

Lake Forest Park Farmers Market

Market Rules and Regulations 2011

2011 is our 7th year of bringing farmers and consumers together to enjoy fresh, local foods.

The Lake Forest Park Farmers Market is a community project sponsored and managed by The Friends of Third Place Commons, a local non-profit 501(c)3 organization.

Market Manager: Christina Martin

(425) 802-1572 MarketMaster@thirdplacecommons.org

www.thirdplacecommons.org/farmersmarket

2011 Season: The 2011 Market Season will run from May 8th (Mother's Day) – October 9th. The hours will remain 11:00 am – 4 pm.

Our Vendors: LFP Market recognizes 4 categories of vendors who can participate in our market. Each vendor application must detail exactly what will be sold at market, and be accompanied by the required permits to produce/grow/sell in WA. No vendor may operate under a franchise agreement.

- 1.** Farmers: Include fresh fruits and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats, fish and shellfish. Also included in this category are fresh cut flowers, nursery stock, plant starts and foraged items like wild herbs and mushrooms. All fresh farm products must be grown, produced or foraged in Washington State by the farmer/vendor who is selling them. Farmers and nursery operators must propagate all plants and flowers from seed, cuttings, bulbs or plant divisions.
- 2.** Processed Foods: Foods created by vendors who are not farming or producing the raw ingredients themselves. Vendors must be Washington residents, and process their food in a Washington Certified Kitchen. Also, if the food being processed grows in Washington, vendor must purchase majority of the fruit/vegetables from a Washington Farmer. Processed food also requires labeling that meets King County Public Health standards. Start here to familiarize yourself with food handling and sales rules and regulations: www.kingcounty.gov/healthservices/health/ehs/foodsafety.aspx
- 3.** Dried Flowers, Crafted Farm Products: Includes all non-edible bouquets, wreaths, arrangements and displays from fresh and dried flowers, vegetables, vines and gourds. These items must be grown and foraged and produced by the vendor or the vendor's own farm.
- 4.** Prepared foods: Includes all freshly made foods, available for immediate consumption. Vendor must be an active owner/operator of the business.

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5. Our intent is to support local agriculture. It is expected that creators of prepared foods will use raw ingredients that are grown in Washington and when possible, use products from participating Market farmers/vendors.

Supporting Washington Farmers:

Our Market vendors sell fresh fruits, vegetables, flowers, meats, fish, eggs, honey, nuts, herbs, and plants. Everything sold at our Market must be raised, processed and/or harvested by the vendor who sells it, meeting the requirements of the Washington State Farmer's Market Association. You must notify and receive permission from the Market Manager if you want the Market to make an exception to that policy.

If you have any questions about supplemental farm or garden products, please check with our Market Manager.

Product Compliance:

Our market requires that all items sold by vendors are grown in Washington by that vendor. One exception to that policy can be arranged with our market manager: farmers can act cooperatively and sell crops from neighboring farms. Arrangements must be made with the Market Manager in advance so that no conflict with other farmers occurs. When arrangements are made, vendors must clearly sign/label which items are from other farms, giving credit to those farms. If similar products are being sold at the market, Farmers will not be allowed to bring in co-operative competitive crops.

Ex: Asparagus/Organic/Madra Farm/Twisp.

Sampling Safely at the Market

Market vendors must follow King County Health Department food handling rules and regulations. www.kingcounty.gov/healthservices/health/ehs/foodsafety.aspx . To make sure you are in compliance with regulations, please follow these guidelines:

- You must have a working warm water hand washing set-up that meets or exceeds the Health Department regulations set up in their booth first. **The market will have a spare Handwash Station available to rent if a Vendor forgets theirs and would like to sample. The Station is available for a \$15.00 fee which can be added on to the weekly stall fee.**
- All produce for sampling must be thoroughly washed on site, transported in a clean container and kept separate from other produce. **Samples must be placed in new containers each market.** The Health Dept. recommends paper bowls or plates which can be disposed of after each use.
- All Vendors must protect the samples from contamination, and provide the samples with a single service utensil, such as toothpicks. Sample containers must be discarded at the end of each market.

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- Sample containers must be covered with a sneeze guard when placed out for customers to use. Also, toothpicks must be readily available and obvious to customers for use.
- Food can only be handled with tongs, bakery papers, scoops, or disposable rubber/plastic gloves. Bare hand contact with samples is not allowed.
- Cutting implements are to be changed or washed every two hours with soap, running water and paper towels. It is recommended that vendors bring a second set for their convenience.

Market Operation

- You must arrive in time to remove your vehicle from the market or be parked before 10:30. If you arrive after 10:30 you will have to hand truck your product in to the market to your stall space.
- The Market opens at **11:00 am.**
- Health Department check of hand wash stations and temperatures of coolers will take place during the first hour of the market. **Products in Coolers found to be over 41 ° will not be allowed to be sold at market.**
- All Vendors must post a sign clearly identifying the name of the Farm/Business represented and where it is located. **If a Vendor forgets his/her sign. We will provide a sign for a \$5.00 rental fee for the duration of the market. The fee will be added to the weekly stall rate.**
- If a Vendor is granted 2 booth spaces, the spaces must be attached. No Vendor will have 2 separate locations at the market.
- All Products must be priced, and the signs must be easily visible to the customers.
- **Scales must be visible to the customers**, showing price per pound and total. Scales also must be calibrated and recertified for the market season.
- No smoking and no animals in stalls.
- Vendors must stay until the end of the Market.
- Vendors supply their own canopies, tables and weights on all four corners of the canopy (24 lbs at each leg).
- If the garbage cans are full, pack out your refuse.
- If vendor cannot be present at the market, it is the responsibility of the vendor to let the Market Manager know at least 24 hours before the market.
- **There will be no selling after 4:15 pm.**
- **All vendors must be packed up and out of the lot by 5:00 pm.**

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Vendors pay a yearly membership fee of \$35.00. Weekly stall rates are set on a sliding scale ranging from \$25 to a maximum of \$70 per week.

We have one day for craft sales, July 17, 2011. Craft vendors pay a one-time stall fee is \$35.00. Application forms can be found on the LFP Market website in late May.

Vendor Acceptance/Participation: Vendor participation in the market is determined by the Market Manager and the representatives from the Market Advisory Board, a working committee of Friends of Third Place Commons. Once accepted for the 2011 season, vendors will be expected to attend weekly, while their produce is in season. If issues or complaints arise, continuing participation in the market is at the discretion of the Manager and Board. Each vendor will be given fair warning if their future participation is in jeopardy.

Stall Assignments: The Manager is responsible for all stall assignments. All efforts will be made to respect past assignments, but there is no guarantee as to the space that will be assigned. If there is a specific location that would be best for your product, please attach a letter requesting that location and the Manager will do her best to insure your location. Double booth assignments are at the management's discretion, and will be assigned on a case by case basis. If you would like a double booth, please let us know before the season.

Attendance:

Please notify the Market Manager 24 hours in advance if you will not be at the market. Seasonal sellers, please let us know your last selling date. If you become ill the morning of the market, vendors are still required to call the Market Manager to let her know.

Lake Forest Park Farmers Market Food Assistance Programs

1) We accept food stamps, and process paperwork at the Friends table.

Participants use wooden tokens with Lake Forest Park Farmers Market on one side, and USDA marked clearly on the other side. (*Please make sure these tokens are from the LFP Farmers Market, and not from another market. We will not be able to pay you back for tokens you received at other markets. USDA tokens CANNOT be used to purchase hot foods, ready-to-eat foods for consumption at the market (including popcorn, shaved ice, and ice cream bars), or non-food items such as soap or other crafts. They can be used to purchase vegetable plants and starts, but not ornamental plants. Each token is worth \$1, and vendors do not give cash change for USDA token purchases.

Tokens that are blank on one side and have Lake Forest Park Farmers Market on the other side can be used to purchase **anything** at the market. They are also worth \$1, and vendors do not give change.

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2)Market Bucks are another form of payment acceptable at the LFP Market. Each one is worth \$2, and vendors do not give change. These can be used for all food products, even for hot and ready-to eat foods. They can also be used to purchase vegetable plants. 2011 Market Bucks are **orange**. Each one is stamped with a number at the bottom. PLEASE DO NOT ACCEPT coupons from previous years. They will be pink, green, yellow, or blue, and have 2008, 2009, or 2010 expiration dates on them.

Market Bucks are funded by grants and donations to Friends of Third Place Commons. They are distributed by partner agencies in the area.

3) How are vendors reimbursed for tokens and Market Bucks?

Please bring tokens and coupons to the Friends table at the end of each market. They are put in labeled and zipped bags to be counted and recorded later. This ensures an accurate count. You will receive a check for the full amount in the mail during the week. We make every effort to keep thorough records so we can report to funders. Please let us know if you would like to see these reports so you can verify the accuracy of your weekly reimbursement checks.

FreshMail —Friends sends an email newsletter called Fresh Mail to 500+ hungry customers every Thursday night. Fresh Mail lets consumers know what will be available in the market that week and provides news about special programs or events. If you would like a weekly preview of the market's upcoming highlights.

Email freshmail@thirdplacecommons.org, or leave voicemail 24/7 at 206-366-3302 by Wednesday at 5pm.

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I have read and understand the 2011 Lake Forest Park Farmers Market Vendor Rules and are bound by the terms and conditions outlines therein. This document shall become a part of the agreement to participate in the Lake Forest Park Famers Market.

Vendor Signature: _____ Date: _____

Print Name: _____

Print Name of Farm/Business: _____

Please send this signed page with:

1. Your completed and signed application
2. Copies of all required permits and licenses
3. Your \$35.00/\$60.00 non-refundable membership fee

Application Deadline: **March 31st, 2011**

Mail Application to:

Christina Martin

Market Manager, Lake Forest Park Farmers Market

21701 NE 73rd Place

Redmond WA, 98053