

2017 Pullman Farmers Market Policies & Guidelines



Mission: The goal of the Pullman Farmers Market is to provide a week-day place for the community to acquire high-quality, locally grown food and products, while giving local farmers and producers a venue to connect directly with consumers.

Sponsorship: Pullman Chamber of Commerce

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

Time: Wednesday, 3:30-6:30, May 10 – October 18

Vendor Fees:

- Season Pass: \$225 (May-Oct)
- Four-Market Day Pass: \$50
- Day Pass: \$20
- Day Pass Child: \$5

Fees are to be paid to the order of the Pullman Chamber of Commerce, and must be paid prior to market, or to the Market Manager by end of market day. Vendors who fail to show up on Market Day are not entitled to a refund, unless special prior arrangements have been made with the Market Manager. Booth size: 12'x12'. Additional stall space may be purchased at full price.

Season Pass Vendors are guaranteed a spot each week. Please alert the Market Manager of planned absences. Four-Market Day and Day Pass vendors must contact the Market Manager by 48 hours prior to market to be eligible for participation.

Season Pass Vendors may be asked to contribute product, gift certificates, or other items to the Market's promotional and educational events such as chef's demos, produce tastings, and other special events or fundraisers.

GENERAL POLICIES FOR ALL VENDORS

Pre-Market Orientation: All Season Pass vendors and Four-Market Day Pass vendors are required to attend a pre-market training. The Market Manager will communicate the dates this training will be offered.

Booth Requirements: The Market does not provide tables awnings, tents, or tent weights for vendors. All tents, umbrellas or coverings are required to be weighted to prevent blow down. Each canopy leg must have no less than twenty four pounds (24 lbs.) anchoring. Weights should be secured in a manner that does not create its own safety hazard or cause a tripping hazard.

Attendance: Booths are generally to be manned by an Owner/Operator of the business. With prior agreement from the Market Manager, Season Pass vendors may substitute with employees. The Owner/Operator is still required to attend Market at least once/month.

Early Sales: In the occasional event that a customer needs to make a purchase prior to the 3:30 p.m. opening of Market, the Market Manager has the option of granting permission for that transaction.

Signage: All vendors will post a sign identifying the name of the farm/business represented and where it is located. Signs should be at least 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.

Pricing: Prices of products sold must be based on fair value, and never below the cost of production.

Scales: Vendors selling produce by weight must provide their own scale. Scales must be "legal for trade" and are subject to inspection by the Department of Agriculture – Weights and Measures Program. All scale displays must be readable and in easy sight to consumers.

Cleanliness: Market Vendors are responsible for the set-up, clean-up and safe operation of their Market Vendor's space. State and local health and safety requirements, particularly those in the food area of the Market, will be enforced by the Market Manager and/or the Health Department.

Set-Up and Punctuality: Vendor Set up time begins at 2:30 p.m. All vendors must be set up and ready to sell by the 3:30 start time. Vendors with vehicles must arrive at least 30 minutes prior to opening.

Parking: Vendors are required to park their vehicle out of the customer parking area to maximize customer spots. Street parking is available in several locations around town.

Tear-Down: Vendors are required to stay until closing at 6:30 p.m., and vacate the site by 7:30 p.m. Vendors who sell out early must keep their booth set up and post a sign letting customers know they have sold out.

Pets: No pets will be allowed in the vendor selling area. The only exceptions will be seeing-eye dogs, or other disability assistance animals. Please report to the manager if there are problems.

Bicycles: For the purpose of safety and congestion control, bicycles are not allowed within the Market Boundaries. Bike racks are provided just outside the Market area.

Children: Vendors need to keep a watchful eye on their children at all times during the Market day. Set-up and tear-down times can be an especially dangerous time for unattended children. No bikes, skateboards, or scooters are allowed within the market boundaries.

Courtesy and Conduct: Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the Market. Consumption of alcoholic beverages, smoking, or use of any controlled substance while at the Market is prohibited. Any language or behavior considered detrimental to the normal operation of the Market will be addressed by the Market Manager, and will be expelled from the Market.

Dress Code: Vendors are requested to wear shirts and shoes at their booths during the Market hours.

Market Manager: The Market Manager's job is to implement Market policies. This includes overseeing Market set-up, booth assignments, and collection of fees, providing information on membership and Market policies, and assuring vendor compliance with all Market policies. The Manager will make booth assignment decisions based on available space in the Market and the need for specific products. The Manager will be responsible for public concerns and vendor complaints. The Manager is also the conduit between vendors/customers and Pullman Farmers Market Board. The Market Manager has complete authority to interpret and implement policy on the Market site; including the authority to rescind stall space for just cause. Vendor grievances with the Manager will be taken up by the board at their next scheduled meeting.

Disregard of Market Rules: These regulations are enforced to promote welfare and safety of sellers and shoppers alike. If notified of an infraction by the Market Manager, the vendor must correct it. Disregard of these rules will lead to expulsion from the Market. A first violation will result in a violation notice being issued. A second notice will result in exclusion from the following Wednesday Market. A third notice will result in exclusion from the Market for the rest of the season.

Child Vendors

The Children's Market is intended to encourage and support early interest in farming, gardening, crafts, growing, and selling. The general rules of the Market apply to Child Vendors (e.g., pay appropriate fee(s); produce must be grown, cultivated, and harvested by the child; crafts must be made by the child; or a service offered by the child. All such activities must be pre-approved by the Market Manager. In addition:

1. Children must be younger than twelve (12) years of age.
2. Children must be supervised by an adult during the Market.

3. Child vendors must request Market space 48 hours prior to Market day.
4. No more than two child vendors will be allowed on any Market day, and will share a 12'x12' booth space. (Each child will be given a 6'x6' space, unless only one child vendor is present.)
5. Booth space for each child vendor is \$5/day. Or, a child of a Season Pass vendor may share space in their parent's booth free of charge.

Food Demonstrations and Sampling your Product

Each vendor is responsible for following Washington State Department of Health and Whitman County guidelines for sampling products. A current Food Handlers Permit is required if providing samples.

Products Sold at the Pullman Farmers Market

All vendor farms and businesses must be located within a 60-mile radius of Pullman WA and must be from Washington State or Latah County, Idaho. Vendors outside the stated radius are subject to Pullman Farmers Market Board approval, and what products the vendor intends to sell. The objective is to remain consistent with the Market's Mission, and maintain a vendor ratio of at least 60% fresh consumable farm products or value-added farm foods/crafts, and 40% from other vendor categories.

Products sold at the Pullman Farmers Market are limited to the following categories. Vendors must indicate on their application one primary category, but may have multiple secondary products.

Fresh Farm Products:

Products include fresh fruits and vegetables, herbs, fresh flowers, nuts, honey, dairy products, meats and poultry, eggs, mushrooms, nursery stock and plants, and similar products. All fresh farm products must be grown or produced by the vendor. Vendors must be an active owner and operator of the farming operation and may not be operating the business under a franchise agreement.

Resale: Season Pass vendors only, will be allowed to resell fresh farm products grown on another local farm (within 60 miles of Pullman). Such sales require the approval of the Market Manager at least 48 hours prior to Market Day, and are limited to four (4) Market Days. When reselling fresh farm products from another farm, the vendor must clearly and visibly display a sign indicating the farm name the products came from, location and contact information of Owner/Operator of that farm. The Market Manager will provide the appropriate template for such signage.

Booth Sharing: A current Season Pass fresh farm product vendor may host a guest fresh farm product vendor, if the host vendor also attended the previous season as a season vendor. Guest vendors may share a booth up to three (3) times before they are required to purchase their own booth space. Any guest vendor must be the actual producer or farmer of product to be sold, and their business must be located within the 60-mile limit. The guest vendor must clearly and visibly display a sign indicating the farm name the products came from, location and contact information of Owner/Operator of that farm. The Market Manager will provide the appropriate template for such signage.

Value-Added Farm Foods and Farm-made Crafts:

Products include preserves, jams and jellies, cider, syrups, salsas, smoked or canned meats or fish, dried fruit vegetables or herbs, and similar products. All value added farm foods must be made from raw ingredients, a majority of which are grown and produced by the farmer/producer. Farm-made crafts, such as bouquets, wreaths, dried flowers, wool products, personal care products made with ingredients from the farm, and other products created by hand from farm or wild harvested materials. The vendor

must be an active owner and operator of the business and may not be operating under a franchise agreement.

Arts & Crafts:

Vendor's business must be located and handcrafted within the 60-mile radius of the Market. Priority will be given to vendors whose product materials are locally sourced. Products must be approved by the Market Manager at least one week prior to Market Day.

Processed Foods:

Example products include made-from scratch (no commercial mixes) breads, pies, granola, pasta, candies, not prepared on site. Priority is given to cooks who use locally grown (within 60 miles) ingredients in their products. Vendor must be an active owner and operator of the business and may not be operating under a franchise agreement.

Prepared (Ready to Eat) Foods:

Prepared (Ready to Eat) foods are defined as freshly made foods available for sale and immediate consumption on-site. Vendor must be an active owner and operator of the business and may not be operating under a franchise agreement. Priority will be given to vendors preparing food from raw ingredients grown locally, or products sourced by other market vendors.

Beverages: All vendors in any category are allowed to sell beverages at their booths. Only beverages prepared by the vendor with fresh ingredients or made-from-scratch (no commercial mixes) will be allowed. Allowable beverages include lemonade made from fresh lemons, "homemade" root beer, water infused in fresh citrus or cucumber, "homemade" iced tea. Examples of beverages not allowed: soda pop, lemonade made from powdered product, or any beverage made from a commercial mix. No purchased bottled glass or plastic beverages are allowed for resale. Vendors selling beverages must follow all relevant Health Department and State regulations. Vendors must provide a garbage receptacle and haul their own garbage away for disposal.

Non-Profit and Community Booths:

Up to two non-profit community organizations may host a booth each week for the purpose of; 1) providing an opportunity for customers to learn about local organizations; 2) support of non-profits in our community; 3) providing a venue to educate the community about special interests, particularly those related to farm activities. No political or religious promotions are allowed. Space for such participants will be provided at no charge. Coordination and scheduling must be vented through the Market Manager at least 48 hours prior to Market Day.

Licenses, Permits and Special Requirements

Permits and Licenses: All vendors shall provide at the time of application copies of any permits and licenses applicable to the sale of their products. These may include the vendor's Washington State or Idaho UBI #, Washington State Food Handlers Permit, Food Processors License, Egg Handlers Permit, or other licenses and permits defined in the Pullman Farmers Market application.

Taxes: Retail sales taxes and Business and Occupation taxes are the responsibility of each individual vendor.

Insurance: Vendors must show proof of current automobile insurance for on-site vehicles. Vendors are also encouraged to obtain product liability insurance.

Organic Products: If a product is labeled "organic" it must be certified by the National Organic Program. Verbal or written declarations of organic status are only lawful by Organic Certification. If you have questions, please ask the Market Manager what wording can legally be used to describe your growing procedures.

