



# 2021 Vendor Guide and Agreement

The **Maple Valley Farmers' Market** serves Maple Valley and the surrounding community by 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**.

This document contains both information intended to be useful to vendors and outlines specific vendor requirements for participation in our 2021 Market season.

<b>MARKET LOCATION, DATES, and TIMES.....</b>	<b>2</b>
<b>COVID-19 SAFETY and AWARENESS.....</b>	<b>2</b>
<b>APPROVED PRODUCTS and VENDORS.....</b>	<b>3</b>
Farmers .....	3
Food Processors .....	3
Prepared Food Vendors.....	3
Artisans and Craftspeople.....	3
Young Entrepreneurs .....	3
Community Non-Profit Organizations .....	3
Local Businesses .....	4
Vendor Jurying and Placement.....	4
<b>MARKET FEES .....</b>	<b>4</b>
Weekly Booth Fees .....	4
<b>MARKET CODE of CONDUCT .....</b>	<b>5</b>
<b>VENDOR HEALTH and SAFETY – COVID-19 .....</b>	<b>5</b>
<b>MARKET CURRENCIES and SALES REPORTS .....</b>	<b>6</b>
WIC and SFMNP .....	6
EBT and SNAP Market Match .....	6
Market Tokens.....	6
Sales Reports.....	7
<b>BOOTH ASSIGNMENTS .....</b>	<b>7</b>
<b>MARKET DAY VENDOR RESPONSIBILITIES .....</b>	<b>8</b>
Load In, Parking, Set Up, and Load Out.....	8
Canopies and Weights .....	8
Signage .....	8
Scales, Cash Boxes and Payment Processing .....	8
<b>PERMITS and INSURANCE .....</b>	<b>9</b>
<b>HEALTH and SANITATION.....</b>	<b>9</b>
<b>APPENDIX.....</b>	<b>10</b>

## MARKET LOCATION, DATES, and TIMES

**LOCATION:** The Maple Valley Farmers' Market is held at the Maple Valley Legacy Site, 25719 Maple Valley Black Diamond Road SE, Maple Valley, WA 98038.

**DATES:** The Maple Valley Farmers' Market is scheduled to operate 26 Saturday Markets in 2021, including

<b>Regular Market Season</b>	Saturdays from May 1, 2021 through September 25, 2021
<b>Harvest Market</b>	Saturday, October 30, 2021 and Saturday, November 6, 2021
<b>Holiday Market</b>	Saturday, December 4, 2021 and Saturday December 11, 2021

**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

Though state and county health department regulations that govern the Market's operation have changed, the **safety** of our Market customers, vendors and staff remains a top priority in 2021.

**Vendors have a critical role in ensuring safety at the Market:**

- **Fully vaccinated individuals are not required to wear a mask.** Unvaccinated individuals should continue to wear masks.
- Have a handwashing station or hand sanitizer in your booth as required by county health department guidance
- Plan for and manage 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 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, 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.

## Vendor Jurying and Placement

**All vendors** must complete a vendor application and be approved by the Market's vendor jury to participate in the Maple Valley Farmers' Market 2021 Market season. Once approved, vendors will be placed in each weekly Market on a **space-available basis in this order of priority**:

1. Farmers
2. Food Processors
3. Artisans and Craftspeople
4. Young Entrepreneurs / Community Non-Profits
5. Local Businesses

## 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.
- An additional adjoining booth space is available to Farmers at half the weekly rate
- (10'x20' = \$45/week).
- **Food Processors, Prepared Food Vendors, Artisans and Craftspeople** - \$40/week for a 10'x10' booth space.
- **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:

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

*By participating in the Maple Valley Farmers Market, vendors agree to follow and uphold the Market Code of Conduct. Violation may lead to suspension of selling privileges.*

## VENDOR HEALTH and SAFETY – COVID-19

The safety of our customers, vendors and staff remains our number one 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](mailto:marketmanager@maplevalleyfarmersmarket.com)) by 5 pm Friday prior to the Market date.

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

- Fully vaccinated individuals are not required to wear a mask. Unvaccinated individuals should continue to wear face coverings.
- Per King County Health Department guidance, **all food vendors** must have a **handwashing station in their booth** with soap; running, potable warm water; and single-use towels. **All non-food vendors** must have a **hand wash station** or a dispenser of **hand sanitizer** with at least 60% ethyl alcohol or 70% isopropyl alcohol.

*By participating in the Maple Valley Farmers' Market, vendors agree to uphold and follow all Market COVID safety rules. Violation may lead to suspension of selling privileges.*

### **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).

### **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. **Only vendors registered with the State may take these types of currencies.** 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. The market staff will stamp them and return them to the vendor to be deposited in the vendor's bank.

### **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 can be used to purchase all products from Farmers and Food Processors, and only pre-packaged foods from Prepared Food Vendors. **SNAP Market Match currency may only be used for fruits, vegetables, herbs, and edible plants.** 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.

***By participating in the Maple Valley Farmers' Market, vendors agree to accept all approved food aid and Market currencies.***

## Sales Reports

**All vendors** must accurately **record** and **report their weekly gross sales** on the Sales Report Form at the end of the Market day. 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.

**Completed Sales Report Forms must be returned to the Market booth prior to 2:30 pm each Saturday to participate in future Markets.** Return both the form and any food aid currencies and Market tokens accepted in the envelope provided. Vendors are responsible for knowing which food aid currencies they can accept. The Market cannot redeem food aid currency accepted in error.

*By participating in the Maple Valley Farmers' Market, vendors agree to accurately record and report gross sales figures in a timely manner each week. Lost or unreturned sales forms may lead to a suspension of selling privileges and/or a \$50 replacement fee.*

## BOOTH ASSIGNMENTS

Maple Valley Farmers' Market staff assigns booth spaces weekly to optimize a safe and easily navigated Market environment. While we strive to maintain continuity of vendor locations within the Market, **booth assignments may be modified by Market staff** for reasons including cancellations, Market day weather, and other unforeseen events. **If you have any uncertainty about your assigned space, please consult Market staff when you arrive for setup.** 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.

**One vendor per booth space.** We are unable to accommodate sharing of booth spaces at this time.

*By participating in the Maple Valley Farmers' Market, vendors agree to follow the direction of Market staff and set up in assigned spaces. Violation may lead to suspension of selling privileges.*

## CANCELLATIONS and NO SHOWS

Please notify Market staff ([info@maplevalleyfarmersmarket.com](mailto:info@maplevalleyfarmersmarket.com)) **as soon as possible** if you find you are unable to attend the Market for any scheduled dates. Cancellations are **accepted if received before Friday noon** and any booth fees will be rolled over to your next scheduled Market date. Cancellations received after noon on Friday are considered a 'no show' and may lead to forfeiture of booth fees.

A '**no-show**' – failing to appear at a scheduled Market – will lead to a **forfeiture of booth fees for that Market date. Multiple no-shows will lead to a suspension of selling privileges.**



## 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 unload and move your vehicle promptly to allow others to safely unload.
- Unless other arrangements are made, vendors should park in **off-site designated vendor parking area only** (see map in Appendix).
- **All food vendors** must have a **handwashing station** in their booth with soap; running, potable warm water; and single-use towels. **All non-food vendors** must have a **hand wash station** or a dispenser of **hand sanitizer** with at least 60% ethyl alcohol or 70% isopropyl alcohol.
- **Set up must be complete by 8:30 am. All vendor vehicles must be clear of the Market area by 8:30 am.**
- **Vendors may 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.
- **Sales Report Form** and food aid/market currencies must be **returned to Market booth by 2:30 pm.**

### 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.

### Scales, Cash Boxes and Payment Processing

Vendors are responsible for providing the tools necessary to sell in their booths, including scales if produce is sold by weight, cash boxes, starting 'bank' or change, and payment processing systems. All scales must be commercial 'legal for trade' and inspected and sealed by the Washington Department of Agriculture Weights and Measures Program and noted as registered on the vendor's Master Business License. Vendors must provide a copy of the Master Business License to the Market with the scale registration with their application.

***By participating in the Maple Valley Farmers' Market, vendors agree to follow Market Day Vendor Responsibilities. Violation may lead to suspension of selling privileges.***



## 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

- Per Seattle King County Health Department guidance, **all food vendors** must have a **handwashing station in their booth** with soap; running, potable warm water; and single-use towels. **All non-food vendors** must have a **hand wash station** or a dispenser of **hand sanitizer** with at least 60% ethyl alcohol or 70% isopropyl alcohol.
- Seattle King County Health Department requires that all food must be kept at least 18" above the ground.



## **2021 VENDOR GUIDE**

### **APPENDIX**

## MAPLE VALLEY FARMERS' MARKET OFF-SITE PARKING

- From the Legacy Site, **turn right** and head south along SR-169
- **Turn right** at SE 260th Street
- Turn left into Market parking
- Passenger vehicles and trucks without trailers: **park nose-in** along either side of lot
- **Lock your car. Do NOT leave valuables in your vehicle.**
- Improved footpath and trail leads back to Legacy Site ~1/3 mile
- When leaving off-site parking, **exit through the south gate** to 236th Ave SE
- Follow 236th Ave SE as it becomes SE 264th Street
- **Turn left** at traffic light at SR-169 to return to the Legacy Site

FOOT PATH and TRAIL

MARKET OFF-SITE PARKING

Maple Valley  
Farmers' Market

Elementary School

240th PI SE

SE 259th PI

SE 260th St

240th Ave SE

SE  
238th Ln SE

Google

Hopst  
Takeout



# 2021 Maple Valley Farmers Market

**Return to info booth by 2:30pm today**

Weekly booth fee

\$

Vendor Name

Market Date (Fecha de mercado)	Vendor approved dates (Fechas aprobadas por el proveedor)  (notify us of changes ASAP) (notificarnos de cambios lo antes posible)	Booth fee paid for date? (¿Cuota de stand pagada por fecha?)  (Fees due by Weds before market date) (Tarifas pagaderas el miércoles anterior a la fecha de mercado)	Gross Sales in \$ (Ventas brutas)  (Must report) (debe reportar)	Market tokens EBT tokens SNAP Match \$  (OK to use for booth fees) (Está bien usar para tarifas de stand)
5/1				
5/8				
5/15				
5/22				
5/29				
6/5				
6/12				
6/19				
6/26				
7/3				
7/10				
7/17				
7/24				
7/31				

Notes:

for market use only

Over for balance of the season

»»»»

## Token Examples



### EBT Tokens

ONLY FOOD VENDORS  
Do NOT give change

Eligible to purchase:

Fruits and vegetables  
Meat, poultry, and fish  
Dairy products  
Breads and cereals

Other foods such as snack foods  
and non-alcoholic beverages

Seeds and plants, which produce  
food for the household to eat

### Market Tokens

ALL VENDORS  
Give change

Eligible to purchase:

Any item, treat like cash

## What is SNAP Market Match?



SNAP Market Match is a statewide program that launched April 1, 2020. At more than 100 participating markets, customers who use the Supplemental Nutrition Assistance Program (SNAP)/EBT benefits at the farmers market can receive extra money (SNAP Market Match currency) for fruits and vegetables!

The program is administered by the Washington State Department of Health, and replaces other SNAP/EBT matching programs that have been used in Washington. Only markets that have contracts in place with the Department of Health, or delegated entities, are allowed participate in SNAP Market Match and to reimburse vendors for SNAP Market Match currency. For a listing of participating markets, visit: [www.doh.wa.gov/SNAPMarketMatch](http://www.doh.wa.gov/SNAPMarketMatch)

Participating markets will advertise their participation with the SNAP Market Match program to customers with posters, A-boards, and banners. Booth signs will be provided to vendors.

## How do customers receive and use SNAP Market Match currency?

1. Customers swipe their EBT card at the information booth and receive EBT currency and SNAP Market Match currency.
2. Customers use SNAP Market Match currency to purchase eligible items.

## SNAP Market Match Currency

Currency is printed on tear-proof and semi-water proof paper, and in **\$1 denomination only**. Currency should not be altered or marked in any way.



Back side of currency  
use only for these products



Front side of currency

## What do vendors need to know about accepting SNAP Market Match currency?

1. Post the 'SNAP Market Match Sign Accepted Here' at your vendor booth. See your Market Manager to obtain signage. If you sell at multiple markets, be sure you know which markets participate in SNAP Market Match (not all WA state markets do). Find a list of participating markets here: [www.doh.wa.gov/SNAPMarketMatch](http://www.doh.wa.gov/SNAPMarketMatch)
2. SNAP Market Match currency can only be used for:
  - Fresh vegetables
  - Fresh fruits
  - Mushrooms
  - Fresh herbs
  - Seeds and plants intended for cultivation and consumption (e.g., tomato seeds or tomato plants)

SNAP Market Match currency **cannot** be used for:

- Dried, canned, or frozen vegetables
- Dried, canned, or frozen fruits (including jams/jellies, and fruit juice or cider)
- Dried herbs
- Nuts, seeds, eggs, baked goods, seafood or meats, and milk or cheese

3. **Change is not given** for SNAP Market Match currency. Here are a few ways to navigate this:
  - a. Customers pay the difference in cash (ex: \$3.50 purchase, the customer uses 3 SNAP Market Match dollars and \$.50 in cash to pay for the items)
  - b. At vendor discretion, provide flexibility to negotiate the remaining balance (ex: customer gives you four SNAP Market Match dollars for a \$3.50 purchase, perhaps you offer some berries, a bulb of garlic or a pile of beet greens to accommodate the \$.50 difference)
4. Contact the Market Manager and follow current market procedures for submitting SNAP Market Match currency for reimbursement at the end of each market day.

Updated February 2020

SNAP Market Match is part of Washington State's Fruit and Vegetable Incentive Program. For more information, visit: [www.doh.wa.gov/FVIP](http://www.doh.wa.gov/FVIP). To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov). DOH 140-236 February 2020





## WIC and SFMNP check examples

 WA State WIC Farmers Market Nutrition Program Washington State Department of Health P.O. BOX 47886 Olympia, WA 98504-7886		United Community Bank Marietta, Georgia		641000 1000 611
Pay to the order of: <b>Washington WIC FMNP Authorized Grower</b>		<b>\$4.00</b>		First Day to Use <b>June 01, 2021</b>
<b>FOUR DOLLARS and no/100</b>		Tax Exempt		Last Day to Use <b>October 31, 2021</b>
Payment denied if stamp ID is missing or incorrect, or if the ID is handwritten.				
Stamp authorized 8 Digit FMNP ID number here				
<ul style="list-style-type: none"> <li>• Use only for eligible fresh fruits, fresh vegetables, and fresh cut herbs</li> <li>• <u>Honey</u> is not an eligible food for WIC</li> <li>• Use only where the "WIC and Senior FMNP Benefits Welcome Here" sign is posted by growers at authorized Farmers Markets or Farm Stores</li> <li>• Call: 1-800-841-1410 for FMNP information</li> <li>• <b>Authorized Grower: Stamp and redeem check by November 15, 2021</b></li> </ul>				

Washington State Senior Farmers Market Nutrition Program Department of Social and Health Services Aging and Long-Term Support Administration		UNITED COMMUNITY BANK Marietta, Georgia		641000 1000 611
		<b>FIRST DAY OF USE</b> <b>June 01, 2021</b>		<b>LAST DAY OF USE</b> <b>October 31, 2021</b>
THE ORDER OF <b>Washington SFMNP Authorized Grower</b>		<b>\$4.00</b>		
<b>FOUR DOLLARS AND</b>		<b>NO/100</b>		TAX EXEMPT
Good for only fresh fruits, vegetables, approved honey and herbs. Not Good at Grocery stores. Valid only at Authorized Farmers Markets and Farm Stands. No change will be given. For information, call 1-800-422-3263.				
Authorized Grower - Redeem check by <b>11/15/2021</b>				
Sponsored by the Washington State Department of Social & Health Services and the U.S. Department of Agriculture				
Payment will be denied without the Washington Farmers Market Authorized ID Stamp				

Only farmers registered with the State of Washington can accept these checks. Turn them in with your sales sheet and the Market will stamp them and return them to you the following market date.

## Weighing and Measuring Device Laws

**Registration** - In Washington weighing and measuring devices, like a scale, used for commercial purposes must be registered annually through the Washington State Department of Revenue Business Licensing Service. This is required by the Revised Code of Washington (RCW) 19.94.015

**Accuracy** - All weighing or measuring instruments or devices used for commercial purposes must be accurate and correct, per RCW 19.94.165

**Certification** - Commercial scales must have a National Type Evaluation Program certificate of conformance (COC). The COC number can be found on the scale in the same place as the model and serial numbers. This is required by Washington Administrative Code (WAC) 16-662-105

Beware of counterfeit scales. Purchase scales from a reputable source.



## Contacts

**Washington State Weights and Measures:**  
(360) 902-2035  
Email: [wtsmeasures@agr.wa.gov](mailto:wtsmeasures@agr.wa.gov)  
Web: [agr.wa.gov/Inspection/WeightsMeasures/](http://agr.wa.gov/Inspection/WeightsMeasures/)

**City of Seattle - Weights and Measures:**  
(206) 386-1298  
Email: [seattle.consumer-affairs@seattle.gov](mailto:seattle.consumer-affairs@seattle.gov)

**Washington State Business Licensing Service:**  
(360) 705-6744  
Email: [bls@dor.wa.gov](mailto:bls@dor.wa.gov)  
Web: [bls.dor.wa.gov/weightsandmeasures.aspx](http://bls.dor.wa.gov/weightsandmeasures.aspx)



Washington  
State Department of  
Agriculture

### For more information contact:

Washington State Department of Agriculture  
Weights and Measures Program  
PO Box 42560, Olympia, WA 98504  
Phone: 360-902-2035  
[agr.wa.gov/wm](http://agr.wa.gov/wm)

AGR PUB 819-350 (R/3/17)

Do you need this publication in an alternate format? Please call the WSDA Receptionist at 360-902-1976 or TTY 800-833-6388.

WASHINGTON STATE DEPARTMENT OF AGRICULTURE

# Vendor Scales at Farmers Markets

Vendor and manager responsibilities and what to expect from a weights and measures inspector



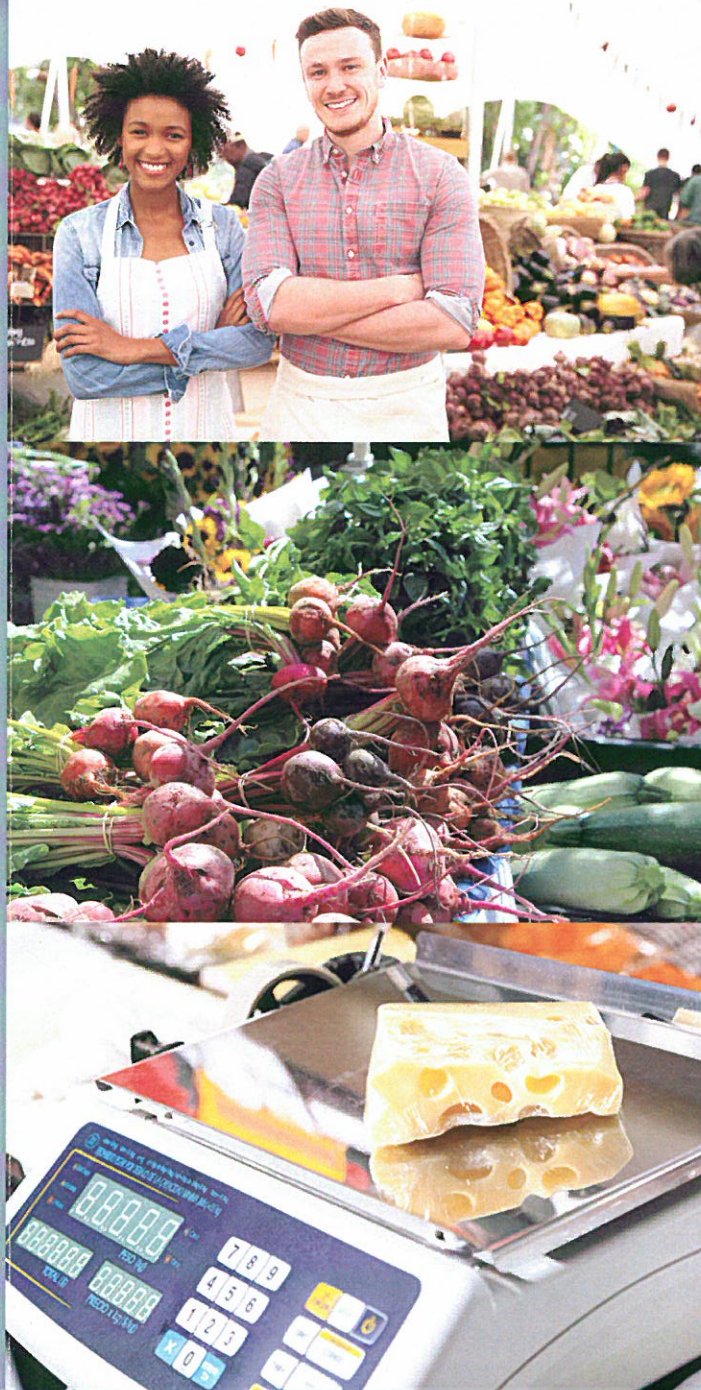
Washington  
State Department of  
Agriculture

**PLANT PROTECTION DIVISION**  
Weights and Measures Program



## VENDOR RESPONSIBILITIES

- Vendors must use scales registered with the Washington State Department of Revenue Business License Service. Vendors can contact DOR's Business License Service at [business.wa.gov/bls](http://business.wa.gov/bls) or (360) 705-6744.
- Vendors must use the correct type of scale and ensure it weighs accurately. Portion scales and scales displaying "not legal for trade" are not suitable for sales.
- Scales must be positioned so customers can observe the weighing operation and the weight displayed.
- All sales must be conducted using net weight. Net weight means the weight of the product only, excluding the wrapper, labeling, and container weight.
- All prepackaged products require a label identifying the product and the net weight. If the product is packaged off-site, you must indicate the name and address of the business packing the product.
- You can find out if your scale has a Certificate of Compliance at the National Conference on Weights and Measures website at [ncwm.net/ntep/cert\\_search](http://ncwm.net/ntep/cert_search).



## MARKET MANAGER RESPONSIBILITY

- Ask to see vendors' master business license issued by the Washington State Department of Revenue (DOR), Business Licensing Service (BLS) to ensure the vendor has their scales registered.

## WEIGHTS AND MEASURES INSPECTOR RESPONSIBILITIES

- Inspect scales for accuracy and suitability.
- Inspect scales for correct placement and use.
- Check for the registration of a scale on the vendor's Master Business License.
- Apply an approval seal after a satisfactory inspection.
- Leave a Notice of Correction identifying deficiencies if necessary. Deficiencies must be corrected by a registered scale service agent or the scale must be replaced.
- Provide a registration form if your scale needs to be registered with the DOR Business Licensing Service.
- Answer your questions and provide assistance.