



# Community Farmers Market at Chehalis

~supporting local growers, their products, & our agriculture community~

## 2010 GUIDELINES AND POLICIES FOR GREATER LEWIS COUNTY FARMERS MARKET ASSOCIATION DBA COMMUNITY FARMERS MARKET AT CHEHALIS

**Please read these guidelines and policies carefully before signing your application.**

Failure to observe these policies may result in charges and/or termination of Market permit to sell.

### **I. The Greater Lewis County Farmers Market**

The Greater Lewis County Farmers Market dba Community Farmers Market (CFM) is a community-based organization, developed in response to the growing popularity and community support of local farmers markets in the SW Washington region. Our mission is to provide our community with locally grown products and provide farmers with a forum to sell their farm products. By bringing people together for a farmers market, we will promote a greater sense of community and encourage local business development.

The Greater Lewis County Farmers Market Board, comprised of members from the local farming community oversees the market. The Board is comprised of five members as described in the bylaws. The Board meets the second Thursday of the month at 7pm and meetings are open to the public.

The Market has been established for the benefit of the community, the vendor, and the consumer alike.

The mailing address is:

Community Farmers Market  
c/o WSU Lewis County Extension  
351 NW North Street, MS: AES01  
Chehalis WA 98532-1900

Website: <http://communityfarmersmarket.net>  
Email: [info@communityfarmersmarket.net](mailto:info@communityfarmersmarket.net)

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### **II. Farmers Market Location, Times and Dates**

The Greater Lewis County Farmers Market takes place in Lewis County; the location is Boistfort Avenue each block west of Market Street in downtown Chehalis. The 2009 GLCFM will be open to the public from 12:00 pm to 5:00 pm, every Tuesday from June 15th through October 26<sup>th</sup>, 2010.

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### **III. Acceptance of Vendor Member Applications will be based on the following:**

#### **A. Lewis County Residents**

Preference is given to applications from Lewis County residents. However, businesses in surrounding counties are welcome to apply. Acceptance of non-resident vendors is per board approval, in addition to below criteria.

#### **B. Balanced Market**

CFM will try to balance the needs of the market (supplying customers with a complete, competitive selection of produce available in season) with the needs of new farmers applying to CFM without overloading the market with particular products.

### **C. Returning Vendor Priority**

CFM attempts to give first priority to returning vendors who were in good standing the previous season and participated for a full season. Good standing is reflected in a vendor's previous year market performance including:

1. Good product quality, display, and signage
2. Ability to follow market rules and manager's directions at market such as (although not limited to):
  - a. punctuality
  - b. clean up at end of day
  - c. prompt notification when canceling
3. Market fees paid in full on time, without any NSF occurrence.

### **D. Farmers wishing to share stall space:**

1. Must each submit their own application for membership.
  2. Each Farmer will be responsible for their own membership dues.
  3. How the Farmers share the stall fee is not the responsibility of the Market. However,
  4. fees are still due on market day.
  5. Each farmer must be individually represented each market day.
  6. Each farmers' product must be individually identified by producer.
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## **IV. Producers**

Producers are categorized by the following descriptions of product offerings and the manner in which they are grown and /or produced:

**A. Farmers** - One who raises the produce, plants or animals that they sell at CFM on land they own or lease/rent in Lewis County, exceptions may be granted by the board. This is meant to exclude those who might work on or manage a corporately owned farm and have permission to dispose of surplus product. It may include someone who processes produce grown on their own property into a value added product such as jams, cider, salsa, or alcoholic beverages\*. It may also include farmers who raise the basic ingredients(s) of a product, but who must send it out for fundamental processing before creating the value added product. Such Vendors might include those farmers selling mint oils, emu oils, smoked meat or fish, etc. (\*Alcoholic beverages must be made entirely from ingredients grown by the producer, except for certain additives required for processing, but which cannot be produced by the grower, not amounting to more than 5% of the total volume of the beverage.)

**B. Processors**-One who sells processed foods that they have personally prepared on their own or lease/rented property dependent on local health regulations and requirements. Processors are persons or entities offering fresh food products (such as meats, seafood, ciders, baked goods, jams, etc.) that have added value to their product through some sort of "hands-on" processing (e.g., hand filleted fish, smoked or butcher meats, handmade candies, etc.). All processors must meet all federal, state, count and local health requirements. All appropriate permits, licensing and certifications shall be displayed whenever a processor is selling at the CFM. Processors must produce their products in Lewis County, exceptions may be granted by the board. Processed food products should use ingredients from Lewis County\* farms or waters as much as possible, and CFM should give stall preference to processors using ingredients from Lewis County farms or waters. Alcoholic beverages *must* be 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.

**C. Resellers**-One who buys produce from farmers outside of Lewis County within the State of Washington trucks it to the CFM and resells it directly to the consumer. The reseller is expected to be the only stop between the grower and the consumer. They are not expected to deal with shippers, warehouses or jobbers. They must not sell any produce not grown in Washington. Resellers are sellers of crops that cannot be grown reliably, or offered for sale *in sufficient quantity*, by farmers selling at the CFM, as determined by the CFM governing body. Resellers must have crops pre-approved by market governing body before delivering the crops to market for sale. Approved resold crops must be specifically limited, so as not to compete with the crops of farmers within the geographic vendor boundaries of CFM, as defined by the market's policies and by-laws. Resellers must label their products as being resold\*, and information must be available for the consumer as to which farms produced those products. (\*Other terms synonymous with "resold" may substituted)

#### **Others**

**D. Artisans and Crafters**-Artisans and crafters are persons or entities who craft with their own hands the products they offer for sale at the CFM. To qualify as an artisan or crafter, a majority of the tools and equipment used to produce their products must require skills, personal handling and/or guidance by the crafter. Crafters should incorporate materials produced in Washington as much as possible. Crafters must create their craft products in Lewis County. Examples of products must be submitted to and juried by the board prior to approval of the vendor's application.

**E. Prepared Food Vendors**- (Concessionaires) Prepared Food Vendors offer freshly made foods, available for sale and immediate consumption on-site at the CFM. Prepared Food Vendors shall possess and maintain all required state, county and local permits. Prepared Food Vendors should use ingredients produced in Lewis County as much as possible. When selecting Prepared Food Vendors, CFM will endeavor to provide a good variety of healthy foods, and to give preference to vendors using ingredients produced in Lewis County.

**F. Miscellaneous**-Any vendor which does not fit into, or violate any of the above categories or standards.

**Vendors in categories D, E and F combined will be limited to less than one-third of the total vendors selling at the market.**

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#### **V. Stall Assignments**

Stall Assignments for the market season will be made at the discretion of the Market Manager based upon the following guidelines. Points will accumulate in a revolving account for a span of five years.

- A. Since this is a farmers market and Farmers and value added food Processors offer perishable products that attract regular weekly customers they will be given priority in stall assignments.
- B. The Good of the Market.
- C. Each vendor's stall preference and request.
- D. Vendor's standing in "seniority ranking". The seniority ranking value will be determined
- E. by points to be assigned as follows:
  1. Two points for each year as a member in good standing.
  2. One point for each day spent selling at the market.
  3. One point for each \$500 of gross sales.
  4. One point deduction for each day of "no-show" at the market.

## VI. Stand-by Vendor Members.

The number of vendor booths at the market may be limited by space. Additional vendors may be admitted as Stand-by Vendor Members. These members should be willing to attend the market when regular Vendor Members have scheduled absences.

- A. Stand-by Vendor Members can accumulate seniority points through their participation in the market.
- B. The market manager will determine the calling order for Stand-by Vendors based upon the needs of the market.
- C. The market manager will determine a system by which Stand-by Vendors will be notified if they can or cannot sell for each week. The market manager will determine this by the Tuesday before the first day of market each year

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## VII. Annual Membership Application and Stall Fees

- A. The CFM yearly membership fee is \$50.
- B. This fee is to be paid in full by the vendor's first day of market. Annual fee and attendance reservation fees are **non-refundable**.
- C. Daily Market stall fee for each market day is 7.5% of gross sales or a minimum of \$15. Daily Market stall fees are due in full on market day unless arranged otherwise.
- D. Vendor may prepay stall fees for the season at a discounted rate. Prepaid vendor fees receive one free day. Prepayment in full is due no later than the vendor's first day of market. **Please note:** Prepayment is non-refundable.

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## VIII. Vendor Rules

### A. Sellers

1. Only Lewis County vendors or their agents listed on their membership application may sell at the market.
2. Principal vendor may send family members, partners, or employees to the Market in their place, but are responsible for having their on-site representatives aware of all Market rules and policies.
3. All employees, partners, and family members may be asked to sign an agreement that states they understand and will comply with Market policies and guidelines.
4. The Market **does not** provide tables, awnings, tents, tent weights, or umbrellas for vendors.

### B. Punctuality Hours of Operation: 12:00pm – 5:00pm

1. No vendors will be allowed on the site before 10:30pm. All vendors must vacate the site by 6:00pm.
2. All vendors with assigned booth spaces must be at the market site at least 1/2 hour before the market opens and be ready to begin selling when the Market opens.
3. Tardy vendors who arrive within 30 minutes of when the Market opens may not bring vehicles into the market square and will have to load off from the street and then park their vehicle at the recommended site for the day. Repetitive tardiness will result in no more than 3 verbal warnings followed by financial fines as determined by the GLCFM Board.
4. If a vendor does not call or occupy the reserved booth by 11:30 am, the stall will be declared vacant and given to another vendor. Communication is essential for a smooth, productive market atmosphere.

### C. Selling Time

No selling shall begin before 12:00pm when the designated signal is given by the Market Manager indicating that the Market is officially opened. For respect among fellow vendors it is essential that all vendors adhere to this courtesy. Those who are repeatedly in violation of this policy will result in termination of vendor's permit to sell. Vendors are required to stay until closing. Vendors who sell-out early should post a sign letting

customers know they have sold-out. Staying promotes camaraderie between vendors and illustrates cohesion of the market to the community. Vendors will ensure their stall area is cleaned up and be loaded up to vacate the site no later than one hour after the Market is closed. Any exceptions must be cleared with the Market Manager.

#### **D. Business Signage**

All vendors will post a sign identifying the name of the farm/ business represented and where it is located. Signs should not be smaller than 24" wide by 8" high. Vendors must have their signs displayed before sales begin.

#### **E. Price Signage**

Produce and other allowable Market products should be clearly marked with their price. This can be done by individually tagging each item with a sign or by listing all produce and prices on a large sign or blackboard. Pricing signboards must be legibly written to avoid customer confusion.

#### **F. Selling Space**

The vendor sales area (where your produce is marketed) must not extend beyond the allotted boundaries of the stall space.

#### **G. Vendor Vehicles and Loading/ Unloading**

Vendor booths must not extend beyond allotted booth space. Most of the Market stall spaces have been designed with maximum space allotments for the season. Vehicles are to be parked in the designated parking area between the Colony House and the Chehalis Theatre. CFM parking permits must be displayed in a clearly visible manner on the dashboard on the driver's side to avoid ticketing.

#### **H. Booth Clean Up**

Vendors are required to maintain their individual selling space in a clean, safe, and sanitary manner. Each vendor is responsible for keeping his/ her booth space clean during the Market and for complete clean up of his or her space at the close of the Market. This includes hauling away any trash or garbage that is generated in or around the booth and sweeping up any product debris left on the ground. Farmers are not permitted to dispose of produce waste, overripe or leftover produce or boxes in any on-site garbage cans or dumpsters. Market trashcans and dumpsters are not available for vendor use. Vendors are required to bring their own trash can, brooms, and dustpans. Those who do not clean up at the end of the Market will be issued a written warning for the first offense and a \$25 fine for the second offense. A third offense is grounds for termination of vendor's permit to sell. The intent is to leave the area as clean or cleaner than upon arrival, the image of the market relies on cooperation of all vendors in this area.

#### **I. Set Out Distance for Vendor Display**

Displays and signs must allow clear visibility to adjoining booths. Display and selling techniques must not impair other vendors' ability to sell, nor create a hazardous situation for customers. Hawking or sampling in front of booths is not allowed.

#### **J. Pricing**

1. Pricing of goods sold at Market is solely the responsibility of the individual vendor.
2. Vendors are expected to price goods in a way that does not give the appearance of a "loss leader" product as is used in large grocery stores.
3. Vendors are expected to bring quality produce to market.
4. Vendors are not allowed to give produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other vendors.

#### **K. Scales**

Vendors selling produce by weight must provide their own scales. Scales must be “legal for trade” and are subject to inspection by the Dept. of Agriculture – Weights and Measures Program.

#### **L. Pets**

No pets will be allowed in the vendor’s selling area. The only exception will be seeing eye dogs, dogs for the hearing impaired or other disability assistance dogs.

#### **M. Children**

Vendors need to keep a watchful eye on their children at all times during the Market day. Set-up time can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a parent or guardian with them. The Market takes no responsibility for their safety or whereabouts.

#### **N. Courtesy/ Conduct**

Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the Market. Any language or behavior considered deleterious to the normal operation of the Market will be grounds for denial of the vendor's permit to sell. Consumption of alcoholic beverages or any controlled substance while at the Market is prohibited. Any participating Market vendor or representative who is under the influence while at the Market will be immediately expelled from the Market.

**O. Hawking** (calling attention to your products in a loud, repetitive, public manner) during the Market day is discouraged and may be limited or prohibited by the Market manager.

#### **P. Vendor Dress**

Vendors are required to wear shirts and shoes at their booths during the Market hours. Remember each individual represents the whole of the market and image is an important element for success.

#### **Q. Vendor Music**

Vendors may play individual music in their booth space, but should be aware of the volume and your neighbor's ability to transact business without any audio interference. In addition, we request you turn off your music when live music is provided by the market management.

**R. Smoking** is **NOT** allowed in the vendor sales areas. Those who do practice smoking are requested to step out of the market square area, washing prior to return to ensure the integrity of the produce being sold.

#### **S. Market Manager**

The Market Manager's job is to implement Market policies. This includes overseeing Market set-up, booth assignments, and collection of fees, providing information on membership and Market policies, and assuring vendor compliance with all Market policies. The Manager 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 also the conduit between vendors/ customers and CFM. The Market Manager has complete authority to interpret and implement policy on the Market site; including the authority to rescind stall space for just cause. Vendor grievances will be taken to the Market Board for review.

**T.** CFM reserves the right to prohibit anyone from selling or any product from being sold.

**U.** CFM or its designated representative has the right to inspect vendor's land. Representatives may inspect or visit any farms or establishments used by vendors. Farm visits will be conducted with at least 24-hour notice. Vendors should provide help during a visit in identifying the crops listed on the application for permit to sell.

**V.** CFM is not responsible for loss of property or damage.

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

## **X. Safety**

Producer tables, shelving, tents, canopies and overhead shades must be maintained and used in a safe manner. Legs must be firmly locked into place on the shades. Tables must have smooth edges and remain stable when loaded with produce. All vendors who wish to erect canopies (including umbrellas) on the farmers market site during a normal period of market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the farmers market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. In addition, any poles used must be positioned so as to not obstruct traffic flow. Care must be taken when setting up or taking down displays.

## **IX. Licenses, Permits, and Special Requirements**

### **A. Onsite Food Storage Requirements**

All edible produce and food products must be displayed and stored in accordance with local county health codes.

### **B. Taxes**

Retail sales taxes and Business and Occupation taxes are the responsibility of the individual vendor. Vendors who are required by law to have a Washington State Master Business License Number must supply this tax number when application is made to sell at the Market. (Note: Vendor's application will not be processed without this number.)

### **C. Insurance**

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.

### **D. Permits and Licenses**

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, but are not limited to, the vendor's Washington State UBI number, and where applicable, Lewis County retail establishment permits, Washington State Nursery License, Washington State Department of Agriculture (WSDA) Food Processors License, Egg Handlers Permit, Certification for Organically Grown Produce, Grade A Dairy Permits, Pesticide Applicator's License, or Department of Fisheries Wholesale License. Sellers of plants, bulbs, or seeds for planting may need a Nursery License, available from the WSDA.

Refer to the "WSDA Handbook of Regulations for Direct Farm Marketing (Green Book)" at <http://agr.wa.gov/Marketing/SmallFarm/docs/056-Greenbook-web.pdf> and if applicable contact the Lewis County Public Health Department at (360) 740-1222 to help determine what licenses and permits your business needs.

## **E. USDA Food Stamp Program**

The Community Farmers Market requires that *all* vendors participate in the USDA Food Stamp Program or Electronic Benefits Transactions (EBT). The market's goal, with vendors as partners, is to provide alternate payment methods for customers, provide an additional revenue source for vendors, and to offer fresh, local food to low-income families who receive food stamps. Customers will purchase EBT tokens at the Market Information Table. They will use tokens to purchase vendor products. All vendors must sign the agreement portion of their application verifying they are aware of the USDA Food Stamp Program rules.

Food Stamp Benefits (EBT) CAN be used to buy:

- Fruits, vegetables, eggs, meats, fish, poultry, dairy products, seeds and plants intended for growing food.

Food Stamp Benefits (EBT) can NOT be used to buy:

- Non-food items
- Ready to eat foods or hot foods.

You may NOT set a minimum purchase requirement. NO cash can be given as change for Food Stamp tokens.

PREPACKAGED FOOD VENDORS: Food Stamp Customers CANNOT purchase with Food Stamps any prepared or hot food items that are intended to be eaten on site.

Additional training on the program will be provided to approved vendors.

## **F. Farmers Market Nutrition Program**

Qualifying vendors that participate in the Farmers Market Nutrition Program must have a valid contract in place with Washington State Department of Health. All program rules and regulations must be followed, including the acceptance of checks for authorized fruit, vegetables, and cut herbs only.

## **G. Credit and Debit Card Program**

The Community Farmers Market requires that *all* vendors participate in the Credit and Debit Card program and all vendors will benefit from this shared technology. The market's goal, with vendors as partners, is to provide alternate payment methods for customers in the form of debit and credit cards and provide an additional revenue source for vendors. Customers will purchase credit/debit tokens at the Market Information Table and will use tokens to purchase products directly from vendors. Cash change can be given for credit/debit tokens. Additional training on the program will be provided to approved vendors.

## **H. Organic Products**

If a product is labeled "organic," it must be certified in accordance with Washington State law and the standards set forth by the National Organic Program. Documentation of certification must accompany the vendor application. Verbal or written declarations of organic status not certified or verified, will result in termination of vendor's permit to sell. When an organic producer is also selling non-organic produce at the same stand, the non-organic produce must be clearly separated from the organic produce and clearly labeled as non-organic or conventionally grown.

**I. Processed Foods** must be licensed by the WSDA 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 Food Processor's license, unless the honey is sold wholesale. Other Lewis County Health Department (LCHD) requirements apply.

**J. Baked Goods** Those bakeries that sell more than 25% of their products wholesale must be licensed by the WSDA as Food Processors. Other LCHD requirements apply.

### **K. Labeling**

Processed foods, including honey, have Washington State labeling requirements. Labels on processed foods must meet State requirements and include:

1. The name of the product
2. Company name
3. Address
4. Net weight on bottom 1/ 3 of label
5. Ingredients listed in decreasing order of predominance.

### **L. Sampling**

Sampling of fresh produce, value added or non-edible products must be done in accordance to LCHD codes.

### **M. Food Handler's Permits and Retail Establishment Permits**

All prepared foods and baked goods vendors must have a current LCHD Food Handler's Permit. Depending on the type of business and products, a LCHD Retail Food Establishment and/or Temporary Retail Food Establishment Permit may be needed.

### **N. Vendor Contributions**

Vendors may be asked to contribute product to the Market's promotional and educational events such as chef's demos, produce tastings, and special events. The local Food Bank may also solicit food contributions every week. Please consider contributing to these Market events. Also, please consider that the local Food Bank is the best resource for distributing your unsold product to the local community in need. Records of donations will be kept for future grant or other financial support endeavors.

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### **X. Policy Adoption**

A. Proposed new policies and proposed changes in existing policies shall be presented in writing to the board for reading and discussion. Unless it is deemed by the board that immediate action would be in the best interests of the market, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting.

B. All new or amended policies adopted following the Annual Meeting and before the end of the market season shall become effective after the last market day of each season. This is to avoid damage to vendor members who have already made 'seasonal' plans. In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the market.

C. Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the market's policy manual.

D. The Market Manager shall be authorized to use their best judgment in the absence of a specific policy, provided that such action shall not be in conflict with the general aims and objectives of the market. Such actions shall be brought to the attention of the board at its next regular meeting.