



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; by supporting local farmers, producers, and small businesses; and by creating a vibrant and dynamic community gathering place.

This document contains information intended to be useful to vendors and outlines specific vendor requirements for participation in our 2024 Market season.

CONTENTS

MARKET LOCATION, DATES, and TIMES2

APPROVED VENDORS and PRODUCTS3

VENDOR APPLICATION PROCESS5

VENDOR and PRODUCT JURYING 6

VENDOR and PRODUCT APPROVAL and PLACEMENT 6

MARKET FEES7

MARKET CODE of CONDUCT8

MARKET CURRENCIES..... 9

BOOTH FEE PAYMENT and SALES REPORTS10

BOOTH ASSIGNMENTS 11

NO SHOWS and CANCELLATIONS 11

HEALTH SAFETY and AWARENESS 12

INCLEMENT WEATHER 13

CARRYOUT BAGS, CONTAINERS, and PACKAGING 13

MARKET DAY VENDOR RESPONSIBILITIES..... 14

INSURANCE 15

PERMITS 15

APPENDIX 17

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.

TIMES: Market hours are **9 AM to 2 PM**. The Market **opens for vendor setup at 7 AM**. Vendors **cannot begin striking their booths until 2 PM**, and loadout must be complete by 3 PM.

DATES: The Maple Valley Farmers' Market is scheduled to operate **26 Saturday Markets in 2024, May 4 through October 26**.

WATER and FACILITIES

- Non-potable water is located at the east end of the Pavilion structure.
- Portable toilet restrooms are located on the south side of the Pavilion.
- For vendor use, a portable hot water wash station is located on the south side of the Pavilion, opposite the restroom area.



APPROVED VENDORS and PRODUCTS

To support a vibrant and sustainable marketplace for farmers, growers, and the community, the Maple Valley Farmers' Market approves **both vendors and the products they sell** for participation in our Market. Our Market uses the '[Roots Guidelines](#)' of the Washington State Farmers Market Association to define the following four vendor categories. All vendors must qualify in one of these 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. For seafood, the vendor must own, lease, or operate the fishing vessel or own, lease, or rent the parcel of land where the seafood is caught or harvested for sale, and be a legal resident of the State of Washington.

- **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. Processed food producers should use ingredients from Washington State farms or waters as much as possible. For seafood, the product must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska and British Columbia.

- **PREPARED FOOD VENDORS**

Prepared Food Vendors (including food trucks) 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**

For the purposes of the Maple Valley Farmers' Market, an artisan or craftsperson is defined as:

- Someone who creates with their own hands the products they offer for sale; or
- A provider 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.

YOUNG ENTREPRENEURS PROGRAM

In the interests of education, the Maple Valley Farmers' Market waives all application fees and offers a special weekly booth rate for students under the age of 18 who live within the Tahoma School District boundaries.

- Young Entrepreneurs must otherwise qualify as a Farmer, Food Processor, Prepared Food Vendor, Artisan or Craftsperson under Market guidelines.
- Young Entrepreneurs must meet all other vendor requirements, including obtaining insurance and any necessary permits.

COMMUNITY NON-PROFITS and LOCAL BUSINESSES

The Maple Valley Farmers' Market defines two additional types of organizations for participation in our Market:

▪ **COMMUNITY NON-PROFIT ORGANIZATIONS**

The Maple Valley Farmers' Market waives application and weekly booth fees for **qualifying, community-oriented non-profit organizations** to exhibit up to two times per Market season. Qualifying organizations must hold recognized charitable legal status, operate on a non-profit basis, and - at the Market's discretion - have a mission that benefits the broader community.

- Community non-profit organizations are free to solicit donations.
- Community non-profit organizations MAY at the discretion of Market management sell promotional and other products to raise money for their organization. **All products for sale must be approved by Market management at least two weeks prior to the organization's scheduled Market date.** Products must not compete with the Market's farmers, processors, prepared food vendors, or artisans and craftspeople.

▪ **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 Market season:

- The products or services promoted must not compete with the Market's farmers, processors, prepared food vendors, or artisans and craftspeople.
- **NO SALES.** Exchange of products or services for money or financial consideration is prohibited.

VENDOR APPLICATION PROCESS

- All prospective vendors are strongly encouraged to review this Vendor Guide before applying. Our application requires all vendors to indicate they have read the guide, and that they agree to follow Market rules as outlined in this Vendor Guide.
- The Maple Valley Farmers' Market uses [ManageMyMarket.com](https://www.ManageMyMarket.com) to manage vendor applications, notifications, and record keeping.
 - Sign in to your Manage My Market account.
 - If you do not already have a Manage My Market account, [follow this link](#) to create an account.
 - Submit an application for the Maple Valley Farmers' Market 2024 season. Please note you must both create an account AND apply to the Maple Valley Farmers' Market for us to consider your application.
- Please take care to fully complete your application, listing and describing ALL products you intend to sell at the Maple Valley Farmers' Market. Whenever possible, include photos of your products and your typical booth setup. The products, descriptions, and photos will be used by the Market's Vendor Jury to evaluate applications, and will be publicly viewable on the Market's website if your application is approved.
- At the time of application, vendors must upload appropriate permits to their Manage My Market account. These permits vary by vendor type, and are broken out on [page 15](#) of this guide.
- The application requires a valid credit or debit card. **If your application is approved**, the Market will process a **\$40 fee** to the payment card on file to cover Manage My Market software and other expenses.

TIMELINE

- Vendor applications open **February 1, 2024**.
- Vendor applications close **March 8, 2024**.
- Vendors will be notified of application acceptance or decline **the week of April 1, 2024**.

VENDOR and PRODUCT JURYING

To ensure the appropriate Market product mix and to prevent oversaturation of any given product segment, the Maple Valley Farmers' Market approves both vendors AND products for participation in our Market. A Vendor Jury made up of Market board and staff evaluates vendor applications and approves vendors and products based on these criteria:

- **Qualification of vendor** under one of the Market's defined vendor categories – Farmer, Food Processor, Prepared Food Vendor, or Artisan or Craftsperson.
- **Qualification of products** under defined Market guidelines:
 - **For Farmers:** produce, plants, botanicals, or animal products raised on land the vendor owns, leases or rents in the State of Washington or border counties; or seafood caught on a vessel owned, leased, or operated by the vendor, or harvested on land owned, leased, or rented by the vendor.
 - **For Food Processors:** fresh food products such as meats, seafood, ciders, wines, baked goods, jams, nuts, etc. prepared or processed on property owned, leased, or rented by the vendor in the State of Washington, incorporating ingredients not raised by the vendor. For seafood products, the product ingredients must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska, and British Columbia.
 - **For Prepared Food Vendors and Food Trucks:** freshly made food products available for sale and immediate consumption on-site at the Market, incorporating ingredients produced in Washington State as much as possible.
 - **For Artisans and Craftspeople:** products created in the State of Washington by the artist's or craftsperson's hand, using tools and equipment requiring skill, personal handling and/or manipulation. Artisans and Craftspeople should incorporate materials grown or produced in Washington State as much as possible.
- **The type of product or service offered for sale**, including product quality, product fitness or appropriateness for a community farmers' market, and any recurrence or duplication of the product or service by other vendors.
- Vendor's positive history at the Market, including years of participation.
- **Vendor's negative history at the Market**, including repeat cancellations, late cancellations, no shows, or violations of Market rules.

VENDOR and PRODUCT APPROVAL and PLACEMENT

Approved vendors will receive an acceptance notification that includes their approved dates for their participation at the Market, as well as the products they have been approved to sell. Please note that due to seasonal demand, space availability and other restrictions, **some vendors may not receive all dates requested**. 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. Community Non-Profits
5. Local Businesses

MARKET FEES

All vendors are responsible for a \$40 application fee upon acceptance (waived for Young Entrepreneurs and Community Non-Profit Organizations).

WEEKLY BOOTH FEES

At the end of each Market day, vendors will pay weekly booth fees according to their vendor classification and space allocation:

FARMERS	\$40/week	10' x 10' booth space Up to two additional adjoining booth spaces are available to Farmers at half the weekly rate (10'x20' = \$60/week; 10'x30' = \$80/week)
FOOD PROCESSORS	\$50/week	10' x 10' booth space
ARTISANS/CRAFTSPEOPLE PREPARED FOOD VENDORS		On a space-available basis, a single additional adjoining booth space may be available to Food Processors, Prepared Food Vendors, and Artisans and Craftspeople at the full weekly rate (10'x20' = \$100/week)
FOOD TRUCKS	\$100/week	Up to 12'x30' truck parking The Market will host up to two food trucks per week. NO electrical hookup for food trucks.
YOUNG ENTREPRENEURS	\$10/week	10'x10' booth space
COMMUNITY NON-PROFITS	Free	10x10' booth space
LOCAL BUSINESSES	\$75/week	10x10' 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 genders, races, ages, ethnicities, and abilities.
- Treat customers, Market staff, volunteers, and other vendors with courtesy, respect, honesty, and understanding.
- Assist other vendors whenever possible.
- Do not sell to the public before the Market opens at 9 AM. At the close of the Market, promptly conclude any business with customers already in line at 2 PM.
- Respect the property of other vendors. Do not touch or move another vendor's product, canopy, weights, extension cords, or any other property without their permission.
- 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.
- Supervise children at all times, and particularly during setup and take down.
- Except for service animals, dogs and other animals are not permitted in Market booths.
- No smoking, vaping, or consumption of alcohol in the Market area or parking lots. Maple Valley Municipal Code (Chapter 7.05) prohibits smoking and vaping in City parks, and prohibits the consumption of alcohol in City parks without permit. The path to offsite parking is outside park property.
- 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.

MARKET CURRENCIES

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 SENIOR FARMERS' MARKET NUTRITION PROGRAMS (FMNP)

- Women, Infants and Children Farmers' Market Nutrition Program (WICFMNP) and the Senior Farmers' Market Nutrition Program (SFMNP) are food aid programs administered by the US Department of Agriculture.
- Only vendors registered with the State may accept WICFMNP and SFMNP payments.
- WICFMNP can be used to purchase products from Farmers (except honey); SFMNP can be used to purchase all products from Farmers.
- Recipients of WICFMNP and SFMNP benefits present these payments directly to the vendor:
 - For WICFMNP, recipients receive benefits associated with a QR code (see Appendix).
 - For SFMNP, recipients receive benefits on a traditional debit-style card.
 - For both WICFMNP and SFMNP, vendors scan the buyer's QR code or card and enter the amount of the sale.
 - The buyer then enters a pin number to complete the transaction.

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 paper scrip with a holographic seal from the Maple Valley Farmers' Market information booth, and when eligible will also receive paper SNAP Market Match currency.
- EBT scrip 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 scrip 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.

BOOTH FEE PAYMENT and SALES REPORTS

Market staff will collect booth fee payments and sales reports from 1:30 PM to 2:30 PM each Market day at the Market Information Booth:

- Record any food aid currencies or Market tokens accepted on your Sales Report Form, and deduct the value from your booth fee payment. Return any food aid currencies and Market tokens accepted with your Sales Report Form in the envelope provided. Vendors are responsible for knowing which food aid currencies they can accept. The Market cannot redeem or accept as payment food aid currency accepted in error.
- Booth fee payments may be made in cash, by credit or debit card (requires an additional 3.5% processing fee), by check (returned checks due to insufficient funds will be assessed a \$25 handling fee, and vendor's privilege to pay by check may be suspended), or paid with Market tokens or food aid currency.
- All vendors must accurately record and report their weekly gross sales on the provided Sales Report Form at the end of each Market day.
- All booth fees must be paid, and sales reports turned in prior to 2:30 PM, to participate in future Markets. Failure to pay booth fees on Market day may result in a \$15 fine in addition to the regular weekly booth fees.
- **Individual vendor sales data is held confidentially and not shared.** The Market uses individual vendor sales data to better understand market trends and shopper demand. The Market shares aggregate sales data to help demonstrate the economic benefit of our Market to the Maple Valley community.

By participating in the Maple Valley Farmers' Market, vendors agree to pay weekly booth fees on Market day, and 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.**

- **Set up ONLY in your assigned booth space.** If you have any uncertainty about your assigned space, please consult Market staff when you arrive for setup. Allow adequate space for neighboring vendors to set up.
- Vendors who **set up in an incorrect location**, or vendors who **set up products, signage, or other equipment beyond their booth area**, may be asked by Market staff to move/move their property to their assigned booth space.
- 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 will lead to suspension of selling privileges.

NO SHOWS and CANCELLATIONS

Please notify Market staff by email at info@maplevalleyfarmersmarket.com as soon as possible if you find you are unable to attend the Market for any scheduled dates.

- Unless timely cancellation arrangements are made, vendors are responsible for payment of weekly booth fees for all Markets in which they are scheduled, whether or not they participate.
- Cancellations are accepted without penalty if received before midnight Wednesday, and vendors will not be held responsible for that week's booth fees.
- Cancellations received after midnight Wednesday are considered a 'late cancel' and **vendors will be responsible to pay that week's booth fees** before participating in any future Markets.

Multiple no shows or late cancellations may lead to suspension of selling privileges.

HEALTH SAFETY and AWARENESS

As a food distribution center and community hub, the health and safety of our Market customers, vendors, and staff is a top priority. **Our Market operates under permit from Public Health – Seattle & King County, and our Market policy is to follow all current and applicable county and state guidelines and regulations.** If necessary, our Market will update our Market policies as county and state guidance changes.

Vendors have a critical role in ensuring public health and safety at the Market. By participating in the Maple Valley Farmers' Market, vendors agree to:

- Follow all current and applicable county and state guidelines and regulations.
- Prepared Food Vendors, Food Trucks, or anyone providing samples must have a warm water handwashing station in their booth or truck as required by county health department guidance:
 - An insulated, 5-gallon container with warm water.
 - Container must have a free-flowing spigot.
 - Soap, paper towels, and wastewater container are required.
 - **Please note there is NO hot water available at the Legacy Site.** Vendors must bring their own warm water for handwashing stations.
- Seek to minimize touchpoints in their booths.
- Regularly sanitize contact areas.

The Market urges all vendors to act in the interest of public health and safety and NOT attend the Market if they are ill or contagious.

Vendors forced to cancel for illness will not be held responsible for booth fees if they notify Market staff by email at info@maplevalleyfarmersmarket.com by **5 PM Friday** prior to the Market date.

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

INCLEMENT WEATHER

The Maple Valley Farmers' Market is an outdoor, 'rain or shine' Market. As both a community venue for food distribution and an economic platform for our independent farmers and vendors, it is our policy to operate in all weather conditions, including (frequently) rain. We urge vendors to consider and develop plans (as necessary) for booth setup and selling 'rain or shine'.

The Market may be cancelled, suspended, or curtailed in the event of extreme weather deemed by Market operations to present a danger to customers, vendors, and Market staff, including:

- High winds
- Lightning
- Poor air quality

In the event of cancellation, the Market will notify vendors by email at the address provided on their application. In the event of suspension or early close during a Market day, Market staff will inform you at your booth.

CARRYOUT BAGS, CONTAINERS, and PACKAGING

To reduce solid waste and to encourage ecologically responsible and sustainable packaging practices, approved vendors will follow these guidelines:

- Plastic produce bags are permitted for Farmers only.
- **All carryout bags given to customers must be a “compliant paper carryout bag”** as defined in [RCW 70A.530.020](#) 6(a) and must “contain a minimum of 40 percent postconsumer recycled materials, a minimum of 40 percent non-wood renewable fiber, or a combination of postconsumer recycled materials and non-wood renewable fiber that totals at least 40 percent.”
- **No plastic carryout bags of any kind.**
- Prepared Food Vendors and Food Trucks must use certified compostable containers, straws, and utensils.
- To the greatest degree possible, Processed Food Vendors should incorporate compostable and recycled and/or recyclable materials in their product packaging.

By participating in the Maple Valley Farmers' Market, vendors agree to follow and uphold the Market's carryout bag, container, and packaging policy. Violation may 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 must park in off-site designated vendor parking area only (see map in Appendix).
- Prepared food vendors, food trucks, and any vendor providing samples must have a warm-water handwashing station in their booth with potable warm water from a container with a free-flowing spigot; soap; single-use towels; and a wastewater basin. **Please note there is no hot water available at the Legacy Site.** Vendors must bring their own warm water if they require a handwash station.
- Set up should be complete by 8:30 AM.
- ALL vendor vehicles must be clear of the Market area by 8:30 AM. No vendor vehicles may enter the Market area after 8:30 AM.
- **Vendors may not begin striking their booths until 2 PM.**
- **No vendor vehicles are allowed in the Market area for load out prior to 2:10 PM.** If necessary, re-entry may be delayed by Market management beyond 2:10 PM until the Market is reasonably free of customers.
- Vendors are required to maintain their individual selling space in a clean, safe, and sanitary manner. Vendors are responsible for complete cleanup of their booth space.
- Weekly booth fees must be paid, and Sales Report Forms and food aid/market currencies must be returned to the Market information 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 or 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. Do not place signs outside your booth area. 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. Vendors selling product by weight must provide a copy of the Master Business License to the Market with the scale registration with their application. 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.

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

INSURANCE

All vendors will obtain necessary liability insurance with a \$1M minimal coverage and name Maple Valley Farmers' Market as a certificate holder/additional insured. At least two weeks prior to their first scheduled Market date, vendors will provide a certificate of insurance to the Market including the following mandatory information:

- Certificate holder/additional insured:
Maple Valley Farmers' Market
25719 Maple Valley Black Diamond Road SE
Maple Valley WA 98038

If you do not already have an insurance carrier, here are several carriers who work with farmers market vendors:

- **ACT Insurance** - for Artists, Crafters, and Tradespeople
<https://www.actinsurance.com/farmers-markets-insurance>
- **FLIP Insurance** - for Food liability insurance
<https://www.flipprogram.com/farmers-market-insurance>
- **Campbell Risk Management** - all vendor types
<https://www.campbellriskmanagement.com/for-vendors/>
- **Nationwide Insurance** - all vendor types
<https://www.nationwide.com/business/insurance/specialty-liability/vendor/>
- **NEXT Insurance** - all vendor types
<https://www.nextinsurance.com/business/farmers-market-insurance/>

PERMITS

FARMERS

- Farmers selling product by weight will need weight endorsement from the Washington State Department of Revenue Business Licensing Service on their Washington Business License
- If selling non-edible horticultural products, farmers will need a Nursery License endorsement on their Washington Business License
- If selling Time/Temperature Control for Safety food made under permit, farmers will need at least a minimal temporary event food permit from Public Health Seattle & King County
- All crops or products that are sold, labeled, or represented as “organic” must be Certified Organic by the Washington State Department of Agriculture, unless the operation is exempt or excluded from certification
- Farmers selling eggs will require an Egg Handler/Dealer endorsement on their Washington Business License
- Fishermen need a Washington State Department of Fisheries Wholesale License
- Shellfish vendors need a commercial shellfish Harvester License, and depending on products sold may also require a Shucker-Packer License. More details on commercial shellfish licenses at Washington State Department of Health - <https://doh.wa.gov/community-and-environment/shellfish/commercial-shellfish/apply-license>

FOOD PROCESSORS

- Depending on the product being sold, food processors will need either a Food Processor License from Washington State Department of Agriculture, a Cottage Food Permit from Washington State Department of Agriculture, or have received an approved application for exemption from permit from Public Health Seattle & King County.
- Further details and application process for WSDA Food Processor License -
- <https://agr.wa.gov/departments/food-safety/food-safety/food-processors>
- Further details and application process for WSDA Cottage Food Permit -
- <https://agr.wa.gov/cottagefood>
- Further details and application process for PHSKC exemption from permit-
<https://kingcounty.gov/depts/health/environmental-health/food-safety/food-business-permit/~media/depts/health/environmental-health/documents/food-safety/application-for-exemption-from-permit.ashx>

Vendors selling alcoholic beverages including beer, wine, hard cider, and mead, must have a Farmers' Market Endorsement from the Washington State Liquor and Cannabis Board on their Washington Business License.

PREPARED FOOD VENDORS

- Vendors selling ready to eat food prepared in their booth space must have a Temporary Food Permit from Public Health Seattle & King County
- Vendors selling ready to eat food must have a valid Food Worker Card from Washington State Department of Health

FOOD TRUCK OPERATORS

- Mobile food establishments including food carts, trailers, and food trucks, must have a Mobile Food Unit permit from Public Health Seattle & King County
- Vendors selling ready to eat food must have a valid Food Worker Card from Washington State Department of Health

HEALTH and SANITATION

- Per Public Health Seattle & King County guidance, all prepared food vendors, food trucks, and any vendor providing samples must have a handwash station with potable warm water from a container with a free-flowing spigot; soap; single-use towels; and a wastewater basin.

**MAPLE VALLEY
FARMERS'
MARKET**

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

SE 264th St

Google

Hops
Takeout



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.

- **All vendors are required to accept 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.

Use EBT/SNAP Scrip on these items ONLY :						
	FRUIT 	VEGETABLES and HERBS 	PLANTS that GROW FOOD 	FOOD SEEDS 	BREAD 	DAIRY
	BAKED GOODS 	JAMS and JELLIES 	SYRUP and HONEY 	MEAT, FISH, or POULTRY 	NUTS 	MUSHROOMS

Use SNAP Market Match Dollars on these items ONLY :					
	FRESH FRUIT 	FRESH VEGETABLES and HERBS 	MUSHROOMS 	PLANTS that GROW FOOD 	FOOD SEEDS

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 paper scrip with a holographic seal from the Maple Valley Farmers' Market booth, and when eligible will also receive paper SNAP Market Match currency.
- EBT scrip 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 scrip 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.

2024 Maple Valley Farmers Market

[Return to info booth by 2:30pm today](#)

Weekly booth fee
due Market day

\$

Market Date (Fecha de mercado)	Vendor approved dates (Fechas aprobadas por el proveedor)	Total Sales in \$ (Ventas totales)	Market tokens \$ turned in today 	EBT scrip \$ turned in today 	SNAP Match \$ (only farmers) turned in today 
5/4					
5/11					
5/18					
5/25					
6/1					
6/8					
6/15					
6/22					
6/29					
7/6					
7/13					
7/20					
7/27					

August through October other side ---->

What is SNAP Market Match?

SNAP Market Match is a nutrition incentive program that helps families and individuals who use Supplemental Nutrition Assistance Program (SNAP)/EBT increase their ability to purchase fresh and local fruits and vegetables from local farmers markets.



At more than 100 participating markets, customers who use SNAP benefits at farmers markets can receive extra funds in the form of SNAP Market Match currency for fruits and vegetables!

The program is administered by the Washington State Department of Health. For a listing of participating markets, visit: www.doh.wa.gov/SNAPMarketMatch

New for 2023: Match Changed to \$25 Per Day

SNAP Market Match is a support for families wanting to stretch their healthy food budget. Over the last few years, we have learned a lot about helping Washingtonians eat healthy. Demand for the program in the last two years has grown faster than we expected.

Because of this demand, we are making changes to the program to make sure it can continue. **Starting January 1, 2023, the daily cap available for SNAP Market Match participants is \$25 a day.** This will allow the program to support people consistently if funding changes.



SNAP Market Match FAQs

Be prepared with responses to these frequently asked questions!

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

- SNAP customers visit participating farmers markets, swipe their SNAP/EBT card at the information booth to receive SNAP Market Match currency in addition to SNAP/EBT currency.
- SNAP customers use SNAP Market Match currency to purchase eligible items from farmers market vendors selling eligible products.



Front side of currency



Back side of currency

What can SNAP customers use SNAP Market Match currency for?

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

doh.wa.gov/SNAPMarketMatch | SNAP.MarketMatch@doh.wa.gov



HOW TO USE YOUR WIC QR CODE AT AUTHORIZED FARMERS MARKETS AND FARM STORES

Your monthly fruit and vegetable benefits and the Farmers Market Nutrition Program (FMNP) benefits can be used with the WIC QR code. Please visit the [WIC Fruits and Vegetables](#) and the [Farmers Market Nutrition Program](#) webpages.

Take the following steps to use your WIC QR code:



STEP 1

Find an authorized WIC farmers market or farm store.

TIP Check your WICShopper app or see a list on the [FMNP webpage](#).



STEP 2

Make sure you have your WIC QR code.

TIP Take a picture of your QR code with your phone and use it at the farmers market or farm store.



STEP 3

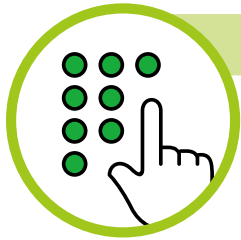
Select your fruit and vegetables.

TIP Look for growers displaying this sign!



STEP 4

The grower will scan your QR code with their mobile device and enter in the amount of the purchase.



STEP 5

Verify the amount of your purchase and enter in your WIC card 4-digit PIN.

TIP FMNP benefits will be used first before your WIC fruit and vegetable benefits!
Note: If you don't have enough benefits to cover your purchase, you can pay with another method or choose not to buy as much.

HELP

Contact Cascades Support at 1-800-841-1410, extension 3, select 2



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/04/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Your insurance company	CONTACT NAME: ACT Program Support
	PHONE (A/C, No, Ext): (844)-520-6991 FAX (A/C, No): (801)-763-1374
	E-MAIL ADDRESS: info@actinsurance.com
	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: Great American Alliance Insurance Company 26832
INSURED Your business information	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY				05/19/2023	05/19/2024	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> ANY AUTO						ANIMAL BAILEE \$
	<input type="checkbox"/> ALL OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB						\$
	<input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED RETENTION \$						WC STATUTORY LIMITS OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						E.L. EACH ACCIDENT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)


Certificate holder had been added as additional insured regarding the above mentioned policy per attached Additional Insured - Designated Person or Organization (CG 20 26 Ed. 04 13)

CERTIFICATE HOLDER

Maple Valley Farmer's Market
25719 Maple Valley-Black Diamond Road
Maple Valley, WA 98038

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE 

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)
INS025 (201401)

The ACORD name and logo are registered marks of ACORD

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) 902-1822
Email: wtsmeasures@agr.wa.gov
Web: agr.wa.gov/Inspection/WeightsMeasures/

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

Washington State Business Licensing Service:
(360) 705-6744
Email: bls@dor.wa.gov
Web: 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: 360-902-1822
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 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.



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.