

2019 Vendor Guidelines

The mission 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.



GENERAL MARKET INFORMATION

The Pullman Farmers Market is located at the Brelsford WSU Visitor Center, 150 E. Spring Street in Pullman, Washington. Regular market season runs mid-May through mid-October on Wednesdays from 3:30 pm to 6:30pm. The Winter Market season takes place November through April on the third Saturday of each month from 10:00 am to 2:00 pm.

PAYMENTS & SPACES

Checks shall be made out to the Pullman Chamber of Commerce. Payment may be made prior to the Market season, or on Market day. For specific payment arrangements and benefits of each pass type, see below. Vendors who fail to show up on Market Day are not entitled to a refund, unless prior arrangements have been made with the Market Manager. Spaces are 12'x12' in dimension. Only Season pass holders may request more than one space. Requests for space need to be made no later than Sunday by 5pm, with space assignments issued on Monday.

- **SEASON PASS HOLDERS:** Shall pay at least 50% of their fees prior to the start of the market season and will be invoiced for the remaining 50%. Payment plans are available upon request. Vendors paying for a season pass are guaranteed a space each week. Management will reserve the same space for Season pass holders unless it is in the best interest of the Market to re-arrange spaces due to product mix, shoulder months, etc.
- **MONTHLY PASS HOLDERS:** Shall pay at the beginning of the month they wish to attend in its entirety. The same space will be granted if possible.
- **SIX-MARKET PASS HOLDERS (AKA ONCE-A-MONTH):** Shall pay at the beginning of the season, indicating the standing Wednesday they wish to attend each month (1st Wednesday of the month, 2nd Wednesday of the month, etc.). The same space will be granted if possible.
- **DAY PASS HOLDERS:** Shall pay at Market the day they are attending. Vendor's are not granted the same space each time.
- **CHILDREN'S DAY PASS:** Children must be younger than twelve (12) years of age to participate at the market. Adult supervision is required. No more than two (2) children will be allowed to sell on Market day and will share a 12'x12' booth space. The space fee for a child is \$5. Or, a child of a Season Pass vendor may share space in their parent's booth free of charge. Children participating in the market will be generally held to the same standards as adult vendors.

Market Manager | Amanda Argona • Email | pullmanfarmersmarket@gmail.com

Mailing address | 415 N. Grand Avenue, Pullman, WA 99163

Website | www.pullmanchamber.com/visit-pullman/things-to-do-in-pullman/farmers-market/

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VENDOR PREFERENCE, ELIGIBILITY, AND CATEGORIES

Vendor recruitment is primarily sourced from a 60-mile radius of Pullman. Vendors operating in counties bordering Whitman county will also be given preference and consideration. Vendors and their products outside the stated radius or counties are subject to Pullman Farmers Market Board approval. The objective with vendor preference is to align with the Market's mission and maintain a vendor ratio of at least 60% fresh, consumable, agricultural products or value-added agricultural foods/crafts, and 40% from other vendor categories. All Vendors must be an active owner and operator and may not be operating the business under a franchise agreement.

- **FRESH AGRICULTURAL PRODUCTS:** Vendors who have products that may include fresh fruits and vegetables, herbs, fresh flowers, nuts, honey, dairy, meat, poultry, eggs, mushrooms, nursery stock and plants, etc. Products must be grown or produced by the vendor.
- **VALUE-ADDED AGRICULTURAL PRODUCTS:** Vendors who use raw ingredients, of which a majority are grown by them or wild harvested, to create products that may include canned and bottled goods like preserves, jams, jellies; cider; syrups; salsas; smoked/canned meats or fish; dried fruits, vegetables, herbs, flowers, wreaths, and bouquets; fiber items; and personal care products.
- **ART & CRAFT PRODUCTS:** Vendors who hand make or hand craft products for the home and/or an individual. Products may be decorative, utilitarian, or multipurpose in nature. Priority will be given to vendors whose product materials are locally sourced.
- **PROCESSED FOOD PRODUCTS:** Vendors who use raw ingredients to make from-scratch breads, pies, granola, pasta, candies, etc. Priority is given to vendors who use locally grown ingredients in their products.
- **PREPARED (READY TO EAT) FOOD PRODUCTS:** Vendors who prepare freshly made food products on-site and intended for immediate consumption. Priority is given to vendors who use locally grown ingredients in their products and/or source from other market vendors.
- **BEVERAGE PRODUCTS:** Vendors who create beverages from scratch and use fresh or raw ingredients in the preparation of their product. Examples include lemonade, root beer, infused water, and iced tea. Commercial mixes, syrups, and powders are highly discouraged. The sale of bottled water and canned soda is not allowed.
- **NON-PROFIT AND COMMUNITY VENDORS:** The Market supports local non-profits and reserves one to two spaces per market day as a venue for these organizations to share information with customers free-of-charge. Priority is given to those groups that are providing educational information in any form, particularly those related to agricultural activities. No political or religious promotions are allowed.

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GENERAL POLICIES (ALPHABETICAL)

- **ANNUAL ORIENTATION:** All Vendors are encouraged to attend the annual orientation. Orientation covers updates regarding the Women, Infant, and Children's (WIC) program, Senior Farmers Market Nutritional Program (SFMNP), Supplemental Nutrition Assistance Program (SNAP, also known as EBT/Food Stamps), and other market initiatives. Season Pass vendors are required to attend.
- **BOOTH REQUIREMENTS:** The Market does not provide tables, awnings, or tents. 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. In emergency circumstances, the Market will provide additional tent weights. Vendors must provide a garbage receptacle and haul their own garbage away for disposal.
- **BOOTH SHARING:** Only Fresh Farm Vendors holding a Season pass may host a guest fresh farm vendor. Guest vendors may share a booth up to three (3) times before they are required to purchase their own booth space. Guest vendors are held to the same Market standards as other vendors.
- **CHILDREN:** Vendors must always be mindful of their children during Market hours. Setup and tear-down times can be an especially dangerous time for unattended children. Vendors' children are asked to not ride bikes, skateboards, or scooters within the market boundaries.
- **CLEANLINESS:** Vendors are responsible for the set-up, clean-up and safe operation of their 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.
- **COURTESY & CONDUCT:** Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the Market. Any language or behavior considered detrimental to the normal operation of the Market will be addressed by the Market Manager. Such behavior is grounds for expulsion from the Market.
- **DRESS CODE:** Vendors are required to wear shirts and shoes at their booths.
- **EARLY SALES:** Vendors may conduct sales prior to the start of market if sanctioned by Market Management.
- **INSURANCE:** Vendors must show proof of current automobile insurance for on-site vehicles. Vendors are also encouraged to obtain product liability insurance.

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- **LICENSES, PERMITS, AND CERTIFICATIONS:** Vendors shall submit copies of any permits and licenses applicable to the sale of their products with their Market application. For examples, please refer to the Required Documents page with the current application.
- **MARKET PROMOTION:** All Vendors may be asked to contribute product, gift certificates, or other items to the Market for educational events, fundraisers, raffles, and/or giveaways.
- **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.
- **PETS:** Vendors are asked to leave their pets at home. Customers with pets will be asked to keep their animals at a safe distance from fresh produce and prepared food. Please report to Market Management if there are problems.
- **PRICING:** Vendors' products must be priced and sold based on fair value, and not below cost of production.
- **RESALE:** Only Season pass holders may resell fresh agricultural products grown on another farm located within 60 miles of Pullman and/or bordering county. Requires Market Management approval at least 48 hours in advance. Qualified vendors may only participate in resale up to four (4) Market Days. Vendors must clearly and visibly display a sign indicating the farm the resale products came from, location and contact information of Owner/Operator of that farm.
- **SCALES:** Vendors selling produce by weight must provide their own scale. Scales must be "legal for trade" and are subject to inspection by the Washington State Department of Agriculture – Weights and Measures Program. All scale displays must be readable and in easy sight to customers.
- **SET UP:** Vendors may begin set up at 2:30 p.m. All vendors must be set up and ready to sell by the 3:30 start time.
- **SIGNAGE:** Vendors must clearly and visibly display a sign identifying their operation's name and location. Signs should be at least 24x8 inches. All products shall be clearly marked with their prices.
- **TAXES:** Retail sales taxes are the responsibility of each individual vendor.
- **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.
- **VENDOR REPRESENTATION:** The owner/operator of the business is expected to be present at Market. With prior agreement from Market Management, Season pass holders may substitute with employees. The owner/operator is required to attend Market at least once per month.

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