

Vashon Island Growers Association

A Chapter of Washington Tilth ♦ P.O. Box 2894 ♦ Vashon, WA 98070

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Vashon Farmers Market Market Vendor Agreements – 2011

Please note that e-mail is the primary mode of communication with vendors regarding current market news. If you do not use e-mail or do not check it daily, please make this known to the market manager.

- 1) **Days and Hours.** Saturdays (opening day to be determined by weather/produce) through the second weekend in December. Market closed July 16 for Strawberry Festival and Nov. 26, the Saturday after Thanksgiving. Saturday Market hours are from 10:00 am – 2:00 pm. Vendors may, by majority vote, extend the Market hours in the Summer. Wednesday Market to be determined later in the Spring.
- 2) **Vendor Fees.** Table fees are required to support the financial needs of the Market. The table fee for all vendors is \$5, plus 6% of gross sales, rounded to nearest \$0.50 increment.
- 3) **VIGA Membership.** All Vendors must be members of VIGA, the Vashon Island Growers Association, which is the non-profit membership organization which manages the Vashon Farmers Market. Vendors may have two trial days without becoming a member, but thereafter they are required to join VIGA. Annual membership dues for vendors are \$40/year or \$20/year for students and seniors. Vendor **Members only** will be allowed to sell on special event days and at the holiday markets. (These dates are listed at the end of this document.). Vendor Memberships expire at the end of the calendar year.
- 4) **Space Allocation. Growers:**
The VIGA Shed was funded by a grant from the King County Agriculture commission who restricted the use of the grant to agricultural purposes. Therefore priority spacing in the VIGA Shed and the area immediately adjacent to the Shed is for Growers who are members of VIGA. Spaces under the Shed are assigned on a seniority basis: seniority is determined by attendance over the previous 2 years and historic Market attendance. The Market Manager and Senior (those with greatest seniority) Growers will meet together, prior to the beginning of the Market Season, to assign space under the Shed.

Spaces on the SOUTH side of the VIGA Shed may expand so that Growers can sell from the back although the total space cannot exceed 10 feet.

The Market Manager may assign unused spaces in the VIGA Shed on a voluntary basis, by seniority, to crafters and prepared food vendors. In the event of bad weather, any surplus space under the VIGA Shed may be used for crafts or promotional activities. Weekly allocation of all UNUSED assigned spaces to growers, crafts or non-profits will be at the discretion of the Market Manager.

Other Vendors (crafters, processors, contract growers). Crafters and non-VIGA growers are welcome to sell at the market provided they are local residents_selling locally grown or

crafted items which fall within market guidelines or are under contract to VIGA to sell at the Market. A seniority ranking, based on the past 2 years attendance, will be established for crafters and they, also, may select their preferred space for the season outside the Shed. The Market Manager will make every effort to place non-Grower vendors consistently from Market to Market but will exercise discretion based on the needs of the Market.

PLEASE NOTE: Exceptions to space allocation guidelines may be made on a case-by-case basis at the discretion of the Market Manager.

Recognizing that (a) farm-fresh produce is scarce in the first two months of the Market season, and (b) farmers often seek to diversify their income stream with farm-made crafts, VIGA will allow crafts sales under the Shed, per the following:

- When spaces are available during the first two months or during inclement weather, Growers selling crafts and regular Crafters may be allowed to sell under the Shed. With regard to Crafters, priority will be given based on seniority and appropriateness of product.
- During the rest of the season Growers may continue to sell their own crafts under the Shed provided that the crafts take up no more than 50% of their total display area. If any grower is found to be selling crafts that take up more than 50% of their total display for two consecutive weeks, they will be asked to sell outside of the Shed.

5) Accepted Sales Activity. All products offered for sale at the VIGA Farmers Market shall be subject to inspection and approval by the Market Manager. If any items are deemed not in compliance with these guidelines, or not to have been grown or produced by the Vendor, the Vendor may be asked to remove such items. Vendors must comply with such requests or they will be asked to immediately leave the Market. **NOTE: For purposes of these guidelines, “local” and “locally” shall mean Vashon-Maury Island.**

- **Fresh Farm Products.** Includes locally grown fresh fruits and vegetables, nuts, herbs, honey, dairy and eggs. Also included in this category are fresh flowers, nursery stock, and plants. **All fresh farm products must be grown or produced locally by the Vendor.** When applicable, fresh farm products must display the proper permits and licenses as required by WA State Dept. of Agriculture. Copies of these must be provided to VIGA at the time of application. VIGA may choose to contract with specific off-island producers to fill a niche that is not served by any island producer. (See Contract Vendors below).
- **Value Added Farm Foods.** Includes preserves, jams and jellies, cider, syrups, vinegars, salsas, dried fruit, teas, flours, salad dressings, and dairy products. All value added farm foods must be made from products/ingredients, a majority of which are grown or produced by the Vendor. Vendors in this category must have personally cooked, canned, baked or otherwise preserved the product they sell. All value added farm foods must have the proper labeling and proper permits and licenses as required by King County Public Health Department and WA State Dept. of Agriculture. All value added farm foods must carry product liability insurance. Copies of proof of insurance must be provided to VIGA at the time of application.
- **Processed Foods.** Includes wine, juices, preserved foods, pasta, sauces and baked goods, not prepared on site. Processed foods must be produced by the Vendor from raw ingredients. Vendors in this category are those who have cooked, baked or otherwise treated the product they sell. VIGA gives preference to healthy foods containing ingredients produced

locally; it is expected that the Vendor will use raw ingredients that are grown locally, and when possible, use products from participating Market farmers. All processed foods must have the proper labeling and proper permits and licenses as required by King County Public Health Department and WA State Dept. of Agriculture. All processed foods must carry product liability insurance. Copies of proof of insurance must be provided to VIGA at the time of application.

- **Prepared Foods.** Allowed are freshly made foods available for sale and immediate consumption on-site. VIGA gives preference to healthy foods containing ingredients produced locally; it is expected that the Vendor will make it a priority to use raw ingredients that are grown locally, and when possible, use products from participating Market farmers. Vendor must have all required state, county and local food permits. All processed foods must carry product liability insurance. Copies of proof of insurance must be provided to VIGA at the time of application. Market Manager will check temperatures of prepared foods periodically during market hours per King County Health Department requirements. Vendors who cannot maintain foods at required temperatures will have to stop selling product until the situation is remedied.
- **Local Crafts.** All crafts must be made/produced locally by the Vendor selling them. Crafts should be made of components produced locally as much as possible. All crafts will be juried for entry. Potential vendors must contact the Market Manager BEFORE they want to sell to arrange for their product to be juried.
- **Contract Vendors.** Includes vendors selling non-local organic farm products (vegetables, fruit, meats, honey, dairy) and seafood with whom VIGA has contracted in advance in order to improve diversity at the Market.

6) Vendor Responsibilities

- a) **Arrive on Time.** All vendors MUST arrive at least ½ hour before the market opens. Those vendors who have assigned spaces must arrive one half hour before opening or their spaces may be assigned to another vendor for the day. If they are not selling that day, they must notify the Market Manager 24 hours in advance so s/he can assign their space, if needed. VIGA's expectation is that all vendors will be set up and ready to sell when the market opens at 10 AM.
- b) When the Market is indoors at the High School or other rented facility, vendors will have one hour to clean up and remove all of their products, tent, etc. Vendors who remain longer than the one hour will be charged whatever additional fees are charged to the Market (Currently \$15/hour)
- c) **No Sales before the Bell! Vendors may not sell any product until the official opening time of each market, as indicated by the bell. Vendors may refer customers to Market Manager for exceptions.**
- d) **Vendor Parking.** Parking adjacent to the Market (US Bank Parking Lot and PT Parking Lot) are for customers to use. No Vendor parking is allowed in these lots. To alleviate traffic jams, vendors are asked to unload their vehicles immediately without unpacking boxes or beginning to arrange displays until after the vehicle has been removed from the area. Exceptions may be made for special circumstances at the discretion of the market manager.
- e) **Absentee vendors** must make their own arrangements with another vendor to sell their goods and pay required table fees.
- f) **Quality products.** Produce, plants, and flowers should be fresh, clean, and reasonably free of damage from disease or insects.

- g) **Signs.** All Vendors must have a sign at their site. The sign must have the farm or business name and location.
- h) **Permits and Licenses.** All vendors shall provide at the time of application current copies of any permits and/or licenses applicable to the sale of their products. Vendors will not be allowed to sell at the Market UNTIL VIGA has copies of all required licenses and permits. In addition, vendors must display all such permits and licenses at their stall during Market hours. These will include, where applicable, Organic Certification, Food Handlers Permits, WSDA Food Processors License, WSDA Grade A Dairy Permits, and WSDA Egg Handlers Permits.
- i) **TAXES** Retail sales taxes and Business and Occupation taxes are the responsibility of the individual vendor. Most vendors are required by law to have a Washington State Master Business License Number (UBI #) and must supply this tax number or an explanation as to why it is not required when application is made to sell at the Market. See <http://www.dol.wa.gov/business/file.html> for requirements and application.
- j) **Health Practices.** All Vendors must adhere to sanitary procedures as outlined by the King County Public Health Department. All Vendors selling processed and value-added foods are responsible for obtaining proper Health Dept. and Food Handlers Permits. WSDA food labeling requirements must also be met.
- k) **Insurance.** All value added farm food, processed food and prepared food vendors shall provide at the time of application proof of liability insurance applicable to the sale of their products.
- l) **Pricing.** The VIGA Farmers Market exists so that local growers, artists and craftspeople can receive fair market value for their efforts. This is essential to their survival in business. Vendors' prices should reflect the fair market price of the same or similar items. There can be no unloading of large amounts of a particular item at far below the prevailing fair market price.
- m) **Secure Your Tent.** All vendors with tents and umbrellas at the Vashon Farmers Market during regular market hours, including the setup 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 or umbrella will not be allowed to sell at the market on that day unless the vendor chooses to take down and stow their canopy and sell without it. "Sufficiently and Safely Anchored" means that each canopy leg must have no less than 24 lbs (pounds) anchoring each leg, safely attached so that it does not impose a hazard to the customer. (This language is directly from the WSFMA Roots Guidelines. WSFMA is the source of our liability insurance and we are required, as member markets, to agree to enforce this language.) Any damage incurred by a vendor due to insufficiently secured tent/umbrella will be at the expense of that vendor.
- n) **Human Relations.** Vendors will conduct themselves courteously to the Market Manager, other vendors and customers. Vendors shall not attempt to cheat or mislead customers. In order to keep market tables open to shoppers vendors are reminded not to congregate in front of booths for conversation with friends or other vendors. Discourteous behavior may result in suspension of vendor privileges for the season.
- o) **Grievances.** All vendors, both growers and craftspeople, may appeal to the Market Manager for help in solving a problem with customers, other vendors or the public. Vendors shall accept Market Manager's decisions in the event of such disputes. If the

Manager cannot settle a dispute to Vendor's satisfaction they may appeal to the VIGA Market Committee.

- p) **Stall Clean-up.** All containers, signs, coolers, plants, bags, etc., must be removed by the end of the day's activities. Market trashcans are for customers' use only. Vendors offering prepared food for consumption at the Market must provide a garbage can and remove it at the end of the Market.
- q) **Table Fees and Tokens:** All vendors must count tokens, calculate gross sales and table fees, complete Vendor envelope form and return it with table fees to the Market Manager promptly at the end of each Market day. NOTE: VIGA will no longer allow table fees to be paid in arrears.

6. Other Guidelines:

The "Organic" Question. VIGA strongly supports organic farming. If your product is WSDA Certified Organic you may label it organic. (Some VIGA growers may fall below the minimum farm income required for organic certification and may use the organic label. Growers should confirm this with WSDA before making the claim.)

If your produce is grown using sustainable methods, feel free to promote it to your customers. It's good for business, and helps support your pricing.

Non-Vendors. Local non-profits and community-based groups are encouraged to set up informational and educational displays at the Farmers Market. Such groups should contact the Market Manager in advance to arrange for a space. If such groups are doing fundraising by selling items, VIGA's guidelines regarding accepted sales activity and table fees will apply. Non-vendors (as well as vendors) are not allowed to solicit shoppers outside their table area or to "button-hole" people in the market but must remain at their table when promoting their issue.

- **Animals in the Market.** No pets are allowed at the Village Green. The only exceptions to this policy are service animals including trained aid dogs. Previously approved and scheduled demonstrations involving animals by 4-H or performing groups may be allowed.

Special Event Days 2011 (Dates are subject to change)

Opening Day- April 2 (Waiting to confirm with Farmer input and Alison)

Earth Day Celebration, April 23

Mother's Day/Gardening Day, May 7

High Fiber Day, May 21

Summer Solstice Celebration, June 18

Lavender Harvest Celebration, July 9

Zucchipalooza, August 13

Tomato Tasting, August 27

Island Family Harvest, September 17

Farm Tour Sept 18

Cider Fest, October 8

Halloween Oct. 29th (Tentative date for moving into the VHS Commons)

Pumpkin Pie Contest, November 19

Holiday Markets, December 3 and 10

I have read the above guidelines and agree to abide by them.

date: _____