



## **Market Vendor Guidelines & Policies**

The Woodland Farmers Market (WFM) is a community-based organization which originated with the Woodland Chamber of Commerce and was developed in response to the growing popularity and community support of other neighborhood Farmers Markets within the SW Washington area.

The mission and goal of the WFM is to provide our community with fresh, organic and locally grown products and provide our local Farmers with an outlet to sell their farm products. It is also our desire to have Artisans – those who are Crafters and Artists – selling at the Woodland Farmers Market on a weekly, bi-monthly or monthly basis.

Artisans will be chosen based on their unique and creative abilities. This aids in offering a well-balanced Market to the community and does not inundate the Market with one particular item that everyone sells, but ensures variety and quality. Our primary focus is to support our Farmers and help educate the community regarding the many benefits of purchasing and eating fresh, locally grown foods. [The Jury's decision as to which Artisans will be allowed to sell at WFM will be based on quality, quantity and uniqueness].

Our Market Master for the Woodland Farmers Market is Dawn Blankenship. If you have any questions throughout this process, please do not hesitate to contact your Market Master or the Woodland Farmers Market Committee:

By email: [info@woodlandfarmersmarket.org](mailto:info@woodlandfarmersmarket.org)

Or by mail:

Woodland Farmers Market  
P.O. Box 1012, Woodland WA 98674  
Market Master, Dawn Blankenship 360-903-5251

### **The Farmers Market Location, Times, and Dates**

The Woodland Farmers Market will reside at Horseshoe Park and in the heart of Woodland's historic downtown. This is an outdoor Market – rain or shine – and all Vendor stalls will be located on pavement and/or gravel.

**Restrooms are inside and Market location is wheelchair accessible.**

**The Woodland Farmers Market will take place Fridays, June 24 – September 30, 2011 (3:00 pm – 7:00 pm) –** Featuring local farm produce, local homemade goods and unique handcrafted artisan items. Washington Farmers will be featured along with Artisans every Friday for 20 weeks. Vendors may begin arriving for set-up between 12:30 and 2:00 pm.

### **Farmers**

Those Farmers who produce from seed, propagate from clippings, or from bulbs will be allowed to sell Produce/Berries/Nuts/Live Flowers/Live Plants/Fresh or Dried Flowers/Fresh or Dried Herbs, etc. Those that raise animals for meat to sell for meat must raise, feed and care for the animal themselves for that purpose.

### **Farmers**

Meat may *not* be purchased from an outside source and then resold. The Farmer selling must own, rent or lease their land in the State of Washington. The Farmer must be an active owner and operator of the farming operation and may not be operating the business under a franchise agreement. We will accept Washington

Farmers and those Farmers in counties bordering Washington State. Any and all produce sold at the Woodland Farmers Market must be grown in the State of Washington or in bordering counties. The same guidelines apply to any produce resold. Produce resellers must bring at least 65% of their own product to Market in order to be allowed to resell any produce. Farmers must have all appropriate permits and licenses to sell.

Bee Keepers/Apiaries/Farmers: Those Bee Keepers/Farmers who place their hives on property that is rented, owned, leased or property that is "borrowed", may produce various varieties of honey for sale at the Market. Only those Bee Keeper/Farmers selling their own honey will also solely be allowed to sell Honey Sticks (tubes filled with their own honey). Bees Wax Candles may only be sold by those Bee Keepers/Farmers who are using the wax from their own hives in order to melt down and create the candle.

What is **NOT ALLOWED**: Honey or wax purchased from an outside source (i.e. buying honey from a commercial wholesaler to resell at the market) or purchasing and reselling tea pots, tea cups, stuffed animals or items not produced/created by the Apiary.

### **WEIGHTS AND MEASURES**

ALL SCALES WILL BE INSPECTED BY THE MARKET MASTER. ALL SCALES MUST HAVE APPROPRIATE DEPARTMENT OF AG STICKER AND HAVE BEEN LICENSED ACCORDINGLY. If you have any questions, please contact the Department of Agriculture for scale purchase and inspection.

## **Processors**

Processors are those who sell processed foods which include juices, preserved foods, jams, pastries, pasta, granola, cookies, muffins, breads, pies, and related take home desserts, not prepared on site. This includes Bakeries. Cowlitz County Health Department requirements apply. Vendor must be an active owner/operator of the business and may not be operating under a franchise agreement. All Processed food must have personally been prepared on property they own, rent or lease. Vendors in this category are those who have cooked, baked, or otherwise treated the product they sell. No commercially prepared dough mixes, crusts, shells or fillings are allowed. **Processed food products should use ingredients from Washington farms or waters as much as possible.**

This category may include someone who processes produce grown on their own property into a value-added product such as jam, cider, salsa, or other food items stemming from the Vendors' crops. It may also include those 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 Farmers might include those who sell essential oils, Emu oils, fresh, frozen, cured or smoked meat, and poultry. No Wines or Alcoholic Beverages are currently permitted for sale at this Market.

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 Farmers Market. Processed Food Vendors must be licensed by the Department of Agriculture as a Food Processor and follow all of the Cowlitz County Health Department Regulations for sampling or food handling. Foods include (but are not limited to) dried fruits, herbs, teas, baked goods, cider, preserves, salsas, and salad dressings.

## **Prepared Food Vendors (Concessionaires)**

Prepared Food Vendors are those that offer freshly made foods, available for sale and immediate consumption on-site. Vendor must be an active owner/operator of the business and may not be operating under a franchise agreement. When selecting prepared food vendors, priority will be given to Vendors preparing food from raw

ingredients and using ingredients grown and/or produced in Washington State and/or purchased from Farmers participating in the WFM. Vendor must have all required state, county, and local food permits. The application for a permit to sell shall state what is grown/processed or prepared by the Vendor and what will be sold at the Farmers Market. All Food Vendors will be required to submit one (1) current non-returnable photo of their booth/stand, plus a menu or brochure of what is intended to be served. All Food Vendors or Vendors who offer samples are required by the Health Department to have a hand washing station with a free-flowing spigot, liquid soap, paper towels and catch basin. For more information on your requirements, please contact the Cowlitz County Health Department.

## **Artists/Crafters (Artisans)**

Artisans are persons or entities who craft with their own hands the products they offer for sale. 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 craft products within the State of Washington. All (Artisans) are required to go through the Jury process. *Commercial kits (i.e. Oriental Trading Company) or mass produced items or products are not allowed. Knitting machine items and imported goods will not be allowed. Ready-made objects which have been embellished, painted, decorated, dyed, or batiked are generally not eligible, but may be accepted if crafter has his/her own hand in creating the work. Please describe any use of ready-made objects on the Application form. Studios involved in volume production are not permitted to exhibit in this market.*

(Note: Personal collections such as Beanie Babies, Trains, Pins, Buttons, or any second-hand items or items that are produced from overseas import markets as in mass-produced jewelry, plastic toys or overseas manufacturing of wind chimes, statues, figurines, jewelry, signs, printed t-shirts are not allowed. Any item that is made outside the State of Washington or any and all items that have not been listed which could be considered IMPORT will not be allowed for sale).

Reproductions of an Artists' original work may be exhibited subject to the following conditions: All reproductions, whether framed or unframed, must be clearly and individually labeled "REPRODUCTION" or "LIMITED EDITION REPRODUCTION". Reproductions may be displayed in browse bins and/or hung on the wall of the booth. Artists' greeting cards (those that are reproduced from the Artists' works) are allowed only with prior approval by the Jury and must be noted on the Application.

- Artisans may only display works which have been submitted for Jury review and accepted.
- Artisans may not exhibit or sell work by other Artisans
- Artisan representatives are not allowed as substitutes. (Please Note: Any Art Studio/Center where Students are being taught is exempt where the Teacher/Instructor is selling for the minor students in representation of the Art Studio/Center.)

## **Jewelry Items**

All Jewelry Artisans applying must sell jewelry that is made by their hands and/or under their guidance and adhere to the Regulations above. Please describe any use of ready-made objects on the Application form. Those who artistically hand-create their own beadwork by hand-blowing/fusing, creating with clay, using natural gemstones, recycled or natural materials are allowed. Mass-produced kits (those kits where the beads are chosen for you or kids' kits) which simply need assembling are not allowed. **Jewelry vendors may not sell bulk**

beads that are not handmade by themselves. You must submit three (3) (non-returnable) photos of works in progress along with an explanation of work.

## **Bath/Beauty/Essential Oils**

### **Cosmetic or Drug Items (Bath/Beauty Products)**

All items sold which are considered “cosmetic or drug” are required to comply with all Federal Food and Drug Administration rules.

“The term "cosmetic" means (1) articles intended to be rubbed, poured, sprinkled or sprayed on, introduced into, or otherwise applied to the human body or any part thereof for cleansing, beautifying, promoting attractiveness, or altering the appearance and (2) articles intended for use as a component of any such articles; except that such term shall not include soap.”

-- FD&C Act, Sec. 201 (i)

“A COSMETIC IS ALSO A DRUG WHEN IT IS INTENDED TO CLEANSE, BEAUTIFY OR PROMOTE ATTRACTIVENESS AS WELL AS TREAT OR PREVENT DISEASE OR OTHERWISE AFFECT THE STRUCTURE OR ANY FUNCTION OF THE HUMAN BODY.”

Sec. 201(g) and (i), FD&C Act  
Sec. 509, FD&C Act

***Please Note: No labeling or signage that states that your product is a “cure” for any ailment will be allowed. Essential Oils (or the combinations thereof) or any product that states a cure or remedy may not be posted in your signage, labeling or advertisements, nor may the Vendor verbally state so unless you are a licensed Physician in the State of Washington. All items must adhere to the labeling regulations of the FD&C. Any items that are not labeled accordingly will not be allowed for sale. Hand Lotions that are purchased pre-mixed, ready to mix, or those lotions bases that are purchased to simply add the crafters essential/fragrance oils of choice, are not allowed.***

All bath and beauty items sold MUST be created from “scratch” from and by the Vendor themselves. They must be mixed, produced, packaged and labeled by the Vendor within the State of Washington and those selling these items are required to have current Liability Insurance coverage. Hand Lotions (topical creams), must show proof of testing from cosmetic lab/agency. **Certificate of testing or a copy of test results must accompany your Application, or lotions (topical creams) will not be allowed for sale.**

## **Jury Information**

The Woodland Farmers Market (WFM) is a Juried Market. The Woodland Farmers Market Committee (WFMC), comprised of volunteer members, all of whom have taken an active role in wanting to see a Farmers Market in their community – is also titled “Jury”. It is the primary goal of the WFMC to ensure that the majority of Vendor representation is taken from our local farming community and that only the freshest and finest quality produce and artisan products will be represented in this Market.

Those **Farmers who sell only produce, seasonal fruits, flowers, meats, cheeses, honey (unless also selling value-added items), nursery plants, herbs, jams, jellies, vinegars, or other processed/canned items grown on their farm**, will *not* be required to go through the Jury process. However, we do ask that you submit your Application and \$30 fee along with a copy of each required license(s), permit(s) or certificate(s) which are required to sell and any other stall fees you wish to pay in advance.

If the **Farmer has Value-Added product**, for example soaps, bath products, hand-crafted items, baskets, wreaths, etc., these items will be required to go through the Jury process and will be considered as part of the Craft and Art (Artisans) category. **Farmers who have Value-Added items** of which either a portion or all, are made from that which they raise or grow **will be given first priority in the Value-Added items category**. Farmers with value-added products are required to submit three (3) (non-returnable) photos which detail the work in progress of only the value-added products.

**Artists/Crafters (Artisans)** are required to provide at least three (3) (non-returnable) product photos of works in progress, along with a detailed description of the product they intend to sell.

**Food Vendors** are required to have all Health Department permitting in place prior to selling at the Woodland Farmers Market. If you have questions regarding permits, please contact the Cowlitz County Health Department. The Market Master will check to make sure that all food arrives at the Market at proper temperature and will check food temperatures prior to sales and during the market.

All processed food items **MUST** be prepared in a Licensed Commercial Kitchen and this kitchen shall be disclosed on the Application Form. Those preparing food fresh at the Market are required to adhere to all Health Department requirements. We encourage you to utilize as many of your ingredients as possible from the local Farmers Markets.

***All Vendors offering samples MUST adhere to Cowlitz County Health Regulations.***

### **TO ALL VENDORS WHO ARE JURIED:**

After reviewing the submitted applications and photos, the Jury may request an in-person viewing of the item(s) submitted for application. The Market Master or a member of the WFMC will call the Vendor directly to arrange a time for viewing. The WFMC may also request an on-site visit to the Farm or Business, by one or more Committee Members, to see first-hand the actual operation of the Farm or Business. The WFMC will give the applicant 24-hour notice prior to any visit, if such a visit is required. The WFMC reserves the right to refuse any submission they deem inappropriate for any reason. Regulating what is sold at the Woodland Farmers Market ensures high quality for all and also ensures we do not become a flea/junk market, but a Market that is well balanced and well-respected as a Farmers Market in SW Washington.

**Vendor Applications should be returned as soon as possible as space is limited and only a limited number of artisan crafters will be allowed.** All Applicants who apply after May 15, 2009 will be considered and Juried, but

will be placed on a Waiting List if their category has been filled. The Market Master or a member of the WPMC will notify each applicant by letter of Acceptance or Decline either by email or by U.S. Postal Service as soon as the application has been reviewed. Reasons for decline will not be given and will remain strictly confidential. The WPMC reserves the right to request that certain items not be sold by any one particular vendor to prevent the Market from being saturated with any one item. Please mail completed application, non-returnable photos, copies of permits, and fees to the following address via U.S. Postal Service:

**Woodland Farmers Market**

P.O. Box 1012

Woodland WA 98674

Market Master, Dawn Blankenship 360-903-5251

[info@woodlandfarmersmarket.org](mailto:info@woodlandfarmersmarket.org)

woodlandfarmersmarket.org

**Please read the following Description of Guidelines and Policies pertaining to your Category(s) carefully before signing your Application. Failure to observe or adhere to any of these Guidelines or Policies throughout the Market season may result in immediate dismissal.**

## **MARKET POLICIES**

### **How Market Participation and Stall Assignments Are Determined**

Stall assignments shall be made based on the following:

1. WFM will give first priority to Farmers, their value-added items, and to those Vendors who are signing up for the entire Market season in advance.
2. Stall Assignments are made based on balancing needs of the Market (supplying customers with a complete, competitive selection of items available during the Market season). The WFM takes into consideration that new Farmers coming into the Market throughout different crop season/availability may not be participating for the whole Market season. These Farmers will be granted special permission in placement and stall adjustments may be required.
3. Market Stall Assignments are based on:
  - Available space in the Market
  - The need for a specific product and your ability to produce it
  - Your Market performance including:
    - a. Good product quality, display, and signage
    - b. Ability to follow WFM rules and the Market Master's instructions at Market (i.e. punctuality, clean up at end of day, and prompt notification when canceling).
    - c. Market fees (including application fee and stall fees) paid in full on time with checks that are not NSF or with exact cash. If a Vendor's Stall or Application check is considered NSF, the Vendor will be required to pay any and all penalties which the Market incurs from their bank and also includes ALL fees which are incurred at the Woodland Farmers Market bank account due to the Vendor's NSF issue. Failure to comply will result in automatic dismissal and invoice for payment will be required.

## **STALL FEES**

Stall fees are \$15.00/day for a single 10 x 10 space and will be required to be paid by Vendor upon arrival at Market. If you have signed up and been granted more than one space, your fees will be adjusted accordingly. The Market Master will collect your stall fee each Market day. If stall fee is not received by Market Master on time, Vendor will not be allowed to sell that day. Stall fees will be accepted in the form of exact cash or checks made out to: Woodland Farmers Market.

## **VENDOR COMPLAINTS**

The Woodland Farmers Market will do their best to accommodate your needs as a Vendor. We request that ANY/ALL comments, complaints, adjustments, be discussed with the Market Master in a quiet and respectful manner as soon as possible. If adjustments can be made, all attempts will be done so prior to the next scheduled Market day. The Market Master reserves the right to ask that all complaints be made in writing first so that a follow-up may occur. The WFM always welcomes the Vendor's input and will handle each situation in strict confidence.

**Warning:** Healthy competition is acceptable; however, bad attitudes or rude behavior toward a customer or your neighboring Vendor will not be tolerated at the Woodland Farmers Market. We want to provide a fun-filled and friendly Market. Each individual Vendor is here to sell their product, but we are also here to support our Farmers and Vendors and help you successfully sell your products as a whole.

## **Others who are selling for you**

The principal Farmer/producer may send family members, partners or employees to the Market in their place, but are responsible for having their on-site representatives aware of all Market rules and violation policies. All employees, partners, and family members may be asked to sign an agreement that states they understand and will comply with Market Regulations and Policies.

Vendors who have children under the age of 16 who are selling must have a Vendor Parent/Guardian present on Market site at all times. The Woodland Farmers Market does not provide canopies, tables, awnings, tents, walls, tent weights or umbrellas for any Vendors. Please come prepared for any type of weather condition as this is an outdoor Market.

## **Scheduled Vacation or Possible Emergency**

The WFM understands that vacations, medical and/or possible emergencies transpire throughout the Market season. If you are aware of vacations in advance, please notify the Market Master or a member of the WFMC as soon as possible by sending an email to: [info@woodlandfarmersmarket.org](mailto:info@woodlandfarmersmarket.org) or by calling the Market Master. The Market Master or a member of the WFMC may contact a Vendor who is on the Waiting List to occupy your stall space until you return.

If an emergency should occur and you are not able to make the Market for a particular day, please contact the Market Master by 4:00 pm the day *following* your absence.

If the Market Master is not notified by the aforementioned time that an emergency occurred to cause your absence, it will be assumed that you are a NO-SHOW. NO-SHOW Vendors will be charged their stall fee for the missed day and the Vendor will be required to pay that stall fee prior to set up for the next Market day. If a NO-

SHOW occurs twice, the Vendor will be required to pay stall fees for all missed days PRIOR TO SET-UP of the next Market day or the Vendor will not be allowed to sell for the remainder of the season.

## **Market Days – EXCUSED/NOT-EXCUSED**

Please contact the Market Master *at least* 48 hours in advance if you are not going to be present at Market on your scheduled day. It is our desire to present a full Market with no holes to our Community and also to let your customers know when you will return to Market.

## **Punctuality and Departure**

**Hours of Operation are FRIDAYS from 3:00 pm – 7:00 pm.** Vendors may begin setting up NO EARLIER than 1 PM on Market Day, unless previously arranged with Market Master or a member of the WPMC. All Vendors and their belongings (including any trash) must be vacated from Market premises by 8:00 pm on Market day. Another community event will be taking place immediately following the 7:00 pm closing time of the Woodland Farmers Market so it is imperative that punctuality and departure guidelines be followed.

All Vendors must be at the Market site *at least* 45 minutes before the Market opens, vehicles will be removed to off-site Vendor parking by 2:30 pm and Vendor must be ready to sell when the Market opens. Vendors who arrive after 2:30 pm will have to unload off-site and walk items to their stall space.

## **Selling Time**

**No selling shall begin before 3:00 pm or until the Market Master signals that the Market is officially open.** No money shall exchange hands prior to the start of the Market. If this Policy is violated it could result in the termination of Vendor's permit to sell. Vendors are required to stay until closing. ***Vendors who sell-out early should post a sign letting customers know they have sold-out and should not leave their booth unattended.*** **No Vendor is allowed to pack up early or tear down their booth space early.** Vendors who do leave before the Market is officially closed will not be allowed to return for the remainder of the season. If having to leave due to an emergency then the Vendor shall notify the Market Master immediately so that Volunteers may assist in your loading and departure to ensure safety for our customers and other Vendors.

## **Signage**

All Vendors will post a Banner or Sign identifying the name of the Farm/Business represented and what City it is located in. Signs should not be smaller than 8" high x 24" wide. Vendors will have their signs displayed before sales begin. Failure to have a sign will result in a warning and Vendor shall have the appropriate sign within viewing to the public. Vendors are encouraged to have all signs made of high quality vinyl, hand-painted professional artwork on wood/laminate, quilted, painted or vinyl. Again, please remember this is an outdoor Market – rain or shine – and all signs should be weather resistant.

## **Selling Space**

The Vendor Booth space is 10' x 10'. Cost of a single 10' x 10' space is \$15.00/day. If you have signed up and been granted more than one space, your fees will be adjusted accordingly. Stall fees are required to be paid upon arrival each Market day (before 3:00 pm). The Vendor sales area (where your produce/product is marketed) must not extend beyond the allotted boundaries of the stall space(s). Displays and signs must allow clear visibility to adjoining stalls. Display and selling techniques must not impair other Vendors' ability to sell, nor

create a hazardous situation for customers. Hawking (calling attention to your products in a loud, repetitive, public manner) is not allowed from Vendors.

## **Vendor Vehicles - Loading/Unloading**

PLEASE USE CAUTION AT ALL TIMES WHEN UNLOADING AND LOADING. The Market Master will let you know where off-site Vendor parking is located.

Each Vendor will be allowed one vehicle and one parking space in designated off-site Vendor parking

## **Booth Clean Up/Trash**

We have a recycle can on site - Vendors are required to maintain their individual selling space in a clean, safe, and sanitary manner, including protecting the pavement from oil or fuel drips. This includes hauling away any trash or garbage that is generated in or around the booth and sweeping up any product debris left on the ground after booth has been dismantled. **Vendors are not permitted to dispose of produce waste, overripe or leftover produce or boxes in any on-site or off-site garbage cans or dumpsters surrounding the Market site.** If the Vendor is using containers, cups, etc. for sampling purposes, the Vendors must supply their booth with a small trash can or attach a small garbage bag to their stall for their customer. Vendors should bring their own brooms and dust pans and any other cleaning supplies they deem necessary.

## **Price Signage**

Produce and other allowable Market products should be CLEARLY marked with their price. This can be done by individually tagging each item or by listing all products and prices on a large sign or blackboard within the Vendor's stall space.

1. Pricing of goods sold at Market is solely the responsibility of the individual Vendor.
2. Vendors are expected to price goods in a way that doesn't give the appearance of a "loss leader" product as is used in large grocery stores.
3. Vendors are expected to bring quality produce and product to Market.
4. Vendors are not allowed to give produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other Vendors.

## **Scales**

Vendors selling produce or other items by weight must provide their own scales. Scales must be "legal for trade" and are subject to inspection by the Department of Agriculture - Weights and Measures Program. BEGINNING IN 2008, IF YOU HAVE A SCALE, IT MUST HAVE BEEN LICENSED AND APPROVED BY THE DEPARTMENT OF AGRICULTURE. SCALES WILL BE INSPECTED BY THE MARKET MASTER. ALL SCALE DISPLAYS MUST BE VISIBLE TO THE CUSTOMER AND THE VENDOR ALIKE.

## **Children and Pets**

**CHILDREN:** It is highly recommended and encouraged that those Vendors with very small children (those who are preschool and below) should not bring the child to the Market with them unless there is another supervising adult present to be designated as caregiver from the time you arrive on Market site to the time you depart Market site. The Market site can be full of danger if a child is left unattended or allowed to wander. Carrying a baby in a sling, snuggly, or in a backpack while you are setting up or tearing down for Market can be harmful to your child. Those who have children who are Toddlers should watch them at all times to make sure that they are not disrupting the other Vendors within the Market. Children of this age can easily pull displays over, get hurt or create damage to other Vendors' items for sale. This is for their safety and is also a consideration to those Vendors who sell breakable items next to you. If a child breaks another Vendor's items or displays that child's

parent and/or caregiver will be responsible and liable to pay for any damages that occur. Vendors must keep a watchful eye on their children at all times before, during and after the Market has ended. Small children should not be allowed to wander the grounds without a parent or guardian with them and should not be left in the Vendor vehicle. The Market can take no responsibility for a Vendor's child's safety or whereabouts. Children under the age of 16 will not be allowed to sell at the Vendor booth unless the parent/guardian is on Market site.

**PETS:** It is best to leave your pets at home for their comfort, safety and well-being. If you wish to bring your pet, please make sure that it is in a carrier or crate AND NOTIFY THE MARKET MANAGER. Should your animal bite or cause harm to a person or to another animal in the Market, you are liable. Please keep in mind that some customers may have bad allergies, fears, or small children may become intimidated by some animals. We do fully allow those animals that are certified as service animals for the disabled or who are in training to become service animals to be present during the Market.

## **Courtesy/Conduct**

Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the Market at all times. Any language or behavior deemed inappropriate to the normal operation of the Market will be grounds for denial of the Vendor's permit to sell at Market the following week or grounds for removal from the entire remainder of the season. Consumption of alcoholic beverages or any controlled substance while at the Market is strictly prohibited. Smoking is not allowed in the Vendor sales areas or on Market grounds. Any participating Market vendor or representative who is deemed under the influence while at the Market will be immediately expelled from the Market and will not be allowed to sell at future Markets.

## **Vendor Dress**

Vendors are required to wear appropriate clothing (i.e. shirts, tank tops, pants, shorts, skirts, dresses, coveralls, etc.) and appropriate shoes at their booths during the Market hours. Bathing suits or bathing suit tops are not allowed unless under a tank or top. Please dress according to the weather. Raincoats, warm coats, rain boots, sunscreen, sunglasses, hats, even lap blankets may be helpful to keep on hand throughout the Market season. **Please remember to pack tarps for inclement weather for your stall. The Market will operate rain or shine. Only high winds will cause the Market not to open due to canopy safety.**

## **Customer Refunds**

Customers who have a legitimate complaint about the produce or item they purchased should be given a full monetary refund or replacement of equal value. It is the Woodland Farmers Market's policy to satisfy the customer and to promote good will by being generous with produce and food products. If produce is overripe and must be consumed the same day, the customer must be informed in advance. If a customer wishes to exchange only a partial bag of produce, only partial credit is due. Complaints that seem unfounded or excessive may need to be mediated by the Market Master.

## **Hawking**

Hawking (calling attention to your products in a loud, repetitive, public manner) during the Market day is not allowed.

## **Vendor Music**

No amplified music, radios or TVs are allowed within the Market (other than Market-sponsored entertainment).

## **Market Master**

The Market Master will enforce and implement Market policies at all times. This includes overseeing Market set-up, stall assignments, collection of fees, providing information on Market policies, and ensuring Vendor compliance with all Market policies. The Market Master will make stall assignment decisions based on available space in the Market and the Market's need for specific products. The Market Master will be responsible for

public concerns and Vendor complaints. The Market Master is also the conduit between Vendors/Customers, the Woodland Farmers Market Committee, Downtown Woodland Revitalization and City of Woodland. The Market Master has complete authority to interpret and implement policy on the Market site; including the authority to rescind stall space given just cause. Vendor grievances will be taken directly to the Market Master or by submitting a letter of complaint in writing and sending to the previously listed address. If a Vendor should have a complaint, we ask that it be directed to the Market Master and not your Vendor neighbors. In the event that the Market Master is unable to attend Market, a Market Master substitute will attend in her place and as such will have temporary complete authority to interpret and implement policy on the Market site.

1. Woodland Farmers Market reserves the right to prohibit anyone from selling or any product from being sold.
  - Woodland Farmers Market is not responsible for loss of property or damage.

## **Safety**

Tables, and overhead shades (canopies), and required weights must be maintained and used in a safe manner. Legs must be firmly locked into place on the shades. Tables must have smooth edges. If using plywood for table tops please place a vinyl cloth over table to protect others from edges. Table must be stable when loaded with produce or heavy items.

### **Booth Weights are required in ALL WSFMA (Washington State Farmers Market Association) Markets**

FOR THE SAFETY OF ALL: "All vendors who wish to erect canopies (including umbrellas) on the Farmers Market site during the normal period of Market operations, including the set up and break down 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. Any Vendor who fails to properly anchor (weight) his or her canopy will not be allowed to sell at the Farmers Market on that Market day, unless that Vendor chooses to take down and stow their canopy and sell without it." Canopies will be inspected daily by the Market Master or a designated Woodland Farmers Market Committee Member. Care must be taken when setting up or taking down displays. Vendors will be held financially responsible by the Woodland Farmers Market Insurance Company and that Vendor will be charged for damages done by their rogue booth/stall. Please review the guidelines regarding required Canopy Weights at [woodlandfarmersmarket.org](http://woodlandfarmersmarket.org).

## **Licenses, Permits, and Special Requirements**

### **1. Onsite Food Storage Requirements**

All food storage must be in a clean, dry place not exposed to splash or dust and at least six (6) inches off the floor. Any Vendor displaying food samples must have appropriate Food Handling requirements in place. NO EXCEPTIONS. Farmers sampling fruits/veggies must also comply with Cowlitz County Health Department requirements.

### **2. Taxes**

Retail sales taxes and Business and Occupation taxes are the responsibility of the individual Vendor. Every Vendor is required by law to have a Washington State Master Business License Number (UBI) and must supply this tax number when application is made to sell at the Market. **(Note: Vendor's application will not be processed without this number.)**

### **3. Insurance**

All Vendors must show proof of current automobile insurance for on-site vehicles, and provide the Market with policy numbers, to be kept on file. The Market holds a Certificate of Insurance with the Washington State Farmers Market Association. Vendors selling bath/beauty/essential oil products or

food Vendors/Handlers are *required* to have their own company Liability Insurance. *All* Vendors are strongly encouraged to obtain Liability Insurance.

**4. Permits and Licenses**

All Vendors shall provide at the time of application copies of any permits and licenses applicable to the sale of their products. These will include the Vendor's Washington State tax number (to be eligible to participate in the Woodland Farmers Market, you *must* have a Washington State Master Business License Number), and where applicable, the Washington State Nursery License, Washington State Dept. of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, Pesticide Applicator's License, or Department of Fisheries Wholesale License. Sellers of plants, bulbs, or seeds for planting must have a Nursery License, available from the Washington State Department of Agriculture. Hand/Body Lotions, Creams or Home/Farm Essential Oil Distillation are required to submit proof of testing.

**5. Organic Products**

If a product is labeled "organic," it must be certified in accordance with Washington State law and the standards set forth by the National Organic Program. Verbal or written declarations of organic status not certified or verified, will result in termination of Vendor's permit to sell at Market. When an organic producer is also selling non-organic produce at the same stand, the non-organic produce must be clearly separated from the organic produce and clearly labeled as non-organic or conventionally grown. Certificates should be posted on canopy so as to clearly inform the customer of your status as either conventionally-grown or organically-grown.

**6. Unsprayed, Pesticide-Free, or Low Spray**

Written and verbal declarations regarding pesticide use which cannot be certified, such as "Unsprayed", "Pesticide Free" or "Low Spray" will need a notarized affidavit attesting to how these procedures are followed. This affidavit will be kept with the Market Master for the season. Consumer queries regarding farming practices must be answered factually.

**7. Labeling**

Processed foods, including honey, have Washington State labeling requirements. Labels on processed foods and any and all bath/beauty products must meet State requirements and include:

1. The name of the product
2. Company name
3. Address
4. Net weight on bottom 1/3 of label
5. Ingredients listed in decreasing order of predominance

**8. Sampling**

Cowlitz County Health Department rules apply to Farmers/Vendors giving out samples of fruit or produce. Please consult with the Health Department regarding these regulations.

**9. Food Handler's Permits**

All prepared foods and baked goods Vendors must have a current Cowlitz County Health Department Food Handler's Permit and disclose the Commercial Kitchen where food has been prepared if prepared by their own hands.

**Thank you for your interest in the Woodland Farmers Market.**

**If you have any questions, please contact Market Master, Dawn Blankenship at**

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