

## **Sammamish Farmers Market Policies & Rules**

### **OVERVIEW**

**Vision:** The Sammamish Farmers Market presented by the Sammamish Chamber of Commerce enhances our spirit of community by creating a gathering place in the Sammamish Town Center, while helping to promote and enhance the economic vitality of our local farmers.

**Mission:** The mission of the Sammamish Farmers Market is to:

- Support local family farmers and businesses by giving them a viable outlet to sell directly to the Consumer.
- Enrich the community by making farm fresh products available to shoppers.
- Inform consumers about healthy and sustainable food choices.
- Promote a community gathering spot that creates a festive atmosphere and celebrates diversity.

**Location:** The market is located at the Sammamish Commons, a city park designed for public events adjacent to Sammamish City Hall (801 228th Ave SE, Sammamish) and the local community library branch. The market is located within sight of the main traffic arterial which connects the major neighborhoods of the Sammamish Plateau.

Limited parking at City Hall is available for handicapped, parents with strollers and those wishing to quickly pick up goods. Additional nearby parking is available at Mary Queen of Peace Catholic Church and Sammamish Hills Lutheran Church.

The Sammamish Farmers Market (SFM) mailing address is: 704 228th Ave. NE, PMB 123, Sammamish, WA 98074

**Organization:** SFM is a Sammamish Chamber of Commerce program carried out through the Chamber's Farmers Market Committee. The Committee develops policy for the market and provides general oversight over the Market. The Market Manager oversees daily operations and implements these policies and guidelines. In addition, the Market relies upon volunteers from the community to help with daily operations, marketing, special events and fundraising. The City of Sammamish is a major investor in the Market. The city's strong support, both in-kind and financial, adds greatly to the successful establishment and ongoing operation of the Market.

**Day and Time:** SFM will operate on Wednesdays between the hours of 4:00 and 8pm and may close earlier depending on weather and lighting conditions. The Market Manager will make the decision to open sales earlier than 4 each Wednesday, depending upon set-up conditions.

**Season:** The farmers market season will run consecutive Wednesdays beginning mid-May through mid-September See website for specific days.

## GENERAL VENDOR INFORMATION

**Guidelines and Definitions:** The market is a member of the Washington State Farmers Market Association (WSFMA) and will conduct business in accordance with their guidelines and definitions. All vendors in our market are required to be knowledgeable of the WSFMA guidelines and definitions. Further, all vendors are responsible for obtaining the necessary licenses and permits required for their particular business, such as the Seattle/King County Public Health Department and the USDA 'Farmer's Market Green Book'. Vendors are encouraged to attend one of our biannual Vendor Meetings for more information.

**For the season:** We are seeking Producers (Farmers and Processors), Artisan/Crafters and Prepared Food vendors for our market. The following are descriptions for the types of vendors we are seeking based on the WSFMA 'Roots Guidelines' definitions. We also allow for non-profit, youth vendors and business booths. If you qualify as a non-profit, youth vendor or business booth please see policies for those categories. **Note that we are currently not accepting applications from 'Resellers'.**

- **Farmers** are those who raise the produce, plants, or animals (including seafood) they sell at market on lands they own, rent or lease in the state of Washington. Farmers sell fresh farm product such as fruits and vegetables, herbs, nuts, honey, dairy product, eggs, poultry, mushrooms, meats, fish, fresh flowers, nursery stock and plants. Farmers may also sell 'value-added' product made from ingredients grown on their farms or foraged, such as jams, smoked meat or fish, cheese, dried fruit, bouquets, salad dressings and salsas. ('Value-added' refers to the increased value a producer achieves when processing a raw ingredient into a product.)
- **Processors** are those who personally prepare 'value-added' product from raw ingredients which they have purchased from others, and which they produce on lands they own, rent or lease in Washington State. Further, it is expected that they buy these ingredients from **Farmers** who operate in Washington State. Processors must meet all federal, state, county and local food safety and health requirements. Examples of processed foods include pasta, bread, wine, smoked meats or sausage, cheese, fruit ciders, jams, and sauces.
- **Artisan/crafters** are those who craft with their own hands the products they offer for sale, using most tools and equipment which require skills, handling and guidance by the crafter. Crafters should incorporate materials produced in Washington as much as possible and must create their products in Washington State. Artisan/crafter vendors will be carefully selected with a preference for Sammamish residents and products relevant to the market such as pottery, basketry, garden art and furniture, household items, body care, gift items and clothing. Artisan vendors shall have a booth appropriate for each month. They will be notified by the Market Manager if they qualify.
- **Prepared Foods** vendors offer freshly made foods, available for sale and immediate consumption on-site at the market. Prepared Food vendors shall possess and maintain all required state, county, and local permits. Prepared Food vendors should use ingredients produced in Washington, and when appropriate purchased from SFM Vendors as much as possible. We show preference for vendors that provide prepared food which uses local and organic ingredients, served in biodegradable or recyclable containers.

- **Resellers** are those who buy produce or product from farmers or processors in Washington State and resell it directly to the consumer. (**Note** that we do not allow Resellers at our market, though we allow Farmers to sell a small percentage of 'resell' product on a closely monitored, case by case basis, such as eggs, artisan cheese, sweet corn, orchard fruit and other sometimes difficult to obtain product, with the intent of 'rounding out' our shoppers basket.)

**Further, we specify that:**

- Our emphasis is on providing healthful, sustainably grown, and organic foods and product from local family farms.
- We will provide Vendor Outreach Meetings annually to educate new or interested vendors about requirements and to seek feedback and suggestions for the ongoing success of the market.
- We can make available interpreters to guide new vendors through the application process, to ensure they understand the market policies and rules, and to assist with vendor needs during the market season. We will need notice to provide this assistance. We are focused on supporting diversity at this market and welcome vendors from the many cultures present in our community.

**Vendor Applications:**

- Annual application pre-season discount fee is \$45 if received on or before March 31. Standard application fee is \$55 for applications received after April 1.
- Seasonal application discounts are available and described on the application form. If a vendor pays in advance for the entire season, the fee is \$540 (\$27 per day) for a standard 10 x 10 stall space and \$1080 (\$54 per day) for a 10 X 20 space.
- Applications require the submittal of copies of all necessary permits, certification, licenses, and insurance. Evidence of in-progress applications will be considered.
- Later applications will be accepted, along with the annual application fee at least one week prior to applicant's first day of market and will be reviewed on a case-by-case basis.
- It is our goal that each of our vendors is successful in the market and we will select new applications with that in mind. We promise all possible effort to make space available for new vendors while attempting to ensure the ongoing success of existing ones.

**Daily Stall Fee:**

- **Farmer, Processor, Artisan/Crafter** : 1) 10 x 10 space - \$30 or 7% of sales whichever is greater; 2) 10 x 20 space: \$60 or 7% of sales whichever is greater.
- **Food Vendor (Prepared Food)** : 1) 10 x 10 space: \$30 or 7% of sales whichever is greater ; 2) 10 x 20 space: \$60 or 7% of sales whichever is greater. A food truck is considered a double size space with a minimum daily fee of \$60 or 7% of sales.

Note: For all pre-paid vendors, the market day calculation will be based on the discounted daily rate (\$27 per day for 10 x 10 and \$54 per day for 10 x 20 stalls) or 7% of sales volume whichever is greater. The fee will be collected on market day.

**We strongly recommend credit or debit card payment for ease of payment and accurate accounting. Contact us at [manager@sammamishfarmersmarket.org](mailto:manager@sammamishfarmersmarket.org) for further information.**

**Donations for Market Support:** We will seek small and reasonable donations of products from our vendors for promotional events and educational demonstrations. We will work towards keeping this fair by seeking an equitable number of contributions from all vendors throughout the market season.

**Daily Sales Reports and Payment of Fees:** At the end of each market day all vendors must accurately record their gross sales on their 'Sales Report Form' and pay any stall fees that may be due by credit or debit card. If paying by cash or check, it must be placed in the provided envelope. The Sales Report and cash envelope or credit / debit card payment must be submitted to the Market Manager by the end of each market day. The Market may conduct periodic 'audits' without notice to ensure that proper recording of sales is taking place. Gross sales figures are used to show the economic benefit of farmers markets to the community, and to study market trends for use in market makeup. Individual vendor sales data is considered confidential and not shared with others without permission.

**No Shows:** Vendors who sign up for the entire season are reserving a space. Vendors are expected to participate every week, rain, or shine. **A 24-hour notice for missing the scheduled day must be approved by the market manager by phone (425-332-6571) or email ([manager@sammamishfarmersmarket.org](mailto:manager@sammamishfarmersmarket.org)).** A "no show" charge of rental space at normal rates will be applied and collected prior to participating the next market day. If a vendor pre-paid for the entire season, there will be no refund for the missed market day. If a vendor resigns from their market commitment, a settlement fee will be determined by the market manager and a refund will be sent.

## **OTHER BOOTH INFORMATION**

The following are other types of booths we will host at our market as a part of our community enhancement efforts. (See Market Rules for more details about booth set up and daily operations.)

**Non-Profit and Community Outreach:** Non-profit and community outreach booths will be assigned on a case-by-case basis and should be reserved prior to market season to be added to the market calendar of events. Non-profits with a strong emphasis and location within Sammamish will be considered first. Participants must provide their own booth displays and off-site garbage disposal as necessary. Please see Market Rules for set-up, breakdown, etiquette, and other applicable rules. Fundraising efforts such as raffle tickets, and t-shirt sales will not be permitted without Market Manager Approval. For more information see Non-Profit Vendor Policies.

**Fees:** A \$15 application, \$15 weekly booth fee and full participation in set up and breakdown is required. Applications

**Youth Vendors:** Booth space will be available during the market season for local youth (age 17 and younger) who have a farm or craft product they would like to sell at market. Participants may set up folding tables, beach umbrellas or other similar structures which can be carried to the site (no vehicle access), to offer their product for sale. Four, 24lb weights for canopies or covers will be required. All applicable state and local permits and licenses shall apply. Youth vendors who sell 4 or more times during the market season will be subject to regular market vendor fees, rules and permits. This includes a Master Business License.

**Youth Vendor Fees:** \$15 annual application, \$10 daily stall fee. (These will align with full market vendor fees if youth vendor sells four or more times during the season.) Applications will be accepted throughout the market season though space is limited so early applications are recommended. *Applications must be made at least one week before the desired first day of the market.* **Applications for participation on the day of the market will not be accepted.** Please see market rules for set-up, breakdown, etiquette, and other rules.

**Be sure to review Youth Vendor Policies for more information.**

**Entertainment:** The Sammamish Commons has a large lawn area ideal for music and other performances, within close sight and sound of the market. We shall actively seek to schedule artists who wish to share their talents at this venue. Other art and education activities shall take place at the market as planned by the Market Committee. Musicians and other performers are encouraged to contact the market entertainment coordinator to arrange a schedule. Unscheduled performances are not allowed.

**Chamber of Commerce Business Booths:** Each market day the Sammamish Farmers Market will allow a minimum number of business booths for marketing and advertising purposes. Business booths are reserved for businesses that do not qualify to be market vendors. Applications for Business booths should be made directly to the Chamber of Commerce at [office@sammamishchamber.org](mailto:office@sammamishchamber.org). The application for a business booth can be found at [www.sammamishchamber.org](http://www.sammamishchamber.org). All Market Rules will apply to Business Booths.

## MARKET RULES

**Overview:** It is our goal that each of our market vendors is successful. Decisions related to the daily operations of the market will reflect our efforts to achieve this goal. With that in mind, we will implement marketing and organizational strategies which we feel will lead to the overall success of the market as defined in our 'Mission'. We seek vendor support in these efforts.

**Site Description:** The Sammamish Commons market site has many amenities, including large lawn areas, a spacious courtyard, overhead lighting, public restrooms, vendor closet including a double sink and hot and cold running water, a nearby natural park and skate park, along with many parking options. Access to the site by vehicle is available on the day of the market, but will be limited based on vendor necessity, as this is a public park area. We have estimated that we have a total of 50 or more available 10x10 stall spaces.

**Stall Assignment:** Market management has full authority to assign stall space and participation in the Market is not a guarantee of a particular stall location. The Manager will make every attempt to fulfill requests for specific sites or reserved sites for regular market vendors. Management reserves the right to assign locations for all vendors, on a week-by-week basis, with the emphasis on creating an esthetically pleasing, safe and easily navigable market, while recognizing that consistency of vendor location is a key factor in vendor success. Priority for on-site parking is given to the prepared food vendors who are in the back of the Plaza. All sites are accessible for loading and unloading of products and supplies. Free vendor parking is available nearby at the Mary, Queen of Peace Catholic Church. Vendors will not be allowed to park in the City Hall or library parking lots during market hours.

**For vendors serving food, please bring cardboard and tarps to place under vehicles and to catch oil splatter from cooking.**

#### **Stall Setup:**

- Cooperation is vital for setup at market and the Market Manager has sole discretion for market layout, which may be modified at the last minute based on cancellations and other unforeseen events.
- Setup may not begin until the Market Manager is on site. Vendors may not arrive earlier unless previously arranged with the market manager. Setup must be completed by scheduled market 3:30 pm. No sales shall occur prior to market opening.
- No vehicles will be allowed to drive on site after 2:30 for the safety of our customers and vendors, and for the setup of market amenities. Vendors will need to quickly offload their equipment and product to allow room for other vehicles. Late arrivals will not be allowed for that market day without express permission from the Manager for circumstances out of the control of the vendor. Certain vendors may be asked to arrive at a specified time, based on site access and stall location, and the Market Manager will determine this schedule if necessary.
- Each vendor is responsible for providing his or her own canopy or umbrella for their stall space. The Sammamish Market site is in a windy location, and all canopies must have approved 24 lb. weights for each canopy leg, in accordance with the WSFMA which provides insurance for the site and conducts periodic site visits to monitor market safety. WSFMA guidelines include the following:

*“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. Each canopy leg must have no less than 24 pounds anchoring per leg.”*

- It is the responsibility of the vendor to provide weather protection for his or her product.
- Stalls must abide by all King County health code and other agency requirements as required for vendor type, such as hand-washing stations, sneeze guards, scales approved by State guidelines, etc. Sampling is allowed and encouraged (with appropriate permits and following appropriate code).

- Electricity is limited but available on a case-by-case basis and will be prioritized for use by prepared food vendors, farmers and processors who have refrigerated products, demonstrations, musicians and special events. No fees will be assessed for the use of power.
- Signage at each stall must clearly identify the name of the farm or business (at least 3' wide signage). Prices must be clearly marked for each type of item sold. Those who need assistance with signage can work with the Market Manager to create signage during the market day. Organic/Pesticide-Free Declarations: Those who are certified organic should post their certification. They are the only ones who can use the term organic for their product. Vendors who make written and verbal declarations of 'no or low-spray' or 'pesticide-free' must provide a notarized affidavit describing how these procedures are followed or be certified as 'transitional' or 'sustainable' through approved organizations.
- Washington State Farmers Market Nutrition Program Participants - Growers who participate in the FMNP programs must have current authorizations, listings, and signage available at their stall on each market day. The FMNP sign should be displayed.
- Vendors are responsible for keeping their stall attractive and free of trash during the market hours. Vendors are responsible for removing their trash and debris at the close of business. Vendors may not dispose of trash in market bins.
- Food vendors are required to sell items in recyclable or compostable containers

**Refunds:** Customers who have a legitimate complaint about the product they purchase should be given a full monetary refund or replacement of equal value. It is the Market's policy to satisfy the customer and to promote goodwill by being generous with produce and food products.

**Staffing of Booth:** Vendor booth must be staffed by the farm or business owner, family member or designated employee, as listed on the application form. All staff should have working knowledge of the farm or business in order to develop the customer relationships which are so important for a successful farmers market.

**Children of Vendors:** We care about your children. Vendors need to closely supervise and keep a watchful eye on their children at all times on the premises during the Market Day. Set-up and take-down are especially dangerous when vehicles are moving within the Market area. The Market takes no responsibility for safety or whereabouts of children.

**Vendor Etiquette:** Vendors shall conduct their business in a professional manner, and will be civil and respectful towards each other, market staff and customers always. Conflicts between vendors or customers shall be resolved by the Market Manager. Complaints can be submitted in writing (e-mail to [manager@sammamishfarmersmarket.org](mailto:manager@sammamishfarmersmarket.org)), a letter to the address listed on the first page of this document, or brought up at vendor meetings.

Dress and language should be appropriate for a market and community/family event. Hawking, recorded music, or other potential distractions are not allowed. Reading books, lengthy talks on cell phones, listening to music with earphones, etc. is discouraged. Storytelling, food sampling, recipe-sharing and other interactions are strongly encouraged. Dogs and pets are not allowed without special permission from the manager.

**Non-Profit and Community Outreach Booth Setup:** Participants using these booths must arrive no later than 3:00 to assist with setting up the canopy and table if able. Participants must provide additional tables if necessary. Booths should be fully set up by opening. Rules for vendor etiquette, cleanup and breakdown apply. Non-profit/community groups are requested to assist with breakdown of the stall space at end of market day if able.

**Cleanup and Breakdown:** Vendors should keep their stall space attractive and clean during market hours. Vendors must provide for their own garbage removal and must clean the grounds around their stall at the end of the day. Prepared food vendors must provide additional garbage receptacles during market for recyclable containers they sell (such as aluminum cans or plastic bottles) and shall recycle these containers themselves (unless and until we make other arrangements).

Vendors who sell out early must keep their stall set up until closing time and should post a sign letting customers know they have sold out.

Breakdown can begin at closing and no sooner, except by rare, special permission by the manager. Vendors should not begin breakdown prior to this out of courtesy to our customers.

Vendor vehicles can begin to have access to the site 10 minutes after market scheduled close. The Market Manager will determine the priority of vehicle access based on travel time, amount of product, vehicle size, and other considerations. Bring cardboard or other covering to place under vehicle.

**Cancellation or No-show Policy:** Vendors must give 24-hour notice, using the contact information provided by the manager if they are not going to attend market. This allows enough time to explain this to our customers through our e-newsletter, notify other vendors so they can accommodate for the loss of product, make other arrangements and rearrange stall spaces. Repeated cancellations will lead to loss of stall priority. For 2023, the contact information is [manager@sammamishfarmersmarket.org](mailto:manager@sammamishfarmersmarket.org) or 425-332-6571.

Vendors who do not give 24-hour notice without evidence of an emergency, will be charged for the market day along with a warning for the first offense, a \$25 fine the next, and possible expulsion from the market for the third. No-shows hurt the credibility of the market, affecting all vendors and are considered a serious breach of contract. If signed up for an entire season and chose to drop out of the market, a settlement fee will be determined by the market manager and an invoice will be sent.

**Violations:** Failure to comply with any of the rules listed in the above section will result in warnings and/or fines. Market Manager will keep a log of any verbal warnings or rule violations given during the Market Season.

First warning will be verbal, second warning will be written, and third warning will either be a fine or termination of ability to continue at our Market.

**Non-discrimination Policy:** The Sammamish Farmers Market opposes discrimination of any kind and expects all market participants to take appropriate steps to avoid and prevent any and all types of



harassment or discrimination, including that based on race, color, creed, religion, sexual orientation, age or nationality.