



2017 Woodinville Farmers Market Vendor Application

The Woodinville Farmers Market would like to welcome your application for the 2017 market season! Our mission is to support local and sustainable agriculture, a healthy community and environment, and a thriving local economy. Our market is conveniently located in DeYoung Park – between Haggens and Molbak's. We moved to this exciting location in 2015. We have a growing mix of vendors and a committed community that is supporting the growth of our market every year. We look forward to hearing from you and please share this application with fellow farmers, artisans and producers as you see fit. Thank you!

2017 Market Location, Dates & Times:

DeYoung Park, Woodinville, WA 98072

Saturdays - May 6th - September 30th - 9am – 3pm (22 weeks)

Application Submission Instructions: PLEASE SUBMIT BY March 31st 2017

- Completed & Signed Vendor Application (pages 9-10)
- Copies of all applicable permits, licenses, and certificates (refer to pages 6 – 8)
- Submit Check for:
 - Annual membership fee – \$40
 - Prepay first market day to be attended (\$30 - single / \$60 - double)
 - Or Half/Full Season Prepay, depending on space size

Vendors will be considered based on the Washington State Farmers Market Association Root Guidelines and fit within the overall market. Selected vendors will be notified no later than April 22, 2017. **Please read this document thoroughly to help our market run as smoothly as possible.** Please [contact us](#) if you have any questions about the application or the review process. We look forward to receiving your application and thank you!

Review, Complete & Return Application, Applicable Permits, Licenses, and Fees to:

Woodinville Farmers Market

P. O. Box 1927

Woodinville, WA 98072

Online submissions are OK. Email all material to: woodinvillefm@gmail.com

Mail application and/or membership & first day pre-pay check to the above address.

Thank you!

Lea Jones, Woodinville Farmers Market President

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The Woodinville Farmers Market is a member of the [Washington State Farmers Market Association](#) (WSFMA) and support their mission statement and Root Guidelines that aim to support local farmers and food producers in Washington State.

Five types of vendors that will be permitted to sell at the Woodinville Farmers Market:

1. **Farmers:** Included are fresh fruits, vegetables, herbs, nuts, honey, dried food products, eggs, dairy products, poultry, meats, fish, shellfish, fresh cut flowers, nursery stocks, and plant starts. All producers in this category are required to be from farms and ranches located within Washington State*.
NOTE: Produce resellers are permitted on a limited basis only and must be approved by the Market Manager and the Board.
2. **Processed Foods:** Includes products that the vendor has not farmed or produced the raw ingredients (i.e. baked goods, etc.). Food products must be made by Washington State residents, in a Washington Certified Kitchen and adhere to all public health licenses and permits. Preference will be made to vendors who source ingredients from Washington State.
NOTE: Food products made in residential kitchens and home-canned goods are **NOT** allowed at the market**.
3. **Craft Vendors and Artisans:** All arts & crafts must be handmade or predominantly made by you, the artist or crafter, in the state of Washington. Crafts that are composed of non-edible bouquets, wreaths, arrangements and displays from fresh and dried flowers, vegetables, vines and gourds must be grown in Washington State by the vendor.
4. **Prepared Foods:** Must be freshly made for immediate consumption and vendors must be the active owner/operator. Priority will be given to vendors who use local ingredients and/or City of Woodinville business owners.
5. **Foraged Foods:** Includes mushrooms, wild herbs, and other wild edibles found only within Washington State and be sold by the vendor that gathers the food.

Note: Please refer to pages 6-8 for help with applicable licenses, permits, and certificates for each food product allowed at the market.

Guidelines for Submitting a Vendor Application

All interested vendors must submit an application and a check for the membership fee and desired pre-pay booth fee no later than **March 31st, 2017**. Late applications*** will be considered only after applications meeting the deadline are reviewed. If your application is accepted, you will have a reserved, non-specific space at the market for the number of market days designated on your application. Stall locations will be assigned at the discretion of the Market Manager and vendors will be notified of their stall location upon arrival for each market day. The WFM will choose vendors who offer the most diverse selection of products to consumers. Applications will be considered based on how the product fits within the market and inclusion of all applicable permits. *If you are not accepted, your deposit and booth fees will be returned to you. If you cancel on or after April 1, 2017 your deposit and booth fees are non-refundable.*

General Vendor Responsibilities and Market Expectations

1. Vendors are responsible for collecting Washington State sales tax, licenses, permits and fees required for operation and will abide by all local, state and federal laws.
2. Vendors are only allowed to sell items described on their 2017 vendor application (i.e. you cannot sell dairy products if you applied to sell vegetables without a Board approved amendment to your application).
3. Food shall be clean, wholesome and safe for human consumption and shall be handled, stored, transported and offered for sale in a sanitary manner. The Market Manager holds the right to determine if a vendor is upholding this rule and makes the final decision.
4. Crop and livestock producers who advertise their goods as “Organic” MUST have a USDA Organic Certification. A copy of this certification must be included in your application and be displayed in your booth during each market day. Processed foods advertised as “Organic” must show proof that the raw ingredients are USDA certified organic.
5. **Hold Harmless Clause:** Vendors release Woodinville Farmers Market and the City of Woodinville from liability of claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to activities at the Market.
6. Vendors display their goods at their own risk. The Woodinville Farmers Market is not responsible for damage, theft, or loss of goods.
7. Vendors bringing children to the market must supervise them at all times. Children are not allowed to ride bikes, skateboards, or roller skates, run or wander through the market.
8. Youth vendors are welcome at the WFM. Those under age 11 must have an adult present with them at all times.
9. Vendors are responsible for making sure that all family members and/or persons working at their booth are familiar with and adhere to all market rules.
10. Vendors are required to report their gross earnings for each market day before leaving the market site. We report the market totals at the end of the season to follow the WSFMA requirements.
11. The WFM will take place rain or shine. Please come prepared.
12. The Market encourages a 'team' atmosphere and a cooperative spirit. Vendors are strongly advised to refrain from openly criticizing or challenging other vendor's products, displays, pricing, etc. or the WFM. Any questions regarding another vendor's participation must be directed solely to the Market Manager. Failure to comply may lead to suspension and or dismissal from the market.
 - All complaints regarding the market and vendor participation must be given to the Market Manager in writing using the complaint form. Complaint forms are available at the market information booth or an electronic copy may be requested via email. All complaints must be signed and dated or they will not be considered.

Vendor Stall Rules and Hours of Operation

1. Vendor check in time is between 7:00 and 8:30am.
 - Vendor vehicles must be moved from market area by 8:30am
2. The Market opens at 9:00 am.

NOTE: Vendors arriving after 9am cannot participate in the market day without making arrangements with the Market Manager. All equipment and product must be hauled in so as not to disrupt market operations and surrounding businesses.
3. The Market closes at 3:00 pm.
4. Vendors must enter the market area from the NE corner of DeYoung Park, load from the curb to their assigned space, then remove their vehicle(s) from the market area to offsite parking located at Advanced Care Dentistry down the street from the park within 30 minutes, according to set-up schedule (this will be strictly enforced).
5. WFM has a **NO SMOKING** policy on the market premises (tobacco, marijuana, e-cigarettes, etc.). This includes vendors in their selling space or the market area. Vendors are permitted to smoke outside the market area. Please dispose of ashes and butts in a proper receptacle.
6. The WFM does not allow the consumption of alcohol or illegal substances on the WFM premises during normal market hours.
7. **NO PETS** are allowed for vendor selling food products.
8. Vendors must supply all of their own sales equipment: canopy, tables, chairs, display racks, display signs, bags for customers and money for change.
 - The maximum size for a single space is 10' x 10'.
 - If you require more than one space, indicate a 10' x 20' space on the vendor application and prepay the designated amount. 10' x 20' spaces are allowed and encouraged. The cost is \$60 per market day.
 - **Canopy safety guidelines set forth by the WSFMA MUST BE FOLLOWED.** This includes a minimum of one 24 lb. weight on each corner of a 10' x 10' space and six 24 lb. weights for an attached 10' x 20' space.
 - There is limited access to electrical outlets at the market. Contact the Market Manager to make arrangements if electricity is needed. Priority goes to vendors needing refrigeration, selling coffee and musicians. Scales should be self-contained and powered by battery. No generators will be allowed on premises without prior Market Manager approval.
9. Each vendor is responsible for keeping his or her own space clean, attractive and staying within his or her assigned area. Failure to maintain space upkeep and cleanliness may result in disciplinary action by the Market Manager.
10. Upon closing of the market, vendors must clean and sweep stall space and haul all trash (including compostables, recycling, garbage, and gray water) from the market site. Trash accommodations at the market are reserved for market patrons ONLY. Vendors are responsible for bringing his or her equipment/utensils for cleanup.

NOTE: Vendors who do not clean stall areas, empty gray water onto market site and/or leave trash behind will be fined \$50 per violation.
11. Vendors are required to display applicable licenses or permits, price list and a sign with their name and location of farm/business. Signage is subject to the approval of the Market Manager.
12. Hawking is not allowed. Vendors are restricted from attracting attention to items for sale by outcries in a loud, annoying, rude or offending manner.
13. Each vendor may set his or her own prices:

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- WFM advises vendors to keep prices within 15% of area markets and other vendors.
 - Price dumping is **NOT** allowed at any time.
14. Each vendor is encouraged to provide scales and sell products in an easily understandable manner: by weight or by the bushel, quart, pint or individual piece. Inaccurate or deceptive measurement practices will not be tolerated.
 - All scales must be calibrated and certified by the [Washington State Department of Agriculture Weight and Measures](#) program for each market season. Certificates need to be available for reference during the market day.
 15. Vendor will occupy and attend assigned space from 9am – 3pm each market day. Vendor running out of available product for sale must remain at the stall to answer customer questions. Vendors leaving prior to closing time hurt both the market and all of the other vendors.
 16. Only the Market Manager or his/her representative can close the market at any time other than that which is scheduled. Early pack-up and/or departure not approved by the Market Manager will result in disciplinary action.

Vendor Cancellation Policy

1. Cancellation must be given 24-hours, prior to market day, to the Market Manager and by e-mail - WoodinvilleFM@gmail.com.
2. Failure to provide 24-hour notice of cancellation will result in forfeiture of that market day's prepaid space fee (i.e. 10' x 10' forfeiture of \$30; 10' x 20' forfeiture of \$60).
3. Emergency situations can be documented and the forfeiture can be appealed through written explanation of circumstances. Market Manager will determine validity of appeal.
4. Multiple cancellations may lead to suspension of vendor privileges at the WFM.

Rights Reserved by the Market Manager

1. The right to reject a vendor application if, in the Market Manager's judgment, the goods and merchandise are not compatible with the overall mission of the market or are inappropriate.
2. The right to immediately deny a vendor the privilege of selling at the market. Reasons may include misrepresentation of products, poor quality of products or produce, nonpayment of fees, disorderly conduct or failure to heed the requests of the Market Manager.
3. The Market Manager shall have the authority to oversee and enforce the market rules and has the right to refuse a vendor's participation at any time for any reason that the Market Manager deems appropriate.
4. The right to check temperatures of all hot ($\geq 160^{\circ}\text{F}$) and cold ($\leq 41^{\circ}\text{F}$) foods at any time during the market.
5. The Market Manager may also exercise Due Process for suspension in accordance with the following criteria:
 - Adequate verbal notification to the specific vendor by the Market Manager.
 - Written notification to specific vendor provided by the Market Manager and copy to the WFM Board.
 - Written notification of suspension from the Market Manager based on noncompliance by the vendor to adhere to verbal and written direction.

Food Safety

Food safety is paramount in protecting the health and wellbeing of market patrons. WFM vendors will follow ALL Washington State and King County public health provisions. All applicable licenses and permits must be submitted with your application AND be posted in your assigned booth during each market day. The following guidelines are not guaranteed to be exhaustive and vendors are responsible for being aware of applicable rules and guidelines. WFM reserves the right to revise market requirements in the future to meet all state, county and city laws. Please contact State and County public health offices to ensure compliance. Vendors are ultimately responsible for ensuring that they obtain all applicable licenses and permits.

Food Sampling Rules

If you wish to offer samples at the market, regardless of whether you need a permit to sell a food item, all of the following equipment and procedures MUST followed all day, each market day:

- Hand Wash setup (minimum 5 gallon insulated container of warm water with a free flowing spigot, minimum 5 gallon catch bucket, soap, paper towels, and trash bin) WITHIN your assigned booth.
- Sneeze Protection for items being sampled.
- NO BARE HAND CONTACT: Clean equipment to cut, display samples and retrieve samples must be used and provided such as: gloves, single-use containers and utensils, tongs, toothpicks, etc. WFM encourages the use of compostable utensils and dishes.
- A trash container for used single-use utensils in close proximity to the sample display.
- All produce MUST be washed in an approved kitchen. Please contact the Manager PRIOR to the market day with any questions.
- Cold and hot foods may also be sampled, but in addition to the above requirements, must also be held at $\leq 41^{\circ}\text{F}$ and $\geq 160^{\circ}\text{F}$, respectively, and be served with appropriate utensils.
- The following are banned from sampling: **melons, raw milk, raw oysters, raw meat, poultry and fish.**

Bulk Goods

Vendors who wish to sell bulk foods such as coffee beans, lentils, dried beans, whole grains, dried fruit, etc. MUST have a hand wash set-up available within the booth and there can be no bare hand contact. If bulk foods are to be self-service, utensils such as a scoop must be made available. Bulk food containers must be lined with a disposable plastic liner and this liner must be replaced each market day.

Cheese and Milk Products

- King County Public Health Farmers Market Permit
- WSDA Milk Producer License if you are the owner of the dairy farm
- WSDA Milk Processor License if you are the owner the processing facility
 - If you are the owner/operator of a dairy farm and you are not processing the milk and dairy products, you must show proof that you are using a WSDA licensed processing facility.
 - If you are the owner/operator of a processing facility, you must show proof that you use milk from a WSDA licensed dairy farm.
 - If you are both the owner of the dairy farm and the processing facility you must provide copies of both licenses.

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- All raw (unpasteurized) dairy products must be properly labeled and include a prominent warning label.
- All dairy and cheese products on-site must be maintained at $\leq 41^{\circ}\text{F}$.
- NO BARE HAND CONTACT is permitted.

Meat, Seafood, Poultry, Honey and Egg Products

- King County Public Health Farmers Market Permit
- King County Meat, Poultry, Rabbit & Aquatic Foods (MPRAF) Application
 - o All equipment and coolers sited on the MPRAF application must be on site and temperature must be maintained at $\leq 41^{\circ}\text{F}$.
- Applicable licenses:
 - o WSDA Food Processor Permit
 - o WADOL Egg Handler/Dealer License under the Washington Eggs and Egg Product Act (Chapter 69.25 RCW)
 - o License under the Washington State Honey Act (Chapter 69.28 RCW) for wholesaled or processed honey.
 - o Certificate of Compliance for handling shellfish under the Sanitary Control of Shellfish Act (Chapter 69.30 RCW)
- NO BARE HAND CONTACT is permitted.

Processed Foods

This category includes but is not limited to baked goods, bread, canned/jarred food, chutneys, etc. Raw ingredients used in processed food products must be from USDA/WSDA licensed and/or permitted sources.

- Certified Kitchen County Permit and/or lease with certified kitchen
- King County Public Health Farmers Market Permit
 - o NOTE: Department of Agriculture Certified Cottage Food Processors are exempt from the above permit requirements.
- Coolers or equipment on-site for cooling high-risk foods $\leq 41^{\circ}\text{F}$.
- An ingredient list must be made available to market patrons for EACH product and must include if products are potentially contaminated by common allergens such as nuts, wheat, dairy, eggs, etc.
- All products must be appropriately wrapped/bottled and labeled. Please contact King County Public Health for guidance.
- There will be no unlabeled cans, bottles, containers or jars on the product display table or within patron reach.
- NO BARE HAND CONTACT is permitted.

Prepared Foods

- Certified Kitchen County Permit and/or lease with certified kitchen
- King County Public Health Farmers Market Application
- An approved fire extinguisher must be on-site at all times during the market hours
- Equipment for maintaining high-hazard foods ($\leq 41^{\circ}\text{F}$ or $\geq 160^{\circ}\text{F}$) must be available on-site.
- Partially wrapped or non-wrapped foods need to be protected with a sneeze guard.
- NO BARE HAND CONTACT is permitted.

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Notes:

- *All vendors who are required to have a King County Public Health Farmers Market permit must ensure that their representatives at the market have a Food Worker Card displayed on site.*
- *Vendors who are selling products that do not meet the minimum temperature standards will not be allowed to sell for the remaining selling time during that market day. Vendors who refuse to cooperate with this policy may be suspended from the market and forfeit all pre-paid space fees.*

Additional notes for asterisks in document:

** For seafood, please refer to guidelines on WSFMA website*

*** Please refer to new WA State cottage kitchen legislation for specifics*

<http://agr.wa.gov/FoodAnimal/CottageFoodOperation/>

**** If applications are received after March 31st, 2017 deadline, allow additional time for response*

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Farm/Business Name

Date

Owner/Operator Name(s)

Mailing Address

Mailing Address

City

ZIP Code

Phone Number

Alternate Number

Email Address

State UBI Number

Website

**Please check category & describe items to be sold at the market
Attach a detailed product description if more space is required.
(see page 2 for descriptions)**

- Produce** _____
- Processed Foods** _____
- Prepared Foods** _____
- Foraged Foods** _____
- Craft/Artisan** _____

Include copies of all applicable permits, licenses, and certifications. (see pages 6-8)

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Indicate Pre-Pay Option and Space Size Required

	10' x 10'	10' x 20'
Weekly Prepay	<input type="checkbox"/> \$30	<input type="checkbox"/> \$60
Half Season Prepay	<input type="checkbox"/> \$300 <i>(save \$30)</i>	<input type="checkbox"/> \$600 <i>(save \$60)</i>
Full Season Prepay	<input type="checkbox"/> \$600 <i>(save \$60)</i>	<input type="checkbox"/> \$1200 <i>(save \$120)</i>

Half and Full Pre-Pay options must be paid in full by March 31, 2017

Indicate the number of 10' x 10' spaces needed? (Please be specific)

Check market days you plan to attend:

Full Season - 22 days <input type="checkbox"/>	June 17 <input type="checkbox"/>	August 12 <input type="checkbox"/>
	June 24 <input type="checkbox"/>	August 19 <input type="checkbox"/>
May 6 <input type="checkbox"/>	July 1 <input type="checkbox"/>	August 26 <input type="checkbox"/>
May 13 <input type="checkbox"/>	July 8 <input type="checkbox"/>	September 2 <input type="checkbox"/>
May 20 <input type="checkbox"/>	July 15 <input type="checkbox"/>	September 9 <input type="checkbox"/>
May 27 <input type="checkbox"/>	July 22 <input type="checkbox"/>	September 16 <input type="checkbox"/>
June 3 <input type="checkbox"/>	July 29 <input type="checkbox"/>	September 23 <input type="checkbox"/>
June 10 <input type="checkbox"/>	August 5 <input type="checkbox"/>	September 30 <input type="checkbox"/>

Please list the names of all of the people expected to sell at the market:

All vendors who are required to have a King County Public Health Farmers Market permit must ensure that their representatives at the market have a Food Worker Card displayed on site.

I certify that I have read, understand and am bound by the terms and conditions outlined in the 2017 Woodinville Farmers Market Vendor Application. I also certify that I am the business owner/operator and I have accurately represented myself as a local Washington farmer, food producer, or artisan as described in this application.

Please Print & Sign Your Name and Date Below

Print Name		
Sign Name		Date