



## **RULES AND POLICIES 2010**

### **I. THE MEADOWBROOK FARMERS MARKET**

Meadowbrook Farmers Market

**Market Location:**

2728 NE 100<sup>th</sup> St  
Seattle, WA 98125

**Mailing Address:**

P.O. Box 15187  
Seattle, WA 98115  
[www.meadowbrookfm.org](http://www.meadowbrookfm.org)  
206-729-2534

### **II. MEADOWBROOK FARMERS MARKET LOCATION & MANAGEMENT**

The site of the Sunday Meadowbrook Farmers Market (“Market” or “MFM”) is the Seattle Waldorf School grounds located between Lake City Way and 35<sup>th</sup> Ave NE. Parking is plentiful. Market operations are managed by a Market Manager and Market staff. The MFM Board of Directors (“MFM Board”) provides oversight and direction to the Market and is responsible for the Market.

### **III. TIMES AND DATES**

In 2010 the Sunday Market will be open to the public on Sundays from 11:00 am to 3:00 pm, June 6, 2010 through October 31, 2010.

### **IV. GOALS, BOUNDARIES, AND PRODUCTS SOLD AT THE MEADOWBROOK FARMERS MARKET**

The Market has two primary goals: to provide healthy, locally grown food to neighborhood consumers directly from the farmers and producers and to offer a unique educational environment for children and adults from area schools and other organizations.

#### **PRODUCTS AND BUSINESSES THAT ARE NOT ALLOWED AT THE MARKET**

The following products and businesses are not allowed to sell at the Market:

- Commercial, imported and/or second hand items,
- Franchise businesses,
- Wholesalers.
- Items that are made, grown, caught, produced or created outside of Washington State and/or its surrounding waters.

- Re-sale of pre-finished plants. (In order to sell at this Market, vendors must grow bedding plants and potted plants from seed, plug, cutting, bulbs or bare root. Transplanted plants must be grown to the point where the roots fill the pot (roots hold the soil when the pot is removed).

## **VENDOR CATEGORIES**

### **PRODUCERS**

#### **FARMERS**

**One who raises the produce, plants or animals that they sell at the Meadowbrook Farmers Market on land they own, rent, or lease in the state of Washington.** This is meant to exclude those who may work on or manage a corporately-owned farm and have permission to dispose of surplus product. It may include someone who processes produce grown on their own property into a value-added product such as jams, cider, or salsa. It may also include farmers who raise the basic ingredient(s) of a product, but who must send it out for fundamental processing before creating the value added product. Such vendors might include those farmers selling mint oils, emu oils, smoked meat or fish, etc.

#### **PROCESSORS**

**One who sells processed foods which they have personally prepared on their own or on leased/rented property.** Processors are persons or entities offering fresh food products (such as meats, sea foods, ciders, baked goods, jams, etc.) that have added value to their product through some sort of “hands-on” processing (e.g., hand filleted fish, smoked or butcher meats, handmade candies, etc.). All processors must meet all federal, state, county and local food handling and safety requirements. All appropriate permits and licenses shall be displayed whenever a processor is selling at the Market. Processors must produce their products within the geographic boundaries of the Market. Processed food products should use ingredients from farms or waters within the Market’s geographic boundary as much as possible, and the Market shall give preference to processors using ingredients from Washington farms or waters.

#### **RESELLERS**

**One who buys produce from farmers in Washington State and counties which border Washington, trucks it to the Market, and resells it directly to the consumer.** The reseller is expected to be the only stop between the grower and the consumer. They are not expected to deal with shippers, warehouseers or jobbers. They must not sell any produce grown outside of Washington and its surrounding counties. Resellers are sellers of crops that cannot be grown reliably, or offered for sale in sufficient quantity, by farmers selling at the Market, as determined by the MFM Board of Directors. Resellers must have crops pre-approved by the Market manager before delivering the crops to Market for sale.

Resellers must label their products as being re-sold\*, and information must be available for the consumer as to which farms produced re-sold products. (\*other terms synonymous with “re-sold” may be substituted.) **The MFM Board has the discretion to limit the types and number of resellers and the products and amounts they offer for sale on each Market day.**

## **OTHERS**

### **CRAFTED FARM PRODUCTS**

**Crafters are persons or entities who craft with their own hands the products they offer for sale at the MFM.** Producer-based crafts are allowed based on the WSFMA Membership Guidelines for Crafters, with the additional restriction that a majority of the materials used by the crafter to produce their product must be grown, foraged or produced by vendor on the vendor's own farm. Crafters should incorporate materials produced in Washington as much as possible for that small portion of the item that is not grown, foraged or produced by the crafter on the crafter's own farm. Crafters must create their craft products in the state of Washington. Examples may include but are not limited to: bouquets, wreaths, roping, arrangements and dried flowers, vines, gourds, vine and woven wood baskets and other wild craft. Beeswax candles may only be sold by honey producers. Crafters must be an active owner and operator of the farming operation and may not be operating the business under a franchise agreement. The vendor's application for a permit to sell shall state what is grown/processed or prepared by vendor and what the vendor will sell at the Farmer's Market.

### **PREPARED FOOD VENDORS (CONCESSIONAIRES)**

**Prepared food vendors offer freshly made food for sale and immediate consumption on-site at WSFMA member markets.** Prepared Food Vendors shall possess and maintain all required state, county and local permits. Prepared Food Vendors should use ingredients produced in Washington as much as possible. When selecting Prepared Food Vendors, the MFM intends to provide a good variety of healthy foods, and to give preference to vendors using ingredients produced in Washington.

### **JURIED ARTS**

**Artisans who craft with their own hands the products they offer for sale at the MFM.** To qualify as an artisan, a majority of the tools and equipment used by the artisan to produce their products must require skills, personal handling and/or guidance by the artisan. Artisans should incorporate materials produced in Washington as much as possible. Artisans must create their products in Washington, or in counties which border the State of Washington. Artisans must go through a jury process as determined by the MFM Board of Directors before selling at the Market. Up to 7 artisans will be allowed for the 2010 Market season. In addition to the maximum of 7 artisans, farmer vendors can have juried art of up to 10% of their booth.

## **PARTICIPATION AND STALL ASSIGNMENTS**

Participation in the Market is made based upon the judgment of the Market Manager based upon Market goals and operational realities. The Manager considers a variety of factors when making decisions about vendor space, product mix, and stall assignments. These include, and are not limited to:

- Support of the local economic community and the location of the farm, vendor, supplier and / or processing facility in relation to the Market,
- Quality of product – fresh, local, high-quality produce, prepared food, flowers, art & crafts should reflect diversity of type and high standards of taste and artistry.
- Membership – member vendors & farmers who sell only what they sow will always have precedence over re-sellers.
- Developing healthy competition among vendors of similar products and providing customer choice, without overloading the market with particular products,
- Seniority and past participation,
- Ability to attract customers, as demonstrated by actual or potential sales figures,
- Willingness to abide by Market rules, including punctuality, weights, signage, cancellation policy, clean-up, and absence of outstanding balances. Issues and products not covered under these guidelines will be considered by MFM on a case-by-case basis.

## **STALL ASSIGNMENTS**

The Market Manager has the full authority to determine vendor location & spacing at the Market. Events, vendor expansion and other circumstances may necessitate different setups of the Market. It is the intent of the MFM to give first priority to returning vendors who were in good standing the previous season and participated for the majority of the season. Market staff will attempt to reassign stall space to participants in good standing from year to year in the same location, if possible.

## **PARTICIPATION REVIEW**

The MFM Board maintains the right to perform periodic reviews of vendor performance, product quality & product saturation at the Market. Reviews may be used to determine whether continued participation will be offered to our vendors. The MFM Board may discontinue participation by vendors with multiple rules, violations, unacceptable behavior or consistently poor sales & consumer demand.

## **APPEALS**

The MFM Board has the sole right to determine vendor and product mix at the Market. The MFM Board may prohibit anyone from selling, to prevent any product from being sold, to limit types of vendors in number and product and to regulate operations and behavior as related to the Market. Recommendations regarding vendor participation, stall assignments, and disciplinary action are made by the Market Manager. In general, the MFM Board supports the Market Manager's discretion in applying Market rules and policies and the Manager's decisions are considered final. Should any person(s) object to

the Market Manager's decision, the following process will apply: The Market Manager's decision will apply for the Market date in question. For future dates, an aggrieved party may petition to have the decision reviewed by the MFM Board by submitting a written request for MFM Board review. The request should include information about the decision in question, why the party believes it to be inappropriate, and what action, if any, is requested. The MFM Board will review and decide upon the matter at its next scheduled meeting and make its findings available to the petitioner and the Market Manager. The MFM Board's decision is final and is not subject to further review.

## **V. 2010 MEMBERSHIP CATEGORIES & FEE STRUCTURE,**

We encourage vendors to become members and participate in making decisions. However, you do not need to be a member to be a vendor.

### **MEMBERSHIP CATEGORIES**

**Member Vendor** - All vendors who choose to be members of the MFM will pay an annual membership fee. This fee must accompany the Vendor Application form. This fee entitles the vendor to participate in all Sunday Markets for the entire season and gives the vendor voting rights in the MFM. One vote per member vendor is allowed regardless of the number of employees or owners of the business. Membership fees are not prorated. Applications are welcome throughout the season, however, space cannot be guaranteed if the application is not received by **March 31st** of the Market year. The annual Member Vendor fee is \$40, and the daily stall fee is \$20. There are a limited number of stalls with on-site parking. The daily fee for stalls with on-site parking is \$35. Distribution of stalls with on-site parking is at the discretion of the market manager.

**Daily Vendor** - Vendors who want to try out the Market and choose not to be MFM members are referred to as Daily Vendors. Daily Vendors have no voting rights in the MFM. They will submit their Vendor applications to the Market Manager prior to their first Market day for approval along with the application fee. Stall assignments will depend upon availability. (Daily Vendors can convert to MFM Member Vendor status by simply paying the annual membership fee plus the difference between the Daily Vendor and Member Vendor stall fees. From that point forward, they will have voting rights in the organization, and their fee structure will convert to those of a Vendor Member.). The Daily Vendor Application fee is \$10, and the daily stall fee is \$30.

**Community Members** - The Meadowbrook Farmers Market encourages community members to participate in the Market as voting members through its Community Membership program. The annual Community Member fee is \$40.

**Youth Vendor Members** - Any person 18 years old or younger who is a vendor at the Market is eligible to become a Youth Vendor Member. A reduced cost annual application fee must be submitted, and the minor and their parent or legal guardian must sign the application. Youth vendor members are eligible for reduced cost daily stall fees. Youth

vendor members have no voting rights in the MFM. The annual Youth Vendor fee is \$10, and the daily stall fee is \$2.

**Educational Vendor** - Any non-profit organization may apply for a stall space in one of MFM's reserved educational booths (4 minimum). The organization must be non-political in its education efforts and must abide by all rules and codes which may apply to the service or demonstration being offered (including but not limited to health dept. requirements, food handling certification, MFM rules, business and/or tax licensing, etc.). Since space is limited, schools and student programs will have the first priority when multiple organizations have applied for the same stall. Selection of vendors in this category is at the discretion of MFM board and the Market Manager. The Market Manager has the authority to limit the number of weeks an organization may participate in this category during the market season. MFM will strive to offer a variety of instructional and educational vendors each week. There will be no fee for vendors in this category when no items are offered for sale. Fundraising is allowed if it is accompanied with other relevant educational or instructional service. A fee of \$5 per day shall be assessed for fundraising activities. No voting rights are offered for membership in this category. The site sponsoring organization shall be granted space on a regular basis in this category.

#### **MARKET FEE STRUCTURE**

- Base Fees apply to each stall for each Market day.
- Additional fees may be required for vendors who use the Market's power and water.
- All Vendors must provide the Manager their gross sales figures (minus any sales tax collected) and their stall fees for that Market day by the end of each Market day. The size of stall and the information requested above are to be declared on stall sheets. All stall sheets must be completely filled out. Having accurate sales figures helps us manage the Market.
- The Market Manager designates stall placements. Market spaces are intended to accommodate the vendor sales area and can vary between 15ft x 15ft and 10ft x 10ft.
- Shared stall arrangements are allowed in advance, at the discretion of the Market Manager. Vendors with low sales may be required to share stall space.

## PREPAYMENTS

Vendors who pre-pay base stall fees by March 1 for the full season Sunday Market in will reserve space and receive one free Market day's stall fee..

### MARKET MEMBERSHIP AND STALL FEE STRUCTURE 2010 MARKET FEE STRUCTURE

2010 Market Fee Structure			
Type	Membership	Daily Stall Fee	Misc
Member Vendor	\$40 a year	\$20 or \$35 with stall-side parking	Voting Rights
Daily Vendor	\$0	\$30	\$10 application
Youth Vendor	\$10	\$2	n/a
Community Member	\$40 a year	n/a	Voting Rights
Educational Vendor	n/a	\$5 for fundraising	n/a

It is the intent of the MFM to provide stall space for WSU Master Gardeners, non-profit groups, and scheduled entertainers at no charge. The Market Manager will try and accommodate these entities in a fair and equitable manner while maintaining the integrity of the MFM.

## VI. RESERVING AND CANCELLING STALL SPACE

- To reserve a space, the vendor must notify the Market Manager at least one week in advance.
- Any Vendor Member or Daily Vendor without a reserved space will be given a space by the Market Manager on a first come, first served basis taking into account the overall market mix. The assignment is for that Market day only and may vary from week to week.
- Vendors who cannot attend on a Market day should contact the Market staff as soon as possible. **Notification must be made no later than 8:00 a.m. on market day.** The Market staff's mobile telephone number is provided for late notification purposes.
- Vendors who do not call will be charged the stall fee for that day. Repeated no-shows by a vendor may lead to separation from the Market. The MFM Board may waive stall fees in cases of emergency where calling was not possible. Vendors may request a waiver by making a request through the Market staff.

## **VII. GENERAL RULES**

**A. Only vendors, whose product has been grown, raised, caught or created in Washington State and/or its surrounding waters, may sell at the Market.** Principle vendors may send family members, partners or employees to the Market in their place, but are responsible for ensuring that their on-site representatives comply with all Market policies.

**B. Tables, awnings, tents, tent weights and umbrellas are the responsibility of the vendors.** The Market does not provide these items.

### **C. Market Day**

#### **Arrival Procedure:**

The Sunday Market hours are from 11:00 am to 3:00 pm. Arrival and setup time is 9:00 am to 10:30 am. All vendors must be ready for business by 11:00 am. All vendors' vehicles must be parked off site unless otherwise designated by Market staff. For safety reasons, late arrivals will not be allowed to set up and stall space will be forfeited.

#### **Departure Procedure:**

For safety reasons, early take-down and departure before closing time will not be allowed. (Exceptions may be made in case of emergency. See the Market staff).

Take-down must be completed by 4:00 pm. Vendors are responsible for returning the area to its original condition and disposing of their own trash.

**D. Market Day Participation:** On a rotating basis, each vendor is required to volunteer time to take down the general Market area. The Market staff will coordinate this schedule and assign alternative activities if necessary.

**E. Vendor Relations Committee:** In an effort to help vendor/farmers promote themselves and the safety of their food products to consumers, a Market Vendor Relations Committee is available to assist vendors. This committee is available to visit member farms and/or prospective farms with the intent of helping producers develop their farm profile, verify production, develop products and product mixes, and promote food safety through good agricultural practices.

**F. Pricing:** The Meadowbrook Farmers Market is a retail business opportunity. Dumping produce at or below wholesale is not allowed.

### **G. Miscellaneous and General Conduct:**

1. In order to maintain product diversity, volume and quality, the Meadowbrook Farmers Market Board of Directors has the right to deny a vendor or applicant from selling or deny any product from being sold and to limit types of vendors in number and product and to periodically review current vendors and products.
2. Vendors will be neat, suitably dressed, and conduct themselves in a courteous and appropriate manner.
3. Discrimination and/or harassment according to sex, race, color, creed, religion, sexual orientation, age or nationality will NOT be tolerated. Threatening language or behavior will NOT be tolerated.
4. Vendors will in no way cause detriment to other vendors, Market employees, volunteers, customers, or vendors' family members or friends
5. Violations of Rules 3 and 4 will result in termination of the vendor's right to sell and revocation of that vendor's membership in the Meadowbrook Farmers Market.
6. Stalls selling food for immediate consumption should be clean and operated in accordance with safe food handling practices.
7. A complaint procedure has been established by the MFM Board and will be used if a member or customer believes a rule violation is occurring. See Market staff.
8. All vendors will post a sign identifying the name of the farm/business represented and where it is located. Produce and other allowable Market products should be clearly marked with their price.
9. Vendors will display their products neatly and attractively, with consideration for the other vendors, safety, and the general public.
10. Space dimensions must be respected. Do not block the flow of traffic or encroach upon areas assigned to other vendors
11. Vendors selling produce by weight must provide their own scales. All scales must be certified by the Weights and Measures division of the WA State Department of Agriculture.
12. Anyone handing out samples must have a garbage can outside their booth and dispose of their own trash. Vendors offering samples must post a current Food Handlers' permit if required by the King County Health District.

13. Vendors are responsible for their own stalls, will supply all necessary trash containers and must leave their site clean and in a condition suitable to the Market staff and property owner. Each member will remove containers, waste and trimmings before leaving the Market.

14. No vendor may sell at the Market if any fees are overdue or unpaid. Daily sales figures must be reported accurately and in a timely manner. Any returned checks must be paid in cash plus an insufficient funds fee. Fee and membership payments are nonrefundable.

15. Customer's dogs will be allowed at the market. Owners are responsible for their pet's behavior and must clean up after their pets. All pets must be leashed and under the customer's control. Vendor's pets are not allowed in the vendor sales area.

16. Hawking and false advertising is forbidden.

17. Political or religious campaigning is forbidden.

18. Consumption of alcohol or controlled substances at the Market is strictly prohibited.

19. NO-SMOKING: Smoking is not allowed on the premises.

20. The Meadowbrook Farmers Market is not responsible for loss of property or damage.

21. **Safety:** Producer vehicles, tables and overhead shades and canopies must be maintained and used in a safe manner. Legs must be firmly locked into place on the shades. Tables must have smooth edges and remain stable when loaded with produce. Tarp poles must not obstruct traffic flow and care must be taken when setting up or taking down displays. According to the City of Seattle Fire Marshall, any vendor with an open flame under a canopy must have a flame-retardant canopy. There must be a label on the canopy detailing the materials used and the fire retardant codes and standards that it meets. "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 breakdown 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. Shades and canopies must be tied down and weighted per WSFMA guidelines, with at least 25 pounds securely attached to each canopy leg or umbrella stand at all times. Connecting to neighboring canopy legs is NOT allowed. **Any vendor who fails to properly anchor his or her canopy will be required to take down and stow their canopy.** No selling from an improperly anchored tent or umbrella is allowed at any time. Any expenses or liability due to injury or damage caused by insufficient or improper weighting is the sole responsibility of the offending vendor.

## **DISCIPLINARY GUIDELINES**

Violation of Market rules is subject to disciplinary action at the discretion of the Market staff. Disciplinary actions may range from counseling of involved parties to suspension from continued participation or attendance at the Market for a period of time or permanently. Any party who disagrees with the Market staff's decision may appeal to the MFM Board in accordance with the procedure described in Section V.

## **VIII. LICENSES, PERMITS AND SPECIAL REQUIREMENTS**

**On-site food storage requirements:** All food must be kept up off the ground.

**Taxes:** Retail sales taxes are the responsibility of the individual vendor. Each individual vendor, with the exception of farmers, is required to purchase a City of Seattle Business License. Most vendors are required by law to have a Washington State UBI Number and must supply this tax number when application is made to sell at the Market. (**Please Note:** Vendor's applications will **not** be processed without a UBI number.)

**Insurance:** All vendors must show proof of current automobile insurance for on-site vehicles, and provide the MFM with policy numbers, which will be kept on file. All vendors are encouraged to obtain general product liability insurance.

**Prepared food vending:** Vendors shall carry Product Liability and General Liability Insurance in the amount of \$1,000,000 and furnish a copy of Certificate of Insurance naming the Meadowbrook Farmers Market as additionally insured, at least one week prior to vending at the Market.

**Permits and Licenses:** At the time of application, all vendors shall provide copies of any permits and licenses applicable to the sale of their products. **It is the vendor's responsibility to be aware of all of regulations pertaining to their product.** These permits and licenses must include the vendor's Washington State UBI number and may include one or more of the following:

- Washington State Nursery License\*  
*(Sellers of plants, bulbs or seeds for planting must have a Nursery License)*
- WSDA Egg Handler's Permit\*  
*(Sellers of eggs must have an Egg Handlers Permit)*
- Washington State Dept of Agriculture Food Processors License
- King County Temporary Food Establishment Permit
- Washington State Department of Health Food Worker's Permit
- Certification of Organically Grown Produce
- Grade A Dairy Permits
- Pesticide Applicators License
- Department of Fisheries Wholesale License.

**Organic Products:** If a product is labeled “organic” it must be certified as required by Washington State Law. Producers with \$5,000 or less in gross annual sales may use the term “organic”. Any violations will result in termination of the vendor’s permit to sell. When an organic producer is also selling non-organic produce at the same stand, the non-organic produce must be physically separated from the organic produce and clearly labeled as non-organic or conventionally grown.

**Unsprayed, Pesticide-Free or Low-Spray:** Consumer queries regarding farming practices must be answered factually.

**Processed Foods:** All processed foods must be prepared in a certified kitchen. Any canned goods must now be licensed through the Washington Department of Agriculture. Beekeepers that process their own honey do not need a Food Processor's license, unless the honey is sold wholesale. Anyone processing dried fruits, herbs, teas, baked goods, cider, preserves, salsas and salad dressings should check with the WSDA and the King County Health District for their requirements. All food processors are responsible for acquiring the appropriate licenses and permits.

**Baked Goods:** Those bakeries that sell more than 25% of their products wholesale must be licensed by the Department of Agriculture as Food Processors. For those that sell less than 25% of their products wholesale, other King County Health District requirements apply.

**Labeling:** Processed foods, including honey, are subject to Washington State labeling requirements. Labels on processed foods must meet Washington State requirements and include:

- The name of the product
- Company name
- Address (if not found in the phonebook)
- Net weight on bottom 1/3 of label
- Ingredients listed in decreasing order of predominance.

**Sampling:** King County Health District regulations permit giving out samples of fruit or product. (Special Health Department guidelines can be used at vendor booths for some limited food demonstration and sampling.) At least one person in each stall must have a posted Washington State Department of Health Food Worker's Permit and a hand washing station must be available and functioning in the stall. Vendors interested in sampling should consult with the Health District and the Market Manager regarding the details of these regulations.

**Food Handler's Permits:** All prepared foods and baked goods Vendors must have a current Washington State Health Department Food Worker's Permit.

**Vendor Contributions:** Vendors may be asked to contribute product to the Market's promotional and educational events such as chef's demos, produce tasting, and special events. Our local food bank may also solicit food contributions every week. Please consider contributing to these Market events. Also, please consider that our local Food Bank is the best resource for distributing your unsold product to the local community in need.