



## MILLWOOD FARMER'S MARKET RULES AND REGULATIONS 2021

The market rules are in place to ensure that the community receives the highest quality products grown or produced by local area farmers and artisans and to set the operating guidelines for market activities. Millwood Farmers Market is a community-oriented market and each vendor is requested to recognize their impact on our collective success. This means we ask our vendors to help in promotion (Facebook, Instagram, word of mouth, flyers, etc.) and to register to accept FNMP vouchers (as applicable).

**1. Products:** Vendors must grow, produce or wild craft all products sold at the market. Reselling of fruits and vegetables will be in accordance with the Washington State Farmer's Market Association guidelines. Wild crafted (wild harvested) products such as huckleberries, blackberries, and mushrooms are allowed. Crafts must be manufactured by the seller with their own hands. Commercial, second hand, or imported items are prohibited.

**2. Time Frame:** Market times run from 3:00 to 7:00 PM beginning May 26, 2021 to October 13, 2021. Vendors may start setting up at 1:00 p.m. Vendor vehicles may be driven into the park for unloading/loading only. Parking for vendor vehicles will be in regular parking spaces of the park until the market is over. Vendors should be in place and ready for the market at least one half hour prior to opening and the stall shall remain intact including products and signs until closing time at 7:00 p.m., unless first getting approval from the market manager.

**3. Pricing:** Pricing of goods is up to the vendor but pricing below cost, resulting in the undercutting of other vendors is not allowed. In keeping with the market's mission, we do ask vendors to keep affordability in mind. Pricing complaints or questions will be subject to board review.

**4. EBT/Credit/Debit Program:** Millwood Farmers Market participates in the USDA food stamp (EBT cards) program, and also accepts credit cards and debit cards. A token system utilizing \$1 and \$5 tokens valid only at Millwood Farmers Market is utilized. The market will also offer incentive programs (i.e. Fresh Bucks, Market Match, KERNEL bucks, or other programs as developed) in order to increase vendor sales as well as assist our community with fresh food access. Those vendors that sign up for WIC/Senior FMNP voucher programs will follow all signage and program rules. Sales totals are required to be reported on forms provided at each market.

**5. Stall Space:** Vendor tents and tables only. Stalls shall be identified with a sign bearing the farm or vendor's name. Stalls shall be kept clean and

orderly during market times and shall be cleaned prior to vacating the market. All vendors who erect canopies (including umbrellas) are required to safely anchor it to the ground. Whatever anchoring method used, there should be at least 20 pounds of weight on each leg of a canopy or umbrella. Vendor vehicles (addressed under item 2 Time Frame) may not be left in the park during the market.

**6. Conduct:** Vendors are expected to conduct themselves in a professional and courteous manner. Vulgar, aggressive or inappropriate language is prohibited. **No smoking or alcohol are allowed on the market site.** A reasonable dress code is expected. Any customer or vendor grievances should be brought to the on-site market manager and if necessary they will be brought to the governing board for resolution. Customers who have a legitimate complaint about the quality of a product should be given a full refund or replacement by the vendor when requested.

**7. Fees:** The membership fee for all vendors is \$25.00 which is WAIVED for the 2021 market season. The season encompasses 21 days. The daily market fee is \$20.00 per stall space per week. The full-season rate paid prior to the first market day is \$340.00 – a savings of \$80.00. An attendance/loyalty discount of 40% of fees paid will be allowed at the end of the market season to vendors that attend 90% (18 out of 21 days) of the full season. This special discount is for 2021 and will be payable to all qualifying vendors no matter which payment method is selected (per market or up front). All fees are non-refundable and non-transferable. No refund of full-season fees will be given when a vendor is removed due to a rules violation

**8. Vendor Approval Process:** The application process will be between February and April each year. Vendors wishing to participate after the market opens in May will be at the discretion of the market manager and governing board. Vendors will be approved based on the market rules and goals, making sure that we have a diverse and quality line-up of products and crafts. We are required to maintain a majority of market gross sales from farm products, which may mean limiting the number of craft vendors on any given week

**9. Compliance:** The vendor is responsible for compliance with all applicable State and Federal regulations governing the growing, production and marketing of the goods. Any required licenses and permits are to be turned in with the application.

**10. Cancellation Policy:** Success as a market hinges on the consistency of vendors attending each week. Notification of a cancellation is respectfully requested by 12:00

pm Tuesday of the same week. Multiple occurrences of cancellation may be grounds for removal from participation in the market.

**11. Inclement Weather:** The market will be canceled only at the discretion of the market manager. In the case of inclement weather, the market manager will contact vendors to notify them of market status. It is the goal for the market to operate weekly throughout the season, weather or conditions permitting.

**12. Covid-19:** Farmers markets are considered essential businesses and we play an important role in providing fresh food access to our customers. As you are all already familiar with rules evolving based on local health measures, please be prepared to adhere to local Health District requirements for operating an outdoor market.

I have read and agree to abide by the above rules and further agree to allow the market governing board access to my farm or place of production for the purpose of verifying that the products sold at the market have been grown on the farm by the vendor or hand produced by the crafter.

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Signature

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Date

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Name of Business (please print)