

## WELCOME TO THE OKANOGAN VALLEY FARMERS' MARKET GUIDELINES AND RULES FOR SELLERS

The mission of the Okanogan Valley Farmers' market is to enhance the business success of Okanogan Valley's small farms and residents by operating a vibrant farmers' market that will serve as a community gathering place and foster small businesses.

The general meeting is April 27<sup>th</sup> at 6:00 PM at the Okanogan PUD. It is *strongly* suggested that anyone who wants to be a vendor at the market attends this meeting. We will be reviewing our token system, licensing, and overall market policy that must be understood to participate in the market.

### **Do I Qualify to Sell?**

To be approved, you must have a quality product. Any approved vendors may sell. Participation in all markets is encouraged, but not required. You must register with the Market Manager prior to your first market of the season. It is your responsibility as a vendor to obtain all appropriate permits and licenses, including Liability Insurance, and to pay appropriate taxes as required by law. If you sell taxable items, you need a UBI #. If you have further questions, please see our "Policy on Acceptable Vendors", available on request or online at our website, [www.okanoganfarmersmarket.org](http://www.okanoganfarmersmarket.org).

### **Guidelines for Potential Vendors:**

- ✓ Prices must be posted and scales must be certified by the Department of Weights and Measurements and visible to the customer.
- ✓ Crafts, prepared food and baked goods are at the discretion of the Board to better enhance the market.
- ✓ For crafts, a majority of the tools and equipment used to produce their products must require skill, personal handling and/or manipulation. Artisans/ Crafters should incorporate materials grown or produced in Washington State as much as possible and create their own products.
- ✓ Farm products sold at markets must be Home Grown within Okanogan County or Bridgeport Bar.
- ✓ Produce must be sold by the growing farmer or their representative that has a direct connection to the farm and knowledge of the product being sold.
- ✓ Seconds, or #2's, must be clearly labeled as inferior or lesser-grade produce. The Market Manager can deem fruit unfit for sale. No "dumping" will be allowed.
- ✓ No Flea Market or yard-sale items are allowed. No reselling of commercial goods.
- ✓ Your selling price should reflect competitive and fair market value. Charge what your product is worth!

### **Market Times and Locations:**

Saturdays:	Okanogan American Legion Park	9:00am – 1:00 pm	May-Oct.
Tuesdays:	Omak Eastside Park	3:30 pm – 6:30 pm	Mid June-Oct.

Vendors are allowed to set up one hour before the opening bell in Omak and one and a half hours before the opening bell in Okanogan. **NO EARLY SALES ARE ALLOWED BEFORE THE BELL!**

### **Market Day:**

If you have a reserved site and are unable to attend a market, you must notify the Market Manager in advance so your space can be utilized. Vendors who do not notify the Manager in advance will be charged a \$10 fine, which must be paid prior to setting up at the next market. Vendors not arriving half an hour before the market bell may lose their space to drop-in vendors if prior arrangements have not been made with the Market Manager.

**How Do I Set Up?** Market stalls are 10 ft. x 10 ft. Please try to keep within these guidelines or you may be charged for 2 stalls. Vendors supply their own tables. Picnic tables are for customers. Canopies are allowed and encouraged, however all canopies are required to be weighted from the time they are erected until they are taken down. You must weight each leg with a minimum of 25 lbs (no cinder blocks). The City of Okanogan will allow screw-in anchors if they are a minimum of 15" and installed properly. Due to shallow underground irrigation, the City of Omak will not allow screw-in anchors. Any canopy weights or anchors must attach to the top of the canopy frame in such a way that tripping hazards are not present. Any Vendor who fails to properly weight their canopy will not be allowed to sell on that day, unless they take down the canopy and sell without it. Canopies are allowed one side wall only. This includes curtains. You will be held responsible for any insurance deductible from an accident or property damage you are involved in.

**What is the Cost?** The minimum daily fee is \$7 in Omak and \$10 in Okanogan per stall for pack-in vendors and \$15 per stall in Omak and \$18 in Okanogan for back-in vendors per market no matter what you sell. A limited number of reserved stalls are available at each market location. Applications are available from the Market Manager. Completed applications and payment should be sent in as soon as possible for reserved stalls to enable the market managers to begin setting up for the first markets. Preference is given to produce vendors and members of seniority, and then on a first-come, first-served basis. A reserved site fee only guarantees the same location every week. Vendors will still be charged a fee for each weekly session.

- Reserved site fees are \$15 for parking sites, \$10 for pack-in sites FOR EACH SEPARATE MARKET (Okanogan and Omak).

- All non-reserved stalls are filled on a first-come, first-served basis. You do not automatically get the same stall next time you come to the market unless you reserve it.
- All vendors are required to report daily market sales to the Market Manager at each market, on slips provided.
- The market carries liability insurance through the Washington State Farmer's Market Association; however this insurance only covers the market. Vendors are responsible for the products they sell, their personal vehicles and anything that happens within their 10' x 10' assigned market space.
- Taxes: State law requires all vendors to have a UBI, whether you owe taxes or not. (Fruit and vegetable growers are exempt). Our Omak and Okanogan Markets currently do not require you to provide your UBI, however for vendors who pay more than \$200 in fees per year the market is required by state law to maintain a list of Vendors' names, addresses and UBI numbers on file.

### **Procedures:**

- ✓ Each Vendor is responsible to keep their stalls clean and orderly.
- ✓ When finished for the day, you must remove all garbage and green waste. The park garbage cans are provided for the customers only. If Market Staff has to pick up after you, you will be charged a \$5 cleanup fee.
- ✓ Please reserve the park tables, benches and parking for your customers.
- ✓ Your success and the success of other vendors depends on you presenting your business as professionally as possible.
- ✓ Try to keep an even store front from one end of the market to the other. If asked to adjust your stall, please respond in a courteous and professional manner.
- ✓ No dogs are allowed in the market area. This is a city ordinance and requirement of the Health District.
- ✓ Please stay for the entire market as a courtesy to all the other vendors and your customers.
- ✓ Driving on the grass is not permitted by the City of Okanogan or by the City of Omak.
- ✓ Cleanliness is a Must!
- ✓ No smoking is allowed within 25' of the market or in vendor stalls.

**Licensing:** If you sell food of any kind, the minimum you will need is a Food Handler's Permit (Health Card) at the Okanogan County Health District. Call the Health District for more information.

Currently you may sell the following items at our markets with only a Health Card:

- Minimally processed fruits and vegetables, (card recommended but not required),
- Free, pre-washed samples of your products,
- Non-hazardous hot foods cooked on site, such as kettle corn, corn on the cob or fried bread.
- Additional information on processed fruit can be obtained from the Market Manager.

You must be able to wash your hands when cutting or giving out sliced samples or selling ready-to-eat food.

Special Event Permits are required if you want to cook and sell food at the Market. The permit costs \$85 for the whole season, and covers both markets. Fill out an application and turn it in at the Health Department.

### **All health cards, licenses and permits must be visibly displayed at your booth.**

An Approved Kitchen is required if you prepare potentially hazardous food away from the market site, or store perishable ingredients between events. You may rent a kitchen or have your own. If you don't have an approved kitchen, you will be required to have a permit from the Washington State Department of Agriculture (WSDA).

A State Inspected Kitchen is required to sell canned or dried food. The WSDA requires the same equipment as a County-inspected kitchen, and the license also allows you to sell your products wholesale. For more information or questions contact Michael Harr, Okanogan Health District, (422-7140) or Celia Kadushin at WSDA (509-888-0197.) All rules concerning baked and processed goods are subject to change in compliance with County and State regulations. Food vendors must have an approved kitchen or comply with the Cottage Industry Act. A copy of your certificate must be included with your application.

### **Who to Talk To:**

The Market Manager is the recognized authority of the Okanogan Valley Farmer's Market, according to the City/Market agreements. They will handle questions, problems and emergencies on site. All other complaints and/or actions taken will be handled through the Farmers' Market Board of Directors.

Any vendor not following these market agreements is subject to suspension from the Market.

Market Phone Number: 826-0457