

Maple Valley Farmers’ Market 2020 Vendor Guide

The goals of the Maple Valley Farmers Market include providing a marketplace for distribution of fresh, healthy food to the Maple Valley community, supporting local farmers and producers, educating the community about the benefits of healthy nutrition and local agriculture, and encouraging a vibrant spirit of community. In 2020, and in consideration of the coronavirus pandemic and in coordination with State and local health guidance, we will run a smaller, modified market offering farm vendors, pre-packaged food vendors and safety/cleaning supply vendors only.

| | |
|--|----------|
| Market Location, Dates, and Times | 2 |
| COVID-19 Safety and Awareness | 2 |
| Approved Products and Vendors..... | 3 |
| Farmers | 3 |
| Food Processors | 3 |
| Prepared Food Vendors | 3 |
| Young Entrepreneurs | 4 |
| Community Non-Profit Organizations | 4 |
| Local Businesses..... | 4 |
| Market Fees | 4 |
| Weekly Booth Fees | 4 |
| Market Code of Conduct | 5 |
| Vendor Health and Safety – COVID-19..... | 5 |
| Market Currencies and Sales Reports | 6 |
| WIC and SFMNP | 6 |
| EBT and SNAP Market Match..... | 6 |
| Market Tokens | 6 |
| Sales Reports..... | 7 |
| Booth Assignments..... | 7 |
| Market Day Vendor Responsibilities | 7 |
| Load In, Parking, Set Up, and Load Out | 7 |
| Canopies and Weights | 7 |
| Signage | 7 |
| Permits and Insurance | 8 |
| Health and Sanitation | 8 |

Market Location, Dates, and Times

- **LOCATION:** The Maple Valley Farmers Market 2020 season will be held at the Maple Valley Legacy Site, approximate address **25719 Maple Valley Black Diamond Road SE, Maple Valley, WA 98038.**
- **DATES:** The Market will be held each Saturday beginning **July 11, 2020 through September 26, 2020** for a total of 12 market dates.
- **TIMES:** Market hours are **9 am to 2 pm.** The Market will **open for vendor setup at 7 am,** and vendors should be completely set up by 8:30 am. Vendors cannot begin striking their booth until 2 pm, and loadout must be complete by 3 pm.

COVID-19 Safety and Awareness

Safety is our top priority at the Market this season. To ensure the safety of Market staff, vendors and customers, the Maple Valley Farmers' Market will make the following changes

- Operate under a modified physical layout with increased distances between booths
- **Limit vendors** to farmers, producers selling pre-packaged food items, and vendors of sanitation/cleaning supplies
- Enforce **limited entrances** to and **exits** from the Market, **limit the number of customers** in the Market, and **encouraging social distancing**
- Provide additional **handwashing** and **hand sanitizing stations**
- **Require the use of masks** for all who can wear them
- Prohibit on-site dining and entertainment

Vendors also have a critical role in ensuring safety at the Market. For the 2020 season, vendors participating in the Market must

- Complete a **COVID safety plan** for their booth
- **Wear masks and gloves at all times while in their booths**
- **Encourage social distancing** in your booth and queue
- Seek to **minimize touchpoints** in their booths
- **Regularly sanitize** contact areas

Approved Products and Vendors

The Maple Valley Farmers' Market follows the 'Roots Guidelines' of the Washington State Farmers Market Association to support a vibrant and sustainable marketplace for farmers and growers and the community at large. All vendors must complete a vendor application and be approved by the Market's vendor jury to participate. Vendors must qualify in one of the following categories.

Farmers

A Farmer raises produce, plants or botanicals, or animals on land they own, lease or rent, in the State of Washington or border counties. This also includes 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.

Food Processors

A Food Processor sells 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 fresh food products (such as meats, seafood, ciders, wines, baked goods, jams, nuts, etc.) that have added value to their product through some sort of 'hands-on' processing (e.g., hand-filleted fish, smoked or butchered meats, handmade candies/nuts, etc.), but have not raised the ingredients themselves.

Prepared Food Vendors

Prepared Food Vendors offer freshly made foods, available for sale and immediate consumption on-site at the Market. Prepared Food Vendors shall submit and also possess and maintain all required State, County, and local Health Department permits, and all appropriate permits and licenses shall be filed with the management of the market. Prepared Food Vendors should use ingredients produced in Washington State as much as possible.

Artisans and Craftspeople

One who creates with their own hands the products they offer for sale, or providers of skilled craft services at the market, such as on-site knife sharpening or tool refurbishment. To qualify as an Artisan or Craftsperson, a majority of the tools and equipment used to produce their products must require skill, personal handling and/or manipulation, including second-hand items that are recycled, re-purposed and/or skillfully and creatively refurbished for new or improved use. Artisans and Craftspeople should incorporate materials grown or produced in Washington State as much as possible and create their products in Washington State only.

The Maple Valley Farmers Market defines these **additional vendor types** for participation in our Market

Young Entrepreneurs

In the interests of education, the Maple Valley Farmers Market offers a special weekly booth rate and waives all application fees for students living within the Tahoma School District boundaries and who qualify as a farmer, food processor, prepared food vendor, or artisan or craftsperson. Young Entrepreneurs must meet all other vendor requirements.

Community Non-Profit Organizations

To promote community, the Maple Valley Farmers' Market waives application and weekly booth fees for established, community-oriented non-profit organizations to exhibit up to two times per market season.

Local Businesses

The Market allows a limited number of local, for-profit businesses to promote awareness of their business or service to the Market community, up to two times per season. Direct sales are prohibited, and the products or services promoted must not compete with the Market's farmers, processors, prepared food vendors or artisan/craftspeople.

Market Fees

All vendors are responsible for a **\$30 application fee** (waived for Young Entrepreneurs and Community Non-Profit Organizations).

Weekly Booth Fees

Booth fees are due at **midnight the Wednesday prior to the Saturday market**, and can be paid directly via Square: <https://maple-valley-farmers-market.square.site>

- **Farmers** - \$30/week for a 10'x10' booth space.
Up to two adjoining booth spaces are available to Farmers at half the weekly rate (10'x20' = \$45/week, 10'x30' = \$60/week).
- **Food Processors, Prepared Food Vendors, Artisans and Craftspeople** - \$40/week for a 10'x10' booth space. A single adjoining booth space is available to these vendor types for half the weekly rate (10'x20' = \$60/week).
- **Young Entrepreneurs** - \$10/week for a 10'x10' booth space.
- **Community Non-Profit Organizations** – No fee.
- **Local Businesses** - \$70/week for a 10'x10' booth space.

Market Code of Conduct

All Market staff, volunteers, vendors, and vendor staff will treat each other in a professional manner that fosters a sense of Market community and a spirit of cooperative involvement. To participate in the Maple Valley Farmers' Market, all participants agree to follow and uphold the Market Code of Conduct as outlined below:

1. Practice patience and understanding, and demonstrate sensitivity to people of all ages, ethnicities and diversities.
2. Treat customers with courtesy, respect and honesty.
3. Assist other vendors whenever possible.
4. Treat Market staff, volunteers and other vendors with respect and understanding.
5. Notify Market staff immediately of any unsafe conditions.
6. Resolve conflicts in an unobtrusive manner.
7. Practice safety at all times, including while driving on and off the Market site, setup, loading and unloading.
8. Dogs and other animals are not permitted in Market booths.
9. No smoking or vaping in the Market area.
10. No Market staff or vendor may be under the influence of illegal drugs or alcohol while participating at the Market.
11. No firearms.
12. No music or radio playing in Market booths.

Vendor Health and Safety – COVID-19

Safety is our primary concern at the Market this season. If any vendor knows they have been exposed to COVID-19, if they are running a fever, or if they are showing any COVID-19 symptoms, we urge them to act in the interest of safety and not attend the Market. Vendors forced to cancel in the interest of COVID safety will not forfeit booth fees if they notify Market staff (marketmanager@maplevalleyfarmersmarket.com) by 5 pm Friday prior to the Market date.

Everyone participating in the Market will be asked if they can answer 'no' to these three questions prior to being admitted to the Market area:

- "Have you traveled outside the country within the last 14 days or been in close contact with anyone who has been outside the country within the last 14 days?"
- "Have you had close contact with or cared for someone with COVID-19 within the last 14 days?"
- "Have you experienced any cold or flu-like symptoms in the last 14 days – fever, cough, shortness of breath or other respiratory problems?"

Vendors are required to complete and return a safety plan (attached-appendix) which describes what essential service they are providing, how they plan to protect their own health and the health of their customers.

- Cloth face coverings and gloves are required for all vendors and vendor representatives.
- Prepared food vendors and anyone offering samples must have a handwashing station in their booth. Handwashing stations must have soap; running, potable warm water; and single-use towels.
- All products (except fresh produce) will be prepackaged or in to-go containers.

Payment handling guidelines from the Washington Department of Health:

- After handling payment, a person should not touch their eyes, nose, or mouth until they have washed their hands.
- When possible, allow mobile, credit card or other cash-free payment options.
- When handling cash, tokens, checks, or change, designate a money handler separate from the worker handling products.
- Ask for exact change to help limit additional handling.
- Collect payment in a container rather than directly into hands.

Market Currencies and Sales Reports

To encourage access to wholesome food and as a service to the community, the Maple Valley Farmers' Market uses **several 'currency' types** (in addition to US dollars). By participating in the Market, vendors agree to accept these forms of payment:

WIC and SFMNP

Women, Infants and Children (WIC) and the Senior Farmers' Market Nutrition Program (SFMNP) are food aid programs administered by the US Department of Agriculture, and each has their own paper currency. WIC can be used to purchase products from Farmers (except honey); SFMNP can be used to purchase all products from Farmers. **Do not give change for either of these currencies.** Turn in any WIC or SFMNP currency with your weekly sales report. You will be repaid on your next Market date, minus that date's booth fees.

EBT and SNAP Market Match

Electronic Benefits Transfer (EBT) and the SNAP Market Match Program are food aid programs administered by the State of Washington. EBT recipients will use their benefit cards to purchase wooden tokens from the Maple Valley Farmers Market booth, and when eligible will receive paper SNAP Market Match currency. EBT tokens and SNAP Market Match currency can be used to purchase all products from Farmers and Food Processors, and only pre-packaged foods from Prepared Food Vendors. **Do not give change for either of these currencies.** Turn in any EBT tokens or SNAP Market Match currency with your weekly sales report. You will be repaid on your next Market date, minus that date's booth fees.

Market Tokens

As a service to our customers (and vendors who do not accept electronic payment), the Market accepts debit and credit card payment for five-dollar wooden Market tokens. **Treat these tokens exactly like cash and give appropriate change to your customer.**

Turn in any Market tokens with your weekly sales report. You will be repaid on your next Market date, minus that date's booth fees.

Sales Reports

At the end of the Market day, all vendors must accurately record their gross sales on the Sales Report Form. Return both the form and any food aid currencies/Market tokens accepted to the Market booth as soon as is feasible following the close of the Market. Sales figures are used to show the economic benefit of farmers' markets to the community, and to study market trends for use in market make up. Individual vendor sales data is considered confidential and not shared with others without permission.

Booth Assignments

The Market staff will assign booth spaces weekly to optimize a safe and easily navigated marketplace. Booth assignments may be modified based upon cancellations and other unforeseen events. Requests for particular booth locations will be given consideration and recurring and/or full-season vendors will be given priority, but Market staff reserves the right to assign and locate vendors as necessary to facilitate market operations.

Market Day Vendor Responsibilities

Load In, Parking, Set Up, and Load Out

- The Market site opens to vendors for setup **beginning at 7 am**. Vendor vehicles are allowed in the Market area for unloading and loading only – please move your vehicle promptly after unloading to allow others to safely unload.
- Vendors should park in the designated vendor parking area only.
- All Prepared Food Vendors and any Food Processor or Farmer offering samples must have their own **handwashing station** set up in their booth (with soap, running potable warm water and single-use towels).
- **All set up should be complete by 8:30 am**. All vendor vehicles must be clear of the Market area by 8:30 am.
- **Vendors can begin striking their booths at 2 pm**. Vendor vehicles are allowed in the Market area for load out beginning at **2:10 pm** or **when the last customer has left** the Market, whichever is later.

Canopies and Weights

All booths are required to have (at least) a 10' x 10' canopy, secured with 25 lb weights on each leg. Vendors are responsible for providing their own canopies, weights and any necessary cables/cords. Canopies are the first thing to be set up and all vendors are required to have canopies safely secured with weights from the time their canopy is put up to the time it is taken down.

Signage

All vendors are required to post a sign identifying the name of their farm or business and where it is located. Vendors must have all signs displayed before the Market opens. All signs must be placed inside your booth area, as to not disrupt the flow of customer traffic and also placed in a respectful way for neighboring booths so there is access and visibility for everyone. All produce product signage must be true and accurate; produce and products must be clearly labeled to show what the product is and how much it costs.

Permits and Insurance

At the time of application, all vendors must provide current copies of any permits, insurance and licenses applicable to the sale of their products. This will include the vendor's Washington State Tax Number (UBI) and, where applicable, Seattle King County Health Department permits, Washington State Nursery License, Washington State Department of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, Washington State Liquor Control Board Endorsement for sale of Washington State wines at Farmers Markets, Pesticide Applicator's License or Department of Fisheries Wholesale License, Vehicle Insurance, Product Liability Insurance, Fire Department Permits, Processors Insurance or Food Handler's Permit. Vendors selling shellfish must have additional licenses from the Washington State Department of Health.

Vendors will obtain necessary liability insurance with a \$1M minimal coverage and name Maple Valley Farmers' Market as an additional insured. Vendor will provide a certificate to the Market as this is required by the Market's liability insurance.

Health and Sanitation

All Prepared Food Vendors, and any vendor offering samples must have a handwashing station in their booth. Handwashing stations must have soap; running, potable warm water; and single-use towels. Seattle King County Health Department requires that all food must be kept at least 18" above the ground.