



2012 VENDOR HANDBOOK

Location
605 Esther Street
Vancouver, Washington 98660

Mailing Address
P.O. Box 61638
Vancouver, Washington 98666
Phone: 360-737-8298
Fax: 360-213-2068
Email: info@vancouverfarmersmarket.com
Website: www.vancouverfarmersmarket.com

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ADDENDUM A: Food Vendor Information – Clark County Health Department Sampling Guidelines

Welcome to the Vancouver Farmers Market!

**Your participation and support are encouraged
to make our market better than ever!**

GENERAL INFORMATION

The Vancouver Farmers Market, referred to in this handbook as the Market, has obligations to its vendors and visitors. These guidelines are in place to ensure the smooth flow of Market operations. It is your responsibility to read these rules and abide by them. Failure to do so may result in the loss of your Market privileges.

Handbook/Contract – Important

Every vendor gets a copy of this handbook. Please read it because you are responsible for complying with the rules it contains.

The Market reserves the right to change this handbook at any time. If a change is made by the Board of Directors, you will receive sufficient notice and be given adequate time to comply.

The vendor agreement you have signed for the 2012 season is your sole and complete contract with the Market.

The Market does not guarantee any vendor the exclusive right to sell any product. The customer and vendor often benefit from having multiple vendors selling the same or similar products. The Market will determine when a product category is adequately represented and decide whether to deny applications by vendors with similar products.

About the Market

Calendar

In 2012, the Market will be open on Saturdays from 9:00 AM to 3:00 PM, and on Sundays from 10:00 AM to 3:00 PM, from March 17 through October 28, 2012.

The Market may decide to hold additional markets on holidays like Memorial Day that fall on a Monday, and to hold Harvest and Holiday markets. You will be notified in advance. This handbook applies to those markets as well.

Structure

The Market is a not-for-profit Section 501(c)(6) corporation governed by an elected Board of Directors. The Board determines Market rules and policies. The Board is elected by the membership at the annual meeting of Market members.

The Board meets monthly at a time and place that are announced in advance. Vendors are always welcome at Board meetings.

What Can Be Sold

The Market sells agricultural, food, and artisan products.

- **Agriculture:** Fruit, vegetable, herb, flower, plants, and other agricultural and horticultural products. Examples include dairy, fish, shellfish, wine, eggs, meats, and wild-gathered foods as well as processed items made by incorporating ingredients grown by the vendor.
- **Hot/Fresh Food:** Prepared on site by the vendor and consumed at the market.
- **Prepared Food:** Generally prepared off site and for off site consumption. Examples include sausage, jam, baked goods, and sauces.
- **Artisan:** Handmade items created by the vendor. Examples include paintings, photos, yard art, ironwork, furniture, jewelry, soap, lotion, clothes, and woodwork.

All vendor spaces must have products available for immediate sale and delivery to the customer at the market. The Agriculture, Food, and Artisan committees determine the types of items that can be sold at the market by a vendor in accordance with committee guidelines approved by the Board. Committee decisions are final and can be appealed only if these guidelines or committee procedures have been misapplied.

REQUIREMENTS FOR EVERYONE

The Market reserves the right to deny a vendor's application and prohibit any product from being sold and anyone from selling at the market. The Market does not discriminate on the basis of race, color, creed, sex, religion, physical ability, sexual orientation, age, or nationality.

All vendors are subject to the Market's bylaws, the rules in the handbook, and the vendor registration / agreement form. To be allowed to sell in the market, each business must have a Market membership. A Market membership is good for one year. In 2012, it costs \$35.

Business partners, employees of the business, life partners, and immediate family members (to include plus or minus two generations, including in-laws) of the business owner may sell in the vendor's space. It is the owner's responsibility to ensure that all representatives of the business are aware of all rules, regulations, and procedures governing the market. Failure to adhere to any of these on the part of a business representative will be the sole responsibility of the business owner(s) and the owner will be liable for any infractions.

Vendors may participate in multiple categories, i.e. Agriculture, Hot/Fresh Food, Prepared Food, and Artisan. Participation in a category will be determined by the rules of that category and independent of the vendor's participation in another category.

See the Rules for Products Categories section that starts on page 16 for additional requirements for each category.

The Market's liability insurance covers the Market, not individual vendors. All food and pet food vendors are required to have \$1,000,000 of liability insurance, and must name the Market and the City of Vancouver as additional insureds. ***Other vendors should determine if they require***

product damage and/or general liability insurance for their business and obtain a policy sufficient for their needs.

The Market rents only space to its vendors, and is NOT responsible for loss or damage incurred by vendors.

The Supplemental Nutrition Assistance Program (SNAP) is the name of the federal government's food stamp program. All vendors who sell products that are eligible for purchase under SNAP must participate and accept red \$1 and blue \$10 electronic benefits transfer (EBT) tokens for the purchase of these items.

Page 12 discusses the SNAP and credit- debit card programs in more detail.

Membership and Membership Fee

Annual membership dues cover one calendar year. Membership entitles you to a vote at the annual meeting of the members and makes you eligible for membership on the Board. Annual membership dues are not pro-rated or refundable except as authorized by the Board.

Payment of the yearly membership fee of \$35 is due by April 1, 2012 for returning vendors. If the fee is unpaid after April 10, the membership of the vendor will be terminated. The vendor may re-apply after April 10 for membership, but acceptance is not guaranteed.

If you have been a vendor and want to renew your membership, you must adhere to this by-law (Section 3 Article 3.5 Renewing Members):

“Renewing members who intend to be vendors at the Market must include all required forms (insurance, nursery license, business license copy, health permit, or equivalent receipt) with their application or the application will be rejected. The renewal of your membership in the Market is due by April 1. Your membership is delinquent if the registration and membership fees have not been paid by April 1. If your registration and membership fees have not been paid by April 10, your membership will terminate automatically. After April 10, you may submit your membership application to the appropriate vendor committee, but your re-admittance to the Market as a vendor is not assured.”

A leave of absence, not to exceed one full season, must be approved by the Board. In the case of a business split-up or sale to a new owner, credit for market days goes to the business name rather than to any partner or combination of partners. The Market office must be notified immediately of the new ownership of the business.

Residency

Businesses represented at the market must be from either Washington or Oregon. In addition, the owner(s) of a business must reside in either Washington or Oregon. Simply holding a business license in one of those states is not sufficient.

Jurying and Licensing

All vendors must comply with applicable laws and requirements of the United States, the states of Washington and/or Oregon, Clark County, and the City of Vancouver.

Your Washington State Master Business License, if required, must be available in your space during market hours. Along with your registration/application, you must provide a copy of any license(s) you are required to have and a certificate of insurance (if one is required) to the Market before you are allowed to sell.

Washington and applicable federal labor laws will apply to all vendors hiring employees.

Inspections, Reviews, and Approvals

The Market reserves the right to inspect the establishment where items are grown or produced to verify compliance with the rules of origin.

Vendors' products may be reviewed each year before placement and periodically during the season to ensure that good quality items are being attractively presented at the market.

If you wish to sell products outside your category, the product you wish to sell must be approved by the appropriate committee. For instance, if you are an agriculture vendor wishing to sell a craft item, the item must be juried and admitted by the Artisan Committee before you can display or sell the item.

If you are found to be selling an item for which you are not approved, the item(s) in question must be removed immediately. Failure to comply may result in disciplinary action.

Conduct at the Market

1. Vendors will conduct themselves courteously. It is the Market's intent to win friends and benefit vendors, customers, and the community.
2. Vendors must park in designated parking areas.
3. Consumption of alcohol or intoxicants at the market is not allowed. Open containers of alcohol are not allowed.
4. Pets of vendors, directors, or staff are not allowed on market premises. Service dogs are welcome.
5. The market is not a forum for political or religious activities.
6. Only vendors paying the waste management fee are allowed to use the Market trash facilities. All trash must be placed in strong, closed containers so as not to break or tear while being transferred to the final trash destination. No vendor trash is to be disposed of in open bags or boxes, or stored on market premises. This rule is strongly enforced; violations may result in disciplinary action.
7. Should a vendor at any time occupy the premises in a manner contrary to the Vendor Agreement, or to the rules and regulations of the Market, or in any manner that is hazardous or offensive to the public or other vendors, the vendor must promptly vacate the premises upon the request of the Market Manager. The Market is relieved and discharged from any and all loss or damage incurred by the Market's removal of the vendor's property. The Market shall not be responsible for storage or safekeeping

- of property so removed.
8. Should a member at any time, while engaged in any market-related activity or communication, conduct himself/herself or take an action offensive to the public, staff, or other vendors that is detrimental to the smooth operation of the market, the Market reserves the right to take disciplinary action up to and including revocation of market membership. Any member whose membership has been revoked must apply in writing to the Board for reinstatement of eligibility to become a member of the Association.

SPACE ASSIGNMENT

Spaces will be assigned primarily based on agricultural vendors, what is best for the market, Saturday and Sunday vendors, vendors with special needs, vendor selling days, and regularity of current season attendance.

More than one business may sell out of one space, provided each business meets all license, membership, jury, and other requirements for its category. Vendors may only sell products for which they have been approved. At no time may a vendor distribute their products to be sold through other vendors.

Booking In – Very Important!

Call 360-737-8298 or email bookin@vancouverfarmersmarket.com

1. You must book in if you have been absent.
2. The deadline for booking in is 5:00 PM on Thursday of the week you plan to sell.
3. If you were present the prior week and indicated on your rent receipt your attendance for the next week, it is not necessary to book in.
4. If you indicate that you will not be present at the market the next week, we will consider you as having booked out and you will need to book back in as specified above.
5. Verbal statements will not be considered for bookings.

Booking Out

1. If you are booked in for the following week and no longer plan to attend, you must book out via email or phone no later than 5:00 PM on Thursday prior to your booking date.
2. Verbal statements will not be considered for bookings.

No Shows

1. Vendors who book in but either do not show or do not cancel their booking (see Booking Out above), will be charged for the day(s) they do not show.
2. All unpaid monies must be paid in full before the vendor will be allowed to vend at the market.

Space Allocation

If the market is completely full, the following space allocations will apply:

1. 70% agricultural
2. 10% foods - hot/fresh
3. 10% foods - prepared
4. 10% artisan

Space Rent, Fees, and Payment

	<i>Saturday</i> \$40 per space	<i>Sunday</i> \$40 per space
Space Rent:	<i>Weekend</i> \$70 per space	
Electric into vendor space, per cord:	\$5	\$5
Gas usage, per connection:	\$5	\$5
Waste disposal (applies to food vendors selling food for consumption at market):	\$10	\$10
Water/waste (applies to flower and nursery vendors):	\$5	\$5
Security (applies to vendors leaving a space set up overnight), per space, per weekend:	<i>Weekend</i> \$10 per space	

Sublet of Space

Vendors may not sublet or transfer spaces to others.

Non-Standard Spaces

The Executive Director can establish different rates for non-standard spaces.

Payment Methods

Payment is due in full by the end of the weekend on which you vend. Payment will be accepted in the Information Booth until 30 minutes after the close of market. Please make accommodations to ensure payment by that time.

If payment is not made at the market, you must contact the office to arrange payment. If you do not pay, you will not be allowed back at the market until you have paid the debt in full.

Full Season Discount

Vendors can pay space rent for the full market season in advance and receive a 10% discount if the rent is paid in full before the first market day of the season. The vendor will be liable for any applicable electric, wastewater, natural gas, and/or security fees incurred during the market season. Refunds are not permitted.

Space Location

Vendors must check in with the Market Manager upon arrival for directions to the vendor's assigned space.

Use of Space

To keep our customers happy, the market should look full all day. Therefore:

Your space must remain set up until the final market bell unless the Market Manager has exempted you specifically.

1. You must provide your own set up; this includes side walls, canopies, tables, and chairs.
2. All canopies or booth covers must have weights on all legs from the time they are erected to the time they are torn down. This rule applies regardless of weather conditions. Weights of approximately 25 pounds each are recommended, but you are responsible for making sure the weight you use is sufficient. Any vendor who fails to secure a canopy properly may not be allowed to vend that day unless the canopy is removed and the vendor sells without it. Additional fines and disciplinary action may be applied as well. Market management enforces this rule strictly.
3. Clear plastic covers are not fire retardant and are therefore banned by the Fire Department. Any side wall or cover material must be certified fire retardant according to Fire Department guidelines.
4. A vendor who leaves a space, a booth, and/or product on site overnight does so AT HIS/HER OWN RISK. The Market and its agents assume no liability for any damage or theft. Before you leave items overnight, cover them, block the entrances to your space, and post "closed" signage.
5. Vendors are responsible for keeping their space(s) safe, sanitary, and attractive during the market and for cleaning up thoroughly afterward, including sweeping the area and removing any oil or produce stains and garbage as needed at the close of each market day.
6. All trash and garbage disposed of at the market must be placed in closed garbage containers.
7. Vendors must remove their refuse and/or unsold products from the market premises. Unless you pay the Market's waste disposal fee, you may not use the Market's trash cans or the Market dumpster. Vendors whose vendor category is not charged a waste management fee may elect to pay this fee and use market facilities.
8. Vendors are not allowed to dump wastewater in storm drains or the street gutters.
9. All boxes must be broken down and all trash/garbage must be placed in closed containers.

10. All spaces must be left clean at the end of the market. If a space or the surrounding area requires extra cleaning by Market staff, the offending vendor will be charged a \$30 cleaning fee.
11. All sales activity, products, and signage must be within the boundaries of the space rented. Exceptions can be made by the Market Manager for the good of the market.
12. Vendors must provide a sign identifying their business. Product signs and prices should be attractive and easily read.
13. The Market will provide a water source. A water fee may be charged for extensive users of water.
14. Small, quiet, portable electric generators that produce little noise may be allowed if pre-approved by the Market Manager and if the noise and fumes do not interfere with other vendors or customers.
15. Fire Department regulations require that propane heaters or their equivalent must be contained within a milk crate for stability. Vendors must also have a permit from the Fire Department as well as a fire extinguisher and must display a NO SMOKING sign in the space.
16. No amplified music, radios, or televisions are allowed unless approved in advance by the Market Manager.
17. If the vendor cooks with deep frying type applications, the vendor must have some floor sweep (cat litter) clean up materials on hand.
18. Smoking is allowed only in designated smoking areas behind the Esther Building at the corner of Esther and 6th Street.

Electrical Service

Market staff will assign an outlet to each vendor using electricity. Use of any outlet other than the one assigned is not allowed. Any problems with the electrical service must be reported immediately to the Market Manager or Assistant Market Manager. Extension cords must be 12 gauge or bigger (smaller gauge number), and in good repair. For each cord connected to an outlet, the total maximum power requirement of all connections to that cord cannot exceed 15 amps. Do not move other vendors' power cords. If you use an electrical box, you must cover the opening for the safety of other vendors and customers.

Grey Water and Market Dumpster

Only vendors paying a waste disposal fee are allowed to use the gray water sink and market dumpster.

Selling Methods

Vendors may not use the following techniques while vending in the market: hawking, calling attention to a product in a loud repetitive manner, or selling an aggressive way. Vendors may not enter another vendor's stall to engage customers nor in any way interrupt another vendor's interaction with a customer. When the market is crowded, vendors may not stand in the aisles to offer customers samples.

LOADING AND UNLOADING

For Everyone

1. Vehicle loading and unloading will be as directed by the Market Manager.
 - Vendors with spaces on Esther Street should enter the market only from 8th Street.
 - Vendors with spaces on 6th Street should enter the market only from the 6th Street roundabout.
 - If you do not know where your space is located, you must enter the market from 8th Street onto Esther and check in with the Market Manager to receive your space assignment. If the Market Manager and Assistant Market Manager are temporarily unavailable for check in or space is not available for you to properly park your vehicle, proceed immediately through the market, go around the block, and re-enter the market.
2. Vendors should unload quickly, with minimal setup only as necessary to complete unloading. Canopies may be erected as part of the unloading process. Canopies should be weighted as soon as possible.
3. Vendors are not allowed to block the roadway while waiting for a space to park.
4. Vendors may bring no more than one vehicle at a time into the market for loading or unloading except by permission of the Market Manager.
5. Vendors may only wait in the vehicle for permission to enter the market in those areas designated by the Market Manager so as to not create traffic blockages on adjacent public streets.
6. Within the market, vehicles will be driven at a very slow speed so as to allow immediate stopping to avoid accidents
7. Vendors will be individually responsible for any damage to the market facilities, other vendor equipment, individuals or other vehicles resulting from the operation of their vehicle.
8. Vendors are not entitled to a space directly in front of their space for loading and unloading.
9. All vehicles must be out of the market 30 minutes prior to market opening. Vehicles that remain on the street after this time will be fined.
10. Any vendor who receives two verbal and/or written warnings in regards to vehicles being in the market will not be allowed to drive into the market, and must park on the perimeter and load-in by hand. One vendor who doesn't follow these rules causes multiple problems for the entire street and raises safety concerns. Please do what you need to in order to come prepared to load-in and load-out according to the rules.
11. At the end of the market day, vehicles should not be brought into the market for loading until items within the space have been packed for loading.

For 6th Street Spaces

All vehicles must enter from roundabout at the intersection of Esther and 6th Street. Do not drive in from the back side of 6th Street.

1. On Saturday morning during load-in, vehicles are allowed to park on both the left-hand and the right-hand sides of the road.
2. Before 7:30 AM on Saturdays, the middle of 6th Street must be open to through traffic.
3. After 7:30 AM on Saturdays, no vehicles are allowed to park on the right-hand side of 6th Street. Only the left lane can be used for parking and unloading during the rest of the market day. At no time may a vehicle stop in the right lane; this lane is used strictly as a through lane.
4. Side Vendors: Vendors on the left and right sides of 6th Street should arrive with sufficient time to move their vehicles out of the market by 7:30 AM on Saturdays. If that means you need to arrive earlier than usual, please do so. If you arrive after 7:30 AM, you must park outside the market and carry your supplies in by hand.
5. Middle Vendors: Middle vendors can start arriving after 7:30 AM. Since middle vendors are the last to set up, they are the first to tear down, leaving the middle row available as a through lane.
6. Vehicles on the road after 7:30 AM will be fined.

SNAP EBT AND CREDIT-DEBIT CARD PROGRAMS

The Market is a SNAP retailer. SNAP recipients receive an average of \$200/month per family which can be spent only on eligible food items.

SNAP recipients receive their funds on an electronic credit card—an EBT card. The card must be processed through the EBT terminal at the Market’s Information Booth. When the card has been processed, the SNAP recipient will receive red/blue wooden tokens that can be used to purchase any eligible item in any space at the market that sells an eligible item.

This benefits everybody at the market—vendors who sell items eligible under SNAP, SNAP participants who can use their limited cash to buy non-eligible items, and, because more cash is circulating through the market, even vendors who do not sell items that are eligible under SNAP.

In addition, any customer can charge a credit/debit card and receive green \$5 tokens to be used to purchase any item from any vendor at the market. In this way, vendors can make credit card sales without the expense or hassle of having a credit card machine and account, and this may result in a significant increase in sales that otherwise would not have occurred. Vendors offering credit card services may require the customer to use that service and not accept the green \$5 credit-debit tokens.

SNAP-Eligible Items

SNAP benefits can be used to buy fruits, vegetables, meats, fish, poultry, dairy products, cold food packaged for off-site consumption such as breads, and seeds and plants intended for growing food. SNAP benefits cannot be used to buy non-food items, ready-to-eat food, or hot food. All vendors selling SNAP-eligible items must accept SNAP EBT tokens in payment for their products. Vendors may not discriminate between SNAP and cash customers.

Returning Change to SNAP Customers

You cannot give cash as change on SNAP EBT transactions. A customer pays for a SNAP EBT purchase with wooden tokens. If a SNAP recipient gives you wooden tokens to pay for a purchase, you cannot give cash as change.

Because no cash change can be given on SNAP transactions, items should be priced as close to \$1 increments as possible, so that SNAP customers do not believe they are wasting their limited funds.

SNAP EBT Tokens

Red tokens are worth \$1 and blue tokens are worth \$10. You can give red \$1 tokens as change when the customer has paid with a blue \$10 token. Red and blue tokens can be used to purchase SNAP-eligible items only.

Credit-Debit Tokens

Any customer can use a credit or debit card at the Information Booth to receive green tokens that are worth \$5 each. Green tokens can be used throughout the market. If a customer pays you with

a green token, you can give change in cash.

Customers can use the ATM in the market, but the machine charges a transaction fee. Customers who object to paying this fee can charge a credit or debit card at the Information Booth for no fee and receive green tokens that can be used anywhere in the market.

Redeeming Wooden Tokens

At the end of the day, turn in the tokens you have collected to the Information Booth.

Please sort and count the tokens by color (red, green, and blue) and write that information on a token count sheet before you go to the Information Booth.

The staff at the booth will give you a receipt; staff at the Market office will recount the tokens and note any difference. We will assess a 3% processing fee (similar to a credit card processing fee, but less than many charge) on the total value of the green \$5 tokens you turn in. The following week, you can pick up a check at the Information Booth for the amount owed you. Any questions regarding reimbursement should be directed to the Market office.

Please note:

1. You cannot use tokens to pay space fees.
2. We will withhold your reimbursement if you have any fines or outstanding invoices with the Market.
3. You will be reimbursed only for tokens you are eligible to accept. (Please remember that only approved vendors can accept EBT tokens and they can be accepted only for EBT-eligible products.)

Questions Concerning SNAP EBT Eligibility

If you have any questions about which of your products can be purchased using the red \$1 or blue \$10 SNAP EBT tokens, ask the Market Manager or the Assistant Market Manager. You will be reimbursed only for tokens you are eligible to accept. A vendor who violates the SNAP EBT rules repeatedly is subject to disciplinary action up to and including revocation of Market privileges.

RULE VIOLATIONS AND DISPUTES

1. All rules are enforceable by the Market Manager or designee.
2. During the season, a vendor's membership may be revoked for the entire season, possibly indefinitely. Disciplinary measures include verbal warnings, written warnings, fines, and temporary or permanent suspension of membership.
3. If a fine is levied against a vendor, the fine must be paid in full at least 24 hours before the vendor will be allowed to vend at the market again.
4. Market management reserves the right to make exceptions to these rules at its discretion.

PRODUCT CHALLENGES/DISPUTES

5. It is the Market's intent to offer customers high quality products. Any customer, Market member, or staff member can challenge a product offered for sale. A challenge must be submitted in writing to the Market office before any action will be taken.
6. The Market Manager will partner with the chair of the Agriculture, Food, or Artisan Committee as appropriate to review the challenged vendor's file to determine if there is a reasonable basis for the challenge. If the challenged vendor's file indicates that the appropriate vendor committee has verified and approved the product for sale, and the product's origin is not being challenged, the challenge will be denied and the challenging party will be notified in writing as to why the challenge was denied. The decision of the Market Manager can be appealed to the appropriate vendor committee.
7. If the Market Manager and the chair of the appropriate vendor committee determine that there is a basis for dispute, the product challenge will be forwarded to the appropriate vendor committee. If the challenge is forwarded to the vendor committee, the Market Manager will provide the challenged vendor with a written notice of the challenge within 8 days of receiving it.
8. If the product challenge is referred to the vendor committee for further determination the challenged vendor has 14 days to respond. The Committee Chair or their designee will notify the challenged vendor, via written notice, as to the nature of the response. The response may consist of photos of the process of creation and/or a written explanation of the process and/or copies of receipts for raw materials necessary to create product. If the photos/other materials are not conclusive the Committee Chair or their designee may also request to see the process of creation by the vendor in person.

The Market Manager and any committee representatives will provide (upon request) a written statement guaranteeing the challenged vendor that none of the vendor's trade secrets will be divulged.

If the challenged vendor does not respond as directed to the challenge within 14 days of referral or the response to the challenge is not satisfactory, the vendor may not be allowed to sell at the market until the product challenge has been resolved.

APPEALS

If a vendor wants to appeal a decision made by the Market Manager, the vendor must file the appeal in writing to the Executive Director within 30 days of the decision that is being appealed. The Executive Director will tell the Board about the appeal, and will issue a decision within 30 days of receiving it. Any further appeals will be handled by the Judiciary Committee.

1. The Judiciary Committee will resolve any continuing dispute other than product challenges.
1. The Judiciary Committee will rule on vendor conduct where Market privileges or suspension are in question, or when a vendor appeals a decision by the Executive Director about a rule infraction.
2. The Judiciary Committee will not consider cases when market privileges have been suspended for non-payment of monies due the Market until the vendor has paid the amount due.
3. If the Judiciary Committee decides that the the monies were not due, the money will be refunded.
4. The Judiciary Committee will not rule on vendor or jury committee decisions unless the basis for the appeal is a misapplication of vendor committee policy or procedure.

RULES FOR PRODUCT CATEGORIES

If a vendor wishes to vend in more than one category, the vendor must meet the requirements of both categories.

Agriculture Vendors

Note: Call or email the Market office for information on how to contact the Agriculture Committee.

This section is about general rules for all agriculture vendors—produce, nursery, cut flowers, and agricultural prepared products.

1. **Application:** All agriculture vendor applications must be submitted to the Agriculture Committee. Approval will be granted pending confirmation that a) the product or service provides value to the Market, and b) all Market regulations, requirements, and any conditions are being followed by the vendor.
2. **Additional submissions:** Vendors must submit a complete list of products that they produce and wish to sell, along with their farming practices, at the time they make application to the Market. All products must be approved by the Agriculture Committee prior to being offered or sold. If an accepted vendor wants to sell an item not previously approved, the Agriculture Committee must approve the new item before it may be sold.
3. **Product exclusivity:** The Market does not guarantee any vendor the exclusive right to sell any one product. The customer and vendor often benefits from having multiple vendors selling the same product. The market will determine when a product category is adequately represented and make the decision to deny applications for vendors with similar products.
4. **Labeling:** All agriculture products must be clearly and legibly labeled as to city and state where the product was grown.

SNAP: Remember that all vendors who sell products that are eligible for purchase under SNAP must participate and accept red \$1 and blue \$10 EBT tokens for the purchase of these items.

Uncertified Claims: Written and/or verbal statements related to pesticide or chemical use which cannot be certified through an official source (i.e. USDA) such as claims of “unsprayed”, “no spray used”, or “pesticide free” must have a written statement turned into Market office outlining how these procedures are followed. Vendors shall keep copies of this statement on hand to provide to customers who inquire about such claims.

Certified Organic Vendors: All certified organic vendors must provide a copy of organic certification to the Market office before advertising their products as such. Vendors shall also post copies of such certification for stated products must remove signage and cease claims. Further actions including fines and possible suspension may follow.

Inspections: The Market reserves the right to inspect the establishment where items are grown.

Produce: To guard against possible contamination, all produce must be elevated at least 6 inches

above the ground or on a pallet.

Sampling: Agricultural vendors who wish to offer free edible samples must meet applicable Health Department requirements, including having a hand washing station in your space (see Addendum A).

Fresh meat, fish, shellfish, wine, egg, juice/cider and dairy vendors must be approved and licensed by the appropriate agency. They must sell their products in agency-approved packaging. Questions about wine, honey, wild-gathered foods, fish, shellfish, meats, and other items not grown by the vendor should be directed to the Agriculture Committee.

Pet Foods: All pet food/treats must have all required licenses, including Washington State Department of Agriculture (WSDA) Commercial Feed Registration for each recipe/flavor, and must meet all state and federal labeling and ingredient content requirements. Prior to selling, the vendor must provide a copy of a certificate of insurance to the Market of not less than \$1 million naming the Market and the City of Vancouver as additional insureds.

Nursery: All nursery vendors must comply with Washington state requirements.

Vendor-Grown: At least 80% of products Agriculture vendors sell over the course of the season at the market must have been grown or produced by the vendor and grown in the states of Washington or Oregon. The other 20% must be grown in the states of Washington or Oregon and must be purchased directly from the grower. For more information, refer to the Second Farm Rule.

Shared Farm Space: In an effort to support small agriculture businesses that may not have adequate quantity, equipment, or manpower, we offer a shared farm space option. Each shared farm space member must submit a separate application and pay a separate application fee. Signage at the market must include business names, locations, and products of each shared farm space member. Only two vendors can be represented in a shared farm space, and a member from each business must attend. Shared farm spaces may not have a Second Farm Agreement or be represented by another vendor.

Second Farm Rule: Produce and nursery may come from a second farm when purchased directly from the grower, providing the following conditions are met:

1. Approval of second farm products will be limited, and may be denied or revoked if a product is available in sufficient quantities from local farmers at the market. Both the second farm and the second farm products must be pre-approved prior to sale at the market. A second farm may only be represented once per market day by only one vendor. The second farm owner is required to sign the second farm application, submitted by the vendor, indicating his/her approval of the applicant vendor to sell his/her products at the market.
2. A vendor may have produce and/or nursery from up to two second farms, per vendor, per day.
3. A second farm may be represented only once at the market per day, and only by one vendor.
4. A Second Farm Application must be submitted by the produce/nursery vendor and

- approved by the Agriculture Committee before the vendor can sell second farm product/s. The owner of the second farm must sign a statement indicating his/her approval of the applicant/vendor to sell his/her product/s at the market and verifying that the items that are to be sold at the market were grown and/or produced exclusively by the second farm and within the states of Washington or Oregon. The market is not an outlet for wholesale produce.
5. Second farm product/s are required to have prominent signage, displayed with the product and detailing the second farm's name, location and product. The signage must be no less than 4x6 inches.
 6. Second farm products are limited to 20% (retail value, display area, count) over the course of the season.

Violation of Market, local, state, or federal guidelines and policies could result in penalties such as fines, suspension, and/or removal from the market. We expect our vendors to act with the utmost integrity and sell products of the highest quality at all times.

Food Vendors

Note: Call or email the Market office for information on how to contact the Food Committee.

Additional rules may apply to vendors of hot food and/or processed food. Health Department rules and requirements change from time to time. See the chairperson of the Food Committee for more information.

1. The intent of the Market is to present a fresh, natural, unusual, and varied eating experience not available elsewhere in Vancouver. We encourage the creative use of locally grown and produced products. Food vendors are encouraged to support local growers whenever possible. In order to achieve variety and high quality, vendors are expected to present their own unique products.
2. The Food Committee may review menus once per month. Menus and menu changes must be received no later than the 15th of the month to be considered. Current vendors may submit menu changes only every 2 months.
3. Food vendors must obtain a Washington State Business License for state tax purposes and must obtain a Clark County Health Department Itinerant Food permit if required. Food vendors must also comply with rules of all applicable local, state, and federal regulatory agencies.
4. All food workers must have a valid Clark County Food Worker's card. All food permits must be displayed in your space. You are responsible for ascertaining and following the current regulations of the Clark County Health Department, which periodically inspects the Market's food operation.
5. All prepackaged foods must be clearly labeled as to ingredients, and must contain the name, address, and phone number of the processor.
6. The vendor must stand behind his/her word through truth in advertising, value for money, and good quality.
7. The food or raw materials used must be greatly altered and enhanced by the vendor. Commercial prepackaged foods will only be allowed as an accent to a main course.
8. Each food vendor is required to furnish two appropriately sized trashcans per space occupied.
9. A Fire Department-approved canopy must cover all food preparation and service areas. A Fire Department permit must be obtained if required.
10. All vendors selling food—whether it is hot, processed, co-packed, fish, or shellfish—must have liability insurance of not less than \$1,000,000 naming the Market and the City of Vancouver as additional insureds. The vendor must provide a current certificate of insurance to the Market with the vendor's registration before selling.
11. If you have a menu item approved by the Food Committee, you are required to have the item for sale on at least 6 weekends within an 8-week period, or within the season of the food item, or another vendor may be approved to sell that item. If you have not sold the item, then it will be open to review by the Food Committee. The committee may require you to remove the item from your menu or allow another vendor to sell the item.
12. An approved fire extinguisher and a "NO SMOKING" sign must be displayed in each

- space where there is a heat source. Every fire extinguisher must be inspected and re-certified once each calendar year.
13. The market sinks are for getting fresh water and disposing of gray water ONLY and for no other purpose. They are not for dish or equipment cleaning.
 14. The Health Department requires the Market to have a 3-compartment sink where vendors may wash, rinse, and sanitize items such as pots, pans, and serving utensils. Because all our food vendors share this sink, please do not use it for all of your washing needs, but only for what is required to comply with Health Department regulations. Do not wash these items at any other location in the Market.

Artisan Vendors

Note: Call or email the Market office for information on how to contact the Artisan Committee.

Potential artisan vendors must be juried and accepted by a panel of jurors before selling at the market. New vendors may also be reviewed the morning of the vendor's first market setup; all vendors may be reviewed randomly throughout the season.

You must obtain a Master Business License from the state of Washington, but obtain this only after being juried into the Market. A City of Vancouver business license is not required to sell at the market.

1. The product must be the original workmanship of the vendor and must demonstrate quality workmanship and be safe and durable for its intended use.
2. The unauthorized use of copyright designs is illegal and will not be allowed at the market.
3. The vendor's work must be predominant and the starting material must be altered and/or enhanced significantly by the vendor.
4. Ancillary* item use
 - Ancillary items are accepted to more completely satisfy customer needs for the use of the product(s).
 - Up to 10% of the products sold may be ancillary products directly related to and supportive of the vendors main product-line.
 - Ancillary items must not be displayed predominately and/or independently, or in a fashion that suggests it could be sold individually. Signage is suggested to explain ancillary item sale limitations. (i.e.: Chains sold with pendant purchase only, not sold individually).
 - Only permitted to be sold in conjunction with handcrafted items created by the vendor.
 - Value must be of lesser value than the main handcrafted product. (i.e., Chain \$10 with \$60 handmade pendant.)
 - Vendor is required to provide listing of all intended use/sale of ancillary items to the Artisan Chairperson.

Other examples of ancillary items are crayons for artwork and frames for photography.

5. Artisans may sell, subject to approval, high quality reproductions of their own original work.
6. Soap and body care product vendors must follow federal requirements for labeling and stating ingredient contents.

* *An-cil-lar-y*, *adj* 1. in a position of lesser importance 2. providing support for something.

7. If an artisan vendor wants to avoid having to re-jury to sell at the market in the 2013 season, the vendor must sell at the market a minimum of 5 days in the 2012 season. (This rule does not apply to vendors who are juried and accepted in October 2012.)

The Board of Directors reserves the right to correct or change any and/or all of the Market's rules, appendices, or forms at any time and at its discretion.

If you have questions or comments, please speak to Market staff or come to the next Board meeting!

Thank you for your interest in the Vancouver Farmers Market and have a great season!

Addendum A

**Food Vendor Information
Clark County Health Department
Sampling Guidelines**

Offering Food Samples? What You Need to Know

Providing food samples is a great way to showcase products, interact with potential customers and increase sales. Knowing the rules can help assure customers are confident your samples are safe.

Different foods have different requirements because some foods have an increased chance they could cause a food-borne illness. Submit an application to Clark County Public Health if you plan to offer samples.

Use single service disposable utensils such as food papers, napkins, toothpicks, spoons or sample cups for all samples.

All produce to be sampled must be pre-washed from a clean water source and stored in a clean container. Samples must be safely prepared in an approved kitchen or on-site.

- ◆ Wash your hands.
- ◆ Use gloves, tissues, tongs or other utensils to prevent bare hands from touching the food.
- ◆ Use cutting surfaces that are clean and sanitized, free of cracks and in good repair.
- ◆ Wear clean clothing. Keep hair restrained.
- ◆ Obtain a Washington State Food Worker Card.

NOTE: Some foods require permits if offered as samples. All sampling methods must be approved by a Clark County Public Health food inspector before foods are offered to the public.



**Clark County Public Health
Environmental Public Health**
1601 East Fourth Plain Blvd, Bldg. 17, Room A329
PO Box 9825
Vancouver WA 98666-8825



For other formats, contact the Clark County ADA Office: **Voice** (360) 397-2000;
Relay 711 or (800) 833-6388; **Fax** (360) 397-6165; **E-mail** ADA@clark.wa.gov.

FOOD VENDOR INFORMATION

What Farmers Market, Festival, Fundraiser and Street Fair Food Vendors Selling Prepared Food Need to Know



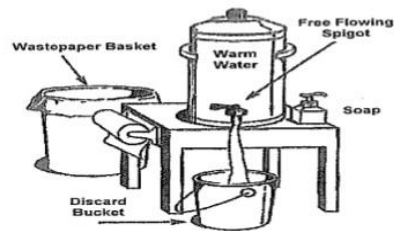
Food Safety Information


Do's & Don'ts

DO:

1. Submit a [Food Establishment Permit Application](#) at least 14 days before the date of the event. Go to <http://www.clark.wa.gov/public-health/food/forms.html>, Call 397-8428 to request a permit application, or obtain a permit application at Clark County Public Health (address on back of this pamphlet.)
2. Purchase a [Food Worker Card](#). There must be at least one person on-site at all times who has a Food Worker Card. To test online go to www.foodworkercard.wa.gov or call 397-8428.

3. Set up a hand-washing station on-site before preparing any food. Station must have a 5-gallon insulated container with a continuous flow spigot filled with warm water, a pump soap dispenser, paper towels and a bucket to collect the waste water. Dump waste water into a toilet or mop sink, not on the street or in a storm drain.



4. Keep a food temperature thermometer on-site. A thin, metal-stem thermometer with a 0-220°F range will monitor temperatures for foods, such as hamburgers.
- 
5. Keep a thermometer inside all cold and hot food holding units.
 6. Keep cold foods cold: 41°F or lower. Keep hot foods hot: 140°F or higher.
 7. Serve food only from approved sources, such as USDA inspected meats. Obtain ice from approved vendors such as grocery stores that have operating permits, not from a home refrigerator/freezer.
 8. Use separate ice chests to prevent cross contamination between raw meat, poultry and eggs, and ready-to-eat foods. Ice that will be used in cold drinks must be stored separately.
 9. Prepare food and any samples the same day on-site, or in a kitchen approved by Clark County Public Health.
 10. Wash hands after using the bathroom and again when returning to food booth, before putting on gloves, after engaging in activities that contaminate the hands such as handling soiled equipment or utensils, and after handling money.
 11. Use clean wiping cloths. Store them in a container of sanitizer such as 1 teaspoon of bleach per 1 gallon of cool water. Use the correct test strips for the sanitizer used to assure the proper concentration.

12. Store food and utensils 6 inches or higher off the ground or in waterproof containers. Display food 6 inches or higher from the ground and keep it covered to protect from contamination. Have extra serving utensils available.
13. Serve food with tongs or spoons. Use single service, disposable ware such as paper or plastic utensils and plates. Condiments in squeeze or pump containers or single service packets are recommended.
14. Use waterproof, smooth and easy to clean work surfaces and counters. Raw wood is not allowed.
15. Keep grills, barbecues, and deep fat fryers on a stable, flat surface near the back of the booth and separated from the public with a rope or barrier.
16. Post this document at your event.

DON'T:

1. Work if you have symptoms of an infectious illness or allergy (diarrhea, nausea, vomiting, sneezing, coughing.) Anyone with the flu, a cold, an open sore or infected wound on their hand may not work in the booth.
2. Eat or drink inside the booth.
3. Smoke in or within 25 feet of the booth.
4. Allow anyone who isn't on duty to be in the booth.

YOUR BOOTH:

- ◆ **Roof** must protect from rain, dust, and bird droppings.
- ◆ **Floor surfaces** that are gravel, dirt or sawdust must be covered with rubber mats, wood, or other suitable, approved materials.
- ◆ **Water hoses** must be food grade and drinking water must be from approved sources. Keep the nozzle end stored off of the ground or in a clean empty bucket when not in use.
- ◆ A **3-compartment sink** with running water must be accessible if your event operates for 2 or more consecutive days or if you are re-using food preparation utensils or equipment on-site. Sinks may be shared with other vendors.
- ◆ **Toilets** with hand washing facilities must be located within 200 feet and accessible at all times during event.