



2012 GUIDELINES AND POLICIES FOR THE RENTON FARMERS MARKET AT THE PIAZZA AND THE FARMERS MARKET AT VALLEY MEDICAL CENTER

PLEASE READ THESE REGULATIONS CAREFULLY BEFORE SIGNING YOUR APPLICATION AND KEEP A COPY FOR YOUR RECORDS. FAILURE TO OBSERVE THESE POLICIES MAY RESULT IN TERMINATION OF MARKET PERMIT TO SELL.

I. RENTON FARMERS MARKET AT THE PIAZZA AND THE FARMERS MARKET AT VALLEY MEDICAL CENTER

The Renton Farmers Market at the Piazza is coordinated by the City of Renton with the generous support of Piazza Renton volunteers, additional community volunteers and marketing support from the Renton Chamber of Commerce/Renton Visitors Connection. Several local businesses/organizations also generously contribute financial support for the Market. It is the goal of the Market to provide a fun, healthy activity in Downtown Renton and provide a regular outlet for vendors of fresh produce and other products. For more information about the Renton Farmers Market, visit www.rentonfarmersmarket.com.

The Farmers Market at Valley Medical Center, also coordinated by the City of Renton with volunteer support, is a partnership of Valley Medical Center and the City of Renton. Valley Medical Center is the largest nonprofit healthcare provider between Seattle and Tacoma. The City and VMC share common goals of improving key health indicators of area residents and supporting the health and wellness of the entire community. For more information about The Farmers Market at Valley Medical Center, visit <http://rentonwa.gov/farmersmarket/>

The Renton Farmers Market at the Piazza and the Farmers Market at Valley Medical Center are members of the Washington State Farmers Market Association, Puget Sound Fresh and the Farmers Market Coalition.

The mailing address for both markets is:

Renton Farmers Market
1055 South Grady Way, 6th Floor
Renton, WA 98057

II. RENTON FARMERS MARKET AT THE PIAZZA - LOCATION, TIMES AND DATES

The Renton Farmers Market takes place in The Piazza, a public park in Downtown Renton, located on South 3rd Street (SR 900), between Logan and Burnett Avenues. The 2012 Renton Farmers Market will be open to the public from **3:00 pm to 7:00 pm**, for 17 weeks, beginning Tuesday, **June 5** and continuing every Tuesday through **September 25, 2012**.

III. FARMERS MARKET AT VALLEY MEDICAL CENTER - LOCATION, TIMES AND DATES

The Farmers Market at Valley Medical Center will take place at Valley Medical Center, located at 400 South 43rd Street. The 2012 Farmers Market at Valley Medical Center will be open to the public from **12:00 pm to 4:00 pm**, for 15 weeks, beginning Sunday, **June 10** and continuing every Sunday through **September 16, 2012**.

IV. PRODUCTS SOLD AT THE FARMERS MARKET

The goal of the Farmers Markets is two-fold: to provide an outlet for local farm products and to provide farm-fresh food for consumers.

Permits to sell and stall assignments are made based on the Markets' need to balance available produce with a well-rounded selection for customers. The Markets intend to meet the needs of participating farmers without overloading the Markets with particular products. Products not covered under these guidelines will be given special consideration by RFM and VMC.

Products sold at the Renton Farmers Markets are limited to:

- A. FRESH FARM PRODUCTS:** Includes fresh fruits and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats and fish. Also included in this category are fresh flowers, nursery stock and plants.

All fresh farm products must be grown or produced in Washington State. All products must be grown or produced by the seller. Vendor must be an active owner/operator of the farming operation and may not be operating the business under a franchise agreement. Only vendors selling as farmers may sell fresh farm products from this category.

The vendor must propagate all plants and flowers from seed, cuttings, bulbs or plant division. The vendor's application for a permit to sell shall state what is grown by vendor, and what products the vendor will sell at the Farmers Market.

- B. PROCESSED FARM FOODS:** Includes preserves, jams and jellies, cider, syrups, salsas, smoked meats or fish, dried fruit, flours and salad dressings.

All processed farm foods must be made from products/ingredients of which a majority are grown or produced by the seller. Processed farm foods must be produced by the vendor from raw ingredients. Vendors in this category must have personally cooked, canned, baked, preserved or otherwise treated the product they sell. All processed foods must have the proper permits and licenses as required by the City of Renton and Seattle-King County Health Department.

The vendor's application for a permit to sell shall state what is grown by vendor and what products the vendor will sell at the Farmers Market.

- C. DRIED FLOWERS, CRAFTED FARM PRODUCTS:** Allowed are: bouquets, wreaths, roping, arrangements and displays of fresh and dried flowers, vines and gourds.

These items must be grown, foraged and produced by the vendor on the vendor's own farm. These items are intended as a supplement to fresh produce, processed farm goods, nursery/flower inventory and cannot exceed 25% of the total displayed inventory.

The vendor's application for a permit to sell shall state what is grown/processed or prepared by vendor, and what the vendor will sell at the Farmers Market.

- D. BAKED GOODS/GRAIN PRODUCTS:** Includes pastries, pasta, granola, cookies, muffins, breads, pies and related take-home desserts, not prepared on site. The vendor must be an active

owner/operator of the business and may not be operating under a franchise agreement.

Baked goods and grain products must be produced by the vendor from raw ingredients. Vendors in this category are those who have cooked, baked or otherwise treated the product they sell. No commercially prepared dough mixes, crusts, shells or fillings are allowed. It is expected that the vendor will use raw ingredients that are grown in Washington, as appropriate for the product. All baked goods must have the proper permits and licenses required by the City of Renton, the Seattle-King County Health Department and/or the Washington State Department of Agriculture.

The vendor's application for a permit to sell shall state what is grown/processed or prepared by vendor, and what the vendor will sell at the Farmers Market.

- E. PREPARED FOOD:** Includes fresh food products that the vendors themselves have processed into being products offered for sale at the Market. These products are ready-to-eat. They may also be packaged. Upon approval of the RFM or VMC, these vendors may also offer items that they do not process. Such non-processed items are specifically limited so as to not compete with local handmade processed items. The vendor must have the proper permits and licenses required by the City of Renton, the Seattle-King County Health Department, and/or the Washington State Department of Agriculture.

The vendor's application for a permit to sell shall state what is prepared/processed by the vendor and what the vendor will sell at the Farmers Market.

Vendors in categories C, D & E will be limited to less than 25% of the total vendors selling at the Market.

V. HOW MARKET PARTICIPATION IS DETERMINED AND STALL ASSIGNMENTS ARE MADE

- A.** The Market will make assignments in an attempt to balance the needs of the Market (supplying customers with a complete, competitive selection of produce available in season) without overloading the Market with particular products.
- B.** Market participation is based on:
1. Available space in the Market
 2. The need for a specific product and your ability to produce it
- C.** It is very difficult to satisfy all participants' requests. We will do our best to accommodate as many interested vendors as possible.

VI. 2012 DAILY STALL FEES AND STALL LOCATION

A. STALL FEES

1. All vendors will pay a daily stall fee of \$40.00 per market day. *Note:* vendors who participate in both the Renton Farmers Market at the Piazza and the Farmers Market at Valley Medical Center will pay a discounted stall fee of \$30 for the Valley Medical Center Market).
2. Prepayment discounts are available at the following rates: \$600.00 for two free days at the Renton Farmers Market at the Piazza; \$520.00 for two free days at the Farmers Market at Valley Medical Center.
3. Vendors wishing to reserve a specific stall location should pay the full stall fee in advance.
4. If stall fees have not been paid in advance, this fee will be collected by the Market Coordinator and will be collected no later than 15 minutes prior to closing on Market day.

5. Pre-paid vendors who fail to participate on a given Market day are not entitled to a refund for that day.
6. **Pre-paid vendors who cannot attend on a Market day should contact the Market Coordinator 48 hours prior to Market day. Vendors who do not call when the Market is otherwise full and there is a waiting list of farm vendors will be charged an additional stall fee for that Market day, collected on the following Market day they attend.**

B. STALL LOCATION

Stall location will be assigned and reserved on a priority basis as follows:

1. Full season prepaid vendors.
2. Number of spaces required. The more space required, the more challenging it is to place the vendor.
3. Multiple week prepaid vendors.
4. Date vendor submitted a complete application.
5. Vendors who have been a participant of the market for two or more years.

While site requests will be considered, vendors will be placed to create a mixture of product types. Vendors will be selected so as to fulfill the variety that is listed in Section IV. Vendors may not be allowed in the markets if the markets have reached the maximum number of that type of vendor. Any vendor placed on a waiting list will be awarded space based upon what is available and the product they sell.

VII. VENDOR RULES FOR 2012

- A. ONLY WASHINGTON STATE FARMERS AND OTHER STATE PRODUCERS AS LISTED MAY SELL AT THE MARKET.** Principal farmer/producer may send family members, partners or employees to the Market in their place, but are responsible for having their on-site representatives aware of all Market rules and violation policies.

THE MARKET DOES NOT PROVIDE TABLES, AWNINGS, TENTS, TENT WEIGHTS OR UMBRELLAS FOR VENDORS.

- B. CANOPIES:** All vendors who wish to erect canopies on the Farmers Market sites during a normal period of Market operations, including the set up and break down period, are required to have their canopies sufficiently and safely weighted down from the time their canopy is put up to the time it is taken down. No anchors may be set in the shrub beds or pounded into turf without prior approval from the Parks Division representative and Market Coordinator for the Market at the Piazza, as there are irrigation systems that could be impacted. Any vendor who fails to properly weight down his or her canopy will not be allowed to sell at the Farmers Market on that Market day, unless that vendor chooses to take down and stow their canopy and sell without it.

C. PUNCTUALITY/HOURS OF OPERATION:

Renton Farmers Market 3:00 pm – 7:00 pm: No vendors will be allowed on the site before 12:00 pm. All vendors must vacate the site by 8:00 pm.

Farmers Market at Valley Medical Center 12:00 pm – 4:00 pm: No vendors will be allowed on site before 10:00 am. All vendors must vacate the site by 5:00 pm.

All vendors with assigned booth spaces must be at the Market site 30 minutes before the Market opens and be ready to begin selling when the Market opens.

If a vendor does not call or occupy the reserved booth three weeks in a row, the stall will be declared vacant and given to another vendor on the wait list.

- D. LOADING AND UNLOADING:** Upon arrival at the Market at the Piazza, vendors can unload at N 3rd Street. There is limited space, and the Renton Farmers Market has a limited number of carts to help move supplies. When arriving, vendors will unload supplies then quickly move their vehicle to an assigned parking location. When loading at the end of the Market, please take down the entire booth and then move the vehicle to the loading area. Carts are available until 7:50 pm after the Market. Please be careful of the park landscaping while loading and unloading.
- E. SELLING TIME:** Formal opening time at the Market at the Piazza is 3:00 pm. Before the 3:00 pm opening, vendors should not sell until they are fully set up. Formal opening time at the Market at VMC is 12:00 pm. Before the 12:00 pm opening, vendors should not sell until they are fully set up. Vendors who sell-out early should post a sign letting customers know they have sold-out and should leave no earlier than one hour before closing. Vendors will be loaded up and vacate the site no later than one hour after the Market is closed. Any exceptions must be cleared with the Market Coordinator.
- F. SIGNAGE:** All vendors must post a sign identifying him/her, the name of the farm or business represented and where it is located. Signs should not be smaller than 24" wide by 8" high. Vendors will have their signs displayed before sales begin. If you do not have a sign, one will be provided for you.
- G. PRICE SIGNAGE:** Produce and other allowable Market products should be clearly marked with their price. This can be done by individually tagging each item with a sign or by listing all produce and prices on a large sign or blackboard.
- H. SELLING SPACE:** The vendor sales area (where your produce is marketed) must not extend beyond the allotted boundaries of the stall space. Upon payment of specified fees, the vendor may use and occupy a Market space designated by the Market Coordinator. All Market spaces are 10' x 10' and vendors must fit within the space allowed. These spaces are intended to allow only enough room for the vendor's goods. Off-site parking and Market-owned carts for the transportation of goods will be available.
- I. BOOTH CLEAN UP:** Each vendor is responsible for keeping his/her booth space clean during the Market and for complete clean-up of their space at the close of the Market. This includes hauling away any trash or garbage that is generated in or around the booth and sweeping up any product debris left on the ground. **Market trash cans and dumpsters are not available for vendor use.** Ice should be not be dumped on the grass or cement. Vendors should bring their own brooms and dustpans. **Those who do not clean up at the end of the Market will be issued a written warning for the first offense and a \$25 fine for the second offense.** A third offense is grounds for termination of the vendor's permit to sell.
- J. SET OUT DISTANCE FOR VENDOR DISPLAY:** Displays and signs must allow clear visibility to adjoining booths. Display and selling techniques must not impair other vendors' ability to sell, nor create a hazardous situation for customers. Hawking in front of booths is not allowed.
- K. PRICING:**
1. Pricing of goods sold at the Market is solely the responsibility of the individual vendor. **Vendors are expected to price goods in a way that doesn't give the appearance of a "loss leader" product as is used in large grocery stores.**
 2. Vendors are expected to bring quality produce to Market.
 3. Vendors are not allowed to give produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other vendors.
 4. Sampling is allowed under Seattle-King County Health Department Guidelines. Please ask the

Market Coordinator for information and see Special Requirements section on Sampling that follows.

- L. SCALES:** Vendors selling produce by weight must provide their own scales. Scales must be “legal for trade” and are subject to inspection by the Washington Department of Agriculture - Weights and Measures Program.
- M. PETS:** No pets will be allowed in the vendor’s selling area. The only exceptions will be service animals.
- N. CHILDREN:** Vendors need to keep a watchful eye on their children at all times during Market day. Set-up time can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a parent or guardian with them. The Market can take no responsibility for the safety or whereabouts of children at the Market.
- O. COURTESY:** Vendors will conduct themselves courteously. It is the Market’s intent to win friends and benefit the vendors, consumers and the community.
- P. HAWKING:** Hawking (calling attention to your products in a loud, repetitive, public manner) during the Market day is discouraged and may be limited or prohibited by the Market Coordinator.
- Q. VENDOR DRESS:** Vendors are requested to wear shirts and shoes at their booths during the Market hours.
- R. VENDOR MUSIC:** No sound that can be heard outside an individual vendor’s stall space shall be allowed.
- S. NO-SMOKING:** Smoking is not allowed in the vendor sales areas.
- T. MARKET COORDINATOR:** The Market Coordinator’s jobs is to implement Market policies. This includes overseeing Market set-up, booth assignments, collection of fees, providing information on membership and Market policies, and assuring vendor compliance with all Market policies. The Market Coordinator will make booth assignment decisions based on available space in the Market and the need for specific products. The Market Coordinator will be responsible for addressing public and vendor. The Market Coordinator is also the conduit between vendors/customers and market partners, including the City of Renton and VMC. The Market Coordinator has authority to interpret and implement policy on the Market site; including the authority to rescind stall space for just cause. Vendor grievances will be taken to the Market Coordinator.
- U. PROHIBITIONS:** The Renton Farmers Market program reserves the right to prohibit anyone from selling or any product from being sold.
- V. INSPECTIONS:** The Renton Farmers Market program or designated representatives have the right to inspect vendor’s land. Representatives may inspect or visit any farms or establishments used by vendors. Farm visits will be conducted with at least 24-hour notice. Vendors should provide help during a visit in identifying the crops listed on the application for permit to sell.
- W. WAIVER:** Renton Farmers Market at the Piazza, the Farmers Market at Valley Medical Center and the City of Renton are not responsible for loss of property or damage.
- X. DISCRIMINATION:** There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age or nationality.
- Y. VENDOR RESPONSE FORM:** If a vendor has a comment or concern, they can obtain a Vendor Response Form from the Market Coordinator.

Special requests or variances from the above listed guidelines must be directed to Market Coordinator.

VIII. LICENSES, PERMITS AND SPECIAL REQUIREMENTS

- A. ON-SITE FOOD STORAGE REQUIREMENTS:** All food must be kept at least 18" above the ground.
- B. TAXES:** Retail sales taxes and Business and Occupation taxes are the responsibility of the individual vendor. Vendors are required by law to have a Washington State tax **identification** number and must supply this tax ID number when their application is made to sell at the Market. (Note: the Vendor's application will not be processed without this number.)
- C. PERMITS AND LICENSES:** All vendors shall provide at the time of application copies of any permits and licenses applicable to the sale of their products. These will include the vendor's **Washington State tax ID number**, and where applicable, the **Washington State Nursery License, Washington State Dept. of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, or Department of Fisheries Wholesale License and Food Handlers permit as needed.** Sellers of plants, bulbs or seeds for planting must have a **Nursery License**, available from the Washington State Department of Agriculture.
- D. ORGANIC PRODUCTS:** If a product is labeled "**organic**," it must be certified as required by Washington State law.

VERBAL OR WRITTEN DECLARATIONS OF ORGANIC STATUS NOT CERTIFIED OR VERIFIED, WILL RESULT IN TERMINATION OF VENDOR'S PERMIT TO SELL

- E. "UNSPRAYED, PESTICIDE-FREE OR LOW-SPRAY":** Written and verbal declarations regarding pesticide use which cannot be certified such as "Unsprayed, Pesticide-free or Low Spray" will need a notarized affidavit attesting how these procedures are followed. This affidavit will be kept with the Market management for the season. Consumer queries regarding farming practices must be answered factually.
- F. PROCESSED FOODS** vendors must be licensed by the City of Renton and/or Department of Agriculture as a **Food Processor**. These foods include dried fruits, herbs, teas, baked goods, cider, preserves, salsas and salad dressings. Beekeepers who process their own honey do not need a Food Processor's license, unless the honey is sold wholesale. Other Seattle-King County Health Department requirements apply.
- G. BAKED GOODS:** Those bakeries that sell more than 25% of their products wholesale must be licensed by the Department of Agriculture as **Food Processors**. Other Seattle-King County Health Department requirements apply.
- H. LABELING:** Processed foods, including honey, have Washington State labeling requirements. Labels on processed foods must meet State requirements and include 1) The name of the product, 2) Company name, 3) Address (if not found in the phone book), 4) Net weight on bottom 1/3 of label, and 5) Ingredients listed in decreasing order of predominance.
- I. SAMPLING:** Special Health Department guidelines can be used at vendor booths for some limited food demonstration and sampling. Please consult with the Health Department or Market Coordinator regarding these regulations.
- J. FOOD HANDLER'S PERMITS:** All prepared foods and baked goods vendors must have a current Seattle-King County Health Department Food Handler's Permit.
- K. VENDOR CONTRIBUTIONS:** Food contributions may be solicited every week by the local Food Bank. Please consider contributing. Also, please consider that the local Food Bank is the best resource for distributing your unsold product to the local community in need.