



PORT TOWNSEND FARMERS MARKET

2008 Market Guidelines

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2008 Highlights & Changes

In response to the increase in the number of people wishing to sell at the Market, the manager has created a wait list of on-call vendors. To ensure a “full market” and to give as many people as possible an opportunity to sell, the following changes have been adopted:

- **NEW: CANCELLATION DEADLINE** - Saturday Vendors must call the Market Manager to cancel their space no later than noon on Thursday. Wednesday Vendors must call by noon on Tuesday. The advance notification will allow the Manager to fill vacant spots.
- **NEW: FAIR WEATHER VENDORS** – an exception to the cancellation deadline will be made for vendors who are unable to sell in inclement weather. To become a “fair weather vendor,” you must make prior arrangements with the Market Manager *before the start of the season*. Fair Weather Vendors will be permitted to wait until 7 a.m. on market day to call to cancel due to bad weather. They will be assigned outer stalls for the season so that, in the event of cancellation, their absence will create minimal disruption to the site layout.
- **NEW: PRIORITY STALL PLACEMENT:** Vendors with high attendance and those who adhere to the cancellation deadline policy will receive priority for stall placement. We want to encourage everyone to participate as regularly as possible to support a robust market and minimal changes to the site plan.
- **REVISED:** Vendors who do not call the Manager to cancel by the designated time will receive:
 - First, a verbal reminder
 - Second, a \$15 fine and written reminder
 - Third, a \$25 fine and possibly lose their space at the market.
- **REVISED: VENDOR STALL FEE SLIPS** - The vendor ticket slip you return with your fees is an important planning tool. We have revised the slip. Every vendor must check Yes or No to indicate if they will be returning the following week. If No is checked, vendors must indicate their next return date or state “unknown”. Vendor’s with unknown return dates risk losing their stall and must let the Market Manager know as soon as possible.
- The deadline to submit Returning Vendor applications is December 12th, 2007. Late applications may affect booth location. The deadline for New Vendor applications is March 15, 2008. Applications from **new grower** vendors will be accepted anytime. Submission of an application is not a guarantee of acceptance.
- Given the larger size of Saturday market, vendors must arrive by 8:45 am or forfeit their reserved space. See #3 below.
- In keeping with our mission to provide fresh, locally produced products, vendors may not resell commercial beverages except for bottled water. See #7 below.
- Please pay special attention to guidelines #9 and #12 to keep the Market safe and efficient.
- We will have new market staff, so please be patient and helpful.
- To sell at the market, all vendors must indicate on their application that they have read these guidelines and will abide by them.

Thank you for your interest in becoming a vendor at the Port Townsend Farmers Market. We welcome and encourage vendors of produce, locally prepared and processed foods, high quality arts and crafts (see guidelines and jury information), services and more. Enclosed you will find the guidelines to which all vendors are required to adhere. Please read them carefully, have employees who will be selling for you at the market read them, and save them for future reference. Direct any questions you have to the Market Staff. You can contact the Market Manager at the market booth during market hours or by calling the cell phone at (360) 531-0451, office phone at (360) 379-9098, or by email at info@ptfarmersmarket.org. Please see market contact info below.

All interested potential vendors will need to complete the application for the type of products you intend to sell. Please ask the Market Manager for the appropriate application (as defined by the Washington State Farmers Market Association www.wafarmersmarkets.com). Applications can also be downloaded from www.ptfarmersmarket.org.

FARMER or GROWER:

One who raises the produce, plants or animals on land they own, rent or lease in the state of Washington, or harvests seafood**, which they sell at a WSFMA member farmers market. This is meant to exclude those who might 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, salsa, or alcoholic beverages*. 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 growers selling mint oils, emu oils, fresh, frozen, cured or smoked meat, poultry or seafood**, etc. It may also include growers who sell herbal products whose plant materials they grow or wild craft. (*Alcoholic beverages must be made entirely from ingredients grown by the producer, except for certain additives required for processing, but which cannot be produced by the grower, not amounting to more than 5% of the total volume of the beverage.) (**In the case of seafood, vendor must own/lease and operate the fishing vessel catching the seafood being sold, and vendor must be a legal resident of the state of Washington).

In concert with the Jefferson County Farmers Market strategic plan and its historic values, we emphasize as our highest priority the growing of healthy local food.

PROCESSOR:

One who sells processed foods which they have personally prepared on property they own, rent or lease. Processors are persons or entities offering food products that have added value to their product through some sort of “hands-on” processing (e.g., smoked or cured meat or seafood, ciders, baked goods, jams, handmade candies, etc.). Processors must meet all federal, state, county and local food safety and health requirements. All appropriate permits and licenses shall be displayed whenever a processor is selling at a WSFMA member market. Processors must produce their products in Washington or in counties which border the State of Washington. Processed food products should use ingredients from Washington farms or waters as much as possible, and WSFMA member markets should give stall preference to processors using ingredients from Washington farms or waters. Alcoholic beverages must be made entirely from ingredients grown in Washington, or from grapes grown in a recognized Washington appellation, except for certain additives required for processing, but which cannot be produced in the state of Washington, not amounting to more than 5% of the total volume of the beverage. (Processors at a WSFMA member market prior to May 1, 2004, selling fresh or frozen uncooked meat, poultry, or seafood that they did not raise or catch are hereby grandfathered at that market only, unless processing operation changes ownership or processor misses a season at that market. Each market must maintain a clear record of vendor’s history at their market.)

CRAFTER

Crafters are persons who craft with their own hands products for sale. Items must be produced in Washington State. See #27 below.

PREPARED FOOD

Offer freshly made food available for sale and immediate consumption on-site. Preference is given to vendors using ingredients produced in Washington State. It is the responsibility of the vendor to keep current regarding all necessary food handling and health permits.

MISCELLANEOUS

Any vendor that does not fit in the above mentioned categories.

ABOUT THE MARKET

The Port Townsend Farmers Market was started in 1992 and has grown steadily into a bustling center of commerce and community. We strive to create a marketplace where local producers can sell their goods

directly to the consumer. We are also dedicated to educating the public about local and regional agriculture, and to providing a friendly atmosphere for families and neighbors to congregate.

MARKET STAFF

The market is managed by a staff who works under the supervision of a volunteer Board of Directors. Together we implement Bylaws that are available upon request. Contact information for members of the Board of Directors is given at the end of this document and is available on our website www.ptfarmersmarket.org.

Important Dates:

The Market runs Saturdays from May 3, 2008 through November 15, 9:30 am to 1:30 pm on Tyler Street, Uptown in front of the Community Center and on Wednesday afternoons 3:30 – 6:30, June 11 thru Sept. 24, in the Uptown district at Lawrence and Polk St. Saturday vendors need to arrive by 8:45 am on Saturdays and 3:00 pm Wednesdays. Vendors must contact the Market Manager to state when they will or will not be attending the market (see #3 below). **There will be no market during Rhody Festival, May 17.**

2008 Season Guidelines

The following guidelines are to assure that the Port Townsend Farmers Market is a pleasant place where local growers, processors, food vendors, craft vendors, and others can make their products available to customers. We appreciate your cooperation in implementing these guidelines.

RULES

1. You must indicate that you have read these guidelines and sign a document showing that you agree to comply with them.

STALL ASSIGNMENTS

2. Stall assignment **top** priority will be given to food growers (persons who raise produce, eggs, meat, beekeepers, fishermen and shellfish growers), and then to growers of herbs or flowers, nursery crops from seed, cuttings or other forms of propagation performed by the grower. Third priority will be given to food processors (persons preparing or preserving foods) and prepared food vendors. Fourth priority will be crafters juried by the Farmers Market. Fifth priority will be given to miscellaneous vendors on a space availability basis.

Each week the market will make available free booth space to community groups with educational information to share with the public. Booth space will be subject to availability. Interested groups should contact the Market Manager. These booths are not to be used for fundraising without prior approval, and in that case, they have to pay the standard vendor fees. The booths may not be used for distributing political information. Please ask the Market Manager for a copy of our Non-Profit Guidelines.

HOURS, TIMELY SET-UP AND RESERVED SPACES

3. All vendors must be at the market site at least 3/4 hour before the market opens and **MUST** be ready to begin selling when the Market opens. We encourage vendors to sell every week unless previously arranged with the Market Manager. This enables the Market Manager to assign the same stall space to vendors from week to week. Vendors not arriving 3/4 hour before market opens forfeit their assigned space. Vendors may not give their assigned space to others. Vendors who will not be attending the following week must indicate their next return date on their stall fee slip or risk losing their stall.
4. Cancellation of Stall: If a vendor determines during the week that they will not be at the next market,

the vendor must contact the Market Manager by noon on Thursday for the Saturday market or noon on Tuesday for the Wednesday market. Vendors who are not present at the opening market must contact the Market Manager at least three days prior to the date on which they plan to begin selling. Vendors who arrive late at the market site or who fail to notify the Market Manager of their planned attendance by the cancellation deadline will receive:

- a. First, a verbal reminder
- b. Second, a \$15 fine and written reminder
- c. Third, a \$25 fine and possibly lose their space at the market.

5. Exception to Cancellation Deadline: Exceptions to the Cancellation Deadline will be made for vendors whose products will be damaged or they are otherwise unable to sell on days of inclement weather. These vendors must request this exemption from the Manager *before the start of the season* and will be assigned an outer stall so their absence will not negatively impact other vendors or overall site plan. These vendors are then required to call the Market Manager by 7:00 am on the morning of the market to cancel due to weather.

DUES AND FEES

6. Annual membership dues are \$30. Both member and non-member vendors will pay a booth fee each day they sell at the market, due at the end of the market day.
 - Saturday booth fees for members are \$15 PLUS 4% of sales. Vendors who charge sales tax should not include the tax as part of their sales when calculating the 4%. Vendors who have less than \$100 in sales pay a flat fee of \$15.
 - Wednesday booth fees are a fixed \$15 per day.
 - Non-members will be charged an additional \$7 fee/day.
 - Vendors can acquire a double stall, if space is available, with PRIOR permission from the Market Manager.
 - Any fines charged to a vendor for late arrival, failure to notify the Market Manager of their attendance or other infraction must be collected before the vendor returns to sell at the market.

QUALITY

7. Vendors agree to sell products of good quality. The Market Manager will not permit spoiled produce, diseased plants or shoddily made articles to be sold. Vendors will sell only those products allowed by the guidelines. Commercial bottled water may be sold only in addition to processed foods and shall not comprise the majority of a vendor's sales. **No other commercial beverages may be sold.** Products not covered under these guidelines will only be allowed after individual consideration by the Board of Directors.

CAMPAIGNING AND PROSELYTIZING

8. The Market is not a forum for political or religious activities. Vendors are asked to refrain from campaigning or proselytizing. Space will not be allotted for this purpose.

LOADING AND UNLOADING

9. During market setup, vendors must unload their goods as quickly as possible **and move their vehicles off of the market street before setting up their stalls.** Similarly, during market breakdown, vendors must break down their stall and prepare everything for loading **before bringing vehicles in to load.** Repeated failure to adhere to this guideline may result in a \$25 fine.

PARKING

10. After unloading their goods, vendors are requested to park several blocks from the site to allow for more customer parking nearby. **DO NOT PARK IN THE COMMUNITY CENTER PARKING LOT.** There will not be space for vehicles within the market site unless previously authorized.

Please be respectful of our market neighbors and do not park in front of mailboxes or block driveways.

VISIBILITY AND SALES TECHNIQUES

11. Displays and signs must allow clear visibility to adjoining booths. Display and selling techniques must not impair other vendors' ability to sell, nor create a hazardous situation for customers, and must allow for emergency vehicle access. Backyard growers are encouraged to price their products competitively out of respect to commercial growers.

CLEAN -UP

12. All vendors are responsible for keeping their booth spaces clean during the market, and for complete clean up of their space at the close of the market. This includes hauling away any trash or garbage generated in or around your booth. Failure to adequately clean up space will result in a \$15 fine.

NO SALES BEFORE HOURS

13. To allow for uninterrupted set-up time for all vendors, no sales will be allowed before the Market Manager gives the signal that the market is open. We ask vendor cooperation in respectfully informing customers of the reasoning behind this rule.

CONDUCT

14. Vendors will conduct themselves courteously at the market. It is the market's intent to serve the public and to create a friendly atmosphere that will benefit both vendors and customers. Vendors shall not smoke on the Market site.

STALL SPACE

15. When conditions are crowded, the Market Manager will require that vendor booth and/or vehicles not extend beyond their allotted space of 10' wide by 10' deep plus space behind their booth as available. Saturday vendors on the Printery side of the street will need to keep the sidewalk clear to allow access to the retail storefronts on Tyler Street. The Market Manager has the right to give priority in stall assignments to vendors based on seniority, product importance or seasonality, number of vendors present, consistency of attendance, or other factors as they arise.

SPECIAL LICENSES AND PERMITS

16. Vendors selling eggs, fish, meat, nursery products, seeds or prepared foods are required by the state and county to have special licenses and permits. It is the responsibility of the vendor to have all special licenses and permits before selling at the market. Vendors must also provide their own product liability insurance if necessary (policies are available at reasonable cost through the Washington State Farmers Market Association). All vendors are required to supply the market with their UBI# and City of Port Townsend license and collect and report state and local sales tax as required. ALL PREPARED FOOD VENDORS MUST CONTACT THE COUNTY HEALTH DEPT. at (360) 385-9444.

LIVESTOCK

17. Vendors selling poultry or livestock must take special care to confine animals in clean quarters and clean up straw or litter associated with their animals.

PRIORITY TO LOCAL GROWERS

18. Consideration for produce to be sold at the market will be given in the following order:

1. Local vendor growers "Local" is defined as Jefferson County and adjoining counties: Clallam, Island, Kitsap and Mason.

2. Other Washington- grown produce that is vendor-grown, with prior approval from the Market Manager and not to be in direct competition with locally grown produce.
3. Vendor growers, as defined in 1. and 2. above, may resell produce upon approval from the Board of Directors, and not in direct competition with locally grown produce.

*Non-local produce must be labeled as such.

NO GIVEAWAYS

19. There will be no space made available to people wishing to give away free produce or other food at the market. If you have free food to give away the Market Manager can recommend places in the community where you may do this.

SCALES

20. Vendors must provide their own scales if they wish to sell produce by weight. Scales must be "legal for trade" and are subject to inspection by the Department of Agriculture, Weights and Measures program.

CERTIFIED ORGANIC

21. Only those vendors who have been certified by the Dept. of Agriculture as organic growers can use the phrase "Certified Organic". All vendors are required to advertise truthfully and to respond to customers' questions in a like manner. Growers who advertise their produce as Certified Organic must provide the market with a copy of their Organic Certification.

SALES FROM ORDERS

22. Vendors who take product orders at the market should report these as part of their gross sales on the day that they receive payment.

MARKET MANAGER

23. The Market Manager's job on the market site is to coordinate all the activities of the day-to-day functioning of the market and to implement market policies. These duties include: oversight of the market set-up and booth assignments, collection of fees and dues, providing membership information, assuring vendor compliance with clean-up, display guidelines, and all market policies and answering questions about the market and market policies. It is the Manager's responsibility to respond to public concerns and complaints regarding any vendor. The Manager acts as a conduit of information from the vendors and customers to the Board of Directors. He has the authority to interpret and implement policy on the market site and has the right to impose disciplinary action at the market site. Vendors have the right to appeal the Manager's decision in a hearing before the Board of Directors at the next scheduled meeting. The Manager has authority to grant exceptions to market policies on an individual basis for just cause

PETS

24. Customers' pets will be allowed in the market area only on leashes. Vendors are not allowed to have pets at the market. The only exceptions will be registered service dogs.

EARLY DEPARTURE

25. Full participation in each market day attended is expected. Vendors will not be allowed to leave early due to weather, slow sales, or any other reason unless pre-approved by the Market Manager. Vendors are encouraged to make every effort to bring enough product for a full day of active sales or to team up with other vendors to share a stall space for the duration of the market.

CANOPIES, UMBRELLAS AND WEIGHT

26. All vendors who wish to erect canopies (including umbrellas) at the market site during a 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 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. Weights attached with strings extending beyond the base of the canopy or umbrella will not be allowed. The Market Manager may decide that all canopies, umbrellas or other display items need to be removed or disassembled on windy days. Vendors must comply with this or any other safety concern as determined by the Market Manager. If there is an accident resulting from a vendor's booth, the market reserves the right to charge the vendor the amount of the insurance deductible.

CRAFTS

27. All crafts must be evaluated and accepted into the Market by the Craft Jury. Crafter jurying will take place once a year, approximately 2 months prior to the opening of the Market. Only new vendors, and new products for currently accepted vendors, need to be juried in. Returning craft vendors and products do not need to be re-juried. Crafts will be evaluated based upon the following criteria:

- locally made
- fine craftsmanship
- originality
- enhancement of the Market.

HERBAL PRODUCTS

28. Products such as lotions, tinctures, salves and soap must be made by the vendor and be comprised of plant or animal products raised or wild crafted by the vendor. The Market Manager or the Board of Directors may review these products before they are sold at the market. The ingredients of such products must be clearly displayed to the Market Manager and customers. Products that appear to be inconsistent with the theme of the market or are already well represented may not be permitted.

BODY WORKERS

29. One space will be available to body workers per week, available on a rotating basis. More than one body worker may share this booth. Priority will be given to returning vendors. Inquire with the Manager about openings in the rotating schedule.

MARKET CONTACTS

Mailing address: JCFM P.O. Box 1384 Port Townsend, WA 98368	Market Manager: Wendie Dyson Cell: (360) 531-0451 Office: (360) 379-9098	JCFM Board President Karen Lee kllee99@hotmail.com (2 "L's", 2 "E's")
Market Office: 1027 Lawrence St. Upstairs above Sweet Laurette's Cafe	Web Site: www.ptfarmersmarket.org Email: wendie@ptfarmersmarket.org	

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