Lynnwood Farmers Market 2015 Rules & Regulations

The Lynnwood Farmers Market (“Market”) mission is to provide our diverse community the opportunity to gather and enjoy fresh, nutritious, regionally grown foods. This Market is run by the City of Lynnwood with the support of community volunteers.

Market Hours
Thursdays, June 11- September 10, from 3:00-7:00PM
Wilcox Park, 5215 196th ST SW

Definitions
All products must be grown, raised, produced or gathered by the vendor in Washington State according to the Washington State Farmers Market Association (WSFMA) Guidelines.

Farmers: Persons or entities that raise produce (vegetables, fruits and nuts), herbs, flowers or nursery crops from seed or plants, and care for, nurture, cultivate, and harvest the crops offered for sale at the Market. Beekeepers, egg farmers, poultry growers and fish and/or shellfish growers are considered farmers. Products sold at the Market must be locally grown or produced in the State of Washington, with the exception of seafood which must originate from the greater Pacific Northwest which includes Washington, Oregon, Alaska and British Columbia. Vendors will be required to verify fish origination. No reselling or franchise sales are allowed. All products must be sold by the farmer/grower, producer, family member or their employee.

Processors: Person offering fresh food products (salsa, ciders, baked goods, smoked meat/fish, cheese, preserves) that have added value to their product through some sort of “hands on” process. All processed foods must be appropriately labeled with product name, ingredients, net weight, price, expiration date or lot number, producer name or address. Processed items must be made with Washington-grown produce when possible. All processed items to be sold must be made in Washington State. All Processors must provide complete copies of certification of their kitchen and business. All products must be made in a certified Food Processing Center, Certified Cottage Kitchen or Commercial Kitchen. Products containing alcohol (including craft beer and wine) or marijuana are not allowed at the Lynnwood Farmers Market. Product selection will be based on quality, originality, and compatibility with...
the existing market mix and made at a juried selection event on Saturday, April 11th. Application deadline is Wednesday, April 15th.

**Brokers/Produce Resellers:** Sellers of fruits and vegetables that were shipped to the State of Washington for sale. These items **will not** be allowed at the Lynnwood Farmers Market. Vendors found selling items that they did NOT grow, will be given one warning and then expelled from the market.

**Prepared Food Vendors:** Offering freshly made foods, available at the Market for immediate consumption on-site. All Prepared Food Vendors must have appropriate Health Department Permits and clearly follow Health Department requirements. Vendors are also asked to use Washington State produce when possible in the preparation of their products. Product selection will be based on quality, originality, and compatibility with the existing market mix and made at a juried selection event prior to the application deadline.

**Artisans:** vendors to personally hand-craft items for sale such as jewelry, cleaning products, toys, etc. All craft products must be handcrafted in Washington State by the vendor in compliance with the Washington State Farmers Market Association (WSFMA) guidelines and approved by the Market Manager. Product selection will be based on quality, originality, and compatibility with the existing market mix and made at a juried selection event on May 19, 2015. **Application deadline is Friday, May 22, 2015. Artisans’ market dates will be: Thursday, July 16 and Thursday, August 20.**

**Market Manager:** The Market Manager’s job is to implement Market policies. This includes Market set-up, booth assignments and collection of fees, providing information on membership and Market policies, and assuring vendor compliance with 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 Market Manager has complete authority to interpret and implement policy on the Market site; including the authority or rescind stall space for just cause. Vendor grievances will be taken to the Market Manager and if not resolved to the Deputy Parks and Recreation Director. **Booth location is not guaranteed and you may be moved dependent on market need.**
Fees

Application Fees (non-refundable, due with application):

<table>
<thead>
<tr>
<th></th>
<th>Farmers &amp; Processors</th>
<th>Artisans &amp; Food Preparers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$20.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Farmers, Processors & Food Preparer Stall Fees (paid daily):

<table>
<thead>
<tr>
<th>Stall</th>
<th>Daily Fee</th>
<th>Scale Fee</th>
<th>Season Pre-Pay*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single 10’x10’</td>
<td>$25.00 / day</td>
<td>No</td>
<td>$250</td>
</tr>
<tr>
<td>Double 20’x10’</td>
<td>$45.00 / day</td>
<td>No</td>
<td>$450</td>
</tr>
</tbody>
</table>

Artisan Stall Fees (paid daily – July 16 & August 20):

<table>
<thead>
<tr>
<th>Stall</th>
<th>Base Fee</th>
<th>Scale Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single 10’x10’</td>
<td>$40.00 / day</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Scale Fees (added to stall fee based on daily sales):

<table>
<thead>
<tr>
<th>Daily Sales Receipts</th>
<th>Scale Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales up to $499.99</td>
<td>$0</td>
</tr>
<tr>
<td>Sales between $500.00 - $900.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Sales over $900.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

*Pre-Pay Option: Pay for 12 weeks for the price of 10 weeks at the market

Stall fees will be collected near the end of each Market day. You will be required to pay fees in your provided envelope and report daily sales in cash or check; check payments to be made to: City of Lynnwood. If you have more than one 10’x10’ space, you will be charged the double stall rate.

No Shows:

If a vendor does not notify the Market Manager at least 48 hours in advance that they will not be attending the Market on a given day, they will be charged the full amount of the stall fee for the first occurrence, double the stall fee for the second and future occurrences. Chronic no-show vendors will be asked to leave the Market permanently. All fees owed must be paid before Vendor can occupy space at the Market.
Selection

Vendors are selected annually by the Market Manager. Selection will be based on quality and uniqueness of product, current product mix, vendor performance and seniority. No vendor will have guaranteed return rights to the Market from season to season. The Market does not offer exclusive rights to vendors to sell any single product; however, if management believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry or granted limited participation.

Agricultural products will be given priority over other product categories. Total vendor sales of agricultural products will equal more than 50% of total vendor sales of all other products. Agricultural vendors will also be given priority in space and location assignment. The Market will not discriminate against any vendor.

Operating Rules

All Vendors:

- The Lynnwood Farmers Market (herein known as the “Market”) reserves the right to prohibit anyone from selling or any product from being sold.
- **Produce and all products should be clearly marked with their price.** This can be done by individual tagging each item with a sign or by listing all products and prices on a large sign or blackboard. **ALL SIGNAGE MUST BE CLEARLY LEGIBLE.**
- **Vendors are required to haul out their own garbage.**
- Limited water is available, so please bring as much water as possible.
- Limited electricity available for vendors at this market for a **$10 fee/day.** Arrangements must be made prior to entry if vendor plans to bring a generator.
- Alcoholic beverages/drugs or hazardous substances are not allowed on the Market site.
- **Cooking must be pre-approved, permitted by the Health Department and is strictly prohibited under tents or canopies.**
- No firearms or fireworks are permitted at the market site.
- Children must be supervised at the Market site at all times.
- Vendors are required to wear proper attire, including shorts or pants and shirts, while selling at the market.
- The Market is not responsible for loss, damage or safekeeping in vendor booths and/or products due to theft, weather conditions, etc.
• Hawking is strictly prohibited at the Market!
• **The Market is a non-smoking area.** Smoking will not be permitted in vendor booths or anywhere in the Market area.
• Abusive language, hazardous or offensive behavior will not be tolerated. Market management has the right to request the offending vendor to leave the area.
• Market management reserves the right to inspect any vendor’s farm or processor’s kitchen. Inspections shall be coordinated between the vendor and Market Manager. The primary purpose of farm/kitchen inspections will be to determine whether the member is in fact producing all that he/she is selling at the market.

**License, Permits, Inspection, Insurance**

- All Vendors shall provide with their application packet copies of any and all permits and licenses applicable to the sale of their products. These will include the vendor’s Washington State tax number, and where applicable, the Washington State Nursery License, Washington State Dept. of Agriculture Food Processor License, Certification of Organically Grown Produce, Grade A Dairy Permits, Pesticide Applicator’s License, or Department of Fisheries Wholesale License. All applicable Snohomish County licenses and permits are also required. Vendors will also be asked to provide a copy of their current auto insurance card. Vendors are responsible for paying all taxes.
- The City of Lynnwood Fire Department, Electrical inspector, or other City official will inspect all booths including fire safety of tents/canopies.
- **All processed and/or prepared food vendors shall carry Product Liability and General Liability in the amount of $1,000,000 and furnish a Certificate of Insurance to the Lynnwood Farmers Market, at least one week prior to vending at the Market.**
- All Vendors should carry $1,000,000 General Liability insurance to cover your operations at the Market. Certificate of insurance is required as noted above. The City of Lynnwood and the Lynnwood Farmers Market is not responsible for any loss or damage incurred or caused by the vendor.

**Booth Set-up & Operations:**

- **Signage identifying your farm/business and prices must be posted before sales.**
- Market Management arrives at the Market site two hours prior to opening.
- **You must check in at least 45 minutes prior to opening, or specified space may be reassigned. The Market Manager determines your location within the Market. Specific space location requests will**
BE ACCOMMODATED WHEN POSSIBLE, BUT ARE NOT GUARANTEED. VENDOR MIX MAY BE CHANGED WHEN THE MARKET MANAGER FEELS IT IS FOR THE GOOD OF THE MARKET.

- Sharing space with another vendor must be pre-approved by the Market Manager.
- No stakes, poles, signs etc. will be permitted to be adhered to the ground or the exterior of the building. Marking or painting on the asphalt is prohibited by vendor.
- Vendors provide own tables, chairs, signage etc. Tables must have smooth edges, remain stable when loaded with product and have legs locked firmly into place.
- Booths and or tables must be erected with concerns for the safety of the public and the Market vendors.
- **All canopies must meet city of Lynnwood requirements (CLASS A FLAME SPREAD) and be secured with approved weights of minimum of 24 lbs. on each leg.** All booth tarps/canopies must be made of fire retardant materials and must have weights on all four sides. Shades and tarps must be tied down or weighted.
- All vendors utilizing heat must have fire extinguishers in their booths. Prepared food vendors are permitted to use only gas/propane/electrical cooking equipment in a self-contained unit. **No charcoal briquettes allowed. No cooking under tents allowed.**
- Booth set up is to be completed by 3pm opening.
- Booth space is 10 feet by 10 feet.
- **Vehicles must be removed from the Market area 45 minutes prior to opening; unless vehicles have management permission to stay within the Market area. Vehicles are not allowed back into the Market area until after close of the Market when Manager reopens the walkways for vehicles.**
- Booths shall be staffed at all times during regular Market hours. The Market will remain open during published schedule times, regardless of weather except during a lightning storm, high wind storm or when Management will temporarily close for safety of our vendors and customers.
- Vendors are committed to stay until closing unless completely sold out or permitted by Market Manager. If vendor sells out regularly and asks to leave on a regular basis, Management may require them to stay till the end of the market. Vendors are requested to plan and bring enough produce to remain for the full market.
- Vendors leaving before closing time without Manager approval will result in expulsion for the duration of the season.
- Vendors are responsible for keeping booth areas clean and attractive during and after the Market. Vendors leaving the space littered at the end of the day will be charged a **$15.00 fee** which must be paid prior to returning to the Market. Vendors should bring their own brooms and dustpans.
Farmers & Processors:

- **SCALES MUST BE VISIBLE TO THE CUSTOMERS.** Scales are subject to inspection by the state (make certain scales are legal to trade when selling by the pound). Products may be sold by the flat or case. Each prepackaged and pre-weighted by the basket or sack may be sold with weight noted on package.
- **Farmers are not permitted to dispose of produce waste, overripe or leftover produce or boxes in any on-site garbage cans or dumpsters.**
- Farmers must have adequate signage that identifies their farm and where it is located.
- Farmers may only use the term “certified organic” if they post their certification for customer to read. Farm must have received certification in accordance with Washington State Law and the standards set forth by the National Organic Program.
- There will be NO labels of “no-spray” produce allowed. “No-Spray” misleads the customer and will not be tolerated.
- **All Cheese, Dairy, bagged lettuce/greens or refrigerated Products must arrive at the market below 41 °.**

Sampling:

- All vendors sampling their items must provide the manager with a Sampling Exemption permit from Snohomish County.
- All vendors sampling either produce or a food-processed item must have a hand-wash station, including a Snohomish Health Department approved water container containing water between 105-115 degrees, soap, catch bucket, paper towels, and trash container.
- Farmer’s sampling produce must follow health department rules, including wearing one-time use gloves, using a knife cleaned in a sanitizing solution, on a cutting board, and placed for sampling in either one-time use containers, or containers that have been washed before market.
- **ALL SAMPLES MUST BE COVERED WITH A SNEEZE GUARD FOR THE PROTECTION OF OUR CUSTOMERS. BARE HAND CONTACT WITH FOOD IS NOT ALLOWED.**

Prepared Food Vendors:

- Prepared food vendors and their menus must be approved by the Market Manager.
- Must have food handler’s card and operating permit, including business license and appropriate Snohomish Health Department permits.
- Adhere to the Snohomish Health Department regulations.
- All pre-prepared food must be prepared in a Certified Kitchen.
• All food must come from an approved source and be packaged either in a Certified Kitchen or Food Processing Center.
• Copies of permits showing where processing is done are required with application.
• All products must be individually labeled if possible. If not practical/possible products must be clearly signed at the market.

Non-Compliance — Vendors who do not comply with Market rules and regulations or misrepresent their products will not be allowed to participate at the market.

Questions can be directed to:

Marielle Harrington, Market Manager
mharrington@ci.lynnwood.wa.us
425-670-5532

Please send your completed application:
1. Your completed and signed application
2. Copies of all required permits and licenses
3. Your non-refundable application fee
4. Copy of Proof of Insurance (can be mailed at later date) for business
5. Copy of your Current Auto Insurance

Application Deadline: April 15, 2015

Mail Application to:
City of Lynnwood
Attn: Lynnwood Farmers Market
PO Box 5008
Lynnwood, WA 98046-5008