

SEATTLE NEIGHBORHOOD FARMERS MARKETS

FOOD + FAMILIES + FARMS

206-632-5234 **PHONE**

417 18th Ave S, Seattle, WA 98144 **OFFICE**

Monday - Friday, 10:00 am – 5:00 pm **OFFICE HOURS**

www.seattlefarmersmarkets.org **WEBSITE**

nfma@seattlefarmersmarkets.org **GENERAL EMAIL**



@SeattleFarmersMkts



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2022 SEATTLE NEIGHBORHOOD FARMERS MARKETS LOCATIONS AND SCHEDULES

University District Farmers Market

University Way NE between NE 50th and NE 52nd St
Saturdays, Year-Round, 9:00 am - 2:00 pm

Market Manager Contact

206-769-6572

UDFM@seattlefarmersmarkets.org

West Seattle Farmers Market

California Ave between SW Alaska and SW Oregon
Sundays, Year-Round, 10:00 am – 2:00 pm

Market Manager Contact

206-851-1716

WSFM@seattlefarmersmarkets.org

Capitol Hill Farmers Market

E Barbara Bailey Way between Broadway and 10th Ave E
Sundays, Year-Round, 11:00 am – 3:00 pm

Market Manager Contact

206-841-2374

CHFM@seattlefarmersmarkets.org

Columbia City Farmers Market

Edmunds Street between 36th and 37th Ave S
Wednesdays, 3:00 pm – 7:00 pm
May 4 - October 13

Harvest Market November 12 10:00 am - 2:00 pm

Second Saturday Markets December - April 10:00 am - 2:00 pm

Market Manager Contact

206-428-8230

CCFM@seattlefarmersmarkets.org

Phinney Farmers Market

67th Ave N at the Phinney Neighborhood Center
Fridays, 3:00 pm - 7:00 pm
June 3 - September 30

Market Manager Contact

206-218-2919

PFM@seattlefarmersmarkets.org

Magnolia Farmers Market

W McGraw St between 32nd and 33rd Ave W
Saturdays, 10:00 am – 2:00 pm
June 4 - October 15

Harvest Market November 19 10:00 am - 2:00 pm

Market Manager Contact

206-591-1528

MFM@seattlefarmersmarkets.org

Lake City Farmers Market

Lake City Library at 28th Ave NE and NE 125th St
Thursdays, 3:00 pm – 7:00 pm
June 16 - October 6

Market Manager Contact

206-371-7427

LCFM@seattlefarmersmarkets.org

NEIGHBORHOOD FARMERS MARKETS MISSION + STORY

The Neighborhood Farmers Markets is committed to supporting and strengthening Washington's small family farm businesses by creating and operating vibrant, successful neighborhood farmers markets.



The Neighborhood Farmers Markets (NFM) was founded in 1993 with a mission to support and strengthen Washington's small family farm businesses while educating consumers about seasonal eating, local agriculture, and the importance of supporting our local farm economy.

From early volunteer-powered days at the University District Farmers Market, to today, the NFM has worked for the benefit of the community, the vendor, and the consumer alike. In 2019, NFM surpassed \$12.4 million in direct sales to over 200 farmers, primary producers, and local food businesses.

Today, NFM's programs include seven producer-only markets, food access programs that ensure equal access to fresh food for all income levels, and the Good Farmer Fund. Since 2008, the Good Farmer Fund has awarded over \$650,000 in grants to help farmers recover from emergency situations such as unavoidable crop-loss, fire or weather-related disasters.

The NFM is a registered 501c3 charitable organization powered by a committed community of farmers, vendors, and Seattle neighborhoods.

WELCOME NEW + RETURNING NEIGHBORHOOD FARMERS MARKET VENDORS!

Whether you've been with the Neighborhood Farmers Markets for 25 years or are new in 2022, we are happy to have you join us as the face of the local food community in Seattle.

Each fall, we spend time updating our Handbook to ensure we are clear on the rules and policies. Other edits are occasionally made when particular issues arise; we will inform everyone if any significant changes are made to any NFM market rules. All vendors who apply to sell in NFM markets agree to always abide by the rules spelled out in the most current version of the Handbook.

As Seattle grows and changes, the needs of the markets do as well. But one thing remains constant: farmers markets must be viable for vendors and meet the needs of customers. NFM strives to support and strengthen a diverse mix of vendors and organize farmers markets that benefit your businesses, employees, Seattle communities, and the food system as a whole.

The nuts and bolts of this Handbook remain largely the same – tent weights! market currencies! sourcing requirements! This Handbook aims to support safe, fun, and sustainable farmers markets that lead to success for you, our vendors. Share this Handbook with your staff so they can review the information as questions arise and reach out with any need for clarification.

Thank you and welcome to the 2022 season of the Neighborhood Farmers Markets!

Sincerely,
Neighborhood Farmers Market Staff

GOVERNANCE

A Board of up to 15 directors governs the NFM and plays an important role in guiding the NFM. The role of the board is to provide mission-based leadership and strategic governance, including setting policies to ensure the organization and the markets run effectively, legally, and in a financially responsible manner. The NFM Board includes four farmer vendors who are elected at the Annual Vendor Meeting. Other board members are volunteers who support the goals of the NFM and have vital professional experience. Each member can serve up to three two-year terms. For a complete list of current board members, please visit the NFM website/About Us pages.

ELECTED FARMER BOARD REPRESENTATIVES

In addition to the duties of NFM board members, your elected farmer representatives are responsible for awarding requests for emergency assistance from the Good Farmer Fund, providing issue analysis, and discussing policy or concerns related to our vendor community and financially sustainable markets.

Christina White
elected Feb 2021
Native Candy
nodinx23@uw.edu
509-823-7884

Jeremy Foust
elected March 2022
Left Foot Farm
info@leftfootfarm.com
253-370-6884

Genine Bradwin
elected Feb 2020
Kirsop Farm
kirsopfarm@gmail.com
360-402-5028

David Mackie
elected Feb 2021
Skinny Kitty Farm
skinnykittyfarm@gmail.com
206-366-5276



STAFF

Jennifer Antos Executive Director
Janet Hurt Programs Coordinator
Bryce Dazell Director of Finance and Administration
Laura Titzer Director of Farmers Market Operations
Nicole Dade Bookkeeper
Josie Hinke Marketing & Communications Coordinator
Yuki Zheng Food Access Coordinator
Justine Beres Market Manager, Vendor Outreach & Support Specialist
Molly Burke Market Manager
Shane Clyburn Market Manager, Personnel Specialist
Sarah Cohn Market Manager, Programming Specialist
August Franzen Market Manager, Vendor Outreach & Support Specialist
Kate Hamman Market Manager, Operations Specialist
Madison Silva Market Manager
Ele Watts Market Manager, Food Access Specialist
Rachel Borrelli Box Counter & Market Staff
Gage Amann-Moore Market Staff
Will Cadra Market Staff
Lyr Casper Market Staff
Katie Clark Market Staff
Thea Dunlap-Preuss Market Staff
Claire Farrington Market Staff
Megan Fisher Market Staff
Isis King Market Staff
Marina Smith Market Staff
Colie Southerland Market Staff
Emily Tacke Market Staff
Peter Tracy Market Staff
Daniel Wear Market Staff

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ESSENTIAL MARKET RULES CHECKLIST

You must read through this handbook.

You are also responsible for ensuring your staff reads and understands all the rules.

MARKET CONCERNS + CANCELLATIONS

- Use the Vendor Concern Form to communicate concerns rather than airing them publicly at the market.
- If you need to cancel, give a minimum of 48 hours notice. Call your Market Manager's cell phone if it's the weekend or less than 48 hours.

MARKET SETUP + SAFETY

- Be punctual and listen to direction from NFM staff. Arrive no more than 3 hours and no less than 30 minutes prior to market opening.
- Remove your vehicle from the market no later than 30 minutes prior to market opening.
- Drive carefully and safely during set up and break down. Park in designated parking areas as directed by market staff, or a minimum of 3 blocks away from the market.
- When unloading, drop off your goods, and then move your vehicle BEFORE setting it up.
- Never set up a canopy without proper weights.
- All vendors must use compostable food containers, straws and utensils. Plastic produce bags are allowed. You can also sell your own reusable produce bags.
- Sampling is encouraged - with proper permits, hand wash & sneeze guards – but no "hawking" is allowed at any time.

MARKET STALL APPEARANCE

- Display your farm or business name on a sign or banner at least 24" wide and 8" high.
- Ensure product pricing is clear and obvious.
- Keep your display, signage and sampling within your allotted booth space.

MARKET CLEANUP

- At the end of the day, bring your vehicle back on site after you have broken down and are ready to load. Close down efficiently: Report your sales and vacate the market site no later than 1½ hours after closing time.
- Remove and pack out all garbage and clean your stall space thoroughly during load-out.
- Food banks may be scheduled to collect donations at market closing time. Please talk to your Market Manager about any issues, and please do not donate to non-scheduled groups.

MARKET MANNERS

- Do not sell to the public before the opening bell or after closing time.
- Be a good neighbor to your fellow vendors. Communicate respectfully, be proactive about solving problems, support each other to have a fantastic market day.
- Collaborate with your farmer/vendor neighbors to create something interesting and enticing for shoppers (a recipe idea, a unique product combo, a meal kit) – and be sure to let your Market Manager know!
- No smoking or consumption of alcohol by vendors is allowed anywhere in the market.
- No pets are allowed in vendor stalls except for service animals.
- Supervise your children at all times, especially during set-up and break-down.

VENDOR CATEGORIES AND APPROVED PRODUCTS

REQUIREMENTS FOR ALL MARKET VENDORS

1. All vendors must be the owner and operator of the business named on their NFM Vendor Application. No vendor may operate under a franchise, corporate ownership, or multi-level marketing agreement, nor engage in re-sale of any kind. However, permission for vendors to feature and sell ingredients from another market vendor as part of a "meal kit," or other ideas for cross-promotion are considered on a case-by-case basis. Please share your cross-promotion ideas with your Market Manager.
2. All farms and businesses must be located in Washington State.
3. Vendors may only sell products listed on their application and approved by NFM. All vendors must include a detailed list of products each year, during the application process, clearly noting if they are intending to add or delete products they sold the previous year.
4. Vendors must inform NFM as soon as possible if they will not be able to bring their full roster of approved products to a market. All requests or updates regarding adding, discontinuing, or making any other changes to your list of products/ingredients after you have been approved to sell must be updated in your Farmspread account and will be reviewed for approval by the NFM Market Managers.
5. To ensure that each market has a balanced product mix and does not become oversaturated with a certain item, we may need to limit one or more products listed on your application.

APPROVED VENDOR CATEGORIES + PRODUCT REQUIREMENTS

All vendors approved to sell in NFM markets belong to one of three categories and must observe the applicable product requirements:



1. FARMERS

This category includes Washington State farmers, orchardists, ranchers, fishers, wild harvesters, flower growers, beekeepers, mushroom cultivators, and nursery stock growers.

2. PROCESSORS

These are vendors who are not farmers / producers but are creating processed or value-added foods not adequately represented in the markets by farmers / producers. Examples include preserved foods, bread and baked goods, confections, pasta, and other packaged foods not prepared at market for ready-to-eat consumption.

3. PREPARED FOOD VENDORS

This category is for vendors who make ready-to-eat foods at the markets for immediate consumption, and who are not farmers / producers (not producing or growing the raw ingredients). Examples include tamales, crepes, empanadas, sandwiches.

FARMERS

This category includes Washington State farmers, orchardists, ranchers, fishers, wild harvesters, flower growers, beekeepers, mushroom cultivators, and nursery stock growers.

- Vendors in this category may sell only what they have grown/harvested/produced from their own farm or business. This includes all fresh fruits and vegetables, dairy, meats, poultry, honey, nursery stock, cut flowers, fish, shellfish, foraged items, and value-added and prepared foods.
- Non-edible crafted farm products (such wreaths, roping, arrangements of dried flowers and vegetation, decorative gourds) are allowed and must be created by the grower/producer of the raw materials. Other non-edible crafted farm products will be considered on a case-by-case basis. Beeswax products are allowed from honey producers only. All of these items are intended as a supplement to edible products & nursery/flower inventory, and cannot exceed 20% of total displayed inventory on market day - however, during the winter season this percentage may vary upon prior approval by the NFM.
- Farmers and nursery operators must propagate all plants and flowers from seed, cuttings, bulbs or plant division.
- Honey vendors must be the owner-operators of bee hives from which they sell honey; hives must be registered with the WSDA.
- All value-added or prepared farm foods must be made from raw products and ingredients, the majority of which are grown/produced by the farmer/producer who is making and selling the product. (Examples include: preserves, jams, jellies, juices, cider, wine, beer, syrups, salsas, smoked or canned meats or fish, dried fruit and herbs, flours, vinegars, sauces and dressings. Also includes farm foods such as roasted peppers that are processed on market day, or other foods prepared for immediate consumption or take-home.) Wines in this category must be estate grown.
- Preference is given to farmers who are personally cooking, canning, baking or preserving their processed products with their own equipment, and secondarily to those personally supervising their own raw ingredients used in accordance with their own recipes in a permitted facility. Situations where third-party processing is deemed necessary (e.g., fish that is canned by a third party) will be considered on a case-by-case basis.
- Value-added farm foods in which the majority of the ingredients are NOT grown and produced by the farm vendor cannot exceed 20% of total displayed inventory (e.g., scones made by a berry farmer).
- Produce or UPC stickers are an indication of reselling or brokering and not allowed on products at any time under any circumstances.

PROCESSORS

These are vendors who are not farmers / producers but are creating processed or value-added foods not adequately represented in the markets by farmers / producers. Examples include preserved foods, bread and baked goods, confections, pasta, and other packaged foods not prepared at market for ready-to-eat consumption.

- Processors can only sell foods produced/created/cooked by the vendor from raw ingredients. No commercially prepared dough mixes, crusts, shells or fillings are allowed.
- The NFM and all operators of farmers markets in Seattle require all processed food vendors to purchase at least 20% of their raw ingredients from Washington farms. See "Local Sourcing Requirements" section for expanded policy description (page 10).
- Beer and cider in this category must use Washington farm ingredients. NFM prioritizes farmers who are processing alcohol as a value added product to their farm product mix.

PREPARED FOOD VENDORS

This category is for vendors who make ready-to-eat foods at the markets for immediate consumption, and who are not farmers / producers (not producing or growing the raw ingredients).

Examples include: tamales, crepes, empanadas, sandwiches.

- The NFM and all operators of farmers markets in Seattle require processed food vendors to purchase at least 20% of their raw ingredients from Washington farms. See “Local Sourcing Requirements” section for expanded policy description.
- Based on market needs and offerings of neighboring businesses, Prepared Food vendors may be permitted to sell brewed coffee as a compliment to their menu. Brewed coffee will be permitted only as a supplemental product and must not impact a vendor’s ability to meet NFM’s local sourcing requirements. In addition, coffee must be Direct Trade Certified and roasted in WA State.
- Selling bottled water or mass-produced sodas/beverages is not allowed, but beverages made by the vendor may be approved (such as lemonade with seasonal market berries).



LOCAL SOURCING REQUIREMENTS FOR ALL PROCESSORS + PREPARED FOOD VENDORS

NFM prioritizes processors and prepared food vendors who support local farmers. The NFM and all operators of farmers markets in Seattle require processors and prepared food vendors to purchase at least 20% of their raw ingredients from Washington farms. If a vendor does not meet local sourcing requirements, the vendor’s market acceptance may be revoked.

IN ADDITION:

1. Distinctive or seasonal ingredients (contributing to the primary flavor of the product) should be sourced from market farmers.
2. All locally sourced ingredients must be clearly listed in the vendor’s application to sell, and should be communicated truthfully to the NFM and to the public thereafter.
3. Local Sourcing checks will be conducted during the Summer months when vendors will be required to provide proof of purchase of ingredients from Washington farms. Acceptable proof of purchase includes receipts, invoices, or written confirmation from an NFM farmer verifying purchase.
4. All processors and prepared food vendors are required to provide market booth signage high lighting locally sourced ingredients. Additionally, vendors are strongly encouraged to visibly promote local sourcing practices through their preferred marketing and outreach strategies (newsletters, social media, etc.).



PROMOTIONAL MERCHANDISE & OTHER PRODUCTS

All vendors are encouraged to sell reusable produce bags without prior approval from the NFM. Additional promotional merchandise products, (such as t-shirts, large totes, hats, or aprons) are limited to one product for sale at any given time, and must be approved by the NFM on your application. NFM markets are intended to be food and farm-only markets.

MARKET PARTICIPATION AND STALL PLACEMENT

Vendor participation in markets is determined by the NFM staff, whose job is to operate successful markets that offer local farmers a viable place to sell their products.

DECISIONS ABOUT WHO WILL SELL ARE MADE WITH THESE GOALS IN MIND:

- Creating a ratio of at least 70% Farmers and approximately 20% Processors and 10% Prepared Food Vendors
- Providing a well-balanced mix of high-quality products.
- Meeting the unique demands of each market's customer base.
- Creating a healthy mix of experienced vendors while also providing opportunities for new vendors.
 - o We are committed to supporting and developing small start-up food businesses and new farms.
 - o Processed and prepared food vendors whose businesses have grown to include multiple sales outlets and bricks & mortar operations are given lower priority than start-up businesses.

WE GRANT + DETERMINE ALL STALL SIZES AND LOCATIONS WITHIN EACH MARKET BASED ON THE FOLLOWING CRITERIA:

1. Available space
2. Product type, quality, and customer demand
3. Each vendor's history of following our policies, rules & guidelines
4. Commitment to local sourcing
5. Reported sales history
6. Whether or not the vendor is primarily a direct-market business
7. Commitment to NFM farmers markets and consistent attendance
8. Bringing complete inventory to each market
9. A record of no outstanding balances payable to the NFM

CANCELING OR EXTENDING PARTICIPATION

If you are unable to commit to the accepted dates in Farmspread, you must give a minimum of 14 days advance notice (i.e., at least 14 days prior to the opening date of a seasonal market, or 14 days prior to your start date at a year-round market).

Vendors who wish to add market dates to their approved market schedule must update Farmspread and contact their market manager directly. To apply to sell at additional farmers markets, please contact the NFM directly to request a link to the additional market applications you are interested in. Requests will be reviewed by NFM Market Managers and a response given within 14 days.

TRANSFER OF SPACE

1. The NFM does not contract or guarantee market space to any farmer or business outside of the current year.
2. Vendors may not sublet stall space to anyone.
3. If you sell your business, you cannot transfer your market spaces nor your market acceptance to the new owner.

2022 MARKET STALL FEES

All vendors pay a minimum daily stall fee OR a percent of sales (if greater than the minimum), plus any additional market fees (vehicle or user fee).

MINIMUM STALL FEES + ADDITIONAL FEES

| | | |
|------------------------|------|------------------------|
| Capitol Hill April-Dec | \$45 | Vehicle \$10 |
| Capitol Hill Jan-March | \$40 | Vehicle \$10 |
| Columbia City | \$45 | Vehicle \$10 |
| Lake City | \$40 | Vehicle \$10 |
| Phinney | \$45 | Vehicle \$10 |
| Magnolia | \$45 | No Vehicles |
| U District April-Dec | \$55 | Vehicle \$10, User \$5 |
| U District Jan-March | \$40 | Vehicle \$10, User \$5 |
| West Seattle April-Dec | \$50 | Vehicle \$10 |
| West Seattle Jan-March | \$40 | Vehicle \$10 |

| Stall % | 10x10 | 15x10 | 20x10 25x10 | 30x10 20x20 |
|-----------|-------|-------|----------------|----------------|
| Farmer | 6% | 7% | 8% | 9% |
| Processor | 8% | 9% | | |
| Prepared | 9% | 10% | | |

Minimum Base Fee for 5x5 and 5x10 stall spaces \$25 all markets

REPORTING GROSS SALES:

- Vendors must report their daily gross sales to the NFM at the end of every market day.
- Gross sales includes all cash/credit/debit and cash equivalent sales PLUS the value of any: Onsite CSA pick-ups, pre-orders, special orders; Bulk/wholesale orders, invoiced orders; All revenue from Farm Market Bucks, SNAP Market Match, wooden tokens, WIC & Senior FMNP checks, Helping Harvest vouchers, Fresh Bucks, Gift Certificates & other coupons. Vendors who fail to report accurate sales may be audited and may forfeit their right to sell at NFM Markets.

CANCELLATION FEES:

- Vendors canceling on pre- or post-holiday market days (e.g., the Saturday before or after Thanksgiving), or on the first or last market days of a seasonal market, must give at least 14 days advance notice to the NFM. Cancellations for these days with fewer than 14 days' notice will incur a fine equal to the daily base stall fee.
- All other market cancellations need a minimum of 48 hours notice. See page 15.

OTHERS FEES AND FINES:

(applied on a market-by-market basis)

SECOND VIOLATION \$25 per violation (after verbal warning) for violating any vendor rules.

HEALTH DEPARTMENT VIOLATION \$25 per violation

Any vendors who incur any Health Dept. red points for the markets, including farmers who are exempt from permit but fail to have proper sampling set-up, will be fined \$25. Red points increase market and vendor Health Dept. fees.

PROPANE-FUELED HEAT SOURCES \$10 annually

This is the fee for the fire permit. You must provide own extinguisher.

THE FOLLOWING ARE FOR OCCASIONAL + UNUSUAL CIRCUMSTANCES:

Vendors must bring their own market equipment (tents, weights, tables, etc). For occasional & unusual circumstances where a vendor is lacking an item, equipment rental from the NFM is subject to availability and the vendor is fully responsible for handling, caring for and returning the rented items.

| | |
|-----------|---|
| WEIGHTS | \$20 per set (4 weights) - per market day |
| TABLES | \$10 - per market day |
| UMBRELLAS | \$10 - per market day |
| CANOPIES | \$20 - per market day |
| SCALES | \$10 - per market day |

MARKET DAY OPERATIONS

ONLINE INVOICING

NFM utilizes electronic invoicing. At the end of each market day, vendors must report daily sales and any redeemable currencies to the Market Manager. The following week, vendors will receive an emailed invoice from Marketspread to be paid prior to the next market. If the amount of redeemable currencies exceeds the vendor's stall fee, NFM will issue the vendor a check.

NFM has worked with the Vendor Community and Market Managers to develop rules that ensure a safe, successful, and efficient market day for everyone.

VIOLATION OF ALL RULES DESCRIBED IN THIS BOOKLET ARE SUBJECT TO THE FOLLOWING FINES AND CONSEQUENCES:

- a) A first violation will result in a verbal warning.
- b) A second violation will result in a written warning and a \$25 fine.
- c) A third violation may result in the suspension or termination of the vendor's approval to sell, the suspension or expulsion of the responsible individual (owner or staff), and/or further fines.

The NFM reserves the right to prohibit the sale of any product and/or deny anyone the privilege of selling at any NFM Markets at any time.

APPLICABLE LAWS

In addition to complying with the rules and guidelines established by the Neighborhood Farmers Markets, all Vendors agree to comply with local, state, and federal laws. Because NFM markets take place on both public and private property, vendors must also abide by any lawful policies or restrictions set forth by private property owners or entities.

ATTENDANCE + PUNCTUALITY

Consistent attendance is essential to the success of your business and the markets.

1. Vendors must be set up and ready to sell by market opening time.
2. Vendors who arrive less than 30 minutes prior to market start time are subject to the fines and consequences listed above.
3. Vendors are allowed on site up to 3 hours before the market start time, and not before. No vendor should begin set-up before the Market Manager arrives and finishes preparing the site.
4. Selling is not permitted prior to the opening time at each market, and selling must end at closing time.
5. Vendors will be loaded up, have gross sales reported, and vacate the site no later than 1.5 hours after the market is closed. Any exceptions must be cleared with the Market Manager.
6. Vendors are required to stay until closing. Vendors who sell out early must keep their stall set up until closing time, and should post a sign letting customers know they have sold out.
7. Vendors should not leave their booths, vehicles and possessions unattended. If you need to leave your stall (e.g., for a restroom break), please post a sign stating when you will return. You may also ask the vendor next to you to sell for you until you return. NFM staff are not permitted to sell for market vendors.

CANCELLATIONS

Vendors who fail to keep their commitments to their permitted sales dates jeopardize the success of the markets as a whole and may have their Approval to Sell revoked.

1. Vendors who cannot attend a market day should contact Market Manager cell phone a minimum of 48 hours in advance, on weekdays. Emails and calls to our office on Friday evenings and weekends are NOT received until the following Monday and will not suffice for a cancellation.
2. Vendors who cancel less than 48 hours before market day will be charged the minimum stall fee for that market day.
3. Within 48 hours and on the weekend, call the Market Manager cell phone to communicate last-minute emergency cancellations.
4. Any vendor who fails to attend three of their scheduled market dates during the season without advance notice may lose their approval to sell at all markets.
5. Vendors who need to cancel on pre- or post-holiday market days and/or first and last market days of the season must give a minimum of 2 weeks advance notice.

INCLEMENT WEATHER

All NFM markets are open rain or shine. However, certain weather conditions (high winds, heavy snow, etc.) may necessitate the official closure of a market (with or without prior notice). If it is determined that severe weather conditions could compromise the safety of vendors and shoppers, this closure will be at the Market Manager's and/or landlord's discretion with consultation from NOAA (National Weather Service), NFM Administrative Staff and NFM Farmer Board Members.

All vendors and shoppers will be notified as far in advance as possible that the market has been "officially closed due to weather conditions." The NFM will not be responsible for any injury or loss of property when a market is officially closed due to weather conditions.

STALL SPACE SAFETY + CLEAN UP

Our intention is to support vendors in creating a visually enticing, legal, safe market for customers, and to enable all vendors to maximize their selling space. All vendors are responsible for creating and maintaining clean, attractive, welcoming and safe booth spaces.

1. Vendor stalls, selling space, signage and vehicles must not extend beyond allotted boundaries of the stall space.
2. Displays, canopies, tent walls, and signs must allow clear visibility to adjoining booths, and must not impair other vendors' ability to sell, nor create a hazardous situation for customers.
3. Vendors must limit set-up, sampling, and soliciting to within their allotted selling space.
4. Vendors are required to maintain their individual selling space in a clean, safe, and sanitary manner, including protecting the pavement from drips from any part of the vendor's vehicle or stains from products and cooking.
5. Canopies and attached awnings should be clean and in good repair and set up in a safe height from customers' heads.
6. Vendors are also responsible for complete clean-up of their space at the close of the market. This includes collecting all trash or garbage that is generated in or around your stall and sweeping up any product debris left on the ground.
7. Vendors are not permitted to dispose of produce waste, overripe or leftover produce or boxes, or unused prepared foods in any on-site garbage cans or dumpsters.
8. Market trashcans and dumpsters are not available for vendor use (pack it in, pack it out). Vendors should bring their own tarps, brooms, dustpans and waste bags.

CANOPY WEIGHTS

Weighted canopies are critical for everyone's safety and Market Managers are required to enforce the following:

1. All vendors with canopies and umbrellas are required to have a minimum of 25 pounds of non-variable weight per canopy leg and 25 lbs per umbrella stand, securely attached at all times. If a vendor does not come to the market with weights they will be required to rent weights from NFM (subject to availability) and charged the current rental fee.
2. Two canopies side by side require 50 lbs of weight where the canopy legs meet.
3. In winter when windy weather is imminent, increased weights are essential, and 10x15 tents will require additional weight per leg in order to be secure.
4. Acceptable weights include sandbags in good repair and metal weights. No buckets, glass containers, or other hazardous items can be used.
5. Damage incurred by a vendor due to insufficient weights will be at the expense of that vendor. In addition, if the NFM's liability insurance comes into play, the \$1000 deductible will also be charged to the responsible vendor(s).

VEHICLES, PARKING, + LOADING

Vendor parking is arranged differently at each market and can change throughout the season. Please see individual Market Profiles from your Market Manager for information on parking locations.

1. Vehicles that cannot be in the vendor's selling space must be parked at least three blocks away from the market site or at the site designated for vendors.
2. Unreliable vehicles (vehicles with any mechanical problems) are a safety hazard and cannot be allowed on to market sites.
3. Vendors are asked to cooperate with Market Staff when requested to move their vehicles or change parking arrangements.
4. Vendors who are assigned a load-off stall must unload and remove vehicles from the market site BEFORE setting up. All vehicles must be removed from the market area no later than 30 minutes prior to market start time.
5. No moving vehicles are allowed in the market sites until 15 minutes AFTER closing time.
6. Vendors may be required to pay parking fees to the NFM and/or parking lot owners.

PRICING

Pricing of goods sold at farmers markets is solely the responsibility of the individual vendor.

1. Vendors are not allowed to give produce or other items away for free or at wholesale pricing, thus undercutting potential sales of other vendors.
2. Price setting high above market average is discouraged, as it gives farmers markets the reputation as being more expensive than other sales outlets.
3. Collective price setting is not allowed, as per the Attorney General, and may represent an illegal activity.

SIGNAGE + LABELING

Proper signage and labeling are essential to marketing your business, raising consumer awareness, and demonstrating transparency. Vendors must adhere to all labeling requirements specific to their products, and abide by the following:

1. All vendors are required to post a sign identifying the name of the farm/business represented and where it is located (city and/or county). Signs should be a minimum of 24" wide by 8" high.
2. In keeping with Food Safety Modernization Act (FSMA) requirements, all farms should also display the complete business address of the farm where the produce was grown, and food vendors should include their business contact information at their market booth. You can have this on your banner, a sign, product labels, or any way that your business name and address is clearly available to your customers.
3. Vendors must limit their advertising of other types of marketing (CSA, other markets, wholesale venues, etc.) to brochures and/or small information signs next to their cash/sales area.
4. Vendors who utilize A-Boards must keep the A-Boards out of shopper aisles and within the boundaries of their stall space.
5. All products for sale must be clearly marked with their prices. This can be done individually or by posting one price sheet.

PRODUCT QUALITY + SECONDS

Quality fresh produce must be consistently and reliably available to the public in order for farmers markets to maintain or expand their place in local food systems. Low quality, inappropriately under/overripe, or otherwise inferior products are noticed by consumers and the media and undermine efforts to bring shoppers to the farmers markets.

1. All vendors are expected to bring the highest quality of produce and products to market.
2. Foods that require special considerations (such as elderberries, mushrooms that must be cooked, parts of plant that are toxic) must have appropriate signage and/or the seller **MUST** verbally inform all customers of these considerations. This also includes information about ripeness (for e.g., if fruit is very ripe and must be consumed immediately, or fruit that needs several shelf days to fully ripen).
3. Bulk discounts and "seconds" pricing are encouraged and must be labeled and priced accordingly.

SCALES

Scales are regulated and inspected by the Washington State Department of Agriculture's Weights and Measures Program and ensure marketplace. NFM and state law require that:

1. Vendors selling produce by weight must bring their own NTEP Certified ("legal for trade") scales.
2. Vendors must register their scales annually as part of their WA State Business License.
3. All scale displays must be readable and in easy sight to customers during business transactions. Market staff may check the visibility and accuracy of scales.

COURTESY + CONDUCT

The markets are community events where many diverse people are gathered to shop and sell.

Vendors and their representatives are expected to conduct themselves in a respectful, safe, courteous and harmonious manner with customers, market staff and with each other.

1. Anti-Harassment and Non-Retaliation: NFM strives to create a safe and enjoyable environment for our staff, vendors and community members, and prohibits any harassment, behavior that creates a hostile environment, and retaliation for reporting such behavior, based on race, color, national origin, immigration or citizenship status, religion, sex (including but not limited to sexual orientation, gender identity, gender expression, sexual stereotypes, pregnancy, childbirth and breastfeeding), disability, age, genetic information or characteristics, military or veteran status, familial status, or any other basis protected by applicable law. Additionally, all vendors are encouraged to adopt and enforce anti-harassment and non-retaliation policies and train their staff accordingly, and all NFM staff are required to report incidents of suspected harassment. Any retaliatory action for reporting suspected violations of this policy is strictly prohibited. NFM will promptly investigate all reports. Any harassing, abusive, hostile or threatening behavior toward an NFM staff member or other vendors may result in the suspension of the vendor's Permit to Sell for that day, and/or permanently. If you have any questions or would like to report a violation, please contact our Executive Director at 206-632-5234.
2. Anyone under the influence of alcohol or any controlled or illegal substance may not be on the market premises. Any violation may result in the termination of the Vendor's approval to sell at all NFM markets.
3. Hawking and calling attention to your products in a loud, repetitive, public manner is prohibited.
4. Sampling, if permitted, must take place within the boundaries of the vendor's assigned stall space.
5. Vendors may play music in their stall space during set-up and take-down, but it must be turned off during market hours. Market Managers may ask you to turn it down or off.
6. Vendors are requested to wear appropriate attire and appear neat and tidy at the Markets. Vendors must wear shirts and shoes at all times.

ADDRESSING CONCERNS IN THE MARKET

ENFORCEMENT

It is the job of the NFM staff and Market Managers to implement NFM policies, rules and procedures. This includes overseeing vendor participation and booth assignments, market-day set-up, collection of fees, providing information on market policies, and ensuring vendor compliance with those policies.

The NFM staff and Market Managers are also responsible for processing both public concerns and vendor concerns. If you see a public problem at the market (e.g., intoxicated or unruly persons, interpersonal conflicts or medical emergencies), please immediately let market staff know.

Our top priorities are safety and maintaining the integrity of the markets. The NFM staff has complete authority to interpret and implement policy on market day, as necessary, and to make all decisions regarding market participation, stall assignments and other market operations.

VENDOR CONCERNS

Vendor Concern Forms are available from your Market Manager, from your elected Farmer Board Representatives, or by emailing nfma@seattlefarmersmarkets.org. A copy is also in this Handbook's appendix section. Concerns are first considered and resolved by the Market Manager for resolution or recommendations.

The following procedure is in place for facilitating vendor concerns, particularly for those regarding product integrity or market policies:

1. The Market Manager, in consultation with the appropriate NFM staff member or Executive Director, will review the Vendor Concern. Vendor Concern Forms will receive a written acknowledgement, including an indication of next steps, within a week of receipt.
2. Members of the NFM Board, including our elected Farmer Representatives, may be consulted in matters that affect market policies.
3. Farmer Representatives are available to serve as advisers for concerns, but will direct vendors to communicate directly with Market Managers or other vendors. The role of Board members and Farmer Representatives is to act as consultants and support a resolution that best meets the needs of the vendor while maintaining a commitment to NFM's overall viability and success.
4. All Vendor Concern Forms will receive a written response from an NFM staff member or the Executive Director.

LICENSES, PERMITS, INSURANCE + OTHER REQUIREMENTS

All vendors shall provide, with their application to sell, current copies of any permits and licenses applicable to the sale of their products, such as those detailed below. Copies of these should also be carried with you or your staff to each market where you sell. Meat and poultry vendors must provide names of processing facilities used and may be asked to provide documentation of transactions for processing services.

INSURANCE

Proof of General Liability Insurance is required of all vendors, and must be submitted with your application. Additionally, all vendors who sell consumable products must have Product Liability Insurance included in their General Liability policy. Your insurance policy should have a \$1 million minimum coverage, and must specifically list Neighborhood Farmers Markets as an additional insured.

BUSINESS LICENSES

The following are required:

1. State Business Licenses & Tax Number: All market vendors are required to have a current Washington State Master Business License Number and must supply this tax number with the application to sell at the markets. Retail sales taxes and Business & Occupation taxes are the responsibility of the individual vendor.
2. Specialty Licenses: Farmers selling nursery products, alcohol or other taxable items, eggs, or are selling products by weight, are required to have specialty licenses or addenda to their master business licenses.
3. City Business Licenses: All processed and prepared food vendors must carry a current City of Seattle Business License (Farmers are exempt).

KING COUNTY HEALTH DEPARTMENT PERMITS AND AUDITS

Representatives from the Health Department conduct periodic health code inspections at all farmers markets in King County. On all other market days, market staff are required by contract to check (audit) for compliance on behalf of the Health Department.

1. Temporary Food Establishment Permits from the King County Health Department: Required of vendors selling fresh or frozen meat, poultry, seafood and/or dairy products, potentially hazardous processed and/or prepared foods, and anyone wishing to sample non-exempt processed or value-added products.
2. Sampling: King County Health Department guidelines must be followed at vendor booths for food demonstration and sampling. All vendors must have either a Health Dept Temporary Event Permit in order to sample, or must apply for a (free) exemption from the Health Department (as in the case of farmers only sampling raw, non-potentially hazardous produce). Vendors MUST consult with the Health Department regarding these regulations (including sneeze guards, handwashing stations, etc.).
3. Food Handler's Permit (Food Worker Card): Any person who works with unpackaged food, food equipment or utensils, or with any surface where people put unwrapped food must have a Food Handler's Permit. This includes farmers who are offering samples of fresh produce to shoppers (which requires a handwash setup at your booth). You must carry your card with you at all times you are handling food.
4. King County Health Department requires that all food be kept at least 6" above the ground (including compost).

WASHINGTON STATE DEPARTMENT OF AGRICULTURE LICENSES FOR FARMERS

Farmers are required to provide copies of all applicable WSDA licenses allowing them to produce and sell particular products. Required WSDA licenses include, but are not limited to: Egg Handler License, Milk Producer License, Milk Processing Plant License, Poultry Processing Licenses, Pesticide Applicator License, Honey Bee Hive Registration, and Organic Certification.

FISH AND SHELLFISH LICENSES

Vendors who sell fish or shellfish must have all proper licenses from the King County Health Department, the Washington State Dept of Health, and the Washington State Dept. of Fish and Wildlife (such as, Commercial Fishing License, Commercial Shellfish License, Fish Dealer License, Aquatic Farmer Registration, NOAA Commercial Fishing Permit). Fishers may also be asked to provide the following:

- Landing tickets or "Fish tickets"
- Documentation of fish pulled from cold storage to processor
- Invoices from the processing facility documenting the weight of the finished product
- Wholesale receipts for all other sales than direct
- NMFS log book
- HACCP plan for seafood (Hazard Analysis & Critical Control Points)

Sale of any processed seafood products (shucked, smoked, canned, etc.) requires a WSDA Food Processor License.

PROCESSED FOOD LICENSE

All farmers and vendors who sell processed foods MUST have a current Food Processor License from the Washington State Department of Agriculture (WSDA). These foods include, but are not limited to, baked goods, dried fruits, vegetables and herbs, teas, ciders, preserves, jams, jellies, salsas, fresh cheeses, canned or dried fish and meats, and condiments. Beekeepers that process their own honey do not need a Food Processor's License, unless the honey is sold wholesale. Vendors who sell processed foods are responsible for understanding and meeting all WSDA and King County Health Dept. requirements for processing and selling food. WSDA requirements pertain to, but are not limited to: cooking, labeling, facility permits, oversight, liability insurance, acidity, and Brix levels.

LABEL REQUIREMENTS ON PROCESSED FOOD

Processed foods, including honey, baked goods, dried mushrooms, jams, etc., must meet State requirements for labeling and include:

1. Product name
2. Company name
3. Address
4. Net weight in ounces and metric, on bottom 1/3 of label
5. Ingredients listed in decreasing order of predominance.

All Organic products must be labeled accordingly. Vendors may be required to provide copies of labels for all processed foods they plan to sell prior to bringing them to the markets. Labeling may also be required for on-farm processed, value-added non-edible products.

Foods not properly labeled cannot be on market tables.

ALCOHOL SALES + SAMPLING

- All businesses selling or sampling alcoholic beverages must be licensed by the Washington State Liquor and Cannabis Board (LCB).
- To sell at farmers markets, vendors must also acquire a Sale/Sampling at Farmers Markets Endorsement.
- Alcohol sampling at farmers markets is limited to three vendors per market day by the LCB and the NFM gives priority to Farmers when creating sampling schedules.

FORAGING + WILD HARVESTING PERMITS

Each national and state park within Washington State has its own requirements, guidelines, permits and fees for foraging mushrooms and other wild growing edibles.

The WSDA Handbook for Small + Direct Marketing Handbook spells out requirements for harvesting and selling wild mushrooms:

- Foragers must obtain written permission and proper permits from the owner/manager of the land prior to harvesting (including: private owners, DNR, USFS, BLM, etc). Copies of these must be provided with your application to sell.
- Only species allowed for harvest by the WA State Dept of Health may be sold at farmers markets.
- Wild harvested mushrooms must always be tagged with the following information: Common & Latin name of the mushroom; name, signature, business name, mailing address, email & telephone of the mushroom identifier; county where harvested; date(s) of harvest.
- Tags and information as well as date of sale and amount of product by weight must be kept for 90 days by the permit holder after shellfish or mushrooms are sold.

SEATTLE FIRE DEPARTMENTS PERMITS

- Any vendor planning to cook food onsite at a farmers market, or use propane fueled appliances, must acquire an Open Flame or LPG (propane) permit from the Seattle Fire Department, and follow all Fire Marshall rules spelled out in the permit, including possession of proper fire extinguishers in your market booth. Failure to comply with the Fire Marshall's permit conditions is a serious safety hazard and vendors cannot operate heating equipment without properly tagged fire extinguishers and other required conditions.
- Use of propane fueled heaters at winter farmers markets may fall under the NFM's blanket permit, but require an annual charge of \$10 at each market. Proper fire extinguishers are required by each vendor using propane fueled heaters.

PRODUCT LIMITS + CHANGES TO PRODUCT LISTS

NFM has a history of curating both the product and vendor mix in our markets. We do this to ensure neighborhood needs are met, to reduce over-saturation, and, above all, to raise the sales and success of individual vendors. Vendors who wish to add, discontinue or make any other changes to their list of products/ingredients after they have been approved to sell in the markets must follow these steps:

1. Give a heads up first to your Market Manager that you intend to add, discontinue or change your inventory of products, especially if it's a significant change - this way we can quickly discuss any possible issues, questions or concerns with you first.
2. Enter your changes or additions into your Farmspread application(s) in the products section.
3. Market Managers will review your additions/changes.
4. A final decision or approval of your changes will be communicated to you within 2 weeks of your request.

COMMUNICATING GROWING PRACTICES

NFM connects a wide variety of producers and consumers at the markets. Consumer trust relies heavily on good labeling practices, clear and honest communication, and transparency about how and where products are grown. Written and/or verbal declarations regarding farm practices which do not have a certifiable standard or accreditation such as "Unsprayed, Pesticide Free, Low Spray, Chemical Free" should not be used. Consumer queries regarding farming practices should always be answered factually and truthfully.

CERTIFIED ORGANIC

Organic is a federally regulated term with specific requirements. In order to make claims such as 'organic' and 'certified organic,' farms, processors, and handlers must adopt organic practices, apply for organic certification, pay fees, and be inspected each year for compliance with USDA organic regulations. Farms grossing under \$5,000 annually who comply with all organic regulations may use the term 'organic,' but do not need to be certified. Exempt farms must still keep records and follow organic practices and regulations.

In order to use the term or label organic (written or verbal), farmers must comply with the following:

- Have a current organic certificate from the WSDA.
- Be listed publicly on the USDA/WSDA's list of certified organic operations.
- If the organic term is displayed above crops, all crops must be produced organically.
- Submit all appropriate documentation as part of the NFM application process.

OTHER THIRD PARTY CERTIFICATIONS

Other verifiable, third party certifications such as *Salmon Safe* or *Certified Naturally Grown* are also valid and should only be claimed by appropriately certified farms or businesses.

GET INVOLVED!

IMPORTANT DATES + WAYS TO SUPPORT OUR MISSION

Vendor Meeting: The NFM Annual Vendor Meeting is planned for early spring 2022. All NFM vendors are encouraged to attend this annual meeting where farmer reps to the Board are elected and policies, market changes and best practices are discussed.

New Vendor Orientation: There will be a mandatory orientation conference call for new vendors and their staff in spring prior to the start of the seasonal markets.

An Incredible Feast: This annual fundraiser for the markets and the Good Farmer Fund is powered by our vendors and community.

WE APPRECIATE YOUR UNIQUE VOICE!

Spread the word! Show off your farm/business, and link to the markets' Facebook + Instagram. Contact content@seattlefarmersmarkets.org to share any news.

The NFM is here to support our community, vendors and customers alike. Thank you for bringing your excellent products, innovation, and customer care to the markets!

APPENDIX / ATTACHMENTS:

1. Market Day Packing List
2. Vendor Concern Form
3. Handwash set up guide
4. COVID Operations & Safety
5. Glossary

PACKING LIST FOR A SANE + SUCCESSFUL FIRST DAY

Careful planning and packing for market day is essential to your success.

Be on time and ready to sell by the opening bell.

Make a checklist! Examples of items to include:

| MARKET DAY SUPPLIES - THESE ITEMS ARE PACKED: | YES | NO |
|--|-----|----|
| 1. Market Manager cell phone numbers card. | | |
| 2. Canopy (white is best) with 25 pounds of weight minimum for each leg. | | |
| 3. Stall structure: tables, table covering, racks, shelves and other display infrastructure and containers to create an attractive display. | | |
| 4. Cash box and bank. Be prepared to make change for \$20 bills. Bring plenty of small bills and coins. | | |
| 5. Licensed scale, if you sell products by weight. | | |
| 6. Hand washing station if you are sampling or serving food. | | |
| 7. Compostable serving plates, utensils & packaging. | | |
| 8. Pencils, pens, calculator, sales record/receipt book, card reader, notepad, bags, boxes, flats, chalk, paper, cardboard, markers, scissors, tape, pens, bags, price tags, pocket knife, duct tape. | | |
| 9. Trashcan, broom, dustpan, trashbags – make sure your stall is clean at end of market day and pack out your trash. | | |
| 10. Signage – make it attractive! Farm/Business name banner, local sourcing, menus, promotions. | | |
| 11. Individual product names and pricing—how the item is sold (by weight, piece, quantity). Highlight different varieties, heirlooms, product qualities (sweet, spicy, bitter), storage and usage tips, etc. | | |
| 12. Educational/promotional media: handouts with recipes, how-to's, seasonality information, new items, product information. | | |
| 13. Information about your business, farm, CSA or other on-farm activities, business cards. Remember that many chefs and food business owners shop at farmers markets. | | |
| 14. Personal comfort items: weather gear, gloves, hats, rainwear, water bottle, snacks, a rubber mat on which to stand, heater for cold weather markets, etc. | | |

Your customer service personality—a big smile is your best asset!

VENDOR CONCERN FORM

updated: 6/27/19



Vendor Concern Form

NOTE: You may submit this form to a member of our market staff or via email at nfm@seattlefarmersmarkets.org. NFM staff and/or Board will review the form and will make every effort to follow up with a written response within two weeks of receipt. Your name/business will be kept anonymous, if reviewed by the Board.

Date: _____

Contact Name: _____

Farm and/or Business Name: _____

Phone Number: _____

Email: _____

Preferred method of follow-up: phone email

Market where concern took place:

Year Round Markets:

Seasonal Markets:

- Capitol Hill
- University District
- West Seattle

- Columbia City
- Lake City
- Magnolia
- Phinney

Please describe your concern and/or complaint. Be as specific as you can and explain how this affects the operations and goals of the market. Use back of sheet, if necessary.

| | |
|---------------------|---------------|
| <i>NFM Use Only</i> | <i>Notes:</i> |
| Date Received: | |
| Received By: | |

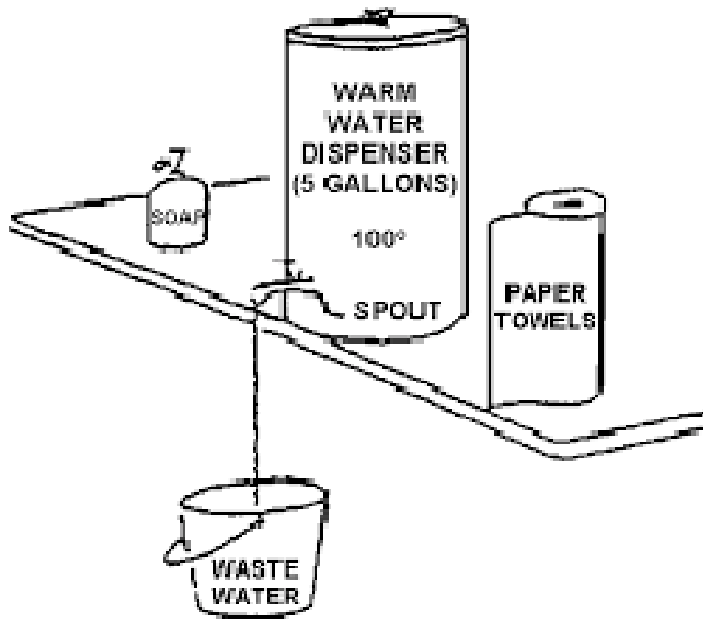
HANDWASH SETUP GUIDE

Health and Safety

We serve as proxies for the Health Department and will be checking your temperatures, sampling set up, hand wash stations, etc. The #1 cause of "red points" from the Health Department (**which will now result in loss of permits and having to pay ALL of your permits fees over again**) is improper hand wash set up.

- Do you need a hand wash set up? Are you serving hot food? Providing samples? Are you cutting anything on site (for example, cheese)? Yes and yes and yes.

- How to set up your hand wash station:
 - 1) Set it up before the market starts! (See below for proper set up.)
 - 2) Use it! (The first thing the inspectors look for is water in the catch bucket indicating you have washed your hands.)



CHECK IT TWICE:

- Insulated** 5 gallon water dispenser
- Free flowing** spout
- 5 gallon waste water catch
- Soap is open and ready to use
- Enough paper towels to get through the day
- Water is in the waste water catch (because you are washing your hands)!
- SET UP is located together, and within hands' reach.

COVID-19 OPERATIONS + SAFETY

NFM's top priority is the health and wellness of vendors, shoppers and market staff. As the COVID-19 pandemic evolves, NFM will continue heeding advice from the Centers for Disease Control and Prevention, King County Public Health, Washington State Department of Health, and Washington State Department of Labor and Industries. NFM expects that vendors will abide by any requirements necessary for maintaining a safe market environment and understand that these policies and procedures are subject to change.

GLOSSARY

Agricultural products: items which are grown or raised by the applicant upon land that s/he controls through ownership or lease agreement. Agricultural products include fruits, vegetables, eggs, dairy, meats, nursery items, flowers, honey.

Board of Directors: NFM's governing body responsible for providing mission-based leadership and strategic governance, including setting policies to ensure the organization and the markets run effectively, legally, and in a financially responsible manner.

Busker: a person who performs music or other entertainment in a designated spot at the market, with prior approval from the market manager.

CSA - Community Supported Agriculture: Farmers are welcome to allow customers to pick up CSA boxes at their market booth. Just remember that all CSA sales conducted at the market must be included in your daily gross sales reporting on your Market Sales Report.

Executive Director: the staff person empowered by the Board of Directors to oversee the growth and direction of the NFM, ensuring that the NFM is meeting its mission and goals.

Food Safety Modernization Act (FSMA): The Produce Safety rule establishes, for the first time, science-based minimum standards for the safe growing, harvesting, packing, and holding of fruits and vegetables grown for human consumption. For details view <https://www.fda.gov/food/food-safety-modernization-act-fsma/fsma-final-rule-produce-safety>

Market Manager: a staff person empowered by the Executive Director to implement and enforce market policies and directives, and to oversee the operation of a given market.

NFM: Neighborhood Farmers Markets (aka Neighborhood Farmers Market Alliance), a non-profit organization that created and operates seven food & farm-only farmers markets in Seattle. Our first market was the University District Farmers Market in 1993, organized entirely by volunteer efforts, and we were officially incorporated as a non-profit (501(c)3) organization in 2001.

Non Potentially Hazardous Foods: foods or food ingredients in which the pH is 4.6 or less, or the water activity is .88 or less.

Non-profit Organization/Community Outreach Booths: community organizations are given outreach space in the markets as a public service, and to support our local communities.

Potentially hazardous foods: foods that require time temperature control for food safety such, as cheese, milk, chicken, beans, rice, unpasteurized juice etc.

Regular Season: at NFM markets, this means April through December. "Winter season" is January, February and March.

Sponsor: a business that supports the NFM and our markets in some significant way, in exchange for a promotional presence in the markets.

Value Added Farm Product: raw farm product that has been processed to deliver additional value to the consumer, such as making cucumbers into pickles, berries into jam, drying herbs or peppers, freezing and packaging sliced peaches, etc.

WhatsGood: NFM's on-line sales platform, where shoppers can pre-order online for pickup at the market vendor booth.

Winter Season: at NFM markets, this means January, February, and March. "Regular season" is April through December.

WSFMA (Washington State Farmers Market Association): a state-wide non-profit organization whose mission is to support vibrant and sustainable farmers markets in Washington State through member services, education, and advocacy. The organization has established standards of operation ("Roots Guidelines") required of all member markets. Over 110 farmers markets across WA State are members.