**Orting Valley Farmers Market Rules**

The Orting Valley Farmers Market strives to create a welcoming, wholesome atmosphere where vendors and consumers are able to meet for mutual benefit, emphasizing local, fresh farm products, locally prepared and handcrafted items, and educational and social opportunities for participants.

The following rules have been adopted by the Orting Valley Farmers Market (OVFM) committee:

~ Market leadership may at any time amend or modify these rules. All participants will behave toward OVFM customers, staff, and volunteers in a respectful manner and foster a sense of community, camaraderie, and cooperation.

~ All selected vendors must have completed and signed the vendor application/contract prior to selling at the market each season. Appropriate fees must be paid. \*\*on time and prior to the start of the market season – or something like that.

~ All selected vendors must possess any required permits and licenses which allow them to sell their products at the OVFM. Copies of these should be submitted with the application. All vendors must abide by all State, County, and local requirements for the sale of their products.

~ All vendors must adhere to sanitary procedures as outlined by the Pierce County Health Dept. Anyone found selling contaminated products or without proper health precautions shall be suspended until satisfactory clearance has been obtained from the Health Dept. and Market Manager.

~ Vendors must dress appropriately, including shoes and shirts.

~ No animals are allowed in food vendor spaces except for service animals as required by ADA.

~ Vendors are not permitted to smoke in the market area; we will attempt to have a designated area if possible.

**Product**

Products sold at the OVFM must be locally grown or produced in the State of Washington. Seafood must originate from the greater Pacific Northwest, including Washington, Oregon, Alaska, and British Columbia. All products must be sold by the grower/producer/processor, their family member, or their employee. (this precludes re-sellers. You might say, “with the exception of re-sellers, who must comply with the requirements of that vendor category” or something like that.

Franchise items, commercially produced items, and second hand items will not be offered for sale at the OVFM.

**Vendor Categories**

(Vendor products or practices that place them in more than one category are subject to all the requirements of each category) :

*Farmer*

Product must be grown, raised, produced, or gathered by the vendor on property that they own, rent, or lease in Washington.

The OVFM Manager or designee may visit the farm to verify product grown there, with a minimum of 24 hour notice.

Any claims of “certified organic” must be supported with documentation of certification.

All farmers must carry and provide proof of liability insurance which shows coverage and names Orting Valley Farmers Market as an Additional Insured.

*Reseller*

Products purchased from the grower to be sold to the consumer are considered to be “resold”, and signs must indicate origin and grower. Reselling is often necessary to provide the product variety that consumers request. Suggested: Resellers may not purchase and sell produce obtained from warehouses or other commercial enterprises.

A reseller is expected to be the only stop between the grower and the consumer.

Products that are available directly from growers at the OVFM will be given priority, thus limiting the amount of those products from re-sellers at the market. *All resold products must be pre-approved by the Market Manager.*

***(note****:* A farmer who also re-sells products must list which items they plan to re-sell, have them pre-approved, and comply with both the rules for farmers and re-sellers). Karen suggested that you have a maximum amount of re-sold product a vendor can sell. When the Columbia City FM started out, that amount was no more than 10% of the display at any one time.

All re-sellers must carry and provide proof of liability insurance which shows coverage and names Orting Valley Farmers Market as an Additional Insured.

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*Processor/Value Added Items*

Value added items are those products which have been processed such as jams, preserves, cheeses, smoked meats, baked goods, wine, etc. Products must be approved in advance of selling at the market. All processed foods must be appropriately labeled with product name, ingredients, net weight, price, producer name and address, and must meet all federal, state, county, and local health requirements.

Vendor must possess appropriate permits and licenses, and copies of same shall be submitted to OVFM Manager in advance of product sales. Products should use ingredients from Washington farms or waters as much as possible.

All processors must carry and provide proof of liability insurance which shows coverage and names Orting Valley Farmers Market as an Additional Insured.

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*Artisan/Crafter*

Artisans/crafters are persons who create with their own hands in the state of Washington the products they offer for sale. Products should ideally incorporate materials produced in Washington as much as possible and require some skill in their production. Selection will be based on quality and originality of the product. What about liability and completed operations insurance??? Crafters should carry this coverage too.

*Prepared foods/Concessionaire*

Vendors of prepared foods ready for immediate consumption must submit, posses on site, and maintain all required state, county, and local permits and licenses and carry product liability insurance. Proof of liability insurance showing coverage must be submitted prior to selling. All food handlers/vendors must comply with all Pierce County Health Dept. requirements.

*Other*

Any vendor/space operator that does not fit into or violate any of the above categories.

**Vendor Selection**

Vendors are selected annually by the Orting Valley Farmers Market Committee based on quality and uniqueness of products, current OVFM product mix, and consumer demand. No vendor will have guaranteed return rights to the market. The OVFM does not offer exclusive rights to vendors to sell any one product. Customers benefit from having a choice. However, if OVFM management believes the amount of similar products is excessive, duplicate products may be denied or granted limited participation.

Limited space will be available to local non-profit or community based organizations for a nominal fee. If the organization wishes to sell a product/fundraise, the standard vendor fee will apply. Contact market manager for more details.

**Selling Space**

Spaces are approximately 10’x10’. Space assignments are determined by OVFM Manager, taking into consideration product mix, customer flow, special promotions, vendor type, and other needs of the market. Agricultural products have priority at the Orting Valley Farmers Market.

~Sharing of space must be pre-approved by the Market Manager.

~Specific location requests will be considered, but not guaranteed.

~To accommodate seasonal growers, or when the Market Manager feels the product mix requires change for the good of the market, some vendors may be relocated.

~Vendors will provide their own tables, chairs, canopy\*, signage, and any display materials desired for their own booths.

~All product, signage, and displays must be contained within the space assigned.

~Vendor spaces must be staffed at all times during regular market hours. The Orting Valley Market will remain open during scheduled hours, with the exception of lightening storm or very heavy wind/rain, when we will close for safety reasons.

~Selling from a vehicle must be pre-approved by the Market Manager. Condition of the site will be taken into consideration when allowing sales from vehicle.

\*All vendors who wish to erect canopies, including umbrellas, on the OVFM site during normal market hours (including set up and break down) are required to have their canopies sufficiently and safely anchored to the ground from the time the canopy is put up to the time it is taken down. Vendors who fail to properly anchor their canopies will not be allowed to sell at the market that day, unless the vendor chooses to take down and stow the canopy and sell without it. Each canopy leg must have no less than 24 lbs. anchoring each leg. Weights must not cause a tripping hazard, should have soft edges to avoid cuts and scrapes, and must be securely attached and on the ground. Any tethers should be clearly visible.

**Set Up- Take Down**

-*Vendors vehicles must enter and exit at the designated areas*. Vendors are expected to unload promptly and then move their vehicle safely to designated parking offsite.

-*Vendors may begin setting up after their product/materials have been delivered to their space and vehicle has been moved offsite.* Set up of vendor spaces may begin no more than 90 minutes and no less than 30 minutes prior to market opening and must be completed by market opening.

*-Selling may not begin prior to market opening for customer safety.*

*-All vehicles must be moved at least 20 minutes prior to market opening.* Vendors will park in designated areas to free up parking for shoppers.

-*No vehicles may be driven onto market site during hours of market operation.*

*-Vendors must remain at their space until market close and must not break down booth prior to market closing time.*

*-*Vendor sales will cease promptly at close and then begin break down process.

-*Vehicles will only be allowed to drive onto the site with great care after booth space has been readied for loading into vehicle, no earlier than 15 minutes after market close for safety purposes.*

Vendors are required to leave a clean space behind. No trash, food waste, oils, debris from plants/produce, etc will be left behind. Garbage must be taken out with the vendor. Trash cans at the site are not for vendor use. Please plan to have a trash container.

Do not drive on the Foothills Trail! Thank you.

**Signage**

All vendors must have signage identifying the farm or business by name and location. All products must be clearly labeled and priced. All product descriptions must be accurate.

**Sampling**

Vendors may apply to the Pierce County Health Department (PCHD) for a sampling permit (available online). Some sampling permits are free, others require fees. There is a set of guidelines for different types of products to be sampled, so please check with the PCHD. Copies of sampling permits must be submitted to OVFM Manager prior to sampling and a copy must be kept on premises. Anyone offering sampling must have a food handlers permit, and a hand-washing station.

**Reporting**

All vendors must honestly report daily sales by vendor category to the Market Manager or designee. A reporting form will be given to each vendor to be completed and returned at the end of each market day.

**Electricity**

OVFM cannot guarantee electricity to its vendors. All electrical equipment must be pre-approved by the Market Manager. Vendors requiring electric power are responsible for providing their own outdoor extension cords and mats to cover any and all portions of the cord that lie on any surface utilized by market customers.

**Radios/Sound Systems**

The respectful playing of music at one’s booth at the market is allowed, as long as other vendors are not inconvenienced by it and Market Manager has approved. Vendors are not permitted to play radios or use sound generating equipment that may interfere with other vendors or entertainment at the market that day (mutual respect). We encourage an enjoyable atmosphere at the market.

**Cancellation/Attendance**

Vendor attendance is expected. If you are unable to attend on a day you are scheduled, you must notify the Market Managers at least 5 days in advance. Forfeiture of fees or deposit will occur if absence is un-excused and repeated. Attendance is considered when determining future participation. This is pretty unrealistic.(5 days notice). People get sick, have emergencies, cars break down, etc. 2 days would be more realistic.

**Violation of Rules**

The Market Manager will address violations of market rules and will request compliance from all vendors. Failure to immediately comply as requested shall be cause for termination of the vendor agreement and expulsion from the market. Vendor shall promptly and safely vacate the premises. Upon failure to vacate, the OVFM Manager shall have property of the vendor removed at that vendors expense. The OVFM Manager, its leadership, sponsors, and volunteers are relieved and discharged from any and all loss or damage caused by such removal. The market shall not be responsible for storage or safekeeping of property so removed.

Failure to comply with OVFM rules will result in forfeiture of booth space and deposits/fees with no refund given.

**Grievance Policy**

Vendor concerns must be taken to the Market Manager to be resolved. In the event of customer dissatisfaction, the dispute must be resolved to the satisfaction of the customer and the Market Manager in a timely manner.

In the event of a dispute between vendors, the matter should be brought to the Market Manager to be resolved. Often a compromise must be reached so please retain a sense of flexibility.

A vendor may appeal a decision. The appeal request must be in writing and will be brought to the Market Committee for further consideration.

**Market Manager**

The Market Manager, or designee, coordinates the activities of the weekly market and implements OVFM policies, including oversight of the market, set up, break down, daily assignments, vendor rules compliance, collects any daily space fees, and the end of the day reports from vendors. The Market Manager reports to the leadership of the OVFM and it’s sponsors, including the City of Orting, and has the authority to interpret and implement market policy. The Market Manager may make decisions on a case by case basis and has onsite authority.

**Market Committee**

The Market Committee works together to create a quality farmers market. The Committee approves market rules and changes to those rules, set fees each season, approves market mix and vendor list, promotes the market to the community, oversees the budget and planning of the market, seeks funding sources, and handles any grievance appeals. The Market Committee is composed of community, vendor, and sponsor representatives and other volunteers.