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This Vendor Handbook provides clarity of the mission, vision, policies, and rules of the Poulsbo Farmers Market (PFM) and is a guiding document of the organization.

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Introduction to the Poulsbo Farmers Market

Thank you for your interest in vending at the PFM! *Read the entire vendor handbook* to ensure your product qualifies and that you have the correct permits and licenses necessary to vend (pg 3 and pg 8 respectively). Then, fill out the vendor application [on the website](#) or contact the Market Manager(s) at info@poulsbofarmersmarket to request a paper copy.

PFM Organization

PFM is a nonprofit that showcases locally grown and produced food and artisan items. The market keeps local dollars in Kitsap County and helps sustain local farms and small businesses.

Market Location

PFM takes place in a parking lot of Gateway Fellowship at 18901 8th Avenue NE. The market is open on Saturdays from 10:00am to 2:00pm, beginning (approximately) the 1st Saturday in April to the 3rd Saturday in December.

Mission Statement

To steward access to local farms and makers by creating opportunities for small businesses to connect with consumers. This is achieved through facilitating a community farmers market which supports local businesses and provides community access to healthy foods, locally made products, and educational opportunities.

Our Goals

The PFM has two primary goals:

- 1) to provide an outlet for Washington State's farming families to direct-sell their farm products
- 2) to provide farm-fresh food for consumers in a fun, safe, honest environment.

Our Values

Support

Fun

Inclusivity

Intentionality

Transparency

Relationships

Operations

Market operations are managed by Market Manager(s) and staff. The PFM Board of Directors (Board) is responsible for guiding the market and provides oversight and direction. The Market Manager(s) has the responsibility of interpreting and enforcing PFM Rules and Policies adopted by the Board and has the authority to grant exceptions on a case-by-case basis. Decisions of the Market Manager(s) may be appealed to the PFM Board.

Market Board

The Board oversees rules, policies, grievances, and long-term-planning for the market. Any comments to the Board requiring a response will be responded to by mail or email as soon as is reasonably possible. Challenges to disciplinary actions will be addressed at the next regularly scheduled PFM Board Meeting where the complainant may be present, if so desired. PFM's Bylaws can be found on the website or requested from the Market Manager(s).

At Will

To maintain product diversity, volume, and quality, the Board reserves the right to deny a vendor or applicant from participating and/or deny any product or service from being sold. Vendors can stop participating at any time. All balances are to be settled on market day.

Accommodations

If you require any ADA accommodations or have concerns about accessibility, please contact the Market Manager(s).

Benefits of Vending at PFM

As a vendor, there are many places you can choose to sell your products. Some of the benefits to vending at the Poulsbo Farmers Market are:

- PFM has 20+ years of experience connecting customers and small businesses
- PFM is a nonprofit organization centered around food access. By supporting PFM, vendors support food access, the local economy, and more.
- A committed staff to help market vendor businesses and products, including through the market's social media and customer newsletter.
- Market staff provide feedback and help with farmers market best practices, improving booth displays, and more.
- Free annual anti-bias or DEIJ training for member vendors
- Free year-end sales reports for each member vendor

Every farmers market has its own unique appeal. PFM strives to cultivate a culture of community within the market space, among vendors, customers, and market organizers.

Who Can Sell What at the Market

Vendor Categories

There are 5 vendor categories at PFM: Farmers, Processors, Prepared Foods, Artisans, and Resellers. Requirements and limitations for each are outlined below, however additional documentation may be required.

FARMERS

All fresh farm products must be grown or produced in Washington State and grown, caught, cultivated, produced or foraged by the vendor selling them. Farm products include: fresh fruits, vegetables, herbs, nuts, honey, grains, dairy products, eggs, poultry, meats, fish and shellfish, fresh cut flowers, nursery stock, plants, mushrooms, and foraged items. Agricultural hemp products will be juried on a case-by-case basis. The definition of Farmer may also include someone who processes produce, fruit, berries, botanicals, meats, honey, etc., which is grown, raised, or harvested on their own, leased or rented property, in the State of Washington or border counties and then turned into value added product(s) such as jams, cider, salsa, vinegars, alcoholic beverages, essential oils or any other botanical use. It may also include Farmers who raise the basic ingredient(s) of a product, but who must send it out for fundamental processing, either within Washington State or border counties, before creating the value added product. Such vendors might include those Farmers selling certain essential oils, smoked meats or fish, fiber, etc. This excludes Resellers or those who might work on, or manage a corporately owned farm and have permission to dispose of surplus product. Farmers receive highest priority in stall placement and participation at the market.

- **SEAFOODS:** Seafood vendors will be classified as a Farmer or Processor. All seafood vendors must be legal residents of the State of Washington. Seafood products must originate from the greater Pacific Northwest, which includes the waters of Washington, Oregon, Alaska, and British Columbia.
 - Seafood farmers bring fresh or frozen seafood products that they harvested or raised themselves. Vendors must own, lease, or operate the fishing vessel or own, lease or rent the parcel of land where seafood is caught or harvested.
 - Seafood processors are those bringing canned, dried, or otherwise preserved seafood products. Seafood processors also include vendors who prepare or filet fish that they themselves did not catch. See more details under “Processors.”

- **ALCOHOLIC BEVERAGES** Alcoholic beverage vendors will be classified as a Farmer or Processor.
 - Alcoholic beverages must be made entirely from ingredients grown in Washington, or from grapes grown in a recognized Washington appellation, except for certain additives required for processing which cannot be produced in the State of Washington, not amounting to more than 5% of the total volume of the beverage.

PROCESSORS

Processors sell foods that they have personally prepared or processed on property that they own, lease, or rent in the State of Washington. Processors are persons offering food products (such as meats, seafood, ciders, wines, baked goods, jams, nuts, etc.) that have added value to their product through hands-on processing (e.g., hand-filleted fish, smoked or butchered meats, handmade candies/nuts, etc.), but have not raised the ingredients themselves. Processors must meet all Federal, State, County and local Health Department requirements. All appropriate permits and licenses must be submitted and filed with the Market Manager(s) prior to selling at the market. Processors must produce their products in Washington State. Processed food producers should use ingredients from Washington State farms or waters as much as possible.

PREPARED FOODS

Prepared food vendors offer freshly made foods available for sale at PFM. Prepared food vendors shall possess, maintain, and submit all required State, County, and local Health Department permits. All appropriate permits and licenses must be submitted and filed with the Market Manager(s) prior to vending. Prepared food vendors are encouraged to use ingredients purchased from farmer vendors or produced in Washington State as much as possible. Additionally, when selecting Prepared food vendors, PFM encourages a good variety of healthy foods and gives preference to vendors using ingredients produced locally.

ARTISANS

Artisans create the products they offer for sale themselves. To qualify as an Artisan, a majority of the tools and equipment used to produce their products must require skill, personal handling, and/or manipulation. Preference will be given to Artisans who incorporate materials grown or produced in Washington State and create their products in Washington State only.

RESELLERS

A Reseller is one who buys farm goods produced in Washington State, transports them to market, and resells to the consumer. Reselling is only allowed when a product has both been deemed vital to attracting and retaining market customers and is currently unavailable farm-direct or in inadequate supply. Each farm whose product is being resold must submit their own farm application and fee. All items sold must be approved by the PFM board and their origin must be clearly labeled. Resellers must represent the source of their products with honesty and transparency, and be thoroughly educated about how the product is produced. Violation of these policies may result in immediate loss of resellers permission to sell. If a farm-direct option of the product in question becomes available, admission of said farm will take priority over a vendor reselling the same product in future application review.

What is NOT allowed at the PFM

- No second hand items
 - Exception - vendors who take a second hand item and repurpose that item intended for a new use
- No franchises: Those who have entered into an agreement or received a license to sell a company's products and/or use a company's packaging, logo, ingredients, and/or marketing tools under that license or any franchise agreement.
- No non-owner operated businesses: Only those businesses that are operated and controlled by their Washington State-based, or border county-based, owners are permitted
- No out-of-state processing: All processed products sold at the market must be processed within Washington State
- No resale of plants. Plants must be grown from seed, plug, cutting, bulbs or bare root transplants and must be established to the point where the roots fill the pot and hold fast when gently tested. Priority is given to plants grown or purchased in Kitsap County.

Business Requirements + Notices

Quality Products

Vendors agree to sell products of good quality. The Market Manager will not permit spoiled produce, diseased plants or shoddily made articles to be sold. Vendors are expected to bring the highest quality of produce and products to market. Vendors are responsible for the safety of their food and cannot sell adulterated food. Foods that require special considerations (such as elderberries, mushrooms that must be cooked, parts of plants that are toxic) must have appropriate signage and/or the seller MUST verbally inform all customers of these considerations. Low quality, inappropriately under/overripe, or otherwise inferior products are noticed by consumers and the media, and seriously undermine PFM's efforts to bring shoppers to farmers markets. 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.

Scales

Scales must be in good working order and certified annually by the WA State Department of Agriculture, Weights and Measures Division. Said certification may be requested to be seen by the Market Manager. In addition, vendors using a scale at point of sale while at the market must also have a small scale endorsement listed on their WA business license. [More information is available here.](#)

Organic

If a product is labeled “organic” it must be certified as required by Washington State Law. Producers who use organic methods with \$5,000 or less in gross annual sales may use the term “organic,” however these producers may not use the term “certified,” “WSDA,” or “USDA”. Violations may result in termination of the vendor’s permission to sell. If an organic producer is also selling non-certified organic produce at the same stand, the non-organic produce must be physically separated from the organic produce and clearly labeled.

Growing Method

Vendors of farm goods are encouraged to clearly label all products grown with corresponding grow methods including, but not limited to: low or no till, pesticide-free, IPM, conventional, etc. Growing methods must be clearly understood by all reseller and farm booth workers and queries regarding farming practices must be answered openly and honestly.

Labeling

Processed foods, including honey, are subject to Washington State Department of Agriculture certification and labeling requirements.

Packaging

Vendors are strongly encouraged to reduce packaging & use locally recyclable containers. As of October 2021, PFM is subject to the Washington State bag ban. More information can be found on the [WA Department of Ecology website.](#)

- The law prohibits single-use plastic carryout bags in all food service businesses, including retail and grocery stores, restaurants, takeout establishments, festivals, and markets.
- An \$0.08 charge is required for all large paper bags and thick reusable plastic bags.
- There are specific rules for bags:
 - Produce bags and thick reusable plastic bags cannot be printed with the words “biodegradable,” “degradable,” or “decomposable.”
 - Plastic bags cannot be tinted green or brown unless they are certified compostable.
 - All retail-provided paper bags must contain a minimum of 40% post-consumer recycled content to meet composting requirements.

Vendor Contributions

Vendors may be asked to contribute product to the Market's promotional and educational events such as chef's demos, produce tasting, and special events. Please consider contributing to

these Market events. Also, please consider that the local food bank FISHLINE is the best resource for distributing unsold products to the local community in need, and they may solicit food contributions every week. Participation in such events is not required.

Gross Sales Formula

As a member of the Washington State Farmers Market Association, the PFM uses the following formulas to help ensure a healthy vendor mix:

- Total Farmer sales must be greater than (>) Processor + Reseller gross sales
- All (Combined) Farmers + Processor + Resellers sales must be greater than (>) Artisan + Prepared Food sales

Taxes

Retail sales taxes are the responsibility of the individual vendor.

Market Currencies

The following resources help connect people to the market and accessible healthy food. Vendor participation in these programs is required when applicable. Vendors are responsible for relaying this information to all of their market employees. Copies of currency sheets are also available at the information booth and [online](#). Please direct any questions about currency to the Market Manager(s).

EBT (RED \$1 WOODEN TOKENS)

Customers charge their Electronic Benefits Transfer (EBT) card in exchange for red market tokens. **No change is given on EBT tokens. EBT tokens from other markets cannot be accepted at PFM. Vendors who accept tokens from other markets for payment at PFM will not be reimbursed for said non-PFM tokens.** PFM EBT tokens don't expire and can be used at any vendor to buy any eligible food for the household, such as the following items:

- Fruits, vegetables, mushrooms;
- Meat, poultry, eggs, fish;
- Dairy products;
- Breads and cereals;
- Jams, jellies, honey, pickled products;
- Packaged or frozen foods not intended for immediate consumption;
- Other foods such as snack foods and sealed non-alcoholic beverages; and
- Seeds and plants which produce food for the household to eat.

EBT tokens cannot be accepted for hot foods or prepared foods fit for immediate consumption. Please consult the Market Manager(s) if unsure EBT-eligible items.

GREEN \$10 WOODEN TOKENS

The PFM allows customers to charge their credit or debit card in exchange for green PFM tokens. These tokens do not expire and can be used at any vendor for any item. **Cash change**

must be given to shoppers using these tokens. EBT tokens cannot be given as change for green PFM tokens. The PFM cannot accept tokens from other Farmers Markets.

SNAP Market Match Vouchers

SNAP Market Match (SMM) provides SNAP (Supplemental Nutrition Assistance Program) participants with extra buying power. Administered by the WA Department of Health, the program matches SNAP EBT funds dollar-for-dollar up to \$25 per market day in the form of paper vouchers. SMM vouchers can only be exchanged for purchases of:

- Fresh fruits
- Vegetables
- Mushrooms
- Nuts
- Herbs
- Edible plant seeds and starts.

SMM vouchers may not be accepted for honey, fresh cut flowers, meats, eggs, or any processed products.

FMNP/WIC

PFM participates in the Farmers Market Nutrition Program (FMNP) which offers additional funds each market season to the Women, Infants and Children (WIC) program as well as the Senior FMNP program. FMNP and WIC cards may only be used at eligible vendor booths. Participating farmers must apply every 2 years and must display WIC and FMNP signage clearly. [Find more information here.](#)

Frequent Shopper Cards

Customers may obtain hole punch(es) on their Frequent Shopper Cards (FSC) at the Market Information Booth. When a card is full (8 punches), customers can use them at any vendor booth. FSC are worth \$5 towards a single purchase, and no change is given. Vendors should include FSC with their checkout form in order to collect reimbursement. One FSC card per purchase.

Kids Bucks

PFM Kids Bucks are distributed to kids and families who participate in free Kids Club activities at the market. Each Kids Buck is worth \$1. They are only for use with farmers. Kids Bucks may only be used to purchase the following items: fruits, vegetables, mushrooms, herbs, and plant starts. Kids Bucks are only valid during the market season in which they were distributed, and expiration information can be found printed directly on the Kids Bucks.

Permits + Licenses

It is the responsibility of individual vendors to determine the type of permit or license required to operate their business within Washington State, Kitsap County, and the City of Poulsbo, and whether display of their permits and license is required by issuing authorities. Approval by the Poulsbo Farmers Market of an individual vendor to attend the Market does not relieve the vendor of their responsibility to maintain the appropriate permits and licenses to operate. Copies of all appropriate vendor permits and licenses must be on-site and available for review upon request. Display of permits and licenses while vending is not a requirement of the Poulsbo

Farmers Market, unless required by issuing authorities. [Additional information about required documentation can be found here.](#)

Prepared + Processed Food Permits

All prepared and processed food vendors must have the proper permits and licenses as required by WSDA and Kitsap County Health Department. For more information, see Market Day Rules (page 16). All prepared and processed food businesses must carry product/general liability insurance with the Market named as additionally insured. Copies of all documents must be provided at the time of application and available onsite for inspection on any market day.

Food Worker Cards

All prepared food and unpackaged food vendors must have a current Washington State Health Department Food Worker Card. Anyone giving out samples must have a current Food Worker Card and follow all Kitsap County Health District rules and regulations, including no bare-hand contact. Sampling is only allowed within each vendor's stall, not while roaming. Copies of all Food Handlers Permits must be available onsite for inspection if requested by market staff or Public Health officials.

City Business License

The City of Poulsbo has granted a special waiver for the Poulsbo Farmers Market allowing its vendors to work under one master license issued to the Market. Therefore, individual vendors are not required to obtain a City Business license.

State Business License

Vendors are required to obtain a Washington State UBI Number and must supply a copy of their corresponding Master Business License to the Poulsbo Farmers Market with their completed application.

Insurance

Liability insurance is not required to vend at PFM; however, it is encouraged. Prepared food vendors and food processors must carry Product Liability and General Liability Insurance in the amount of \$1,000,000 and name the Poulsbo Farmers Market as additionally insured. A current copy of the prepared food vendor/food processor's certificate of liability insurance must be submitted to the Poulsbo Farmers Market prior to vending.

Application Dates + Guidelines

Every vendor must apply annually for each market season. PFM reserves the right to deny, revoke, or otherwise end vendor acceptance status, at any time. Vendors accepted into the season are not guaranteed a stall every week. Returning vendors may be considered as a new vendor if they fail to complete an application by the due date.

The Poulsbo Farmers Market provides a vibrant market space and seeks vendors who uphold the values of PFM through their own work. Space is limited. PFM strives to provide a place

where fresh and wholesome products are sold, prioritizing local agriculture. PFM gives priority to vendors who support the local agricultural economy by purchasing raw materials that are locally harvested or processed, who source sustainable materials, and who work to minimize waste in their packaging. For example, ingredients that are organically produced, GMO-free, humanely raised, or farm-direct are preferred. Priority is also given to food and artisan vendors who source the majority of their ingredients/materials as available in the following order: 1. From Kitsap County 2. From adjoining counties 3. From Washington farms or waters.

A variety of factors are considered when making decisions about vendor participation, product mix, and booth availability. These factors are not in any particular order and include but are not limited to:

- Ratio of vendors (farmers to non-farmers)
- Support of the local agricultural and/or economic community
- Location of the farm, vendor, supplier or processing facility in relation to the Market
- Quality of product – fresh, local, high-quality
- Environmentally sustainable business practices
- Existing retail space
- Developing healthy competition among vendors and providing customer choice
- Maintaining a good mix of vendors and products
- Past participation, ability to abide by Market rules, and customer service
- Ability to attract customers (actual or potential)
- Accessible product pricing

All decisions are made on a case-by-case basis and are at the discretion of the Board and associated Board committees.

Applications for the new season are due on an annually specified date in early February.

A \$20 non-refundable application fee is required with all applications received on or before the February deadline. All applications will be reviewed and notice will be given to accepted applicants no less than 3 weeks prior to the opening day of the new market season.

Applicants who are deemed by the Board to be a good fit for the Market but who, due to space limitations, cannot be admitted to the market will be placed on a waitlist. The Market Manager will inform applicants of waitlist status. Waitlisted applicants are not guaranteed a vending space during the season. However, applicants are encouraged to be ready should a vending space become available.

Applications received after the initial February due date will incur a \$30 non-refundable application fee and will be reviewed at the monthly PFM board meetings. Space is limited and PFM may not accept any late applicants, but will consider them on a case-by-case basis.

Applicants who wish to sell products in more than one category (artisan, farmer, food processor, food vendor, reseller) will be classified by whichever category makes up the majority of their projected sales. Within their application, however, they will be asked to satisfy the requirements

for all applicable categories. For example, farmers who wish to sell artisan goods at the market will only be classified as a farm and given priority stall space if their farm product comprises at least 51% of projected sales. When reviewing the applicant, the board requires sample images of the artisan goods and may also schedule a farm visit.)

Complete applications, which must include ALL items offered for sale, copies of all required documents, and appropriate fees must be submitted to the Poulsbo Farmers Market either online through the market's webpage poulsbofarmersmarket.org or mailed to the address listed above.

Applications will be reviewed by the market staff, Board, and associated Board committees. Additional information from applicants may be required to make a determination. A majority board vote is required to vend at the PFM. All decisions by the PFM Board are final and will be communicated to each applicant in a timely manner.

Any additional new or modified products not listed on the applicant's initial application must be submitted to the Market Manager for review and approved by the PFM Board prior to selling.

Application Fee Schedule

Application fee if submitted by initial application due date = \$20
Late Application if submitted after initial application due date = \$30
Application fees are non-refundable and due with application.

Vendor Types

All vendor types, new and returning, must submit a complete application annually.

Member Vendor

The member vendor category includes farmers, processors, prepared food vendors, artisans, and resellers. Membership entitles members in good standing to participate in all approved market dates for the entire season. Member vendors may share stalls with one or more fellow Member vendors. Member vendors take priority over other membership types in stall assignments and other market day considerations. Member vendors are allowed one vote per membership at PFM general or special member meetings.

Guest Vendor

The guest vendor category is for businesses who are not ready to commit to becoming member vendors or who wish to try the market out. They must fit into one of the accepted vendor categories (see page 3). Guest vendors may vend once per month, as space is available. Guest vendors are non-members and have no voting rights at the PFM general or special meetings.

Community Groups and Nonprofits

Community groups and nonprofits are required to complete a vendor application and must be approved by the board. If approved, community groups and nonprofits may attend the market,

as space is available. They may attend up to 2 market days per season at no cost. Each additional market day will incur a \$20 booth fee*. Community groups and nonprofits are non-members and have no voting rights at the PFM general or special meetings. Fundraising sales are allowed once per season and must be approved in advance. Equipment rental may be requested, for a fee payable on market day (see equipment fees on page 13). The market does not guarantee the availability of market equipment for rent on any given market day.

*In lieu of the booth fee, nonprofits/community groups may present alternate collaborations that contribute to the market’s charitable purpose. Contact the Market Manager(s) if interested.

Fee Structure

Upon acceptance to vend at the market, each applicant is subject to the following fee structure:	Member Vendor (Can include Farmers, Artisans, Prepared & Processed Food, and Resellers)	Guest Vendor (1 day per month; space available)	Nonprofit/ Community Booth (1 day per month; space available)
Application Fee*	See Application Fee Schedule	See Application Fee Schedule	See Application Fee Schedule
Membership Fee	\$30	N/A	N/A
Weekly Booth Fee	\$20	\$50	Free for 2 market days; \$20 per additional day
% of Sales**	5%	5%	N/A
Voting Rights	YES	NO	NO

*Note that the Application Fee is separate from the member vendor fee and other fees. See the [Application Fee Schedule](#) to calculate application fees.

**Sales fee exemption: The Market Manager(s) may, but are not required to, waive the 5% sales fee for vendors whose weekly sales amount to less than \$100. However, consistently low sales will be reported to the Board and may result in removal from the market.

All fees are due in-full weekly on Market Day after the official closing bell and prior to leaving the Market Site. Vendors may not sell at the Market if any fees are overdue or unpaid. Vendors may

resume vending once all outstanding fees are satisfied. Continuing non-compliance with payment terms may lead to suspension or permanent expulsion from the Market.

Membership Fees

Membership fees are due the first day vending. Membership fees are refundable only during the 4 week probationary trial period and are not prorated.

Daily Stall Fees

Daily stall fees apply to each 10x10 stall for each Market day April through December. Member Vendors who share a stall(s) will be charged a single fee to be shared by the vendors.

Daily Percentage Fees

Daily percentage fees apply to a vendor's gross revenue, less sales tax collected. Sales must be reported each market day including any special orders or any other custom jobs sold, ordered, or paid for at the Market. This does not include transactions undertaken for full season CSA shares or whole animal sales where the exchange of product will take place outside of the Pousbo Farmers Market. Any CSA or similar subscription-based activity (including customer pick-up of CSA shares or use of customer credit at vendor booths) taking place within the confines of the market is subject to daily reporting and percentage fees. Exceptions can be made at the discretion of the Market Manager or Board.

Additional Fees

- Additional fees are required for vendors who use PFM supplied power (\$10/week).
- Additional fees may be required to receive checks for token reimbursement. (Note: There is a \$5 fee for vendor reimbursement checks less than \$30)
- All returned checks must be paid in cash and will incur an insufficient funds fee of \$50.00.
- Additional fees may be required

Equipment Rental

Some market-owned equipment can be rented for a fee, if available. PFM equipment is limited and availability is not guaranteed - especially in peak market season. The Market Manager(s) may waive fees at their discretion.

- Set of bungees, day rental \$5
- Canopy weights, day rental \$5 each
- Canopy, day rental \$40
- Bungees, canopy, and weights, day rental \$65
- Table, day rental \$10
- Chairs, 1 to 2 quantity, day rental \$5
- Electrical extension cord, at no charge if required for business, but supply is extremely limited

Participation + Review

Participation in the Market is determined by the PFM Board and the Market Manager(s). All initially accepted member vendors are on a 4-week probationary trial. During this time, the

vendor can choose to withdraw themselves from PFM or the PFM can choose to terminate the vendor's acceptance. In either case, their membership fee is refundable, by request, if membership is terminated within the first 4 weeks.

The PFM Board and the Market Manager maintain the right to perform periodic reviews of vendor performance, product quality, and product saturation at the Market. Reviews may be used to determine whether continued participation will be offered to certain vendors. The PFM Board may discontinue participation by vendors with multiple rule violations, unacceptable behavior, poor product quality, or consistently poor sales and low consumer demand. These reviews may become more necessary as the market site reaches its capacity.

Stall Assignments + Space Availability

When space is at a premium, double booths will be allotted only if the vendor's average weekly sales are \$800 or more. Vendors with low sales may be asked to share stall space or to rotate market dates in order to continue participation at the PFM.

A standard stall space is 10' x 10'. Additional space may be used if approved by the Market Manager.

Spaces will be assigned according to market policies, vendor's standing, tenure, sales, and in the following order of priority:

1. Farmers selling fresh farm products
2. Farmers selling value-added foods
3. Approved resellers
4. Food processors
5. Prepared food vendors
6. Artisans
7. Community groups/nonprofits
8. Guest vendors

Canceling Stall Space

The PFM receives many applications and is unable to accept all vendors who apply. Vendors who make last-minute cancellations negatively impact the market and their fellow vendors who could have taken that space. Consistent and reliable attendance is essential to the success of your business and the market. Vendors who repeatedly fail to keep their commitments to their scheduled sales dates jeopardize the success of the market as a whole as well as their individual businesses, and may have their permission to sell revoked.

Attendance is also a factor in stall assignment and in future application review.

Requesting Unscheduled Stall Space

Unscheduled vendors interested in vending at an upcoming market date should notify the Market Manager(s) no later than 5pm on the Wednesday before Market Day. This applies to all

vendor types, including nonprofit and community groups. Failure to do so may result in stall space being unavailable for that week. Earlier notification is recommended and will increase the likelihood that requests can be accommodated.

Canceling Stall Space

Vendors and community or nonprofit groups who cannot attend on their scheduled market day must notify the Market Manager(s) no later than 5pm on the Wednesday before that market day. Email cancellations to info@poulsbofarmersmarket.org or call/text 360.779.6720. Vendors who fail to comply with the above cancellation policy will be charged a cancellation/no-show fee of \$30 per scheduled booth space for that Market day.

Late cancellation notices due to illness or emergencies will be handled on a case-by-case basis by the Market Manager(s). The Market Manager(s) may waive fees in emergency situations where proper notification was not possible. Repeated no-call and/or no-shows by a vendor may lead to disciplinary action.

Market Day Cancellation

At the discretion of the PFM Board and/or the Market Manager(s), the market may be canceled, closed early, or started late due to inclement weather or other emergencies. All scheduled vendors and community or nonprofit groups will be notified as soon as possible.

Grievances

A grievance procedure has been established by the PFM Board and will be used if a vendor, customer, staff member, or Board member believes a policy or rule violation has occurred or is occurring. Comment forms are available at the market booth and online. Forms may be submitted directly to the Market Manager or any PFM Board Member. Concerned persons are encouraged to speak with any of the above individuals should they have any questions or concerns. Violation of Market Policies or Rules is subject to disciplinary action, at the discretion of the Market Manager and PFM Board. Any grievance should include details about the incident or concern, any issues caused as a result, and what action(s), if any, are requested.

INITIAL VIOLATION: Verbal warning from Market Manager

SECOND VIOLATION: Verbal and written warning from Market Manager, and a \$15.00 fine.

THIRD VIOLATION: One week suspension.

FOURTH and FINAL VIOLATION: Depending on severity, response may consist of suspension from the remaining market session or permanent expulsion from the Market.

- The PFM Board has the sole right to determine vendor and product mix at the Market.
- The PFM Board may prohibit a vendor from selling or deny any product from being sold.
- The PFM Board may also limit the types of vendors in number and product in order to regulate operations and behavior as related to the Market.
- The PFM Board supports the Market Manager's discretion in applying Market Rules and Policies.

Any party who disagrees with the Market Manager(s) or PFM Board decision(s) has the right to appeal to the PFM Board by verbal or written request. Such persons are encouraged to attend the next board meeting so that the Board can hear directly from them regarding their concern(s).

Open communication between all parties is encouraged and necessary to resolve issues or appeals presented. Any appeal should include information about the decision in question, why the appellant believes the decision to be inappropriate, and what action, if any, is requested. Receipt of a grievance or appeal will be acknowledged in writing via email to the appellant by a PFM Board Officer as soon as is reasonably possible but no later than within 30 days. The PFM Board will review, discuss, and make a determination within 45 days of receiving a grievance or appeal. The Board reserves the right to seek additional information as necessary from the appellant or others to make a determination. Appellants will be notified by email prior to the PFM Board's meeting so appellant may address the Board directly. Appellant will be notified in writing via email of the Board's determination. While action pertaining to grievances may be appealed, any Board determination of an appeal is final and is not open to further review.

Market Day Rules

Market Hours

10:00am - 2:00pm, approximately April-December

Vendors may conduct business with other vendors, staff, and volunteers prior to the opening bell - however this is not required. Business with general customers is not allowed before the opening bell. Market staff and volunteers strive to ensure no customers are within the market space prior to opening to allow all vendors adequate setup time. At approximately 10:00 am, the bell will signal the market is open. Vendors should be set up and ready for business and in their stalls by the opening bell. The closing bell, at approximately 2:00 pm, will indicate the end of sales and the close of the Market. Shoppers should be encouraged to complete their transactions and depart promptly.

Booth Workers

Vendors may send family members, partners, or employees to the Market in their place, but are responsible for ensuring their on-site representatives comply with all Market Rules and Policies.

All booth workers must be informed about all currencies accepted at the market, including market tokens, EBT, Snap Market Match, and frequent shopper cards, and Kids Bucks to ensure a positive shopping experience for all customers. See section on [Market Currencies](#).

Booth workers are encouraged to actively participate in the happenings at the Market and to stay informed by providing an email address in order to receive the weekly emails and communicate with Market Staff.

Safety

Safety is paramount in all operations of the PFM. All vendors and booth workers must understand and agree to Market Day Rules. In case of an emergency, notify a market staff member or volunteer immediately. A First Aid Kit and other emergency equipment are available at the information booth.

PFM Site Map

Online and on-site maps will indicate proper parking layout and driving patterns.

Market Day Procedures

Arrival Schedule

Arrival time is from 8:00 am to 9:45 am. All vendors must be set-up and ready for business by the 10:00 am opening bell. Early arrivals may be accommodated but must be cleared with the Market Manager(s) prior to market day.

Vehicles may not be allowed to enter the market site within 30 minutes prior to the market opening. Late arrivals may not be allowed to set up and a daily booth fee may be charged in addition to a \$5 late fee.

Weekly Stall Assignments

Upon arrival, vendors must check-in with Market Staff or the Site Map to ensure that they set up in the proper stall space. The PFM Site Map will be posted by 7:30 am on Market Day but may be changed at any time. Vendors arriving after 9:30 am may forfeit their assigned space.

Vehicle Unloading

Vehicles should be parked and unloaded in a logical and timely manner. One-way driving and unloading lanes have been established and must be adhered to. Questions and concerns regarding unloading and parking should be directed to the Market Manager(s).

***** VEHICLES MUST BE UNLOADED BEFORE SETUP BEGINS *****

This helps us minimize congestion and improve Market safety.

There is an exception in regards to unloading for prepared food vendors, who are required to set up their canopy and table(s) prior to unloading product in order to be in accordance with Chapter 246-215 Washington Administrative Code, which states "FOOD must be protected from contamination by storing the FOOD: (a) In a clean, dry location; (b) Where it is not exposed to splash, dust, or other contamination; and (c) At least six inches (15 cm) above the floor. (2) FOOD in packages and working containers may be stored less than six inches (15 cm) above the floor on case lot handling EQUIPMENT as specified under 04268. (3) Pressurized BEVERAGE containers, cased FOOD in waterproof containers such as bottles or cans, and milk containers in plastic crates may be stored on a floor that is clean and not exposed to floor moisture.

Vehicle Parking

All vendor vehicles must be parked in designated vendor parking areas unless otherwise directed by Market Staff.

Set-up

Set-up is to begin only after vendor's onsite vehicles have been unloaded and properly parked. Space dimensions must be respected, including fire lanes and other safety measures. Vendors must not block the flow of traffic or encroach upon restricted areas or areas assigned to other vendors. Tables, awnings, canopies, umbrellas and all other vendor property is the responsibility of the individual vendors. All vendors who wish to erect canopies (including umbrellas) on the Market site during market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground with weights from the time their canopy is put up to the time it is taken down. Any vendor who fails to properly anchor their canopy will not be allowed to vend at the Market on that market day, unless that vendor chooses to take down and stow their canopy and vend without it. Each canopy leg must have no less than 24 pounds anchoring each leg. Failure to comply may require that the vendor operates without a canopy for the day. Umbrellas must be anchored to a base of no less than 50 pounds.

For examples of recommended safety methods pertaining to canopy weights, please refer to the ["Canopy Safety 101"](#) document from the Washington State Farmers Market Association. Market Staff will monitor vendors for proper safety compliance.

Open Flame

Any stalls with open flames or other fire hazards, including heaters, must be equipped with an easily-accessible, unexpired, charged 10-BC fire extinguisher. Only two stall sidewalls may be up when using an open flame. Propane tanks cannot exceed 5 gallons.

Signage

All vendors must post a sign identifying the name of the farm/business and where it is located. Signs must be clear and accurate.

Visibility and Sales Technique

Displays and signs must allow clear visibility of adjoining booths. Display and vending techniques must not impair other vendors' ability to display and vend and must not create a potentially hazardous situation. Stalls should be clean and operated in accordance with all appropriate rules, policies, procedures, and protocols. Vendors must display their products neatly and attractively, with consideration for the other vendors, safety, and the general public. All products and displays (including sandwich boards and flower pots) shall be contained within the vendor's assigned 10x10 stall space.

Pricing

1. All products **MUST** be clearly and accurately priced.
2. Dropping prices at the end of the day is discouraged.

3. “Seconds” or blemished goods must be marked as such and should be priced accordingly.
4. Pricing of goods sold at the market is the responsibility of the individual vendor, however, vendors are expected to price goods in a way that does not give the appearance of a “loss leader” product.
5. Vendors are not allowed to give produce or other items away for free or at below-cost pricing in order to undercut potential sales of other vendors.
6. Collective price setting is not allowed, per the Attorney General, and may represent an illegal activity.
7. Vendors selling produce by weight must provide their own scales. All scales must be appropriately certified and accurate.

Food Vendors

All food vendors must understand and abide by USDA, WSDA, and Kitsap Health District policies and procedures. These include, but are not limited to, the [WSDA Small Farm & Direct Marketing Handbook](#) (the “Green Book”).

Food Handling + Sampling

Any person handling or offering samples or unpackaged foods must possess a current Food Worker Card as required by the Kitsap Health District. All food vendors must list all inputs, ingredients, and sources on their application. Only those products approved by the board may be sold at the market. Additional products, significant changes in recipes, or changes in sources must all be reported and approved by the PFM Board.

Daily Reporting

All fees are due in-full weekly on market day after the official closing bell and prior to leaving the market site.

All vendors must provide the market staff a completed and accurate Daily Sales Form which includes the vendor’s name, date, gross sales total (less any sales tax collected), fees due, and an accurate token count along with corresponding tokens collected. Vendors will be reimbursed for tokens collected by electronic transfer or by check. There is a \$5 fee for token reimbursement by check for amounts less than \$30.

Departure Procedure

Early take-down and departure before closing time is not allowed. Exceptions may be made in emergency cases, if approved by the Market Manager(s). Vehicles are prohibited from entering the Market Site during market hours and until 15-minutes after the official closing bell. Take-down must be completed within 2 hours of close. Vendors are responsible for returning the area to its original condition and disposing of their own trash, recycling, and compost.

Clean up + Trash

Vendors are responsible for their own stalls, must supply all necessary trash and recycling containers, and must leave their site clean and in a condition suitable to the Market Staff and

property owner. Each vendor must remove containers, waste, and trimmings before leaving the Market. Vendors distributing samples or ready-to-eat foods must have a garbage can outside their booth large enough to handle all trash produced and dispose of their own trash at the end of the market day.

In an effort to promote sustainability, PFM asks that vendors minimize unnecessary packaging and ensure that disposable serving implements provided, e.g., forks, spoons, knives, cups, plates, bowls, napkins, etc., be made of locally accepted recyclable materials and/or biodegradable or compostable materials.

Vendors are responsible for the collection and disposal of all wastewater produced by their vending operations. Vendors must dispose of all wastewater off-site in accordance with applicable laws and regulations.

Pets

Shoppers' pets are allowed at the Market. Owners are responsible for their pet's behavior and must clean up after their pets. All pets must be on a static, short-leash, under an adult's control. Please help us enforce this rule. See Market Booth for assistance.

Vendors' pets are NOT allowed on the market site before, during, or after the market.

Market Standards of Conduct

PFM standards of conduct apply to all market vendors, staff, and volunteers, including but not limited to member vendors, guest vendors, and community groups and nonprofits.

- Vendors, Board members, volunteers and market staff will conduct themselves in a courteous and appropriate manner. Rude, abusive, or other disruptive or offensive conduct is not tolerated.
- Vendors will in no way cause detriment to other vendors, market staff, Board members, volunteers, customers, or vendors' family members or friends.
- Discrimination and/or harassment according to gender, gender identity, race, color, religion (creed), sexual orientation, documentation status, disability, age, ethnicity, ancestry, military or veteran status, or nationality will NOT be tolerated.
- Threatening language or behavior will NOT be tolerated.
- No religious or political campaigning
- No hawking
- No false advertising
- No unapproved alcohol or controlled substances on the market site
- NO-SMOKING or VAPING: the market is situated on private property where smoking is prohibited; smoking is not allowed on or within 25 feet of the entire market area

Vendors who do not comply with the standards of conduct may be subject to discipline and/or dismissal. Vendors experiencing any difficulty with customers or other sellers should refer the matter promptly to Market Manager(s).

Goodwill

PFM functions on a basis of mutual respect and honesty. Vendors are considered representatives of the market. The expectation is that everyone will contribute to honest and positive interactions, work hard to create an enjoyable atmosphere, and treat folks with common courtesy throughout the market experience. Misrepresentations, disparaging remarks about other vendors, or other negative behavior will not be tolerated. Any vendor creating conflicts for the market, including but not limited to defamation, public relations issues, or negative effects on the local community may face disciplinary action, including, but not limited to, temporary suspension or expulsion. This applies to conflicts that take place during operating hours as well as outside of market operating hours.

Hold Harmless Agreement

The Poulsbo Farmers Market is not responsible for loss or damage of property on market day.

Communication

During operating hours, the PFM is a dynamic environment and strives for a fun, safe, honest atmosphere. Open, honest, timely communication is expected between vendors, Board members, and market staff. Vendors should contact the appropriate parties for any questions or concerns they have relating to PFM.

For issues relevant to the Board, contact board@poulsbofarmersmarket.org.

For issues relevant to the Market Manager(s), contact info@poulsbofarmersmarket.org.