

# **Methow Valley Farmer's Market 2013 Policy Handbook**

## **1.0 MISSION**

The purpose of the Methow Valley Farmer's Market is to promote and encourage the development of local small-scale agriculture, food processing, and artisan crafts by providing and administering a seasonal marketplace for the products of these activities. The Market plays a key role in advancing local food security and enhancing community health.

## **2.0 APPLICATIONS**

Every prospective vendor must fill out a vendor application and pay their yearly application processing fee IN ADVANCE of selling at Market. If a vendor arrives without having submitted an application and/or paid their application processing fee, they will NOT be allowed to set up a booth until these requirements are met. They will be given an application to fill out, but will not be allowed to enter the Market area and set up until the application has been completed and approved. Approval received at the Market is probationary, good only for that week; the vendor may NOT participate in any following Market unless and until they have been advised of Board approval.

The following criteria are used to determine whether or not a vendor application will be considered:

1. Applicant must reside in Okanogan County for a period of 6 months per year minimum.
2. Applicant has no outstanding/delinquent fees from the previous season.
3. Applicant's products must meet homegrown/handmade criteria per applicable vendor type description.
4. Products must be locally grown/made.

Membership is limited to individuals or households. Applicants in partnerships, associations, and businesses with established storefronts, etc., must apply to and receive specific approval from the Market Board.

It is recognized that there may be legitimate exceptions to acceptance criteria as stated, and the Market desires to be inclusive rather than exclusive in approach. Applicants are encouraged. Potential exceptions will be considered by the Market's Board of Directors on a case-by-case basis. Any exceptions granted will be good only for the current Market season.

## **2.1 VENDOR TYPES**

All vendors are expected to behave in a professional manner that fosters a sense of Market community and camaraderie, a spirit of cooperative involvement, and promotes the Market as a whole to the community it serves.

### **2.1.1 Farmers**

Farmer members are persons who raise produce (vegetables, fruits, herbs, flowers, or nursery crops) from seed or plants, and care for, cultivate, and harvest the crops offered for sale at the Market. Also in this category are beekeepers, egg farmers, livestock and poultry farmers and farmers who process their own raw materials into "value-added" items. Farmer Members are not to sell anything produced by

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another farmer, individual or household without Board approval. Nursery plants sold must have been in the care and possession of the vendor for at least 60 days prior to selling. **Produce being sold as organic is expected to meet the USDA definition of organic.** Farmer vendors must make at least 80% of their annual gross Farmers' Market revenue from the products they raise, (as opposed to crafts they may make), to qualify for the Farmer category of membership. Farmers with seasonal products, who are also crafters, will be assigned to the farmer category only when their product is in season and it is their primary item at the Market. All craft items must fully meet the criteria for crafted items.

### 2.1.2 Crafters

Crafters are persons who craft with their own hands the products they offer for sale at the Farmers' Market. To qualify as a crafter, a majority of the tools and equipment used must require skills and personal handling by the crafter. Work should be handmade with appropriate tools, showing imagination, skill, and the mark of the craftsperson's individuality. Any items made from kits, commercially available plans or transfers, and items that are or appear to be mechanically mass-produced are not allowed. The Market Master, Market Aide, and Board of Directors reserve the right to disqualify craft items from being offered for sale at the MV Farmers' Market based on these standards.

### 2.1.3 Food Processors

Food Processors are persons offering food products that they have processed themselves into the product being offered for sale at the Market, including animal products (e.g., cheeses). These products may be "ready-to-eat", pre-packaged, or a combination of both. A food processor is expected to meet all Local, County, State, and Federal regulations before selling their products at Market. All permits and licenses required should be obtained and be visibly on display at the Market booth each week. It is the vendor's responsibility to be familiar with Local, County, State, and Federal health regulations regarding their products, and to be in compliance with those regulations. The Okanogan County Health Inspector makes routine visits to the MVFM. The Market Master, Market Aide and Board of Directors reserve the right to request the inspection of food items and or vendors by the Health Inspector; any vendor found using unsafe food handling techniques or selling unsafe products will be suspended from selling at the Market until satisfactory clearance has been obtained from Okanogan County Public Health.

### 2.1.4 Service Providers

Service Providers offer special services to customers (e.g., knife sharpening, locksmithing, face painting.). Personal hands-on services (e.g., haircutting, massage, tattooing) requiring specific health-related licensing are prohibited. Service providers may only sell items if they comply with the criteria set for crafters, farmers or food providers. Service providers seeking exceptions must request approval through the application process or through a written request made to the Board.

### 2.1.5 Importers/Resellers

Only importer/reseller vendors who have been grandfathered into the Market will be considered in this category. NO ADDITIONAL importer/reseller vendors will be allowed. Their continued participation in the Market as resellers is based upon their compliance with the following guidelines.

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1. Importers/Resellers **must** at each Market **VISIBLY** display a sign at least 8x10 in size that identifies: (a) where products were obtained (e.g., country of origin), and (b) how and by whom the products were made.
2. Pricing **must** be consistent with comparable locally-made products.

Failure to comply with these requirements may result in permanent expulsion from the Market.

### 2.1.6 Entertainers

Entertainers must coordinate with the Market Master for scheduling times and performance locations within the Market. Pre-scheduling is strongly advised.

### 2.1.7 Guest Vendors

The Board of Directors will consider out-of-area vendor applications on an exception basis, with a goal of letting otherwise unavailable or unique products be offered for purchase. All out of area vendor applications must receive Board review and approval and have the associated application processing fee paid prior to a guest vendor arriving at the Market. Approved guest vendors may sell fruits, vegetables, processed food, and artisan crafts that are not available locally. Board approval will include specific itemization of the products that may be sold. Guest vendors are prohibited from augmenting their sales with products that are available from other vendors who meet the Market's residency requirements. Failure to follow this policy will result in permanent expulsion from the Market. The Board has the authority to limit the number of guest vendors for any given Market; all guest vendors must receive approval for specific, scheduled Market days. Any given guest vendor will be limited to two Markets in any given year.

### 2.1.8 Art, Non-Profit, and Civic Groups

"Community Groups" are allowed stall space as a courtesy to the community and at the sole discretion of the Market's Board of Directors. A special application must be submitted which explains the purpose of the organization and describes the activities planned for the Market booth. In order to be accepted, the application must show that one or more of the following is true:

1. The purpose of the Community Group is consistent with the Market's mission as stated in this handbook.
2. The requested stall will serve the community.
3. The requested stall will enhance the MVFM in some way.

Any activity that might compete or interfere with vendors will not be allowed. Community groups may not sell any items, may not give away any items other than literature, and must confine their activities to their assigned booth space. Political advocacy, proselytizing, and promotion of an ideology are not considered compatible with the purpose of the Market. Vendors have priority over Community Groups for stall space. Due to space limitations, all community group participation must be pre-scheduled through the Market Aide; pre-scheduling will be limited to four community groups per Market session. It is therefore recommended that applications be submitted early in the season. There is no application processing fee for Community Groups but the appropriate stall fee applies. Approved Community

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Groups are non-voting Market guests. The Board of Directors may revoke an approved Community Group application at any time at its sole discretion.

### **2.2 AGENTS**

An agent may sell a vendor member's product or produce provided that the vendor member himself/herself sells at Market 3 out of 4 days of each month of attendance. One vendor may not sell for another vendor member except in the case of an emergency, or short breaks during the day.

### **3.0 STALLS**

Market stalls are located in the Methow Valley Community Center/Senior Citizens Center parking lot off of Highway 20 in Twisp. **No vehicles are allowed along the strip between the parking lot and Highway 20. Vendors are not allowed to park in this space. Vendors are not allowed to stop, unload or park along Highway 20.**

Stall size is 10 feet of frontage. Each vendor is allowed one space only. The table and setout display must all be behind the marked Fire Lane. Those vendors who do not have vehicle parking are encouraged to park on Glover Street or further away to encourage customer use of prime parking spots. Vendors are expected to remove all produce scraps, garbage, cigarette butts, etc. at the end of each Market day, leaving the stall area and surrounding grounds clean.

### **3.1 STALL ASSIGNMENT**

Stall assignments will be made by the Market Master as follows:

1. All vendors requesting an assigned stall space must submit their completed application and annual membership fees postmarked by April 1<sup>st</sup> of the current Market year.
2. The Market Master is responsible for laying out general market areas per vendor type based on history of use.
3. Vendors who wish to change stall assignments may indicate such on their annual application. When a space becomes available, the vendor next in line based on the seniority will have the "right of first refusal".
4. The Market Master will make initial stall assignments, on which all future stall assignments will be based, in accordance with seniority, history of use, and general area.
5. No first-year Market vendor will receive an assigned space. The Market Master will place them each week based on vendor type and space availability.
6. Non-farmer vendors with at least 19 market days the previous year are eligible for an assigned space.
7. Farmer vendors with at least 10 market days the previous year are eligible for an assigned space.
8. A seniority point will be awarded for each market attended; seniority is cumulative across all Market years attended.
9. Daily cut-off time for vendors with assigned stalls to arrive to secure their stalls will be 7:30 a.m. **NOTE:** Front gate access off Highway 20 will be allowed only until 7:30. Moving or driving through cones/barricade is strictly prohibited and may result in loss of assigned space.

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10. Vendors without assigned stalls must get a weekly assignment, given on a first-come, first-served basis, by the Market Master. Vendors should arrive at 7 o'clock and park in the alley across from the Commons to wait for their stall assignment.
11. All vendors with assigned stalls are asked to notify Market Master Willie Getz, 996-2747, no later than 5:00 p.m. Friday if they will not be at that week's market, so the space can be re-assigned.
12. Vendors may take a one-season sabbatical without losing seniority points. They will not gain seniority points for that year. Upon returning, they will be allowed to resume use of their assigned space.
13. The Board reserves the right to consider unique situations and requirements regarding stall assignments on a case-by-case basis.

### **3.2 STALL FEES**

Stall fees are established by the Market's Board of Directors prior to each Market season. The stall fee for each Market during the 2013 season is \$8.00. In certain cases, such as a ½ stall space, seniors 66 or older, or child, the stall fee may be reduced to \$4.00. The Market Master will collect fees at each Market. Upon payment, the vendor will sign the Market roll sheet with the **vendor name on their Market Vendor Application (not their business name)**. The stall fee for one-time vendors is the same as for regular members, with reduced rates for seniors and children. There is a NSF fee of \$10 for all returned checks.

### **4.0 GENERAL MARKET GUIDELINES**

#### **4.1 PRICING**

Pricing of goods at the Market is the responsibility of the individual vendor. "Dumping" is strongly discouraged. "dumping" is the act of lowering prices to the point that no one else can sell similar goods competitively. There will be no space made available to those who wish to give away produce or other food at the Market. If a (potential) vendor has goods to give away, the Market Master or Market Aide can recommend places in the community that accept donations.

#### **4.2 LIVESTOCK**

The sale or giveaway of livestock or pets will be allowed only in contained areas designated by the Market Master. Animals must be confined. Any waste produced must be removed from the Market grounds at the responsibility of the owner. The area must be left fully clean.

#### **4.3 DOGS/PETS**

No dogs or other pets will be allowed in the Market.

#### **4.4 ALCOHOL, DRUGS, AND FIREARMS**

No alcohol, drugs or firearms are permitted with the exception of firearms carried by law enforcement officers. Illegal activities are prohibited and will be reported to the proper authorities.

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## **5.0 COMPLAINT HANDLING**

### **5.1 GRIEVANCE REPORTING**

Should a vendor, Market staff person, or a Market Board member their rights have been violated, or feel that another vendor, Market staff person, or Board member has acted outside the authority of their position, or in any way which has harmed the Farmers' Market as a whole, the appeal or complaint must be made in writing, utilizing a grievance form available from the Market Master. This form requires that its submitter:

1. Provide a clear and specific description of the problem.
2. Provide the name(s) of the person(s) involved, and the name of the person bringing the appeal or complaint.
3. State the incident date(s).
4. Identify witness(es), and provide written witness statements, if possible.
5. Provide a description of the ways in which the aggrieved person has attempted to resolve the problem (if applicable).
6. Describe the action the aggrieved person would like to see taken (if applicable).
7. Provide copies of the written appeal/complaint to the Board of Directors and to all persons involved in the matter.

### **5.2 SUSPENSION OR TERMINATION**

The Market Master and/or Board of Directors are empowered to expel members who do not abide by the rules of the Market as defined in this Policy Handbook. The decision to expel a member may be reversed by a majority vote at any Board meeting. Failure to pay membership will result in termination of membership for that year.

### **5.3 MARKET ENFORCEMENT**

At the Market site, the Market Master, Market Aide, or Board member may determine if any vendor is failing to adhere to the Market policies set forth in this handbook:

- First offense – Verbal warning
- Second offense – Written warning. May include expulsion from Market.
- Third Offense – Expulsion.

Appeals may be handled as directed under "Grievance Procedures" section. The Market management reserves the right to visit any vendor, farmer or crafter, on the vendor's production site for inspection to ensure that the vendor is adhering to Market policies, including demonstration of production methods by the vendor, if deemed appropriate.