

Millwood Farmer's Market RULES and REGULATIONS 2022

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 and Approval Process:** All products sold are subject to approval by the market committee and governing board; no changes are allowed without prior approval. Pictures, flyers, or other examples may be requested as needed. All products sold must be produced in Washington state or approved border counties with priority given to Millwood producers first, then Washington, and then approved border counties. In order to be a true "farmers" market, the market maintains majority of gross sales from farm products, which may mean limiting the number of prepared food and craft vendors on any given week. Vendors will be approved based on the market rules and goals, making sure we have a diverse and quality offering of products and crafts. Vendors further agree to allow the market governing board access to my farm or place of production, if requested, 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.
- 2. Time Frame:** Market times run every Wednesday from 3:00 to 7:00 PM beginning May 25, 2022 to October 12, 2022. Setup may start at 1:00 PM. Vendors should be in place and ready for the market by 2:45 PM and the stall shall remain intact including products and signs until closing time at 7:00 PM, unless first getting approval from market manager. Vendors are asked to consider needs of the customers by parking at the far end of the park after unloading.
- 3. Attendance:** Consistency is an important factor to building customer loyalty. The Millwood Farmers Market is open rain or snow. In the rare event that the market will be closed, you will be notified via text message or phone. Regular attendance is expected by all vendors. Please notify the market manager as soon as possible if you will not be in attendance so advertising can be updated, and market spaces are not left empty.
- 4. Product 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. Farm vendors are encouraged to provide \$1 and \$2 fruit

or vegetable options for the kids KERNEL bucks program participants.

5. **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 with \$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.
6. **Stall Space:** The estimated stall space is 10' x 10'. No heat is provided, and all booths must have their own tables/equipment. 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. No stakes are allowed in the grass for anchoring. All vendors who erect canopies are required to safely anchor it to the ground the entire time it is up, with at least 24 pounds of weight on each leg of a canopy. Umbrella anchoring is at least 50 pounds of weight. Improperly anchored canopies or umbrellas will not be allowed to remain that market day.
7. **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.** 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.
8. **Customer Complaints:** 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.
9. **Compliance:** The vendor is responsible for compliance with all applicable State and Federal regulations governing the growing, production and marketing of goods. Any required licenses and permits are to be turned in with the application. Ensure that the City of Millwood is added to your Washington State business license before the first day of market.
10. **Cancellation Policy:** Success as a market depends on the consistency of vendors attending each week. Notification of a cancellation by a vendor is respectfully requested by 12:00 PM Monday of the same week. Multiple occurrences of cancellation may be grounds for removal from participation in the market. In the case of inclement weather or warnings, cancellation of the market will be at the discretion of the market manager and vendors will be contacted about market status on those days.

11. **Promotion:** 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 of Facebook, Instagram, flyers, word of mouth, etc. Promotion by the market includes social media, billboard, signboards, website, special event advertising in Spokesman, The Inlander and Edible. Please connect with us on Facebook and Instagram; events will be promoted 6-8 weeks prior and cooking demonstrations will be promoted 3-4 weeks prior; each week postings will be on Mondays. Please engage with these and our other social media postings.

12. **Auxiliary Millwood Events - Millwood Daze, Winterfest and Spooktacular Fundraiser:** The Millwood Community Association and the Millwood Farmers Market currently host two additional events each year. Millwood Daze will be Saturday, Aug 27, 2022 and Winterfest Christmas Market is Friday, December 2, 2022. Attendance to both of these events is complimentary for all FULL SEASON 2022 farmers market vendors. Please circle these options if you would like further information – space is limited. New this year is a haunted Trail event at Halloween as an opportunity to raise funds for the market. Please circle this option for further information either as a vendor or Spooky cast member.

13. **Fees:** The daily market fee is \$30.00 per stall per week. The 2022 market season is 21 weeks. All fees are non-transferable. No refund of full-season fees will be given when a vendor is removed due to a rules violation.

a. Early payment incentives:

b. The full-season rate paid by April 3rd is \$400.00 or two payments of \$210 paid by April 20th and July 20th

c. The full-season rate paid by May 25th is \$470.00 or two payments of \$245 paid by May 25th and July 20th

As a Millwood Farmers Market vendor, I/we understand and agree to the following in order to participate in the Millwood Farmers Market sponsored by the Millwood Community Association:

- I/we commit to promoting the Millwood Farmers Market with my current customers/constituents.
- I/we have read and will abide by all Market Rules and Regulations.
- I/we understand that in order to participate, I/we (the vendor) assume all responsibility and risk associated with all conditions, hazards, and potential dangers in, on or about a site, whether they are open and obvious or concealed.
- I/we hereby RELEASE, DISCHARGE, and WAIVE, any claims, actions or suits of any character, name and description, that I/we may have against Millwood Community Association and the City of Millwood, its directors, officers, agents, and employees and owners/lessees of a site, as a result of any injuries, damages or death received or sustained by me/us in connection with the services performed on, in or while I/we am participating in any Millwood Community/Farmers Market activities.
- I/we hereby agree to INDEMNIFY, DEFEND and HOLD HARMLESS, Millwood Community Association and City of Millwood, its directors, officers, agents and employees and all owners/lessees of a site from and against any and all liabilities, losses, claims, expenses (including reasonable attorney's fees), damages, obligations, judgments, or deficiencies of every kind and description, contingent or otherwise, resulting from or arising out of my (our) acts or failure to act in connection with the Millwood Farmers Market activities.
- I/we understand that I must obtain my own insurance coverage for my participation in the market, as no insurance coverage is provided to me by Millwood Community Association, City of Millwood, or other Millwood businesses.

Agree by Signature:

Signature

Date

Name of Business (please print)

Return application, signed rules and regulations with \$20 payment to:
Millwood Community Association dba Millwood Farmers Market
8903 E Liberty, Spokane, WA 99212