



*2008*

## **VENDORS HANDBOOK**

**VANCOUVER FARMERS MARKET  
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# Vancouver Farmers' Market 2008 Vendors' Handbook

**Every vendor gets a copy of this Handbook and signs a Vendor Registration /Agreement promising to abide by the rules in it. So -- please read the Handbook!**

In 2008, the Outdoor Market will be open on Saturdays from 9:00 a.m. to 3:00 p.m. and Sundays from 10:00 am to 3:00 pm, April 5th through October 26th.

Thank you for being part of the Market. Your participation and support are welcome and necessary.

Board meetings are held at 7:00 p.m. on the third Wednesday of every month, at Fire Station #11 (Dollars Corner), 21609 NE 72<sup>nd</sup> Ave, Battle Ground, WA 98604. Vendors are always welcome at Board meetings.

The Market is a not-for-profit IRC Sec. 501(c)(6) corporation governed by an elected Board of Directors. The Board decides Market rules and policies. Market staff reports to the Market Master; Market Master reports to the Board of Directors.

The Board of Directors, elected by the membership at the Annual Vendor Meeting, is the governing body of the Vancouver Farmers Market.

This Handbook and the Vendor Registration / Agreement Form are your guides to Market rules. They help insure the smooth running of the Market. It is your responsibility to read these rules. Because the Market is conscious of its obligations to visitors, vendors and the general public, failure to observe these guidelines and any others that may be written by the Board could result in your losing Market privileges.

## **WHAT CAN BE SOLD**

- Agricultural & Nursery – fruits, vegetables, herbs, flowers and other agricultural and horticultural products, dairy products, wine, fish, shellfish, and fresh meats, as well as food items that are made by the vendor from raw ingredients.
- Hot / Fresh Food - prepared by the vendor, generally consumed at the Market.
- Prepared Food - processed foods generally prepared for off-site consumption, such as sausages, baked goods, jam, and sauces.
- Arts & Crafts - Items handmade by the vendor.

## **REQUIREMENTS FOR EVERYONE**

### **GENERAL**

1. Vendors will conduct themselves courteously. It is the Market's intent to win friends and benefit vendors, consumers, and the community.

2. All vendors are subject to the Vancouver Farmers Market Association Bylaws, Vendor Handbook rules, and vendor Registration / Agreement Forms. Each business must have a VFM Membership to sell at the Market. 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 owners may assist in booth sales. All persons creating arts and crafts for a business must still be individually juried prior to including their products for sale in a booth.

3. Annual membership dues for calendar year 2008 (January 1 - December 31) are \$35. Your membership entitles you to a vote at the Annual Meeting of the Members, and makes you eligible for Market Board membership.

4. More than one business may sell out of one booth space, provided each business meets all license, membership, jury, and other requirements for its category.
5. All vendors must comply with applicable laws and requirements of the United States, the States of Washington and/or Oregon, the Clark County Health Department, Clark County, and the City of Vancouver.
6. Your Washington State Master Business License, if required, must be displayed during Market hours. With your registration/ application you must provide a copy of any applicable license and insurance certificates to the Market before you are allowed to sell.
7. The Market reserves the right to prohibit anyone from selling or to prohibit any product from being sold. There will be no discrimination on the basis of race, color, creed, sex, religion, physical ability, sexual orientation, age or nationality.
8. Should a vendor at any time occupy the premises in a manner contrary to the Vendor Registration / Agreement Form, 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 shall promptly vacate the premises upon request of the Market Master. The Market is relieved and discharged from any and all loss or damage occasioned by market's removal. The Market shall not be responsible for storage or safekeeping of property so removed.
9. Washington State and applicable Federal labor laws will apply to all vendors hiring employees.
10. The Market reserves the right to inspect the establishment where items are grown or produced to verify compliance with the rules of origin.
11. Saturday Market hours are 9 a.m. to 3 p.m. Sunday Market hours are 10 am to 3 pm. The Market staff officially opens and closes the Market by ringing a chuck-wagon triangle, bell, or similar device.
12. Vendors' products may be reviewed each year before placement and periodically during the season to insure that good quality items are being attractively presented within the Market.
13. Pets of vendors, directors, or staff will not be allowed on Market premises. Disability assistance dogs are welcome.
14. The Market is not a forum for political or religious activities.
15. If you wish to sell products outside your category, your product must be approved by the appropriate committee. For instance, if you are a produce vendor wishing to sell a craft item, it must be juried and admitted before you can display or sell it.
16. Consumption of alcohol or intoxicants at Market is not allowed. Open containers containing alcohol are not allowed.
17. Parking spaces close to the Market are strictly reserved for our customers. MARKET VENDORS MUST PARK ONLY IN DESIGNATED PARKING AREAS. Violations will be subject to written warnings and/or fines. See Rules Violations and Disputes on page 5 & 6.
18. The Market only rents space to its vendors and is NOT responsible for loss or damage incurred by vendors.
19. Markets' liability covers the Market, not individual vendors. All vendors selling food are required to have \$1 million of product liability insurance as described on page 7, number 11. Other individual vendors should determine if they require product damage and/or general liability insurance for their business and obtain a policy sufficient for their needs.

## **SPACE ASSIGNMENT**

It is very important to book in or out no later than Thursday by 5:00 pm. If you were present the prior week there is no need for you to book in, you are already on the map. If however you should book out for a given weekend please make sure to book back in the week prior to coming back. This is important to remember. Please do not feel that a verbal statement will do or that telling the cashier future plans will suffice. We only use the receipt book for the next weekend. The number to call for booking in is 360-737-8298 or email [vfmmarketmaster@gmail.com](mailto:vfmmarketmaster@gmail.com). Thank you for your understanding.

Vendors that are booked in but don't show, will be charged for the day(s) they didn't show. This must be paid by the end of their day of return (along with the current days rent) or they will not be allowed back until it is paid.

Space assignment preference will be given for the betterment of the whole Market. Preference may further be based on : (1) Saturday & Sunday vendors, (2) AG vendors, (3) vendor's requirement for utilities, (4) vendors sales days, (5) the Market customers needs for a balanced mix of vendors as determined by the Market Master.

If multiple spaces are rented facing onto Esther Street, the second and (fourth) space will be facing the parkside or building side, back to back with the first (and third space), etc.

The minimum percentage of space allocations THAT WILL ONLY APPLY IN A FULL MARKET is as follows:

- 70% agricultural (produce or nursery)
- 10% foods prepared off-site
- 10% foods prepared on-site
- 10% arts and crafts

### **LEAVES OF ABSENCES AND OWNERSHIP CHANGES**

Leaves of absence, not to exceed one full season, must be approved by the Board. In 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.

### **VOLUNTEERING**

Volunteering is highly encouraged and recognized as a way to better our market, keep our expenses down and also give to the volunteer the sense of community that the Vancouver Farmers Market really is.

### **SPACE RENT**

#### **Weekly Space Rent:**

Vendors must check in with the Market Master upon arrival who will direct you to your assigned space. Daily rent for Saturday or Sunday is \$30.00 per space except for booths facing onto Esther St. which will be \$40.00 per space per day. If you want to sell Saturday and Sunday of the same weekend, your combined space rent is \$60.00 for the weekend except for spaces facing onto Esther St. which will be \$80.00 for the weekend. These weekend rates include the \$10.00 per space security fee. In addition to space rental fees please see additional fees as follows: Electric cost is \$5.00 per cord. Gas usage will be \$5.00 per connection for the weekend. Food vendors selling food for consumption at the Market will be charged \$10.00 per day for waste disposal. Vendors only giving food samples will be charged \$5.00 per day. Flower vendors will be charged a \$5.00 per day water/waste fee. Only vendors paying a waste disposal fee are allowed to use the gray water sink and market dumpster.

#### **Full Season**

Vendors can pay space rent for the full market season in advance and receive a 10% discount if paid in full before the first Market day of the season. Pro rated refunds, only in special circumstances, will be permitted.

Note: Vendors may not sublet or transfer spaces to others.

### **USE OF SPACE**

**VENDORS' BOOTHS MUST REMAIN SET-UP UNTIL THE FINAL MARKET BELL. THIS IS DONE SO THAT THE MARKET MAINTAINS A FULL APPEARANCE THROUGHOUT THE DAY.**

1. Booths must be erected with concern for public safety. VENDORS MUST SAFELY WEIGHT ANY CANOPY OR COVER THEY USE AT THE MARKET for shelter against inclement weather (heat, wind, rain, etc.) All vendors who wish to erect canopies / 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 weighted and / or 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 and stow their canopy and sell without it.
2. Clear plastic covers are not fire retardant and are therefore banned by the Fire Department. Any side wall or cover materials must be certified fire retardant per fire department guidelines.
3. Vendors leaving booth and/or product on site overnight do so AT THEIR OWN RISK. The Market and its agents assume no liability for any damage or theft.
4. Vendors are responsible for keeping their space(s) safe, sanitary, and attractive during the market and for cleaning them up thoroughly, including sweeping the area as needed and at the close of each Market day.
5. Vendors are responsible for removing their booth's business refuse and/or unsold products from the Market premises. Vendors are not allowed to use the Market's trashcans or the Market dumpster, unless they are paying the waste disposal fee. Vendors are not allowed to dump wastewater in storm drains or the street gutters.
6. Vendors must provide a sign identifying their business. All signage must be within space rented by vendor. Product signs and prices should be attractive and easily read. A copy of your business license must be on site at all times.
7. Small, quiet/ non intrusive noise level, portable, electric generators will be allowed if pre-approved by the Market Master provided the noise and fumes do not interfere with other vendors or customers.
8. The Market will provide a water source. Vendors must provide their own booths, tables, & chairs.
9. 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 Dept as well as a fire extinguisher and NO SMOKING sign displayed in booth.
10. No amplified music, radios, or TV are allowed within the Market other than entertainment by the Market. Headphones are acceptable.
11. If cooking with deep frying type applications you must have on hand some floor sweep (cat litter) type clean up materials.
12. Smoking is allowed only in designated Smoking Areas.

**VEHICLE LOADING AND UNLOADING**

1. All vehicles will enter the market from the north end of Esther Street (except those vendors placed on 6<sup>th</sup> Street may enter from the east end of 6<sup>th</sup> Street). Vehicle unloading will not be encouraged before 6AM. Vehicle arrival and unloading prior to 6AM will be done at the vendors own risk. Vehicles will not be allowed to enter the Market after 8:30AM on Saturdays or 9:30AM on Sundays. Any vendor arriving after these times must carry his/her goods and booth into the Market. All vehicles leaving the Market must do so by 8:45AM (9:45AM on Sundays). No vehicle will be allowed to travel through the Market between 8:45AM (9:45 on Sunday) and 3:15PM.
2. Vehicles are not allowed to block the traffic lane through the Market while loading or unloading or waiting for parking. Please park on the LEFT side of the traffic lane while loading and unloading. The right side is designated as a drive thru lane. Parking without loading or unloading is PROHIBITED.

Vendors may set up their canopy - with weights - but must then unload, park vehicle, and only then you may finish setting up your booth.

3. Vendors with multiple vehicles are allowed to have only one vehicle in the Market at one time.
4. Vendors will not be allowed to line up outside any Market entrance before 3:15 PM.
5. Vendors are not entitled to a space directly in front of their booth for loading and unloading.
6. If you move a barricade when driving in or out, you must stop on the other side and return the barricade to it's previous place.

### **TYPES OF LICENSES/ PERMITS**

YOU ARE RESPONSIBLE FOR MEETING THESE REQUIREMENTS AND GETTING COPIES ATTACHED TO YOUR REGISTRATION / APPLICATION.

1. You are responsible for meeting all requirements and obtaining the permits and/or licenses applicable to your products. A copy of any and all applicable licenses including your Washington State master business license and insurance certificates must be furnished to the Market before you sell at the Market.
2. The Market holds a City of Vancouver business license and a Washington State nursery license, which satisfy the requirement only for the business you do at the Market.
3. Refer to the appropriate sections on the following pages for information regarding the types of licenses and permits which agricultural, food, and arts and crafts vendors must have.

### **PRODUCT CHALLENGE/DISPUTES**

It is the Market's intent to offer customers high quality products. Anyone may challenge products offered for sale. A challenge must be submitted in writing to the Market Office before action will be taken. The challenge process will be as follows:

1. The Market Master will provide the vendor with a written notice of challenge within 8 days of receipt of the challenge.
2. The Market Master will forward the challenge to the proper Committee for resolution.
3. Challenge is to be resolved within two weeks of notifying the challenged vendor.
4. The disciplinary process for not complying with the committee's recommendations will be:
  - a) 1<sup>st</sup> offense: one week suspension of Market privileges.
  - b) 2<sup>nd</sup> offense: two week suspension of Market privileges.
  - c) 3<sup>rd</sup> offense: forfeiture of Market privileges and space(s) for the remainder of the season. To participate in any following year's Market, the expelled vendor must apply to the Market's Board of Directors prior to the start of that season and be approved.

No refunds will be given for the above offenses.

### **RULE VIOLATIONS AND DISPUTES**

1. The Market Master has primary on-site authority to enforce all rules of the Market.
2. Any problems or disputes shall be reported in writing to the Market Master, who will make every effort to resolve the problem to the satisfaction of all concerned. Failing that the matter will be referred to the Judiciary Committee, whose decision is final.

3. Disputes shall be presented in writing to the Judiciary Committee by both the vendor and the Market Master.

4. Penalties for violations of the same Handbook rule in one Market season are:

- a) 1<sup>st</sup> offense: Written Warning.
- b) 2<sup>nd</sup> offense: \$10 Fine.
- c) 3<sup>rd</sup> offense: \$25 Fine.
- d) 4<sup>th</sup> offense: Forfeiture of market privileges and space(s) for the remainder of the season. To participate in any following year's Market, the expelled vendor must apply to the Market's Board prior to the start of that season and be approved.
- e) All fines must be paid prior to being permitted to sell at the Market & no refunds will be given.

The Market Master or Member of the Board has the authority to cause removal of any person(s) under the influence of alcohol or other intoxicant(s) or exhibiting offensive or disruptive behavior.

### **RULES FOR SPECIFIC PRODUCT CATAGORIES**

General Regulations for All Agriculture Vendors(Produce, nursery, cut flowers & Prepared foods):  
Note..... See Contact Page for Chairperson

1. All agriculture vendor's applications must be submitted to the Agriculture Committee.
2. At least 51% of products Agriculture vendors sell at market over an entire market Season must have been grown or produced by the vendor. The other 49% must be grown in the states of Oregon, Idaho, or Washington and be purchased directly from the grower.
3. All produce must be clearly and legibly labeled as to city, county, and state where the produce was grown.
4. The Market reserves the right to inspect the establishment where items are grown or produced to verify compliance with these rules.
5. Agricultural vendors who wish to offer free edible samples must meet applicable Health Department requirements.
6. Agricultural vendors that grow their produce on their property and sell at farmers markets in the State of Washington are not required to obtain a Washington State business license for the Vancouver's Farmers Market. They are required to obtain a federal tax ID number.
7. Fresh meat, fish, shellfish, wine, egg and dairy vendors must be approved and licensed by the appropriate government agencies. They must sell their products in approved packaging.
8. To guard against possible contamination, all produce must be elevated at least 6 inches above the ground or on a pallet.
9. All pet food/treats vendors must have all required licenses & insurance and meet all state and federal labeling and ingredient content requirements.
10. All juices/ciders must have only one label attached and list the state and city or county where the fruit processed was grown, and must meet applicable Health Department requirements.
11. Produce vendors must provide leak proof container(s) with lid for waste.
12. All nursery vendors must comply with Washington State requirements regarding Sudden Oak Death inspections and issues.

### **FOOD VENDORS**

(Additional rules may apply to hot food and processed food vendors. See food chairperson for information about them. Note...See Contact page for Chairperson.)

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. Food committee will review menus once per month. Menus and menu changes must be received no later than the 15<sup>th</sup> of the month to be considered. Current vendors can submit menu changes only every 2 months.
3. Food vendors must obtain a Washington State Business License for state tax purposes and must purchase a Clark County Health Department Itinerant Food permit if required. They must also comply with rules of all applicable local, state, and Federal regulatory agencies.
4. All food vendors must have a Clark County Health Permit, if needed, and all food workers must have a valid Clark County Food Worker's card. All food permits must be displayed in your booth. The vendor is responsible for ascertaining and following current regulations of the Clark County Health Dept. which periodically inspects the Market's food operation.
5. All prepackaged foods must be clearly labeled as to ingredients and must contain name, address, and phone number 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. Prepackaged foods will only be allowed as an accent to a main course.
8. Each food vendor is required to furnish two 32-gallon or larger trashcans per booth space in accordance with health department guidelines.
9. Market staff will assign an outlet to each vendor using electricity. Use of any outlet other than that assigned is not allowed. Any problems with the electrical service must be reported to the Market Master or Information booth. Do not move other vendors' power cords. Extension cords must be 12 gauge or lower and in good repair. An incorrect gauge cord will cause the outlet (receptacle) to overheat. The Market staff will unplug any overheated cord.
10. A fire department-approved canopy must cover all food preparation and service areas. A fire Department permit must be obtained if required.
11. All vendors selling food, whether hot, processed, co-packed, fish, or shellfish must have product liability insurance of not less than \$1,000,000.00 naming the Vancouver Farmers' Market and the City of Vancouver as additional insured, and the vendor must provide a current certificate of insurance to the Market with registration before selling.
12. If you have a menu item approved by the food committee you should sell item within a 4 week period or within its season. If you have not sold said item(s) then it is open to be reviewed by the food committee to have item(s) removed from your menu.
13. An approved fire extinguisher and a "NO SMOKING" sign must be displayed in each booth where there is a heat source. Every fire extinguisher must be inspected and re-certified once each calendar year.
14. The 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.

## **ARTS AND CRAFTS VENDORS**

**(Note...See Contact page for Chairperson.)**

Potential arts and crafts vendors must be juried for approval by a panel before selling at the Market. New vendors may also be reviewed the morning of the vendor's first Market setup; all vendors will be reviewed randomly throughout the season.

You must obtain a Washington State master business license if you don't already possess one, only after being juried into the Market. A City of Vancouver Business License is not required.

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 significantly altered and/or enhanced by the vendor.
4. Up to 10% of the products sold may be **ancillary\*** products directly related to and supportive of the vendor's main line to more completely satisfy customer needs for the use of the products. Any ancillary item must not be displayed by themselves and may only be in conjunction with hand-crafted products created by the vendor. The value of the ancillary product must be less than the value of the handcrafted items. All vendors will provide the Arts & Crafts Committee chairperson a list of all items sold in their booths as ancillary items.
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 labeling and ingredient contents requirements.
7. Previously juried applicants not having five market days in the preceding year will be subject to jurying before re-entry to the Market.

**\*Ancillary:** An item sold that is directly related to, and complements, the original item. Crayons for artwork, frames for photographs and commercial chains on handmade pendants are examples.

If you have questions, concerns, or suggestions please contact the Market Master. His/her telephone number and email address is listed on the Contact page.

The Market Board of Directors reserves the right to make exceptions or changes to these rules at its discretion.

Vendors are always welcome at board meetings, which are held at 7PM on the third Wednesday of each month. The usual meeting place is Fire Station #11 (Dollars Corner), 21609 NE 72<sup>nd</sup> Ave, Battle Ground, WA 98604

Thank you for your interest in the Vancouver Farmers' Market.