

POLICIES AND PROCEDURES MANUAL

GIG HARBOR FARMERS MARKET

2011 OPERATIONAL GUIDELINES

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Section I. Purpose and Scope of Policies/Procedures Manual

The intent of this document is to amplify and further define the GHFM Bylaws. The policies and procedures stated herein are to clarify the roles and responsibilities of each member of the GHFM. It is also intended that this document aid in establishing an order to the operations of the GHFM; both at the site of Market operations and, also, during those times when members interact in conducting the ongoing business of the GHFM. This includes activities associated with, for example, Board of Directors meetings, committee meetings, GHFM general membership meetings, etc.

Each member of the GHFM can download their personal copy of this document when they become members or whenever it is revised from the Gig Harbor Farmers Market web site.[NOTE: There will be at least one revision of this document each year since Section II, Market Schedule of Operations will change from year to year.] It is the responsibility of each member to read and understand everything written herein. It is also suggested that whenever members see a need for changing this document, they communicate their suggestions with the Market Manager.

Section II. Market Schedule of Operations for 2008

A. Market Locations. In 2011, GHFM will operate at the Kimball Drive Park and Ride (6808 Kimball Drive, Gig Harbor) on the east side of Hwy 16 (directly across Hwy 16 from Fred Stroh’s Memorial Field where the Market has operated for the last several years), also two other markets Wednesdays downtown at Skansie Park and Sundays at O’Callahans Pub and Grill Parking lot in Key Center.

B. Dates and Hours of Operation. The Market will operate each Saturday at Kimball Drive Park n Ride starting April 2 through September 24. The Market will be open, each of those Saturdays, from 8:30 am to 2pm. and The Downtown Market at Skansie Park will operate each Wednesday starting June 1 through September 28. The Market will be open each of those Wednesdays, from 12 am to 5 pm. The Sunday Market will operate each Sunday at O’Callahans Pub and Grill parking lot in Key Center from 10 am to 3 pm starting April 3 through September 25.

C. Fees Structure (NOTE: All fees are nonrefundable.).

1. Annual Membership Dues. Annual Membership Dues for active members (vendors) is \$40.00.

2. New Membership Application Fee. To help defray the escalating costs associated with site inspections, product jurying, and administrative details, the following fees are charged in addition to the annual membership dues of \$40:

- a. \$50.00 Broker Application Fee
- b. \$30.00 Farm Application/Inspection Fee
- c. \$30.00 Prepared Foods Fee
- d. \$20.00 Food Processor Fee
- e. \$10.00 Craft Application/Jury Fee

3. Stall Rental Fees.

- a. Kimball Drive on Saturdays-each stall space is rented for \$20.00 plus 5% of gross sales.
- b. Skansie Park on Wednesdays-each stall space is rented for \$15.00 no % of gross sales
- c. Key Center on Sunday-each stall space is rented for \$15.00 and no % of gross sales

D. Points of Contact. The following list provides GHFM members with points of contact for making suggestions in improving our Market, for resolution of perceived problems within the Market, or for the purpose of volunteering time and effort.

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| <p style="text-align: center;"><u>Board of Directors:</u> Jack Sanzalone, Director-At-Large (360-874-8057) Tom Sain, Director-At-Large (253.858.7965) Lynn Schultz, Treasurer (253.851.7397) Dale Schultz, Chairman (253.851.7397) Doug Stegmiller, Vice Chairman (253.265.6112) Donna White, Secretary (253.884.9672) George Reed-Director-At-Large (360-802-9329)</p> <p style="text-align: center;"><u>GHFM Market Manager:</u> Dale Schultz 253-208-6296</p> | <p style="text-align: center;"><u>Standing Committees and Chairs</u></p> <p>Finance Committee – Lynn Schultz and Doug Stegmiller</p> <p>Vendor Inspection Committee – Doug Stegmiller and George Reed</p> <p>Market Grounds, Equipment, and Roadside Maintenance Committee-Open</p> <p>Communications Committee-Jack Sanzalone</p> <p>Publicity and Advertising Committee –Dale Schultz</p> <p>Executive Planning Committee – Dale Schultz</p> |
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Section III. Membership – Definitions/Policies

A. General. Active membership in the GHFM provides vendors (small local farmers and crafters) with the unique opportunity to market their self-produced merchandise, in a retail setting. They can do this without having to make a large investment and commitment in a retail location and all of its attendant costs (e.g., rent, utilities, insurance, advertising, wholesale costs, security system, etc.). It also provides a low-risk environment for those who haven't had their products and ideas tested for marketability and, therefore, haven't had the opportunity to acquire marketing skills necessary to achieve success in the selling of their ideas and products.

The GHFM has developed a unique appeal within our Market that attracts customers from a wide area and provides many attractions to enhance that appeal (e.g., entertainment, children's activities, special events, etc.). This unique and appealing environment has been created as a result of many decisions made by the GHFM Board of Directors over the years. Much of the success that makes our Market so uniquely appealing to our customers is the result of time and effort volunteered by some GHFM members.

The list of volunteer opportunities is long. Included are things such as: committee assignments, ongoing work party efforts at the Market site and on our roadside cleanup commitment with the City of Gig Harbor, and attendance at Board Meetings to voice suggestions for improvement and maintain an awareness of the issues being dealt with by the Board

B. Committee Operating Guidelines. All committees in the GHFM, both ad hoc and standing, are constituted for the purpose of engaging in and effecting solutions to problems for which the Board of Directors must embrace to effectively conduct the governance and management of the organization. Each committee has the following basic responsibilities:

1. Committee Mission Goals. Each committee must clearly understand the specific issues for which they have responsibility (i.e., their general and specific mission goals) that include, at least, the following:

a. Finance Committee. This committee, chaired by the GHFM Board Treasurer, has several major goals that include: the establishment of an annual budget to provide the GHFM visibility of required funding for the upcoming year; to establish and modify, as necessary, the most effective reporting methods of GHFM funds received and expended (reporting periods being at least monthly); and to coordinate, as necessary, with the Executive Planning Committee whenever there is an impending or apparent shortfall in funding during the year.

b. Vendor Inspection Committee. This committee, chaired by the GHFM Board Vice Chairman, develops, maintains, and documents the processes and procedures necessary to review and accept (or reject, with cause) items to be produced and sold at our Market by prospective vendors and active members who wish to add additional products. As well, these reviews must include site inspection (location of growing of agriculture products or production of craft items) as the committee deems necessary.

c. Market Grounds Maintenance Committee. This committee has the singular major goal of scheduling and performing all tasks necessary for maintaining an appealing condition of the Market site. This committee must work very closely with the Market Manager.

d. Communications Committee. This committee has a prime goal of producing and distributing, at least monthly, a newsletter that informs the membership of all events planned and accomplished in the operation of our Market season. Maintaining close coordination with all other committees and the Board of Directors is the key to developing meaningful and informative newsletters.

e. Publicity and Advertising Committee. This committee is responsible for developing advertising campaigns throughout each year to keep the public aware and informed of our Market. The

activity of this committee must involve close coordination with the Board of Directors ensuring that each dollar spent in advertising produces the greatest desired effect.

f. Executive Planning Committee. This committee, staffed by, at least, the four Board Officers, and the Market Manager, has several major goals that include: (1) the planning and implementation of special events at our Market, (2) the planning and implementation of fundraising activities, and the development and documentation of fundraising activities, and (3) the development and documentation of strategic planning of the GHFM.

2. Committee General Responsibilities. Each committee has several common responsibilities that, when properly considered, ensure the effectiveness of their efforts. These include: (1) establishing a suitable meeting frequency to identify required tasks within the scope of their respective mission goals and establishing the best approach in effecting efficient results in their work; (2) ensuring sufficient documentation of their efforts to establish a record that clearly shows the progress of their efforts at any given point in time; and (3) establishing a clear reporting mechanism that keeps the Board fully informed and aware of that progress, as well as awareness of difficulties in resolving issues that are time critical.

Section IV. Vendor Categories – Definitions/Policies

A. General. There are two main categories of vendors at the Gig Harbor Farmers Market that serve to fulfill the purpose, or mission, of the GHFM:

- vendors of locally (Great Peninsula – see Bylaws) self-produced farm products (Farmers) and
- vendors of locally (Great Peninsula – see Bylaws) self-produced craft products (Crafters).

Vendors that are classified as Farmers or Crafters form the core of the presentation, weekly, of items for sale to the public at our Market. Vendors in these two categories are provided primary consideration when establishing a “balanced” Market configuration each week. There are other types of vendors that may be accepted into our Market each week that are considered beneficial to include within the “balanced” presentation we desire, and that we always strive to improve. These additional types of vendors are sought for the purpose of enhancing, to the greatest extent possible, the atmosphere of our Market in order to differentiate, positively, our Market from others. The criteria that define each vendor category of our Market are presented below. It is required of all vendors at our Market to have available, at their booths, all licenses, permits, and formal Market agreements that apply to them for review, on demand, by the Market Manager or, as applicable, any official of a local, county, state, or other controlling agency.

Since the “mission” of our Farmers Market is to promote the growth and development of small farming activities within the Great Peninsula, it is our intent to give precedence to those farmers that have not (or have not yet) developed their farming interests to the point of becoming a wholesale or retail business, apart from selling at our Market. We apply this same attitude to all other vendor types in order to maintain the entrepreneurial opportunity to local individuals to learn their craft skills while earning in the process – our Market is not intended to be a “bazaar” atmosphere, but, rather a stimulating place for those vendors learning or developing their crafts, as well as for the community, a place to observe and purchase farm products, crafts, and food products that reflect the local culture of the community.

B. Vendor Category Definitions. The following paragraphs provide general guidelines for defining the vendor categories at our Market:

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

The Market is a member of the Washington State Farmers Market Association (WSFMA). We adhere to their overall Vendor categories and definitions as follows:

PRODUCERS

FARMERS

One who raises the produce, plants or animals which they sell at the Gig Harbor Farmers Market on land they own, rent, or lease in the state of Washington. This is meant to exclude those who might work on or manage a corporately-owned farm I get 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 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 Markets geographic boundary as much as possible, and the Market shall give preference to processors using ingredients from Washington farms or waters.

Processors who make alcoholic beverages must meet the WSFMA guidelines and the Washington State Liquor Control regulations. We invite Washington State vintners, microbrewers, and craft distillers who make alcoholic beverages grown by the producer, and meet WSFMA guidelines, and Washington State Liquor Control regulations to join the Market. See the Market Manager for details.

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, warehouses or jobbers. They must not sell any produce grown outside of Washington and its surrounding counties. They may sell any produce they grow themselves on their own property (see: Farmers) Resellers are sellers of crops that cannot be grown reliably, or offered for sale in sufficient quantity, by farmers selling at a the Market, as determined by the GHFM 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 Resold may be substituted.) **The GHFM 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 PFM. 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 crafters 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 GHFM 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 PFM. 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 GHFM Board of Directors before selling at the Market.

1. Farmer Vendor Definition. Farmer vendors are individuals who raise agricultural products (e.g., fruit, vegetables, herbs, flowers, or nursery crops from seed or purchased "starters") and who personally care for, cultivate, and harvest the crops offered for sale at our Market. Beekeepers, growers of animals, egg farmers, and fish and/or shellfish growers are also within this category. This category, although classified along with crafters as the main categories of vendors at our Market, is the principle category for which the Association has been created. Therefore, farmers are given the highest priority of considerations (e.g., location) within the Market layout – all others are located with a secondary level of priority and consideration.

Farmers must make at least 80% of their annual gross revenue, at our Farmers Market, from the products they raise (as opposed to craft items or processed items) to retain the farmer category membership. Farmers with seasonal products who add crafts or processed products to increase sales until their crops mature or, to offset potential sales losses as their crop season ends, might not retain their farmer category if their farm products sales decrease to significantly less than 80% of their gross.

Nursery farmer vendors are a specialized farmer vendor category – and, as such, possess the full rights, privileges, considerations, and responsibilities as do all farmer vendors – however, their specialization may require a more restrictive location decision than other farmer vendors.

2. Farmer/Crafter Vendor Definition. Farmer vendors that choose to add craft items to their farm items can do so with craft items that enhance or supplement their agricultural products (i.e., they must be farm-products related). Any crafts sold by a farmer vendor must not represent more than 20% of that vendor's gross sales in order for the vendor to retain their farmer membership intact.

3. Farmer/Processor Vendor Definition. Farmer vendors that choose to add processed food items (e.g., jellies, jams, etc. that are sold as packaged items and are not intended for immediate consumption) can do so with the understanding that those products must not represent more than 20% of that vendors gross sales, or the vendor might well lose the classification of farmer membership.

4. Crafter Vendor Definition. Crafter vendors are individuals who create craft objects with their own hands and imagination and which they intend to bring to the Market for sale by them to the public. The craft objects created must ideally be created from only "raw" materials using whatever skills and tools the craftsman possesses and uses. The most desirable crafted objects to be sold at our Market are those that have been solely created by the artisan from various materials (e.g., wood, metal, leather, etc.) or in mediums that are solely and uniquely reflective of the artisan's skills. Realistically, however, many acceptable crafts are created by enhancing products that are purchased and, therefore, achieve their uniqueness based on the skill and imagination of the artisan so doing.

5. Crafter/Farmer Vendor Definition. Crafters who choose to add farm products that they raise to their craft items for sale at the Market can do so as long as those farm products do not exceed 20% of their gross sales at the Market. The farm products that are included in a crafter's sales should enhance or supplement their crafts (i.e., there should be some relationship between both the farm products and the craft products).

6 Crafter/Processor Vendor Definition. Crafters who choose to add processed food items (e.g., jellies, jams, etc.) to their craft items for sale at the Market can do so as long as those processed food products do not exceed 20% of their gross sales at the Market. The processed food products that are included in a crafter's sales should enhance or supplement their crafts (i.e., there should be some relationship between both the processed food products and the craft products).

7. Food Concessionaire Vendor Definition. Food concessionaire vendors are individuals who prepare food products (e.g., meat, fish, baked goods, etc.), creating added value to their product being offered for sale at our Market for immediate consumption. These vendors are located together in the "food court" area of the Market. The process for a prospective food concessionaire vendor to obtain access to space for selling his/her product at our Market is to, first, discuss their plans with the Market Manager and, then, secondly to apply in writing to the Board of Directors. The written proposal shall clearly describe the product(s), the equipment to be used at the Market, all pertinent licensing/permit status, and any other information the applicant thinks might be of useful interest to the Board. After receiving the proposal, the Board will review and approve pending answers to questions the Board may wish to pose for clarification and then final determination by the Board to precede for formal consideration by the Board. Upon initial acceptance of the application, the proposal will be placed on the agenda of a future Board meeting for formal consideration with the applicant in attendance at the meeting.

C. Guidelines For Product/Production Site Inspections. All vendors at our Market shall submit to a process of inspection or visual review ("jurying") of the products they propose to sell at our Market. Additionally, all vendors may be required to submit to an inspection of the site at which the products they propose to sell at our Market are created. If a vendor has been accepted without a site inspection, the GHFM reserves the right to perform a site inspection at a later date. The Market Manager has the responsibilities of arranging inspections of vendor products and/or production sites, coordinating the inspections with the inspectors, and collecting the inspection fees before the fact. Representatives (GHFM members) will conduct and document the required inspections. The results of inspections will be provided to the Market Manager, who will then consider those vendors available for inclusion in our

Market. These written records of inspections provide several useful and necessary functions for the GHFM and each individual vendor at our Market and include:

- A means to screen out undesirable products from our Market
- A record of an agreement between vendors and the GHFM on what is to be presented to the public for sale
- A means for the Market Manager to have, at his/her fingertips, an overview of the Market balance (e.g., controlling excessive duplication of individual and types of products, etc.)

The individuals conducting inspections shall develop forms (Crafter/Farmer Inspection Agreement form) for the recording of inspections and these forms shall include (as a minimum):

- Specific items (products and/or site) inspected
- Date and location of inspections
- Indications of acceptance or rejection by the inspector(s)
- An explanation for rejection
- Signatures of inspectors and vendor inspected

After a vendor has been accepted via an inspection (product and/or site), that vendor cannot sell product types at our Market that were not included in the inspection for which they were approved. Any new or different product types to be added by a vendor must be submitted for subsequent inspection and approval – the original inspection form must be amended with the newly accepted product types. For farmer vendors this would include such things as adding nursery products, hydroponically produced items, etc. For crafters this would include craft mediums not previously inspected (e.g., adding uninspected metal sculptures to previously inspected woodcrafts, adding photographic art to previously inspected jewelry, etc.).

Because adding products can sometimes lead to subjective reasoning, the GHFM suggests, strongly, that any vendor considering doing so, discuss their plans early on with the Market Manager for guidance in order to avoid unnecessary expenditure of time and expense. Any serious conflicts arising out of these discussions or formal applications/inspections can always be appealed to the Board of Directors.

D. Guidelines On Broker Sales. Broker sales of products are generally not encouraged by the GHFM. However, the reality of the need to have some brokered products at our Market is clearly a factor our Market Manager considers to ensure a desirable and consistent balance to our Market as well as striving to provide products our customers seem to expect or want. The following guidelines exist to allow the presence of brokered goods within our Market, but only with reasonable discretion ensuring the adherence to the GHFM Mission Statement that centers on locally produced items grown by local members.

1. Definition of Broker Sales. “Broker sales” is a term, that in the GHFM, specifically refers to the selling of farm products (fruits and vegetables only) in our Market that have been grown and harvested outside the Great Peninsula area (but only grown and harvested within Washington state) and are brought into our Market with the express permission of the Market Manager. These are items that are not produced (or are not yet available) by any of the farmer vendors of the GHFM. [This does not include any products other than farm products (i.e., no crafts – additionally, craft vendors cannot sell brokered farm products as a supplemental part of their product line.)]. The Market Manager will use several criteria in a decision on broker sales:

- Volume and quality of products available locally when considered against perceived demand on the part of our customers,
- Constant striving to maintain a desirable array of products offered in our Market,
- The need to resist evolving into a “grocery store produce department” as opposed to a “Farmers Market” atmosphere.

Although, technically, any vendor accepted from outside the Great Peninsula to sell in our Market might be considered to be a broker within the GHFM operating guidelines, once accepted as a member, they

are considered to be members/vendors in good standing. They have all the rights and privileges (and responsibilities) in the GHFM that are afforded vendors from within the Great Peninsula. These vendors are expected to operate in our Market under the same guidelines that are set forth herein.

2. Managing Broker Sales. Although the Market Manager is responsible for managing the activity of all broker sales in our Market, all farmer vendors must work closely with the Manager to ensure effective implementation. The following guidelines are to be observed and followed by all vendors and the Market Manager.

a. Notification And Permission To Broker Farm Products. If any farmer vendor or broker vendor desires to provide products as broker sales items, permission must have been sought and given via the Market Manager on the Thursday prior to any given Market day.

b. Controlling Priority Of Broker Sales. The normal process of controlling broker sales would entail compliance with the notification guidelines set forth in paragraphs a. and b. above. The rule of thumb would be that notification-compliant vendors with locally grown (by them) products would be allowed to sell their products until sold out before any brokered products of that type would be allowed to be displayed and sold on that Market day.

However, there may be instances where, on a given Market day, local growers have harvest yields that were not fully anticipated when reporting on the previous Wednesday. If that occurs, and even though those vendors made a good faith attempt to be compliant with the above notification guidelines, previously approved brokered products would likely be permitted to be sold simultaneously with the locally grown products. A decision to do so will always be considered and rendered by the Market Manager on Market day. In order to avoid conflicts between farmers with locally grown products and brokered products vendors, each vendor, when checking in on the morning of a Market day, must notify the Market Manager of any significant differences in what they had reported on the previous Wednesday or Thursday.

Section V. Market Operations Roles/Responsibilities – Policies/Procedures

A. Market Day Startup Guidelines. To ensure an orderly, attractive, and safe environment within the Market area prior to and at the opening of the Market day, the following procedural guidelines have been established and all vendors are held responsible to abide by them.

1. Unloading Vehicles Inside Market Area. On Market days, each vendor, after checking in with the Market Manager, can move into the Market area with their vehicle(s) to the closest customer aisle position to their assigned stall(s) and immediately unload all material to be kept at the stall during the day. In the event that rain is falling, or is expected imminently, their canopy(s) can be set up before unloading the remaining items in order to keep them dry. If there is no rain falling or imminent, all items must be unloaded and the vehicle moved to the designated vendor parking area before detailed setup commences. This is to provide the least amount of vehicular congestion within the Market area as possible.

2. Vehicles Denied Access Inside Market Area. No vehicles may enter the Market area after 8:00 am – some customers may be arriving slightly before official opening time (8:30 am) and having vehicles moving within the Market area with customers present represents far too much liability. If the Market Manager allows a vendor to set up after 8:00 am, these vendors must hand carry their material from outside the Market area to their stall(s) site.

3. Vendor Designated Parking Area. Vendors must park in vendor designated parking areas and not in customer parking areas. Vendors who are not aware of the vendor designated parking areas can have them pointed out by the Market Manager. This is enforced for the benefit of all vendors to assure maximum parking availability to our Market customers. There are times when vendor's friends or family members drive to the Market to help those vendors set up their stalls. If those folks are not at the Market as customers, they must also park in a vendor-designated area – each vendor who brings helpers must communicate this requirement to them.

4. Vendor Documentation Availability. Vendors are required to bring copies of all pertinent licenses, permits, certifications, agreements, inspection forms, or applications with them to each Market event and present them to any official authorized to review them, including the Market Manager, when asked. All vendors must sign the vendor certification/liability release form and show proof of liability car insurance before they are allowed to vend

5. Vendor tent set up- You should always have your canopy secured to the ground (25lbs per leg). It is not enough to have the tools necessary to secure your canopy on hand if you do not employ them. Strong gusts can come up without warning anywhere in the state. After the first gust catapults your canopy like a rocket powered javelin through the nearest windshield, or into a customer or fellow vendor, it is already too late to decide to secure your canopy. You should assume winds will come. Indeed, they often do. Most winds which caused canopies to lift off the ground occur in the afternoon. While vendors experienced calm conditions upon morning setup, conditions can changed dramatically by afternoon breakdown.

Setup and breakdown periods are when canopies prove to be most vulnerable to wind. Stay alert. During the peak business hours of markets, the mere presence of hundreds of shoppers, along with the tight configuration of all the vendors, creates a disruption in the flow of wind, reducing its force through the market. However, at setup and breakdown times, when the shoppers are gone, the solid block of vendors is disrupted, and you are at some point in the process of setting up or taking down your canopy. You must be sure to completely secure your canopy as soon as you set it up, and take down your canopy as soon as you remove its ground moorings at the end of the day. Do NOT let yourself be interrupted by ANYTHING in the middle of this process, as a half-secured canopy is as dangerous, if not more dangerous, than an unsecured canopy. They flip. They crumple. They do weird things!

You will not be able to use your tent unless you have it properly anchor at Kimball Drive Park N Ride, 25 lbs per leg!

B. Market Day Shutdown Guidelines. Safety of customers and general cleanliness of the Market area is the responsibility of all vendors.

1. Vendor Vehicles In Market Area After Closing. No vendor vehicles are allowed to enter the Market area until 2:15pm. There are always a few customers still in the Market area at closing time (2pm) and to lesson the liability of vehicles moving near customers, especially small children, this guideline is strictly enforced.

2. No Early Stall “Tear Down”. No vendor stalls shall be “torn down” (products packed away and/or canopy preparation for vehicle loading/packing for vendor departure) until Market closing time (2pm). This is enforced in deference to all vendors who have or are seeking customers at their stalls right up to closing time – when some early departure preparations occur, the overall atmosphere of the Market changes and affects the attitudes of customers still seeking purchases up until closing time. In consideration of our customers and of those vendors seeking to maximize their sales, this will be strictly enforced.

3. Trash Pickup After Market Closes. All vendors are responsible for policing in and around their stall areas before leaving the Market area.

C. General Guidelines For Market Operations: Miscellaneous guidelines for the operation of the Market are listed below.

A. Miscellaneous and General Conduct:

1. In order to maintain product diversity, volume and quality, the Gig Harbor 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 vendors right to sell and revocation of that vendors membership in the Gig Harbor 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 GHFM 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 Tacoma Pierce County Health Department and proper fees (see <http://www.tpchd.org/files/library/970f72dd9c5aafcb.pdf>.)**
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 pets behavior and must clean up after their pets. All pets must be leashed and under the customer's control. Vendors 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 within 25 feet of the entire Market area.
20. The Gig Harbor 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 Gig Harbor 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 10ft x 10ft (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 staffs decision may appeal to the GHFM Board in accordance with the procedure described in Section V.

I. 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. The City of Gig Harbor has granted a special waiver for the Gig Harbor Farmers Market allowing its vendors to work under one master license. Therefore, each individual Vendor is not required to purchase a City Business license. However, 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 GHFM with policy numbers, which will be kept on file. All vendors are encouraged to obtain general product liability insurance.

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 vendors responsibility to be aware of all of regulations pertaining to their product.** These permits and licenses must include the vendors 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
- Tacoma Pierce County Health Department 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. **(Note: These producers may not use the term certified)** Any violations will result in termination of the vendors 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 Kitsap 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 Tacoma Pierce County Health Department 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: Tacoma Pierce County Health Department 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 TPCHD 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.

1. Tobacco Smoking Policy. Tobacco smoking is strictly prohibited within the Market area during Market hours.

2. Insurance. It is recommended that each vendor have his/her own product liability insurance.

3. Returned Vendor Check Policy. Any vendor checks returned must be paid in cash (plus \$33.00 penalty charge) within 10 days of notification to the vendor. Failure to comply can result in loss of membership in GHFM.

4. Stall Assignment Guidelines. Stall assignments are made solely based on the judgment of the Market Manager and are made primarily on the basis of "Market balance" (providing customers with a complete, appealing, and competitive selection of products available on any given Market day). Since, almost without exception, the number and type of vendors will be different at our Market from week to week – no vendor should ever assume they have an uncontested right to a specific location. The Market Manager, therefore, will always be juggling vendor locations to achieve the best optimal balance for a given day. Even prepaid vendors are affected by this policy. Generally, pre payment for the season will provide some assurance of desired location, but, it, by itself does not guarantee that fact.

5. No Open Discussions of Politics or Religion. No literature or open discussions on politics or religious subjects is allowed by GHFM members within the Market area during Market hours.

6. Vendors Selling Live Animals. Vendors selling live animals, including poultry, must provide special care in the confinement of the animals in clean and proper cages with sufficient water and shade provided.

7. Entertainment Groups. Entertainment groups at the Market can accept donations and may sell their own tapes/CDs without charge by the Market.

ENTERTAINMENT APPLICATION ACCEPTANCE GUIDELINES

1. Prospective performers must register with the Market Manager on their first visit to the Market. Performers will check in with the Market Manager each Saturday they wish to perform to receive their location assignments. Busking will only be allowed at a fixed number of busking stations, determined by the Market Manager. The Market Manager may, at her discretion, remove or create new busking stations as she sees fit to preserve customer access to Market vendors or to otherwise promote easy customer flow within the Market. Under no circumstances may entertainers perform without the permission of the Market Director. Entertainers will not be charged a fee for the privilege of performing at the Market.
2. Purpose of Entertainers.
Entertainers are guests of the Market Association, invited to perform by the Market to add color and variety to the Market atmosphere and to enhance the sales environment for Market vendors. Entertainers are not vendors and may not participate in Market governance. Entertainers are

- permitted in the Market so long as they do not interfere with the commerce for which the Market is established and so long as they do not violate these rules.
3. Types of entertainment that will be accepted within the Market include: acoustic (non-electric), percussion and vocal musicians; children's puppet theater, clowns, improv performers, jugglers and magicians. Amplified music may be accepted in certain circumstances at the discretion of the Market Manager.
 4. Performers cannot ask for money but may place a donation basket in one location. No passing of the hat or basket is permitted.
 5. Entertainers will be limited to 30 minutes per location and may not exceed a total playing time of two and one half hours per Market day. The Market Manager can direct an entertainer to reduce his/her volume, relocate to another part of the Market, or in other ways modify their performance if in the Managers opinion such modification is needed to protect a vendors customer access, to preserve a comfortable listening environment for Market patrons, preserve the flow of customers throughout the Market, or to protect the publics safety. Playing from the curb is prohibited, or from Market owned benches and tables. Entertainers must bring their own props (chairs, etc.).
 6. Contracted Entertainment. The Market may from time to time, with the approval of the Board of Directors, place certain entertainers on contract with the Market. Contracted performers will be exempted from time and location restrictions according to the terms of their contract with the Market.
 7. Violation of Rules. The Manager may bar an entertainer from performing at the Market for violation of these Rules for a length of time determined by the Manager.
 8. Amplified groups or groups of more than 3 members may be restricted to selected locations within the Market at the discretion of the Market Manager

Profanity, Sexual Harassment, Discrimination, Policies. No vendor will be allowed to use profane language, to sexually harass vendors or customers, or to discriminate against anyone for any reason at the Market.

Alcoholic Beverages Policy. No alcoholic beverages can be sold or consumed in the Market area during Market hours.

Retail Sales Taxes. Retail sales taxes are the sole responsibility of each individual vendor. The GHFM has no responsibility for this other than this statement.

Solicitation Guidelines. Solicitations, of any kind, are generally discouraged at our Market due to the probable disruptive or distracting results of these solicitations. Since most people or organizations who desire to solicit within our Market focus their activities either at vendors or customers, or both, the following definitional statements discuss what GHFM deems as unwanted acts of solicitation – and includes measures we employ to attempt to control them.

General, Formal Definition Of Solicitation: The act of enticement, incitement, or allurement by individuals or organizations to convince others to do for them whatever they are promoting. These solicitations can be effected by the handing out of literature at our Market or by verbally appealing to our vendors, customers, Market Manager, or Directors to consider whatever they are offering

Some Typical Types Of Soliciting:

- Soliciting of GHFM vendors to consider joining another venue for selling their products at other than, or in addition to our Market.
- Soliciting of GHFM customers to visit another farmers market or similar event.
- Soliciting for the signing of ballot initiatives or petitions or any similar documents.
- Soliciting vendors or customers to attend other local events (e.g., art shows, local plays, etc.).

Controlling Acts Of Solicitation: Although we can't prevent all attempts at solicitation, we must strive to curtail them when they occur. Our Market is becoming a very positive and unique community event and is

creating a very special atmosphere from 8:30 am to 2pm each Saturday during our Market season. We have invested money and labor to reconfigure our Market “facility” into a physically and “atmospherically” appealing destination for our customers. That “atmosphere” is a somewhat delicate balance that can be too easily changed – negatively – by the disruption of business (other than farmer’s market business) being conducted in our Market. The only means we have to effect curtailment of soliciting is to rely on the skill of our Market Manager to notice, as early as possible, whenever solicitors might be at work within our Market and to intercede by approaching and notifying them of our desire that they not continue their efforts. Any vendor contacted by a solicitor, during the Market, should immediately bring that fact to the attention of the Manager. There may be attempts to solicit directly to the Manager or any Director for the purpose of acquiring access to our vendors to entice them to other venues. Any attempts to gain permission for soliciting at our Market may be considered, but will only be authorized by a review of the Board of Directors and a vote by that body allowing it.

Soliciting of our Market Manager or Directors to assist in providing them access to some of our vendors to entice them to participate in their competing events (e.g., Kettle Corn vendor, etc.).

Labeling-Use of the word “organic” is restricted to those who have in fact, been so certified by the Department of Agriculture. All vendors are required to advertise truthfully and to respond to customers’ questions in a like manner. Under State law, organic growers selling less than \$5000 annually are not required to be certified to label their product “organic”.

Firearms/Fireworks-No firearms or fire works permitted on the premises.

Skateboards/Roller Blades/Bicycles.-No skateboards, roller blades or bicycle riding will be allowed on the premises.

D. Professional Conduct Guidelines. It is the policy of the GHFM that all vendors (and all other participants in the Market) conduct themselves within the Market environment in the most professional manner possible. Adherence to the above Startup, Shutdown, and General Guidelines will produce the desired level of professional conduct and will make our customers and vendors comfortable at our Market and will be an inducement to return.

E. Disciplinary Guidelines. If any of the above guidelines are violated and come to the attention of the Market Manager, there will be consequences to the violators. These consequences can range from counseling of any involved parties by the Market Manager to dismissal and suspension from the Market for a period of time or permanently. The Market Manager will document any violations requiring formal resolution more severe than counseling that are reported to him/her and the resulting written report will be submitted to the Board of Directors, as a record. (The report must be signed (or an indication of refusal to sign) of by all parties to any incident.)

F. Appeals Guidelines. It is generally considered that all decisions made by the Market Manager regarding resolution of violations of GHFM policies and procedures are final, including any disciplinary actions taken. However, if any vendor feels that the Market Manager’s decision regarding them was not handled satisfactorily, the individual(s) may formally appeal to the Board of Directors by documenting their views and providing that document to the GHFM Board Chairman. The Board Chair can, after consulting with the Market Manager on the situation, formally agree (or disagree) with the Manager’s decision and so notify those appealing the decision – bringing the matter to conclusion. If the individual(s) still disagree with the decision they may insist that the full Board review the matter and render a final and complete discussion on the matter by a majority vote of the Board. That action would comprise a full and final disposition of that particular issue.

Gig Harbor Farmers Market

VENDOR CERTIFICATION/LIABILITY RELEASE:

By signing below I certify that I have read, understand and agree to all applicable regulations and guidelines as stated in both the Saturday, Sunday and Wednesday Gig Harbor Farmers Markets.

I certify that I and/or my business, am/is currently and properly licensed through the city and state to operate at the GHFM market The vendor will provide the GHFM with a copy of their business license, car insurance and product liability insurance as a part of their application.

I further understand that should I fail to comply with these specified guidelines, my participation in either the Saturday, Sunday or Wednesday Markets may be terminated.

I agree to indemnify and hold harmless the Saturday, Sunday and Wednesday Markets at Gig Harbor, WA and all of their officers, employees, representatives, directors, contractors or agents from and against all liability claims, suits, damages, levies, cost, losses and fees including attorney fees arising out of or related to my activities with either the Saturday, Sunday or Wednesday Markets in Gig Harbor, WA.

Copy of Proof of Liability Car Insurance_____

List make and models of cars used at the GHFM_____

Vendor signature_____

Date_____