

# Pullman Farmers Market 2016 Vendor Contract and Application

**Mission:** To provide local food growers and producers an effective direct market sales site and to provide consumers with a source for local, fresh produce and products.

**Sponsorship:** Pullman Chamber of Commerce

**Location:** Spot Shop Parking Lot 240 NE Kamiaken Street Pullman

**Time:** Wednesdays, 3:30-6 pm

May 11<sup>th</sup>-October 19<sup>th</sup>

**Marketing and Promotion/Venue Space Insurance Coverage:** Pullman Chamber of Commerce

## Products sold at the Pullman Farmers Market

Products sold at the Pullman Farmers Market are limited to four categories listed below as A through D. All vendor farms and businesses must be located within a 60-mile radius of Pullman, WA. Vendors outside the stated radius are subject to the Pullman Farmer's Market Manager's approval. Each vendor's application for a permit to sell shall state what is grown/produces made by the vendor, and what products the vendor intend to sell at the Pullman Farmer's Market.

### A. Fresh Farm Products:

Includes fresh fruit and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats, fish, fresh grown flowers, nursery stock and plants. All fresh farm products must be grown or produced by the seller except under the "Resale of Fresh Produce by Type A Vendors" rules.

### B. Value Added Farm Products:

Added value farm products include preserves, jams and jellies, cider, wine. Beer, distilled spirits, syrups, salsas, smoked or canned meats or fish, dried fruit, flours and salad dressings. Limited on-site processed farm food such as roasted peppers and roasted peanuts, nursery stock and plants. All value added farm foods must be made from raw products/ingredients, a majority of which are grown and produced by the seller. Nursery stock and plants must have value added from original state. Type A vendors may sell ready to eat food made with a majority of their own products grown on their farm. Ingredients not grown by the vendor must follow the same sourcing rules as ready to eat food vendors.

### C. Dried Flowers, Crafted Farm Products:

Allowed are bouquets, wreaths, roping, arrangements and displays of fresh and dried flowers, vines and gourds. These items must be grown, foraged and produced by vendor on vendor's land. *NOTE: These are intended as a supplement to fresh produce or other fresh farm or value added products.*

### D. Processed Foods:

Includes juices, preserved foods, salad dressings, jams, pastries, pasta, granola, cookies, muffins, breads, pies and related take home desserts. Vendor must be an active owner/operator of the business and may not be operating under a franchise agreement. Processed foods must be produced by the vendor from raw ingredients. Vendors in this category are those who have cooked, baked or otherwise treated the product the sell. No commercially prepared dough mixes, crusts, shells or fillings are allowed. All processed foods must have the proper permits and must carry product liability insurances. Copies of proof of insurance must be provided to the Pullman Farmer's Market Manager. Ready-to-eat food vendors shall be limited to two full season vendor spots and one rotating vendor to be coordinated by the Pullman Farmer's Market Manager.

## Vendor Fees, Guidelines and Rules for Participation

### Vendor Fees:

1. Season's Pass: \$225 for season (May through October)
  2. Vendor's Four Market Day Pass: \$50
  3. Day Pass: \$20
- Booth size is 12'x12'. Additional stall space may be purchased.
    - 1 space = \$225, 2 spaces = \$450
  - Fees are to be paid to the order of the Pullman Chamber of Commerce for market promotion/operation purposes.
  - Fees must be paid prior to set up of booth.
  - Prepaid vendors who fail to show up on Market day are not entitled to a refund for the day unless special prior arrangements have been made.

### Guidelines and Rules for Participation

Season's Pass holders are guaranteed a spot each week. Please alert the Pullman Farmer's Market Manager of any planned absences so that adjustments (IE. increasing allowable space, booth layout) may be made in a timely manner.

Vendor Pass holders must contact the market manager by 5:00 pm. on the Monday **prior to** the Wednesday market to be eligible for participation\*. An application must be submitted to the Pullman Farmer's Market Manager and **APPROVED** prior to market day for participation. In sum, if a vendor plans to "walk on" and do not contact the Pullman Farmer's Market Manager by the aforementioned time, you may not be permitted to participate in the market.

\*The Pullman Farmer's Market Manager holds the exclusive right to make exceptions to the participation criteria, and will do so in the best interest of all participants of the market.

### Refunds

Vendors who cannot attend on Market Day must contact the market manager 48 hours prior to be considered for refund.

### Booth Arrangements

Booth assignments are made by the Pullman Farmer's Market Manager based on the following criteria:

1. Available space
2. Number of spaces needed
3. Vendor performance

Performance includes good product quality, good display and signage, ability to follow rules and directions regarding punctuality, clean-up, market fees being paid/current.

The Pullman Farmer's Market Manager will make every attempt to keep stall spaces consistent throughout the season. However, some crops are seasonal and not all vendors may participate throughout the whole season. Market space assignments will be adjusted as needed.

**Please note:** The market does not provide tables, awning, tents, or tent weights for vendors. All vendors who wish to erect canopies (including umbrellas) on the 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 market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it.

### Punctuality

Hours of the market are 3:30 to 6:00 pm. Vendor set up time begins at 2:30 (and not prior). Vendors must vacate the site by 7:00 pm. Please leave ample time for set up, especially considering weather variances and the occasional need to reconfigure the vendor layout. This helps everyone to be more successful for market time.

### **Vehicles**

All vendors must be set up and ready to sell by start time. Vendors with vehicles must arrive at least 30 minute prior to opening, and as early as 1 hour before market start time. Vendors with vehicles who arrive less than 20 minutes before the Market opens run the risk of having to load off from the parking area and transport items to the assigned stall. If this happens, vendors will be issued a verbal warning. Second late offense will result in a written warning of termination and a \$25 fine. A third offense will result in termination. These criteria are in place for both safety and overall flow.

Vendors who offload onto their stall must remove their vehicle from the Market area within 30 minutes of start time. Failure to do so will result in a verbal warning. Second warning/offense will result in a \$25 fine, and a third offense/warning, possible termination.

Additionally, vendors are asked to park their vehicle out of the customer parking area to maximize customer spots. There is street parking available in several locations.

Vendors are required to stay until closing. Vendors who sell out early must keep their booth set up and post a sign letting customers know they have sold-out. Vendors who attempt to leave before the close of the market will be issued a verbal warning. Repeated attempts or leaving before closing time will result in vendor not being allowed back.

### **Cleanup**

Vendors are required to clean up after themselves and to provide receptacles for garbage from customers. Vendor space must be maintained in a clean, safe and sanitary manner. Vendors are responsible for taking with you any trash or garbage that is generated in or around your booth and sweeping up any product debris left on the ground. Farmers are not permitted to dispose of produce waste, overripe or leftover produce in boxes in any on site garbage cans or dumpsters. Vendors who do not clean up at the end of the Market may receive a \$25 fine and/or termination.

### **Signage**

All vendors will post a sign identifying the name of the farm/business represented and where it is located. Signs should not be smaller than 24x8 inches. All goods for sale should be clearly marked with their prices. This can be done individually or on a larger sign that is clearly readable. This is a critical component of providing a reputable farmers market, allowing customers to refer to growers and businesses by name. Please have ample signage to allow the community to know you.

### **Space**

The vendor sales area must not extend beyond the allotted boundaries of the booth space. Avoid blocking neighboring booths with large signs etc.

## **Booth Sharing by Type A Vendors**

Type A (fresh farm product) vendors may share their booth with a producer/farmer who is from within the 60-mile local limit under the following conditions:

1. The guest vendor must be the actual producer or farmer of product to be sold.
2. The guest vendor must be from within the 60-mile limit as well as their product having been produced within the 60-mile limit.
3. The guest vendor must display their name and where they are from in print using the market provided template.
4. A guest vendor display may not compromise more than half of the space of a host vendor's booth or table space.
5. Guest vendors may only share a booth up to three times before they must purchase their own booth space.
6. The host vendor must be current season pass holder as well having attended the previous season as a season vendor.

### **Pricing and Quality by Type A vendors**

Pricing of goods sold at the market are solely the responsibility of the individual vendor. Vendors are not allowed to give produce away for free or at below-cost pricing, thus undercutting potential sales of other vendors. Vendors are expected to bring good quality produce to market. Vendors are responsible for the safety of their food and cannot sell adulterated food.

### **Resale of Fresh Produce by Type A Vendors**

1. Resale produce must be purchased direct from the farmer/producer within the 60-mile local limit.
2. Resale produce cannot represent more than 25% of vendor booth space on a given market day.
3. Resale produce cannot be the same type of items as are already available for sale by other type A vendors at market.
4. Produce must be identified clearly as resale items with the name, phone and address of original producer as well as growing methods used in production of the produce. Identification signage must use provided template.
5. Reselling vendors must be current season pass holders as well as having attended the previous season as a season vendor.

### **Beverage and Water Sales**

All types of vendors are allowed to sell beverages at their booths under the following limits.

1. Non-water beverages for sale must follow the same sourcing and ingredient rules as laid out in the prepared food vendor rules.
2. Commercially bottled beverages with glass, plastic or other disposable containers are not allowed for sale at the market, unless provided for under the type B vendor rules.
3. Vendors selling beverages must follow all relevant health department and state regulations. Vendors must provide copies of all permits required to the market manager before the sales of beverages commence.
4. Vendors selling beverages for consumption at market must provide a garbage receptacle and haul their own garbage away for disposal.

### **Scales**

Vendors selling produce by weight must provide their own scales. Scales must be “legal for trade” and are subject to inspection by the Department of Agriculture’s “Weights and Measures” program. All scale displays must be readable and in easy sight to your customers during business transactions.

### **Pets**

Not pets will be allowed in the vendor’s selling area. The only exception will be seeing-eye dogs, dogs for the hearing impaired or other disability guide dogs.

### **Children**

Vendors must monitor and supervise their children at all times during market hours. Set up and take down time can be an especially dangerous time for unattended children. The market can take no responsibility for their safety or whereabouts, or for any damages they may cause or incur.

### **Courtesy/Conduct**

Vendors and their representatives are expected to conduct themselves in a respectful, safe and courteous and harmonious manner with customers, market staff and each other. Any language or behavior that jeopardizes the normal operations of the market will be grounds for termination of the vendor’s permit to sell. Complaints of any kind should be written up and given to the market manager/staff.

Customer complaints about individual vendors will be discussed with the vendor. If the market receives numerous complaints about a vendor, the market manager will discuss the situation with the vendor and determine if any corrective action is needed. Customers who have a legitimate complaint about the produce they purchase should be given a full monetary refund or replacement of equal value. It is the market’s policy to satisfy the customer. Complaints that seem unfounded or excessive may need to be mediated by market manager.

### **Vendor Dress**

Vendors are required to wear ‘shirts and shoes’ at their booths during market hours.

### **No Smoking or Drinking**

Smoking is not allowed anywhere in the market sites at any time. Consumption of alcohol or any controlled or illegal substance while at the market is prohibited.

### **Taxes, Insurance, Licenses, Permits and Special Requirements**

- Taxes: Retail sales taxes and B & O taxes are the responsibility of the individual vendor.
- Insurance: All vendors must show proof of current automobile insurance for on-site vehicles.

### **Permits, licenses and Insurance**

All vendors shall provide at the time of application current copies of any permits, insurance and licenses applicable to the scale of their products.

*All prepared foods and baked goods vendors must have a current County Health Department Food Worker Cards and applicable operating permits issued by the Whitman County Health Department and keep a copy of these permits at their market booth at all times.*

### **Marketing & Community Outreach**

Vendor contributions are accepted and encouraged for the market's promotional campaign.

### 2016 Pullman Farmers Market Application Form

By submitting the below market application, you hereby agree to the above stated guidelines for market participation.

Name: \_\_\_\_\_

Farm/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Numbers(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

Is the best way to contact you by (circle one):      phone              e-mail              either

Please list the products you wish to sell: (ex. Vegetables, fruit, eggs, bread, flower bouquets)

---

---

In case of emergency, please contact:

Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

You are requesting a (circle one):

- Season Pass-Single Space (\$225 for season May through October)
- Vendor Pass (\$50 four market day punch card)
- One-time space (\$20)

Checks may be made out to Pullman Chamber of Commerce with "Pullman Farmer's Market" on the memo line. Please send or drop off the application and payment to:

**Pullman Chamber of Commerce**  
**415 North Grand Avenue**  
**Pullman, WA 99163**

Season Pass & Vendor pass holders will be guaranteed a space every Wednesday. In order to request a one-time spot (Day Pass), you must email market manager no later than the Monday before your desired market day to see if space is available: [pullmanfarmersmarket@gmail.com](mailto:pullmanfarmersmarket@gmail.com)