

Poulsbo Farmers Market Day Rules (revised 01/23/16)

The PFM has two primary goals: to provide an outlet for Washington State's farming families to direct-sell their farm products and to provide farm-fresh food for consumers in a fun, safe, honest environment.

Safety Requirements

Safety is paramount in all operations of the PFM. All vendors and booth workers must understand and agree to PFM Policies and Rules.

PFM Site Map

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

Market Day Arrival Procedure

Market hours are from 9:00 am to 2:00 pm.

Arrival time is from 7:00 am to 8:45 am. All vendors must be set-up and ready for business by 9:00 am. Vehicles may not be allowed on the market site after 8:30am.

Failure to comply may result in disciplinary action.

Late arrivals may not be allowed to set up and a daily booth fee may be charged. Late arrivals will be charged a \$5 late fee.

Booth Workers

Principal vendors may send family members, partners or employees to the Market in their place, but are responsible for ensuring that their on-site representatives comply with all Market rules and policies. 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.

Stall Assignments

Upon arrival, vendors must check-in with Market Staff to ensure proper stall assignment. The PFM Site Map will be posted by 7am on Market Day, but may be changed at any time. Vendors arriving after 8:00am may forfeit assigned space.

Vehicle Unloading

Vehicles should be parked and unloaded in a logical and timely manner. One-way lanes may be established and should be adhered to.

***** VEHICLES ARE TO BE UNLOADED BEFORE SETUP BEGINS. *****

This helps us minimize congestion and improve safety.

Additional loads can be carted in/out with PFM hand-carts.

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 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. Fire Lanes must be kept clear.

Tables, awnings, canopies, umbrellas and all other vendor property is the responsibility of the individual vendors. The Market does not provide any items. Weights may be available for a small fee.

All vendors who wish to erect canopies (including umbrellas) on the Farmers Market site during a normal period of market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. Any vendor who fails to properly anchor 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. Each canopy leg must have no less than 24 lbs (pounds) anchoring each leg. Umbrellas must be anchored to a base of no less than 50 lbs (pounds).

For examples of recommended safety methods pertaining to canopy weights, please refer to "Canopy Safety 101" document located at www.wafarmersmarkets.com.

Market Staff will monitor vendors for proper safety compliance.

Market Hours

No business with non-vendors is allowed before opening bell. Bell will signal the market opening at approximately 9am or when Market Staff dictates. A responsible party should be present in your booth at all times. The closing bell, at approximately 1pm, will indicate the end of sales and the close of the market. Shoppers should be encouraged to complete their transactions and leave the market site.

Signage

All vendors will 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 selling techniques must not impair other vendors' ability to display and sell 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 will display their products neatly and attractively, with consideration for the other vendors, safety and the general public.

Pricing

1. All products MUST be clearly and accurately priced.
2. Dropping prices at the end of the day is discouraged.
3. 2nds or Blemished goods must be marked as such and should be priced accordingly.
4. Pricing of goods sold at Market is solely the responsibility of the individual vendor. Vendors are expected to price goods in a way that does not give the appearance of a “loss leader” product as used in large grocery stores.
5. 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.
6. Collective price setting is not allowed, as per the Attorney General, and may represent an illegal activity.

Food Vendors

All food vendors must understand and abide by USDA, WSDA and Kitsap Health District policies and procedures. These are to include, but are not limited to the separate PFM Food Safety Checklist items as well as the WSDA Small Farm & Direct Marketing Handbook (the “Green Book”). All food vendors must review and sign the PFM Food Safety Agreement.

Any worker handling or offering samples or unpackaged foods must possess and post a current Food Handlers’ permit as required by the Kitsap Health District.

All food vendors must list all inputs/ingredients and sources upon application. Only those products approved by the board may be sold at the market. Additional products, changes in recipes and changes in sources must all be reported and approved by the PFM.

Daily Reporting

All Vendors must provide the Manager a completed, accurate Daily Sales Form, to include vendor name, date, gross sales total (less any sales tax collected), any fees due, an accurate token count and corresponding tokens collected- no later than 1 hour after close. Failure to do so will result in a \$5 late fee.

Departure Procedure

Early take-down and departure before closing time will not be allowed. Vehicles are prohibited from entering the Market Site during market hours and until 15-minutes after the Official Closing Bell. (Exceptions may be made in case of emergency, see Market Staff). 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.

Trash

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

owner. Each vendor will remove containers, waste and trimmings before leaving the Market.

Anyone 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 day.

All disposable serving implements provided by prepared food vendors, eg. forks, spoons, knives, cups, plates, bowls, napkins, etc., should be made of recycled materials, locally accepted recyclable materials and/or biodegradable or compostable materials.

Waste-water must be disposed of in accordance with applicable laws.

General

Vendors selling produce by weight must provide their own scales. All scales must be appropriately certified and accurate.

All stalls with open flames, including heaters must be equipped with an easily accessible, charged 10-BC fire extinguisher. Propane tanks must not exceed 5 gallons. Only two sidewalls may be up with open flame.

Vendors, Board Members, Volunteers and Market Staff will be neat, suitably dressed, and conduct themselves in a courteous and appropriate manner.

Vendors will in no way cause detriment to other vendors, Market employees, volunteers, customers, or vendors' family members or friends.

Discrimination and/or harassment according to sex, race, color, creed, religion, sexual orientation, age or nationality will NOT be tolerated.

Threatening language or behavior will NOT be tolerated.

No vendor may sell at the Market if any fees are overdue or unpaid.

Any returned checks must be paid in cash plus an insufficient funds fee.

Dogs

Shopper's dogs will be allowed at the Market. Owners are responsible for their pet's behavior and must clean up after their pets. All pets must be short-leashed, under an adult's control and cleaned-up after by its owner. Please help us enforce this rule. See Market Booth for assistance.

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

Other

Hawking and false advertising is not allowed.
Political or religious campaigning is not allowed.

Unapproved alcohol or controlled substances on the Market site is prohibited.

NO-SMOKING: Smoking is not allowed on or within 25 feet of the entire Market area. Our market is on a smoke-free medical/dental campus and is private property.

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

Executive Committee

This PFM Committee oversees all rules, policies, grievance procedures and other issues concerning vendors at the Poulsbo Farmers Market.

At Will

To maintain product diversity, volume and quality, the PFM reserves the right to deny a vendor or applicant from participating or deny any product or service from being sold, to limit types of vendors in number and products sold and to periodically review current vendors and products at any time. Also, vendors may choose to stop participating at the market at any time. All balances are to be settled within 30 days.

Disciplinary Guidelines

A comment procedure has been established by the PFM Board and will be used if a vendor or customer believes a rule violation has occurred or is occurring. See Market staff, volunteers or a PFM Board Member if available. Comment Forms are available at the market booth and online and may be submitted to the appropriate party.

Violation of Market rules is subject to disciplinary action at the discretion of the Market Staff, Vendor Relations Committee and PFM Board.

INITIAL VIOLATION: Verbal warning

SECOND VIOLATION: Verbal and written warning. \$15 fine.

THIRD VIOLATION: One week suspension. .

FOURTH and final violation: depending on severity of action, response may consist of indefinite suspension or permanent expulsion from the Market..

Appeals

Any party who disagrees with Market Staff or PFM Board decisions may appeal to the PFM Board by filing a comment form with the Market and openly communicating with the Vendor Relations Committee.

All comments filed with the Vendor Relations Committee will be responded to by mail or email within 14 days. Challenges to disciplinary actions will be addressed at the next full PFM Board Meeting where complainant may be present, if so desired.