scouts, etc.), non-profit organizations such as gardening clubs, and other community service and education groups. As positive community services, applications may be submitted at no charge. Space may be limited. Therefore, selection will prioritize non-replication and subject popularity.

#### **VENDOR APPLICATION/SELECTION/RATIO**

Vendors are selected annually by the Market Coordinator and the Market Vendor Committee. Selection will be based on **quality, originality, locality, and compatibility** toward a broad market mix prioritizing fresh, local, and sustainable food production, as well as **vendor performance and seniority.**

**a) Each season, all vendors must complete and sign an online vendor application/contract for approval to sell at the Market. A non-refundable processing/administrative fee of \$30 will be paid at the time of online application.**

- The application fee may be waived for a limited number of community service providers and returning or new farmer applicants if they add value to the market's *positive community service* goals and/or vision to provide *access to local farm-fresh fruits and*

*vegetables*. Contact Market Coordinator with any related questions:  
[Jennifer.harte@ci.steilacoom.wa.us](mailto:Jennifer.harte@ci.steilacoom.wa.us)

- Diverse and innovative products are encouraged.
- No vendor will have guaranteed return rights to the Market from season to season.
- The Market generally does not offer vendors exclusive rights to sell any one product. Market customers benefit from having a choice. However, if the number of vendors offering the same or similar products is excessive, duplicate product vendors may not be approved.
- As stated above, agricultural products will be given priority over other products categories when Market space is limited and will be assigned priority locations.
- The Market reserves the right to interpret vendor balance appropriate for the overall good of The Market and its participants. If season applications exceed Market capacity, vendors selling nonagricultural products might be placed on a wait list to maintain agricultural balance in the Farmers' Market mix.

**b) Appropriate licenses, Health Department clearances, and proof of insurance** must be filed at the time of application.

**c) Vendors who wish to dispute** any market dealings are encouraged to work directly with the Market Coordinator, Jenny Harte. If that does not settle the issue, they are advised to complete a vendor complaint form which will be reviewed by the Town Administrator. The Town Administrator's decision is final.

#### **MARKET DAY RESPONSIBILITIES**

The Market is a community event where many diverse people are gathered to shop and sell. Vendors and their representatives are expected to conduct themselves in a respectful, safe, courteous, and harmonious manner with customers, Market staff, volunteers, and each other.

**a) Absence & Cancellations** – Vendors are responsible for occupying their reserved space on each Market Day as set forth in their applications, both 12-week seasonal vendors *and* those who pay for selected weeks. In other words, vendors are financially responsible for each contracted day at the Market regardless of presence at the Market. Vendors not able to attend a contracted market day are required to notify the Market Coordinator **as early as possible ahead of the market day** at 253.257.5010, or Email [Jennifer.Harte@ci.steilacoom.wa.us](mailto:Jennifer.Harte@ci.steilacoom.wa.us). **This allows the reorganization of space to reduce gaps in the Market.** Repeated non-appearance on contracted days, for any reason, can result in the loss of priority spaces. Space fees are non-refundable except in rare cases, such as total loss of productive resources as reviewed by the Market Coordinator.

**b) Street Closing:** Lafayette Street from Main Street to Pacific Street and Wilkes Street from Lafayette to Commercial Street will be closed from 12:00 noon to 8:00PM for the Market.

**c) Arrival and Unloading** – Vendors will *each* be allowed 30 minutes (any time between 1PM and 2:30PM) to drive into the market location, unload, and then remove their car to park

elsewhere BEFORE setting up their stall. Please be patient and help others when possible so that everyone can complete this task efficiently. Due to traffic safety, vendor vehicles arriving less than 30 minutes prior to the 3PM Market opening may not be allowed to pass the roadblocks. If a vendor arrives after 2:30PM, they should park off-site, notify the Market Coordinator by phone, and carry their products in. The space assigned to vendors arriving late may or may not be the originally assigned space because gaps might be filled in before Market opening. See the Market Coordinator with any questions.

**d) *Parking*** – Parking on the streets surrounding the Market is for your customers. All vendors must park in the assigned lot SOUTH of the Steilacoom Community Church **on Rainier Street** after unloading and before stall set-up. Signs will be posted. Please check in with the Information Booth for your 2023 Vendor Parking Permit on the first day of the Market.

**e) *Stall Set-up*** – Although unusual, if appropriate, assignments can change from week-to-week if directed by the Market Coordinator. (Fixed locations are preferable.) Vendors will provide their own tables, signs, canopies, and other materials including bags. All vendors who wish to set up canopies (including umbrellas) on the Farmers’ Market site are required to have their canopies sufficiently and always safely anchored (25 lbs. per leg), including during set up and break down. Staking is not possible at the Market site. For safety, any structure which is not properly anchored will not be allowed. Any damage incurred by a vendor due to wind/weather will be at the expense of that vendor. The Market, the Council, and the Town, including staff and volunteers, are not responsible for loss or damage of property.

**f) *Sublet or Transfer of Space*** – Vendors may **not** sublet stall space to others. Prepaid fees are non-transferable to alternative market dates or vendors. If a vendor sells his or her business, he/she may not transfer his or her market spaces to the new owner. New owners must apply through MMM separately.

**g) *Signage*** – Each vendor must display tastefully crafted signage clearly showing their producer/farm/business name, the entity location, and contact information.

**h) *Market Day Timing & Pricing*** – All vendors must be set-up and ready to sell by the Market start time (3PM) and remain open until the end of the Market Day. Vendors are solely responsible for the pricing, safety, and quality of their goods. Prices must be clearly marked on all items for sale. Vendors are discouraged from giving away product or selling at below-cost prices if it can undercut potential sales of other vendors. This does not include sampling.

**i) *Scales*** – Vendors selling produce by weight must provide their own scales, which must be “legal for trade” and are subject to inspection by the Dept. of Agriculture’s Weights and Measures Program. All scales must be readable and in easy sight of your customers during business transactions.

**j) *Stall Fees*** – Vendors who pay in advance for the **12-week Market season** (pre-pay) are offered discounted base rates and receive preferential space placement. Market day (weekly)



space fee payments are made **in cash upon arrival at the market** or paid in advance through the Manage My Market (MMM) invoice system. **Pay-in-advance to Market Day using MMM is preferred.**

**Space Rates - Season Length Twelve (12) Wednesdays**

Space Size	Base Rate	+ Power if needed
<b>11 x 10</b>		
Less than 12 Weeks per Market Day	\$30/day	+ \$5
Season Pre-pay	\$276 = \$23/day	+ \$60
<b>11 x 10 to 21 x 10</b>		
Less than 12 Weeks per Market Day	\$60/day	+ \$5
Season Pre-pay	\$540 = \$45/day	+ \$60
<b>Over 21 x 11 AND ALL Hot Food Vendors</b>		
Less than 12 Weeks per Market Day	\$80/day	+ \$5
Season Pre-pay	\$720 = \$60/day	+ \$60
<b>Two EXCEPTIONS</b>		
<b>1. Less than 8 x 10 Umbrella or Box</b>		
Less than 12 Weeks per Market Day	\$25/day	+ \$5
Season Pre-pay	\$216 = \$18/day	+ \$60
<b>2. Farmer-Direct Unprocessed Fresh Fruits and Vegetables 12-month Prepaid*</b>	30% off base rate any size space	

\*Pre-approval required. Not including flower farmers. At least 80% of product for sale is made up of fresh fruits and vegetables.

**k) Electricity** – Due to the limitation of spaces with electricity, the Market cannot guarantee electricity before all applications are reviewed. For safety reasons, all electrical equipment must be discussed with and **pre-approved** by the Market Coordinator. Vendors requiring electrical power are responsible for providing their own outdoor extension cords and mats to cover all portions of the cord that lies in any area utilized by pedestrians and cars.

**l) Labeling** – All product labels such as “organic,” unsprayed, pesticide-free, or low-spray must comply with the Washington state law. State law restricts the use of the phrase “Certified Organic” to those who have, in fact, been certified by the Department of Agriculture. Please advertise and respond to customers’ questions truthfully. Pre-measured products and prepared goods must be labeled with quantity, price, business name, address, and phone number.

**m) Sanitation** – All vendors must adhere to sanitary procedures as outlined by the Tacoma-Pierce County Health Department. All prepared food vendors, vendors selling farm products such as meat, dairy, and eggs, and others wishing to offer samples must be approved by the Health Department. Vendors are required to keep their individual selling space in a clean, safe, and sanitary manner. Vendors are not permitted to dispose of produce waste, overripe or leftover produce or boxes in any on-site garbage cans or dumpsters. The Market trashcans and

dumpsters are available for patron use. Vendors must always monitor and supervise their children during Market hours. For both sanitation and safety reasons, **no animals are permitted in vendor stalls** except for service animals, as required by the Americans with Disabilities Act, or pets that are being exhibited by an approved entity of Pierce County.

**n) Take Down** – Vendors are required to stay set-up until market closing. Vendors who sell-out early must remain set up until 7PM closing time and post a sign letting customers know they have sold out. Vendors will break down their display promptly at closing time. Vehicles will be allowed to enter the market site 15 minutes **after** market closing in a staggered system. VENDORS SHOULD NOT LEAVE THE MARKET TO RETRIEVE THEIR VEHICLES UNTIL THEY HAVE COMPLETELY TAKEN DOWN THEIR STALL, INCLUDING PACKING UP REMAINING PRODUCT, COLLAPSING CANOPIES OR TENTS, AND CLEANING UP DEBRIS. *Please coordinate and collaborate with fellow vendors.*

**o) Clean Up** – Vendors must clean their stalls and vacate the sites within one hour after closing. Each vendor is responsible for removing any trash or garbage in or around their stalls. This includes removing all debris, sweeping and, if necessary, washing down the stall site. All vendors must bring containers suitable for waste removal, including oily waste. No dumping of ice and/or ice chests is allowed on-site. The policy is “you haul it in, you haul it out.” Prepared food vendors must have an impermeable tarp or mat under the entire stall to protect the sidewalks and streets from grease and food waste, as well as overhead coverage as required by the Tacoma-Pierce County Health Department. Oil pans must be placed under vehicles. Vendors not adhering to these policies will receive a warning for the first offense, followed by cleaning fines and possible exclusion from the Market. Together, we keep the Market clean.

### **LICENSES, PERMITS, SPECIAL REQUIREMENTS**

All vendors shall provide copies of any permits, insurance, and licenses applicable to the sale of products through their administrative account on Manage My Market. As appropriate, these might include, but are not limited to, the vendor’s WA State Business License, WA State Dept. of Agriculture Food Processor’s License, Certification of Organically Grown Produce, Grade A Dairy Permits, Department of Fisheries Wholesale License, Food Handlers’ Permit, Tacoma Pierce County Health Department licensing requirements, or any other pertinent licenses, permits or documents. Please see below for details.

**a) Town of Steilacoom Business License** – The Town of Steilacoom business license fee is being **WAIVED** for ALL VENDORS PARTICIPATING IN THE 2023 TOWN SPONSORED FARMERS MARKET. (Please note that this a “Pilot Program” adopted by Town Council and is subject to change.)

**b) Department of Revenue** – Vendors must have a current Washington state business license and are responsible for collecting and paying sales tax, if applicable, as required by the Department of Revenue. Contact them at 253-593-2722 for more information. Unless a vendor is exempt by law, he or she must supply the Market with a **State Unified Business Identifier (UBI) number at the time of application**. Applications submitted without a UBI number will NOT be considered.

**c) Insurance Requirements** – Prepared food vendors and farmers are required to carry proof of insurance (some smaller vendors utilize their farm/homeowner’s insurance). These vendors must provide copies of their policies to the Market Coordinator in advance of the Market season, preferably through their Manage My Market account. All vendors must upload a **proof of current automobile insurance for vehicles entering the Market area**, including the policy number, which will be kept on file.

**d) Liability** - Vendors are responsible for any loss or damage incurred or caused by their participation at the Market. Food vendors are required to obtain general liability insurance to cover exposures. A **copy of your insurance policy must accompany your MMM vendor application**. The Steilacoom Farmers’ Market is not responsible for any loss or damage incurred or caused by vendors.

**e) Public Safety Department** – Vendors shall **not use any bottled gas, electrical device, or hazardous material** without prior approval of Market management. All canopies must be constructed of **fire-resistant materials or treated with flame retardant**. If the canopy has been sprayed with retardant, documentation must be shown, or the canopy must have proof of fire resistance, e.g., tag sewn to inside of canopy with a stamp stating fire resistance or CPAI-84 code. Proof of fire resistance must be made available to the Town of Steilacoom Fire Marshall or his/her designee upon request. All booths are subject to inspection by the Steilacoom Department of Public Safety.

**f) WA State ID Number** – Retail sales taxes and Business & Occupations taxes are the responsibility of individual vendors. Vendors who are required to charge sales tax are required by law to have a **Washington state Tax ID number and must supply this tax number during the application process**. Vendor’s applications will not be processed without this number.

**g) Tacoma-Pierce County Health Department (TPCHD)** – Vendors are required to obtain permits directly from TPCHD. Once a vendor has been invited to participate in the Market, they must apply for and obtain permits from the TPCHD. **A copy of the TPCHD permit should be clearly posted at the booth each market day and a copy should be uploaded to your MMM account or given to the Market Coordinator**. Further instructions about how to receive TPCHD permits can be found here: [www.tpchd.org](http://www.tpchd.org).

- Farmers must obtain a permit if they plan on giving out samples or sell cut leafy greens or cut tomatoes. Farmers who sell cut leafy greens (not including head lettuces sold whole/intact or herbs) or cut tomatoes MUST obtain a TPCHD permit and adhere to all TPCHD guidelines for the cold holding and transport of such items.
- Farmers who sample their produce to the public will be required to have a food handler’s license (from any WA County). All samples must be prepared and distributed in accordance with TPCHD guidelines. **Gloves must be worn when handling samples. Melons & sprouts are NOT allowed to be sampled.**
- Vendors who sell eggs, meat, dairy or other temperature control items MUST obtain a TPCHD permit and have appropriate USDA/WSDA permits.

- Vendors selling wild harvested mushrooms MUST obtain a permit and comply with all regulations as outlined by the TPCHD.
- Prepared Food Vendors and Processors should go directly to the TPCHD website for updated fee structure and rules for 2023. [www.tpchd.org](http://www.tpchd.org) **NOTE:** All food vendors who are found operating **without** a TPCHD permit will be fined.
- If a food establishment requires a re-inspection, a \$120 fee is assessed by TPCHD. Repeat non-compliance will result in permanent exclusion from the Market, so please follow all requirements as specified by the TPCHD.

**h) Indemnity** – The Town and/or The Board shall not be held liable for any debt, tax or assessments incurred by the vendor in the operation of his/her booth nor for any salary or expense due to any of his/her employees. The Town and/or The Board and/or Market staff/volunteers shall not be liable for the result of any accident or damage to any person or article employed by, or in possession of the vendor while at the Market in the Town of Steilacoom, whether such accident, loss or damage occurs during the time of preparation, the period of occupancy, or at the time of removal there from. In consideration of the privileges granted by this contract, the vendor agrees to protect, indemnify and hold harmless the Town/Council from any and all claims for damages, demands, or suits arising from injuries or damages sustained, or alleged to be sustained, by employees of the vendor or by any member of the public where such injury or damage shall have resulted either directly or indirectly from the activities and business of the vendor in connection with this contract.

#### **GRIEVANCE POLICY**

In the event of offensive conduct, the vendor may be asked to vacate the Market. Upon failure to vacate, the Market shall remove all property of vendor from the site at vendor's expense. The Market is relieved and discharged from any/all loss or damage caused by such removal. The Market shall not be responsible for storage of removed property. Vendors are encouraged to work out grievance/disagreement/conflict with the Market Coordinator and if unsuccessful, file a vendor complaint. These will be reviewed by the Town and a timely response will be issued to the vendor. Incident Report Forms are available to vendors upon request to the Town Council.

#### **MARKET COORDINATOR**

The Market Coordinator (or designee) manages all the activities of the weekly functioning of the Market and implements Market policies, including oversight of the Market set-up and clean-up, daily assignments, collection of stall fees, and assures vendor compliance with all Steilacoom Farmers' Market policies. The Market Coordinator also acts as a conduit of information from the vendors and customers to the Town. The Market Coordinator and his/her designees have complete authority to interpret and implement Market policy.

#### **PETITION, PROTEST, SOLICITATION**

The Market does not allow solicitation by political, religious, or other special interest groups or individuals.

## **NON-DISCRIMINATION POLICY**

The Town of Steilacoom Farmers' Market does not discriminate against race, color, creed, sex, religion, sexual orientation, age, gender identification, familial status, disability, or nationality.

## **FAILURE TO COMPLY**

Vendors are expected to comply with all rules and regulations. Failure to comply may result in removal from the Market or other consequences deemed appropriate by the Market Coordinator and designated on-site staff.

***Thank you for your interest in the Town of Steilacoom Farmers' Market!***

***Eat Fresh \* Buy Local \* Sustain Community***

### ***Select Resources***

**WSDA's Handbook for Small and Direct Marketing Farms:** <https://agr.wa.gov/departments/business-and-marketing-support/small-farm/the-green-book>

***Selling at Farmers Markets in Washington State***, October 2014, C. Donovan and K. Kinney

<http://csanr.wsu.edu/washington-state-farmers-market-management-toolkit/>

Specifically: <https://farmersmarketcoalition.org/wp-content/uploads/2014/12/Selling-at-Farmers-Markets-in-WA-state.pdf>

***The "Roots Guidelines"*** establish the rules that all members of the Washington State Farmers Market Association (WSFMA) agree to follow. Although SFM is not a member, we strive to conform. You can find a copy online at [www.wafarmersmarkets.com](http://www.wafarmersmarkets.com) (search in Market Management).

***"New Farmer's Guide: Cultivating Success at Farmers Markets"*** from the Davis Farmers Market.

<http://www.davisfarmersmarket.org/> (look for the New Farmer's Guide).

***"Sell More: Farmers Market Vendor Booth Guide"*** from the WSU Small Farms Program.

<http://farmersmarketcoalition.org/wp-content/uploads/2014/10/FM-Vendor-Marketing-Guide-June-2014-v1.pdf>

The ATTRA website, [www.attra.ncat.org](http://www.attra.ncat.org) is loaded with downloadable materials for farmers, including *Tips for Selling at Farmers Markets* and *the Farmers' Market: Marketing and Business Guide*