



2024 Vendor Handbook

TABLE OF CONTENTS

- ABOUT US & MARKET RESOURCES.....1
- FARMore WA.....2
- OUR MARKETS.....4
- WHO CAN SELL WHAT.....5
- SFMA LOCAL SOURCING POLICY.....6
- WHAT CANNOT BE SOLD AT SFMA MARKETS.....7
- BECOME A VENDOR PROCESS..... 8
- VENDOR NOTICES.....10
- MARKET CURRENCY.....12
- MARKET RULES.....14
- DAILY MARKET FEES.....19
- LICENSES, PERMITS, INSURANCE+OTHER REQUIREMENTS.....19

ABOUT US

MARKETS

SFMA organizes three farmers markets in Seattle: the year-round Ballard Farmers Market, and two seasonal markets: Madrona (May-October) and Wallingford (May-September). All our markets are filled with high-quality products from Washington state farms, fishers, artisan food makers and various handcrafters of art.

MISSION

Provide fun and rewarding venues for Washington state small farms and artisans. Support and promote the highest quality, locally grown, and crafted products from Washington state to urban residents. Advocate for inclusive food access and sustainable agriculture.

GOAL

We strive for a cooperative, respectful, family-friendly atmosphere that promotes beneficial interactions among our producers, our staff, and the communities we serve. By offering the opportunity for all at the market to be partners in the stability and security of our farmlands and small businesses, we create a more secure and healthy community. Our commitment: to rely on mutual respect and honesty to promote a place where our vendors and employees will have the opportunity to develop beneficial relationships with market visitors. SFMA oversees the quality and integrity of products and ingredients to ensure the most local sourcing, when possible, to support local food systems.

MARKET RESOURCES

VENDOR CONTACT EMAIL

vendors@sfmamarkets.com

VENDOR RESOURCES PAGE

<http://www.sfmamarkets.com/vendor-resources>

FARMore WA NONPROFIT

Our shared work to preserve, promote and protect local food & resources.

ABOUT

FARMore WA is a 501c3 non-profit that supports the vitality of Washington State's agricultural communities for the preservation of local food resources and ensuring that food education is accessible to everyone. FARMore WA is affiliated with the Ballard, Madrona, and Wallingford farmers markets as concrete extensions of the farmlands and creative kitchens where makers assimilate to make a living, thereby sustaining the local economy, and providing equitable access to healthy, affordable, and culturally relevant foods. We are proudly partnering with farmers, farmers markets, local businesses, community centers & nonprofits to synergize the relationships between urban & rural neighborhoods in Washington state.

FARMore WA ASSISTANCE PROGRAMS

Providing financial and volunteer assistance to local farmers and food processors experiencing hardships that impact their production. Supporting the development of future farmers & providing public information about nutritious food and the impact of Eating Local First!

FARM RELIEF FUND

Aids farmers & processors hit by disasters that can impact agricultural production including fire, flood, drought, pandemics, broken supply chain, climate change and other emergencies. The Farm Relief Fund is open to all farmers, fishers, and producers who normally sell at the Ballard, Madrona, and Wallingford farmers markets in Seattle. [Apply Here](#)

SWEAT EQUITY PROGRAM

A Growing Forward Collaborative for farmers in need of hands-on assistance at the farm- facilitating deeper connections between urban & agricultural communities both in service & in education.

- **SERVING FARMERS:** Having the support of volunteers lifting, picking, planting, and harvesting you out of a crisis or helping prepare the farm for future planting and maintenance.
- **SERVING COMMUNITY:** Working side by side with farmers to secure local agriculture while experiencing firsthand where local food is sourced, its vitality to all communities, and what it takes to get it to your table. Apply [Here](#)

FARMore WA NONPROFIT-CONTINUED

VOLUNTEERING

Our volunteer program creates purposeful, diversified opportunities for our neighborhoods to continuously work together in support of maintaining strong communities. Relationships bred in reciprocity encourage:

- farMore community centered giving
- farMore collaborative team building & personal responsibility.
- farMore education & mentoring opportunities
- farMore fun playing in the dirt

We welcome everyone to be a part of it. Apply to Volunteer: [Here](#)

WHAT WILL BE DIFFERENT BECAUSE OF OUR SHARED WORK?

- Accepting every qualified applicant for the Farm Relief Fund
- Synergizing relationships between agricultural & urban neighborhoods through shared work
- Collaborating with local food banks to facilitate accessibility to neighbors who have barriers in obtaining farm raised foods.
- Facilitating a platform for cyclic educational programming & public learning

WANT MORE INFORMATION?

Contact: Joy Moody, Executive Director at FARMore WA Joy@farmorewa.org

Visit: <https://www.farmorewa.org/> or https://www.instagram.com/farmore_wa/

OUR MARKETS

BALLARD FARMERS MARKET

Sundays 9am to 2pm. Year-round all weather.

Located on historic Ballard Avenue NW & 22nd Avenue NW, between Vernon Place NW and Market Street.



WALLINGFORD FARMERS MARKET

Wednesdays 3pm to 7pm from mid-May through late September.

Located on the grounds of Meridian Park, at the corner of Meridian Avenue N & N 50th Street.



MADRONA FARMERS MARKET

Fridays 3pm to 7pm from mid-May through October. Located at the corner of Martin Luther King Jr. Way and E. Union Street, in the parking lot of Grocery Outlet



WHO CAN SELL WHAT

FARM PRODUCTS

All fresh farm products must be grown or produced in Washington State, and grown, caught, cultivated, produced, or foraged by the vendor selling them. Farm products include fresh fruits, vegetables, herbs, nuts, honey, grains, dairy products, eggs, poultry, meats, fish and shellfish, fresh cut flowers, nursery stock, plants, and foraged items such as wild herbs or mushrooms. Agricultural hemp products will be juried on a case-by-case basis.

SEAFOOD & SHELLFISH

Vendors must own, lease, or operate the fishing vessel; or own, lease, or rent the parcel of land where the seafood is harvested (shellfish). All fish must be wild caught from the Salish Sea, Cascadia Basin, and/or the Gulf of Alaska.

VALUE ADDED FOOD

Value added foods include preserved foods, jams, jellies, juices, cider, wine, distilled spirits, syrups, salsas, smoked or canned meats or fish, dried fruit, flours, salad dressings and limited on-site processed farm food such as roasted peppers & roasted peanuts. Wines allowable for sale at the market must use grapes and fruit grown in the fourteen wine appellations of Washington State.

PROCESSED FOOD

Processed foods include reserved foods, such as, jams, jellies, juices, cider, wine, beer, spirits, syrups, salsas, smoked or canned meats/fish, dried fruit, dressings, breads, pastries, baked goods, pasta, granola, and related take-home foods, not prepared on site. Items must be produced by the vendor from raw ingredients in a commercially licensed kitchen. Items must be primarily intended to be taken home for consumption, and in sealed packaging. **IMPORTANT:** We select vendors who at the very minimum source 18% of their ingredients **directly** from a Washington State Farm and when possible, use products from participating SFMA market farmers. Items acquired from wholesalers or grocery stores are not factored into the calculation of the minimum 18%. Processed Food is subject to our local sourcing policy (see section "SFMA Local Sourcing Policy" in this handbook). Processed foods require labels that comply with all state and local labeling codes.

PREPARED FOOD

Foods available for sale and immediate consumption on site. **IMPORTANT:** We select vendors who at the very minimum source 18% of their ingredients directly from a Washington State Farm and when possible, use products from participating SFMA market farmers. Items acquired from wholesalers or grocery stores are not factored into the calculation of the minimum 18%. Prepared Food is subject to our local sourcing policy (see section "Local Sourcing Policy" below). Selling bottled water or mass-produced sodas/beverages is not allowed, but beverages made by the vendor *may be* approved but must be listed on your managemymarket.com profile and approved by market management (such as lemonade with seasonal market berries).

CRAFTS

Vendors must create their own handmade original crafted products (no resellers), preferably utilizing materials produced in Washington State. Tools and equipment used to produce the products must require skill, and/or manipulation to create. As a Farmers Market, our focus is on Washington State Farms and space is limited for craft vendors. Craft vendors we approve are kitchen centric which include products like handmade cutlery, pottery, kitchen soaps, candles, food safe cutting boards, aprons, etc.

SFMA LOCAL SOURCING POLICY, SIGNAGE AND AUDIT

SFMA LOCAL SOURCING POLICY

The SFMA Board of Directors has issued a mandate to ensure that all market vendors support SFMA's mission to support and strengthen Washington's small family farms. Without Washington State Farms there would be no Farmers Market. As such, we require all processed and prepared food vendors to at the very minimum source 18% of your ingredients **directly** from a Washington State Farm and when possible, use products from participating SFMA market farmers. Items acquired from grocery stores or wholesalers* are not factored into the calculation of the minimum 18%. Some wholesalers tend to supplement understock from farms that are not from WA as well as taking a large cut from the farmers themselves. We feel this is in direct opposition to the ethos and goals of SFMA, that being a community and food-system-focused endeavor. Processed and prepared foods must be produced, created and cooked by the vendor from raw ingredients. No commercially prepared dough mixes, crusts, shells, or fillings are allowed. Ingredient lists and sourcing will be required in the initial application and must be communicated truthfully to SFMA and the public thereafter.

** Sourcing from a wholesaler may receive approval if and only if the vendor can provide evidence that their items are grown in Washington State **and** that a significant share of the profit is directed to the farmer. Approval is at the discretion of market management.*

SIGNAGE

All processed and prepared food vendors must have signage accurately describing which ingredients are sourced from SFMA Market Farmers and/or Washington State Farms. Vendors may create their own signage or request a SFMA template sign. Signage is important for consumer transparency and is a positive promotion of your product to customers. Signage should reflect seasonal changes as appropriate.

LOCAL SOURCE AUDIT

SFMA will conduct a comprehensive audit annually which requires Vendors to list product ingredients and provide receipts to indicate that you are sourcing at minimum 18% of your ingredients directly from a Washington State Farm. Documentation can consist of receipts, emails, and/or bank records that unequivocally demonstrate that at least 18% of your sourcing is directly from a Washington State Farm. Compliance with this audit is a mandatory requirement for all vendors. Vendors must respond promptly to our team and provide copies of your purchase receipts as requested. Management will work with vendors to reach compliance with this policy. However, if a vendor remains non-compliant despite SFMA's collaborative efforts, it will lead to the revocation of your privilege to sell at our markets.

WHAT CANNOT BE SOLD AT SFMA MARKETS

RESELLERS OF ANY KIND



IMPORTS



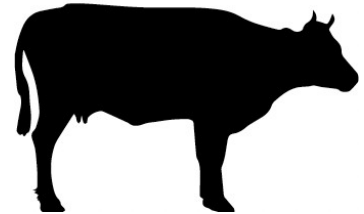
THC CANNABIS PRODUCTS



ILLEGAL ITEMS



LIVE ANIMALS



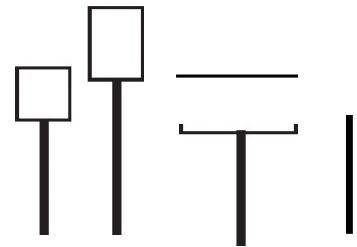
ENDANGERED PLANT SPECIES



GMO PRODUCTS



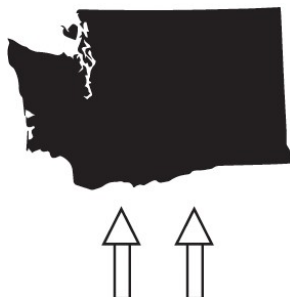
FRANCHISES & MULTI-STATE CORPORATIONS



PREPARED FOODS FROM OPERATING BRICK-AND-MORTAR RESTAURANTS



OUT-OF-STATE BUSINESSES



WEAPONS



BECOME A VENDOR PROCESS

BECOME A VENDOR

Our mission is to create a healthy, viable mix of new and current vendors, with a proven record of high sales and consistent quality/variety. We aim to create an economically successful and sustainable farmers market, while also providing opportunities for new vendors to sell their products directly to customers. We receive dozens of inquiries each month, but space is very limited. Please read this entire Vendor Handbook before applying. Please check out our **Become a Vendor Page** for more information and to apply. If after you have read the Vendor Handbook you still have questions email: vendors@sfmamarkets.com. Please keep in mind that we have very limited space for new businesses at our Ballard Farmers Market and encourage new businesses to apply to our seasonal markets: Wallingford and/or Madrona to gain experience. A Vendor's willingness to participate in our seasonal markets is strongly encouraged and will be a key consideration during SFMA's jurying process.

APPLICATION

SFMA accepts applications year-round. Read this entire vendor handbook to ensure your product qualifies and that you have the correct permits and licenses necessary to vend. Then, fill out the online vendor application here: <https://www.sfmamarkets.com/vendors>. We do not provide acceptance, waitlist or decline status without an application on file. If you are interested in vending at our markets you need to apply. SFMA reserves the right to accept, decline or cancel any business' participation at any time.

REVIEW PROCESS

Multiple members of SFMA management team review applications. It can take up to 8 weeks for an email notice of acceptance, waitlist, or decline status of your application. If you submitted your application during our busy season (May - August) it may take more than 8-weeks to review your application. Simply applying to SFMA's markets is no guarantee of approval. All applicants will receive a response. However, if your application is marked as "Incomplete" your application will not be reviewed. Check your <http://managemymarket.com/> profile to be sure you have completed all fields, uploaded all licenses and documents under your license tab and paid your application fee (Note: only 1 application fee is required if applying to multiple SFMA markets).

BECOME A VENDOR PROCESS – CONTINUED

APPLICATION DECISIONS – JURYING NEW VENDORS

Our decisions are guided by these key objectives:

- To prioritize Washington State Farmers. Only a limited number of non-farm vendors (processors, crafters, prepared food) are approved to **vend**.
- To create a healthy, viable mix of new and current vendors with consistent quality and variety
- To meet the demands of each market’s customer base
- Available space
- Vendor pricing
- A strong online presence. If you do not have a website or social media, please be sure to upload photos of your products, packaging, and display on your application.
- A compelling booth setup: please include a photo on your application.
- Crafts must be kitchen centric like handmade cutlery, pottery, kitchen soaps, candles, food safe cutting boards, aprons, etc.
- Processed and Prepared Food Vendors must be in compliance with our Local Sourcing Policy (see “Local Sourcing Policy” section within this handbook)
- Vendors whose businesses have grown to include multiple sales outlets and brick & mortar operations are given lower priority than start-up businesses.

APPLICATION DECISIONS – JURYING RETURNING VENDORS

Every vendor must apply annually. In addition to what was noted above in “Application Decisions – Jurying New Vendors”, we consider a vendor’s attendance, punctuality, responsiveness in communication, instances of last-minute cancellations (excluding emergencies), product quality, customer demand, and their compliance with the protocols outlined in this Vendor Handbook. Returning vendors are subject to dismissal if they fail to complete a new application before the first market of the new year.

NEW APPROVED SFMA VENDORS – 60 DAY TRIAL

New SFMA vendors undergo a two-month (60-day) trial period to ensure the following.

- The business is the right fit for our markets,
- The vendor adheres to our rules outlined in this Vendor Handbook and
- The vendor does not have an adverse impact on the sales of existing like-kind vendors. If we observe a decline in the sales of vendors with like-kind products, we may need to temporarily pause your participation at our markets.

APPLICATION FEES

Applications submitted between January and September will pay a larger application fee. If your business is declined **the application fee is non-refundable** and covers the administrative cost of SFMA to review your application. **IMPORTANT:** If you are applying to more than one of our markets you only need to pay only one application fee. A vendor’s willingness to participate in our seasonal markets is strongly encouraged and will be a key consideration during the jurying process.

EARLY REGISTRATION: November-December: \$48

REGULAR REGISTRATION: January - September: \$68

VENDOR NOTICES

LISTED PRODUCTS

All vendors must provide a complete list of products to be offered for sale at their booth. Approval of each item is required before you can sell it at the market. Adding new products is a 4-step process:

1. Upload pictures and product information to www.managemymarket.com
2. Next, email vendors@sfmamarkets.com to request a review of the new product(s)
3. Management will email their decision.
4. If approved, you may sell it at the market.

Your business can only sell approved products. Prepared and processed foods must list all ingredients and where they are sourced on their www.managemymarket.com profile.

FACILITY LOCATION

All vendors must produce their products in a facility located within Washington State and be licensed & permitted for products by all Federal, State, and local permitting agencies.

FARMER PRIORITY

SFMA market configurations give farmers priority space assignment, as a result only a limited number of non-farm vendors may be allowed to vend at any given time. While there is often space for most everyone, SFMA reserves the right to remove any vendor indefinitely as the organization deems necessary. Further, certain non-farm vendors may be asked to request space on a week-by-week basis.

GOODWILL

SFMA functions based on mutual respect and honesty. Vendors are considered representatives of the market. The expectation is that everyone will contribute to honest and positive interactions, work hard to create an enjoyable atmosphere, and treat folks with common courtesy throughout the market experience. Misrepresentations, disparaging remarks about other vendors, or other negative behavior will not be tolerated. To file a complaint, email vendors@sfmamarkets.com with a description of your concerns and a suggested solution that is considerate of all parties involved.

VENDOR NOTICES - CONTINUED

STALL AGREEMENT

Locations are based on the following criteria: available space, the need for a specific product and the vendor's ability to provide it and the number of spaces the vendor requires. Participation in SFMA markets is **not a guarantee of stall location**. SFMA will make every attempt to keep stall space assignments consistent throughout the season. However, stall assignments will change over time to maximize shopper experience, make the best use of space, and provide a balanced mix of products. Our primary purpose of business is to provide the communities and neighborhoods we serve with farm fresh products. We strive to accommodate all other categories of vendors as often as we are able, but at SFMA markets, **farms always come first**. Craft vendors or vendors that don't participate weekly are not guaranteed the same space every week. Our Ballard Farmers Market is hosted on a city street and sometimes there are illegally parked cars from the night before. When this is the case (we only know about this the morning of), it may be necessary to move a vendor's booth location.

ROTATING SPACES

A limited number of spaces are reserved, year-round, for rotation of craft vendors. If you are a craft vendor, you must request space each week that you wish to attend and Market Management will confirm space availability.

NUMBER OF BOOTH SPACES

All new vendors start off with a 10x10 space. If a vendor's sales are consistently over \$2,000 (for at minimum a month) a vendor may request a 10x20 space by emailing vendors@sfmamarkets.com. If a vendor's sales are greater than \$4,000 (for at minimum a month), a vendor may request a 10x30 booth space. Note: Not all requests can be granted, and booth space may be adjusted if sales decline, vendors behavior and/or additional needs of the market.

SOCIAL MEDIA & PROMOTION OF YOUR BUSINESS

Although SFMA has a dedicated Media Coordinator, marketing your business is not our responsibility. While we're pleased to share posts that align with our social media guidelines, we retain the discretion to select content that best suits our channels. Please understand that we're not obligated to share all the posts you may wish us to. If you would like our Media Coordinator to promote your products, email media@sfmamarkets.com with a brief description along with high quality images. Be aware that there is no guarantee that the promotion will happen because of our overall social media schedule and guidelines. If you have a job opening, please send the complete job listing to media@sfmamarkets.com. Please notify us at your earliest convenience if the position has been filled so we can remove it. The best opportunity for promotion is on market days. Please alert our Media Coordinator on market days about possible product promotion. SFMA loves to promote our vendors at the market but cannot guarantee that every promotion will happen as we have our own market media schedule as well.

MARKET CURRENCY

The following programs help connect more people to the market and make healthy food accessible. Vendor participation in these programs is required. Vendors are responsible for providing this information to all their market employees. Please direct any questions about currency to SFMA management. Accepting the incorrect currency for your product, or currency from a non-SFMA market will not be redeemed during checkout.

EBT/SNAP

All SFMA markets accept EBT/SNAP (Supplemental Nutrition Assistance Program). Customers charge their EBT/SNAP card at the Information Booth in exchange for green market tokens. These tokens do not expire and can be used at any SFMA vendor to buy anything except cut flowers, alcohol, crafts and ready to eat foods. No change is given on EBT/SNAP tokens.



CASH TOKENS

All SFMA markets allow customers to charge their credit card in exchange for red market tokens. These tokens do not expire and can be used at any SFMA vendor. Cash change can be given to shoppers using these tokens.



SNAP MARKET MATCH

SNAP Market Match provides SNAP participants with extra buying power. The program matches EBT/SNAP dollar-for-dollar. SNAP Market Match dollars are only for purchases of fresh vegetables, fresh fruits, mushrooms, fresh herbs, seeds and plants that produce food.



MARKET CURRENCY - CONTINUED

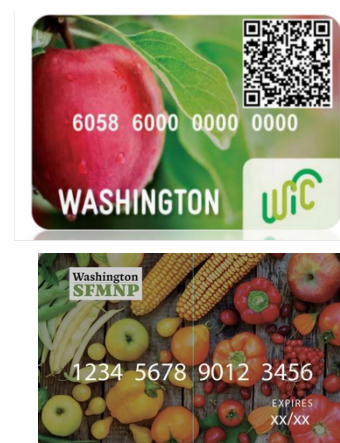
FRESH BUCKS

All SFMA Markets accept Fresh Bucks benefits. Customers will visit the Information Booth to scan their Fresh Bucks Card in exchange for Fresh Bucks dollars and shop fresh, frozen, canned, and dried fruits and vegetables, herbs, and edible plant starts. Find more information about the Fresh Bucks program [Here](#).



WIC & SENIOR FMNP

We participate in both WIC (Women, Infants and Children) and SFMNP (Senior Farmers Market Nutrition Program). Participants use their cards directly at eligible vendor booths to purchase local, fresh and unprocessed fruits, vegetables and cut herbs. Senior FMNP can buy honey in addition to the items noted above. WIC participants can also use their WIC “Fruit & Vegetable Benefits” (also called “Cash Value Benefits”) at our markets.



BIKE BENEFITS

SFMA distributes \$2 Market Tokens redeemable by all vendors to customers who ride their bikes to the market and participate in the Bicycle Benefits program. Red tokens are just like cash at any SFMA market. Learn more about the program at: www.bicyclebenefits.org



Accepted currencies are subject to change. As we grow food assistance programs with the City of Seattle & other organizations, we will update vendors to any changes in accepted currencies.

MARKET RULES & POLICIES

SAFETY

SFMA has established policies and rules to assure the markets are a fair, safe, and positive experience for vendors, visitors, and staff. Failure to comply with any market policies can result in fines and/or expulsion from the market(s). All decisions by market staff regarding these rules and policies are final and binding. SFMA reserves the right to revise policies throughout the year and if changes are made, are obligated to provide all vendors with an updated version of the vendor handbook.

QUALITY

Instructions from any of the market staff require your cooperation and immediate compliance. The sidewalks and fire lanes must always be kept clear.

SAMPLING

Requires an approved hand wash set-up, and sneeze guard meeting specifications of King County Public Health.

LOADING/UNLOADING

Market staff will provide site-specific directions for load-in/out beforehand and during hours of operation. Vendors that participate in our Market(s) are required to follow the rules outlined in The Load-in/Load-out Manual located on our [Vendor Resources Page](#).

NO HAWKING

Vendors may not shout to passing customers about their products, samples or sales. Samples may be offered from the vendor space only.

NO OOZING

All walkways and fire lanes must remain clear. Signs that protrude above your tent are permitted. Please do not place A-Frame Signs in the middle of the Market Street. A-Frames block our Fire Lane and create extra obstacles for customers. You may place your A-Frames next to your booth. A great alternative and/or addition to an A-Frame are signs that hang from your canopy at head-height.

CANOPIES

Canopies are not required to vend but are strongly recommended. Sides for canopies should only be used for extreme weather protection as needed. Canopy walls tend to limit the line-of-sight of a large, robust, and varied market. All canopies must have 25 lb. weights attached to each leg.

MARKET RULES & POLICIES - CONTINUED

DEMONSTRATIONS

Special demonstrations may be allowed but must be pre-approved by market management. Email vendors@sfmamarkets.com an outline of the proposed demo for approval.

PETS

Per regulations set by the Department of Health, and with respect for neighboring vendors, SFMA requires all vendors leave their pets safely at home unless it is a certified service dog as approved by market management.

RULES

No Vaping, no smoking, no chewing tobacco, no drugs, no weapons and no alcohol. Products must be of the highest quality. Produce must be fresh and free of residue that cannot be removed by normal washing.

REGULATIONS

Food vendors must comply with all guidelines and inspections of the USDA, FDA, WSDA, DNR, DoF, other State of Washington authorities, if required, City of Seattle, the Public Health Seattle & King County, and any other legal authority with jurisdiction.

HONESTY

All vendors are required to respond to customer questions truthfully. A product may be labeled "Organic" and/or "Transitional" ONLY if a copy of the State Certification is available for viewing in your vending space. A vendor who is not certified organic may not have bags, wrappers, signs, or any posted item with the word "Organic" at the stall.

SIGNAGE

Signs are required and all displays should be clear and legible. The business' name must be visible to all customers. Displays and signs must allow for clear visibility. Illegible signage must be amended upon request.

ZERO WASTE AND 100% COMPOSTABLE

SFMA strives to be a zero-waste market. All vendors with on-site consumables are required to supply compostable serving utensils, bags, and sampling accessories.

LOSS

Be vigilant and careful regarding your personal belongings, products, and cashbox. SFMA is not responsible for lost, damaged or stolen goods. Perform standard examination of currency to reject anything that looks counterfeit.

MARKET RULES & POLICIES - CONTINUED

MARKET HOURS

Selling times are restricted to the hours of each market. Exceptions are made for sales to other vendors, pre-orders, or with manager permission. At the end of the market day, please pause on any additional sales with customers. An effortless way to signal to customers that the market is closed is to put a piece of rope on the customer facing legs of your tent or cover your products. All vendors must stay until the end of each market. Permission for early departure may be arranged with management.

DISCOUNTING

To maintain a strong collegial community, we do not allow price dropping at the end of the day. Prices set lower than 15% of the area prices will be considered dumping and may jeopardize your continued participation.

SCALES

Scales must be “legal for trade” and are subject to inspection by governing authorities on weights and measure. All scale displays must be readable and in sight for your customers during business transactions.

CLOTHING

All Market participants are required to wear shoes, tops, and bottoms at the market during business hours. If market staff finds your clothing inappropriate you will be asked to change.

HEATERS

LPG Canisters must be no larger than 5 gallons. A UL rated Fire Extinguisher rated 2A:40BCorD. or higher, with proper tags, must be always on-site when using a compressed gas heater. Heater must be at least 12 inches away from all canopy surfaces.

MARKET RULES & POLICIES - CONTINUED

CLEANLINESS

Vendors are required to haul their waste away with them. Waste found in cans managed by SFMA belonging to vendors are subject to a \$25 fine for dumping. Every vendor is responsible for keeping their space clean and attractive during and after market. Market waste bins are for visitors only. Spills, vegetable waste, liquids, or any other mess within or outside your space must be cleaned up. Check with the market staff for directions to access plumbed facilities when necessary. In addition, vendors are responsible for sweeping their stall(s) at the end of each market. Brooms and dustpans are available at the information booth. Vendors will be responsible for any costs & labor due to excessive clean up from equipment, vehicles, or product spillage & waste.

GLEANING

If you are a Farm, Gleaners will come by and ask if you want to donate any produce or goods, which are then delivered to the nearby Food Bank. Gleaners will provide a tax receipt for you to document the specifics of your donation.

ATTENDANCE

If you are ill, in the interest of public health, you must call out sick. Unsanitary behaviors are prohibited. Each vendor is responsible for attending the market when scheduled. To communicate an absence: Email vendors@sfmamarkets.com the week of and at minimum 24- hours before the Market opens that your business is unable to attend. Update your attendance in Manage My Market. Note: Updating in just Manage My Market is not sufficient notice. In the event of a no-show or less than 24-hour notice of cancellation, you will be assessed \$43 (\$40 +\$3 credit card fee) before future space is reserved. We will send this invoice electronically. If we don't receive payment, we will not reserve your business a space. We will waive this fee if you are sick or experiencing an emergency. Frequent vendor no-call/no-show occurrences will prompt a discussion with Market Management, potentially leading to the revocation of your privilege to vend at our markets.

WEATHER CANCELLATION POLICY

If it's unsafe due to weather for you or your staff to drive to the Market, there are no penalties or fees to cancel due to safety. Just send us an email at vendors@sfmamarkets.com and let us know. Safety is number one and we ask that you use your best judgment when deciding to attend or not attend a market. In the very rare event, we decide to cancel a market due to weather we will first email all vendors (with the email you have listed on www.managemymarket.com) and then post the announcement to our social media and website. Please be sure that your market staff are listed in Manage My Market so they receive this communication too. Due to the unpredictability of weather, we may not know if we are going to cancel the market until the morning of. As soon as we make the call, we will alert you all.

MARKET RULES & POLICIES - CONTINUED

SPACE AVAILABILITY

Farmers are given priority for space. It may become necessary to temporarily decrease the number of non-farm vendors to allow space for farms.

ANTI-HARASSMENT & NON-RETAILIATION

SFMA prohibits any harassment, behavior that creates a hostile environment, and retaliation for reporting such behavior, based on race, color, national origin, immigration or citizenship status, religion, sex (including but not limited to sexual orientation, gender identity, gender expression, sexual stereotypes, pregnancy, childbirth and breastfeeding), disability, age, genetic information or characteristics, military or veteran status, familial status, or any other basis protected by applicable law. All vendors are encouraged to adopt and enforce anti-harassment and non-retaliation policies and train their staff accordingly. Any retaliatory action for reporting suspected violations of this policy is prohibited. SFMA will investigate all reports. Any harassing, abusive, hostile, or threatening behavior towards an SFMA staff member or other vendors may result in the suspension of the vendor's Permit to Sell for that day, and/or permanently. To report a violation, please contact vendors@sfmamarkets.com

DAILY MARKET FEES

- 9% of gross sales or \$40 (whichever is higher).
- Fee to not exceed \$630 for any market day.
- We accept cash, check and credit/debit card. Note: We add a 3% processing fee for all credit/debit card transactions
- If you use a market cart, booth fees are discounted by \$15
- Vendors that fail to pay their daily market fee will not have space reserved for them until their balance is paid in full.

LICENSES, PERMITS, INSURANCE + OTHER REQUIREMENTS

PERMITS & LICENSES

All vendors shall provide, with their application to sell, current copies of any permits and licenses applicable to the sale of their products, such as those detailed below. Each vendor is responsible for uploading copies of permits and licenses to their www.managemymarket.com profile. Find upload procedures when you log into your profile in “documents.”. Copies of these should also be carried with you or your staff to each market where you sell. Meat and poultry vendors must provide names of processing facilities used and may be asked to provide documentation of transactions for processing services.

INSURANCE

Proof of General Liability Insurance is required of all vendors and must be submitted with your application. Additionally, all vendors who sell consumable products must have Product Liability Insurance included in their General Liability policy. Your insurance policy should have a \$1 million minimum coverage and must specifically list **Seattle Farmers Market Association** as an additional insured (our address is: 5315 22nd AVE NW Seattle, WA 98107). If you are looking for an insurance company, check out Campbell Insurance here:

<https://www.campbellriskmanagement.com/>

KING COUNTY HEALTH DEPARTMENT PERMITS AND AUDITS

Representatives from the Health Department conduct periodic health code inspections at all farmers markets in King County. On all other market days, market staff are required by contract to check (audit) for compliance on behalf of the Health Department.

- **Temporary Food Establishment Permits from the King County Health Department:** Required of vendors selling fresh or frozen meat, poultry, seafood and/or dairy products, potentially hazardous processed and/or prepared foods, and anyone wishing to sample non-exempt processed or value-added products.
- **Sampling: King County Health Department** guidelines must be followed at vendor booths for food demonstration and sampling. All vendors must have either a Health Dept Temporary Event Permit in order to sample or must apply for a (free) exemption from the Health Department (as in the case of farmers only sampling raw, non-potentially hazardous produce). Vendors **MUST** consult with the Health Department regarding these regulations (including sneeze guards, handwashing stations, etc.).

LICENSES, PERMITS, INSURANCE + OTHER REQUIREMENTS - CONTINUED

- **Food Handler's Permit (Food Worker Card):** Any person who works with unpackaged food, food equipment or utensils, or with any surface where people put unwrapped food must have a Food Handler's Permit. This includes farmers who are offering samples of fresh produce to shoppers (which requires a handwash setup at your booth). You must carry your card with you at all times you are handling food.
- **King County Health Department** requires that all food be kept at least 6" above the ground (including compost).

BUSINESS LICENSES

The following are required:

- **State Business Licenses & Tax Number:** All market vendors are required to have a current Washington State Master Business License Number and must supply this tax number with the application to sell at the markets. Retail sales taxes and Business & Occupation taxes are the responsibility of the individual vendor.
- **Specialty Licenses:** Farmers selling nursery products, alcohol or other taxable items, eggs, or are selling products by weight, are required to have specialty licenses or addenda to their master business licenses.
- **City Business Licenses:** All processed and prepared food vendors must carry a current City of Seattle Business License (Farmers are exempt).

WASHINGTON STATE DEPARTMENT OF AGRICULTURE LICENSES FOR FARMERS

Farmers are required to provide copies of all applicable WSDA licenses allowing them to produce and sell particular products. Required WSDA licenses include, but are not limited to: Egg Handler License, Milk Producer License, Milk Processing Plant License, Poultry Processing Licenses, Pesticide Applicator License, Honey Bee Hive Registration, and Organic Certification.

FISH AND SHELLFISH LICENSES Vendors who sell fish or shellfish must have all proper licenses from the King County Health Department, the Washington State Dept of Health, and the Washington State Dept. of Fish and Wildlife (such as, Commercial Fishing License, Commercial Shellfish License, Fish Dealer License, Aquatic Farmer Registration, NOAA Commercial Fishing Permit). Fishers may also be asked to provide the following:

- Landing tickets or "Fish tickets"
- Documentation of fish pulled from cold storage to processor.
- Invoices from the processing facility documenting the weight of the finished product
- Wholesale receipts for all other sales than direct
- NMFS (National Marine Fisheries Service) logbook
- HACCP plan for seafood (Hazard Analysis & Critical Control Points) Sale of any processed seafood products (shucked, smoked, canned, etc.) requires a WSDA Food Processor License.

LICENSES, PERMITS, INSURANCE + OTHER REQUIREMENTS - CONTINUED

PROCESSED FOOD LICENSE All farmers and vendors who sell processed foods MUST have a current Food Processor License from the Washington State Department of Agriculture (WSDA). These foods include, but are not limited to, baked goods, dried fruits, vegetables and herbs, teas, ciders, preserves, jams, jellies, salsas, fresh cheeses, canned or dried fish and meats, and condiments. Beekeepers that process their own honey do not need a Food Processor's License unless the honey is sold wholesale. Vendors who sell processed foods are responsible for understanding and meeting all WSDA and King County Health Dept. requirements for processing and selling food. WSDA requirements pertain to, but are not limited to cooking, labeling, facility permits, oversight, liability insurance, acidity, and Brix levels.

LABEL REQUIREMENTS ON PROCESSED FOOD

Processed foods, including honey, baked goods, dried mushrooms, jams, etc., must meet State requirements for labeling and include:

- Product name
- Company name
- Address
- Net weight in ounces and metric, on bottom 1/3 of label
- Ingredients listed in decreasing order of predominance.

All Organic products must be labeled accordingly. Vendors may be required to provide copies of labels for all processed foods they plan to sell prior to bringing them to the markets. Labeling may also be required for on-farm processed, value-added non-edible products. Foods not properly labeled cannot be sold.

ALCOHOL SALES + SAMPLING

All businesses selling or sampling alcoholic beverages must be licensed by the Washington State Liquor and Cannabis Board (LCB). To sell at farmers markets, vendors must also acquire a Sale/Sampling at Farmers Markets Endorsement. Alcohol sampling at farmers markets is limited to three vendors per market day by the LCB and SFMA gives priority to Farmers when creating sampling schedules. Additional Rules listed below:

- Vendor may not act as a distributor from the farmers market location.
- Samples are limited to a maximum of 2 oz per customer per day.
- Alcoholic beverage vendors must hold a WSLCB Domestic Production License. Server must have a class 12 or 13 server permit.
- The market will conduct a rotating tasting schedule to allow tasting opportunities to each vendor that wishes to sample alcoholic beverages.
- Advertising is allowed only within the canopy space.
- Customers must remain within the tasting space while sampling and may not leave with serving containers. Containers must be sealed at time of sale.
- You are required to refuse service to any customer that shows signs of intoxication.

LICENSES, PERMITS, INSURANCE + OTHER REQUIREMENTS - CONTINUED

FORAGING AND WILD HARVESTING PERMITS

Each national and state park within Washington State has its own requirements, guidelines, permits and fees for foraging mushrooms and other wild growing edibles. [The WSDA Handbook for Small + Direct Marketing Handbook](#) spells out requirements for harvesting and selling wild mushrooms:

SEATTLE FIRE DEPARTMENT PERMITS

Any vendor planning to cook food onsite at a farmers market, or use propane fueled appliances, must acquire an Open Flame or LPG (propane) permit from the Seattle Fire Department, and follow all Fire Marshall rules spelled out in the permit, including possession of proper fire extinguishers in your market booth. Failure to comply with the Fire Marshall's permit conditions is a serious safety hazard and vendors cannot operate heating equipment without properly tagged fire extinguishers and other required conditions. Proper fire extinguishers are required by each vendor using propane fueled heaters.

GREASE SPILL KIT – PREPARED FOOD VENDORS

Prepared Food Vendors utilizing fryers and handling heavy grease, it is mandatory to maintain a Grease Spill Kit at your booth at all times and to use a protective drop-cloth on the ground to safeguard surfaces.