

# FEDERAL WAY FARMERS MARKET

## 2008

### RULES AND REGULATIONS



#### ALL VENDORS:

1. All produce must be grown locally or locally produced. (Local means within the State of Washington)
2. All items sold must be grown, reared, caught, brewed, pickled, baked, smoked or processed by the producer/stallholder.
3. All bakeries and baked goods must contain at least one ingredient that is from the local area.
4. Stalls must be staffed by the producer, their family or an employee who is directly involved with the growing/producing of the product on sale, i.e. a knowledgeable representative.
5. All changes/additions of product must be approved by the manager/board.
6. All stalls must comply with current Health Department regulations.
7. Farmers must agree to an inspection of their farm. (A drop-in inspection at any time for any reason.)
8. No produce brokering or reselling is allowed. (Selling other farmers products)
9. Vegetable starts, bedding and landscape plant and flowers (live or cut) must be grown by the vendor from seed, cuttings, bulbs, plug or plant divisions.
10. Fishers selling seafood must have been caught by the seller, and must clearly identify in which waters the catch occurred.
11. If the market believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.
12. All products must be of the highest quality. The Federal Way Farmers Market management reserves the right to prohibit anyone from selling or to prohibit from being sold.
13. No selling directly off of vehicle; must have a display. (See manager for exceptions)
14. No person shall, to the annoyance of any other person, ring any bell or blow any horn, operate any record player, radio or cassette recorder during the open market hours.

#### VENDOR OBLIGATIONS

15. Vendors are responsible for informing themselves and complying with all federal, state and local health regulations and licensing requirements which govern the production, display, distribution, sampling and sale of their products.
16. Vendors are responsible for collecting and reporting sales tax.

17. Vendors who provide samples of their products must comply with the rules and procedures of the Health Department.
18. Vendors are responsible for making sure that all persons working at their booth are familiar with and adhere to all market rules.
19. Vendors shall provide the Market with copies of any permits and licenses applicable to the regulation and sale of their products.
20. Food vendors using approved propane set-ups are required to have a fire extinguisher on hand, and adhere to all fire codes.
21. Vendors' booths, tables, signs and canopies shall not be a hazard to the public or to other vendors.
22. All canopies or booth coverings are required to be fireproof.
23. Canopies must be sufficiently weighted from the moment they are erected. As soon as the weights are removed, the canopy must be taken down immediately.
24. Canopies must have sufficient weight to keep them in place during any weather conditions. Canopies without weights on each corner will not be allowed to set-up. If you forget your canopy weights you will be asked to take down your canopy.
25. **If an accident occurs due to your canopy moving, you will assume all financial responsibility for paying any and all of the insurance deductible.**
26. There will be no staking canopies to the ground.
27. The Market operates rain or shine. If you set up you are committed to operate for the duration of the market day. Insurance parameters prohibit traffic movement on the Market sight during open hours.
28. Bring plenty of change. The Manager will not have the funds to make change.
29. Each booth space must prominently display a sign clearly identifying the farm (and possibly a picture) or business by its name and location. All product descriptions must be accurate.
30. No other posting or placard or poster can be displayed besides a description of goods in or on any part of the market, unless approved by the market manager.
31. No printed matter can be distributed, unless approved by the market manager.
32. No person shall, to the danger of any person, light a fire in any part of the market.
33. No burning of candles or incense.
34. No person shall, keep, store or sell any gunpowder, fireworks, ammunition or weapons on the market premises.
35. Vendors are responsible for keeping their space clean and attractive during market hours and must clean up their space after the market closes, including sweeping up any debris and removing trash.
36. Vendors whose products generate waste (samples, food vendors) must provide a trash receptacle at their booth for customers to use. All trash must be placed in the dumpster, not in the market cans.

37. On site trash cans are for customer use only. There is a large trash bin for vendors. A fine of \$20 will be assessed to vendors who do not clean up their assigned space before leaving the market.
38. The Federal Way Farmers Market will try to keep a non-smoking atmosphere. There is no smoking in or around canopies.
39. Vendors are expected to behave courteously to customers, other vendors and market staff at all times.
40. There is no loud hawking of goods.
41. Vendors are not to publicly disparage other vendors or products.

### **ARTS AND CRAFTS**

42. All arts and craft products must be pre-screened and pre-approved.
43. All arts and crafts must be locally produced. (Local means within the State of Washington.)
44. All arts and crafts must be made by the producer/stallholder.
45. Stalls must be staffed by the maker, their family or an employee who is a knowledgeable representative.
46. All changes/additions of product must be approved by the manager/board.
47. All stalls must comply with current Health Department regulations, and have all licenses and insurance.
48. Crafters must have with them at all times, a means to prove they created their product (example: jewelry vendors should have with them beads, and string to prove they made the product).
49. Crafters can include products such as goat-milk soaps, and beeswax candles made from local farm components that are grown or raised by the vendor.
50. Crafts which directly relate to gardening and landscaping and outdoor living will generally be given priority. Approval is at the discretion of the Market manager and Board.

### **SET-UP AND TAKE DOWN**

51. Booth set-up is not permitted before 7:00am and vendors are not allowed to begin disassembling booths before 3:00pm. All vendors must be out by 4:00pm.
52. By 8:30am, there will be no vehicle traffic in the market grounds.

