

2023 Issaquah Farmers Market Bylaws

Before you begin..

All applications must be [submitted online](#).

Rules & regulations of the Issaquah Farmers Market are subject to change after the affected vendor(s) have been notified of such change.

Returning Vendors:

Returning vendors from the previous 2022 season are not required to re-jury their full item list unless a new product is being sold or added or Market Management is requiring a re-jury of a specific product category. **If you hope to add new products in 2023 they must be included in your application and will be juried.** Any items not listed in the application will not be permitted for sale. As a reminder, you can submit adjustments to your application throughout the season through your MarketWerks account.

Returning vendor applications must be received by Friday, March 3, 2023 to receive priority status. Applications received after this date/time will no longer receive priority status and may be juried with new applicants.

Returning Vendor Application Deadline: Friday, March 3, 2023

New Vendors:

We welcome applications from new vendors. There is no fee to apply; If you are selected to vend at Issaquah Farmers Market, a membership fee will be processed. New vendors are accepted based on the market's need to balance available produce & other product categories. New applicants are juried and may be contacted by phone & email if there are clarifying questions about the application. We receive many new applications each season and maintain a waitlist.

New Vendor Application Deadline: Friday, April 7, 2023

We will continue to accept new applications and pull from the waitlist throughout the season based on space & category availability. Applications received after the deadline will be reviewed as time permits.

<p>Mailing Address: Issaquah Farmers Market PO Box 1307 Issaquah, WA 98027</p>	<p>Market Location: Pickering Barn 1730 10th Ave NW Issaquah, WA 98027</p>
<p>Market Manager: Kelli Diann Billips Direct: 425-529-3768 kellidiann@issaquahwa.gov</p>	<p>Farmers Market Office: Pickering Barn 425-837-3311 issaquahfarmersmarket@issaquahwa.gov</p>
<p>Market Dates: 22 Saturdays, beginning May 6, 2023 & ending on September 30, 2023</p> <p>Market Hours: Set up 6:00am – 8:45am. Open For Business 9:00am – 2:00pm, Break down 2:00 – 3:00pm</p>	

Food Access

SNAP/EBT Implementation at Issaquah Farmers Market

The Issaquah Farmers Market has applied to become a Supplemental Nutrition Assistance Program (SNAP) authorized retailer. There are over 12,000 households and \$5,000,000 of food benefits circulating in communities local to the Issaquah Farmers Market. Accepting SNAP benefits at IFM provides these families access to fresh local produce and strengthens the local food economy by creating an opportunity to bring more food access dollars to the pockets of our vendors (instead of corporate chain grocers).

What this means for shoppers – any shopper that currently receives federal SNAP/EBT benefits will be able to use their benefits to purchase fresh produce and eligible foods at IFM.

What this means for vendors – vendors selling produce and eligible foods will be required to accept SNAP/EBT as a form of currency. Vendors will report their sales at the end of the market day and the Market will process this additional income and reimburse vendors by check.

What this means for the market – The Market Manager and staff will process EBT transactions for shoppers at the Info Tent, and issue paper scrip to use at vendor booths. The Market Manager will work with the City of Issaquah's Finance Department to issue payments directly to vendors via check.

Vendors selling produce or eligible foods will be sent an additional agreement to sign to accept EBT scrip and ask you to provide additional details for payment information.

As 2023 will be the inaugural year of this program, vendors will receive communication as we roll out the program and improve our processes.

Any vendor selling produce or eligible foods that refuses to accept EBT scrip should **not apply** to vend at IFM.

Shoppers **CAN** use SNAP benefits to buy:

1. Foods for the household to eat, such as:
 - Fruits and vegetables;
 - Meat, poultry, and fish;
 - Dairy products;
 - Breads and cereals; and
 - Other foods such as snack foods and non-alcoholic beverages.
2. Seeds and plants which produce food for the household to eat.

Shoppers **CANNOT** use SNAP benefits to buy non-food items, ready to eat foods or hot foods, flower arrangements, or alcohol.

1. Any prepared or hot food items that are intended to be eaten on site.
2. Any nonfood items, such as: pet foods;
 - soaps, paper products, and other household supplies;
 - hygiene items and cosmetics.
 - Fresh flowers/nonedible
3. Vitamins, medicines, and supplements.
4. Beer, wine, liquor, cigarettes, or tobacco.

Additional Regulations:

- Vendors are not allowed to set a minimum purchase requirement.
- Cash cannot be given as change for EBT/SNAP.

WIC/Senior WIC Farmers Market Nutrition Program

Issaquah Farmers Market will continue to operate as an authorized farmers market supporting WIC/Senior WIC FMNP. FMNP benefits are set to transition to an electronic card in 2023, instead of the paper checks that were distributed in previous years. The Market will work with vendors to provide more information as it becomes available from the Department of Social & Health Services (DSHS).

2023 Issaquah Farmers Market Code of Conduct

Adopted January 2011. Code applies to all vendors, their workers, agents, guests, volunteers, family, or anyone assisting a vendor in any manner.

As part of the vendor team at the Issaquah Farmers Market I agree to:

1. Practice patience and understanding to customers, other vendors, & market staff
2. Demonstrate sensitivity to people of all ages, ethnicities, and diversities; in accordance with RCW49.60.030 Freedom from Discrimination Law.
3. No wearing or use of items that violate the anti-hate crime laws (including but not limited to wearing of t-shirts, stickers, posters, pamphlets, etc.)
4. Treat customers with courtesy, respect, & honesty
5. Assist other vendors whenever possible
6. Treat other vendors and their property with respect and understanding
7. Treat market staff and volunteers with respect & understanding
8. Notify market staff immediately of any unsafe conditions or grievances
9. Resolve conflicts in an unobtrusive manner
10. Do not use or condone profanity or vulgarity towards any other person, either by actions or in any language
11. Do not bring dogs or other animals to the market
12. Vendor's children are their responsibility and must always be under adult supervision
13. No vendor may be under the influence of any drugs or alcohol while participating at the market; or use prescription or over-the-counter drugs that impair their ability to operate their booth in a safe manner.
14. All products offered for sale must be safe, have a decent life expectancy and exhibit quality of construction

The Market Manager and Staff representatives of the Issaquah Farmers Market have the right to remove or deny from point of membership any vendor whose conduct is disruptive or harmful to the integrity of the market customers, staff and other vendors. Disruptive or harmful behavior may be described as but is not limited to:

- An act of assault, harassment or intimidation; including angry yelling, hawking
- Use of abusive language
- Fighting
- Discriminatory or hate-crime behavior
- Acting in an unprofessional manner
- Negatively affecting the market atmosphere or reputation
- Misrepresentation of products sold
- Repetitive no-show attendance without proper cancellation

Acts of such behavior may result in a warning, suspension, or expulsion from the market of which decision is at the sole discretion of the City.

- Warnings: Failure to abide by this Code of Conduct may result in verbal and/or written notices of improper behavior. Continued behavior may result in suspension or expulsion.
- Suspensions: Failure to abide by this Code of Conduct may result in a written suspension from the market for an amount of time determined by the market staff dependent on the offense committed.
- Expulsion: Failure to abide by this Code of Conduct may result in written expulsion from all further market participation.

Please cooperate with other Vendor's, the Market Managers, Market Staff, and the City of Issaquah to maintain the unique atmosphere and appeal of our market.

2023 Issaquah Farmers Market Rules & Regulations

Mission Statement

The Issaquah Farmers Market exists to provide an engaging direct-to-consumer marketing outlet for Washington State growers & makers. IFM is a dynamic farmers market serving the Greater Issaquah area. Creating a fabric of community that celebrates stewardship of Washington's farmlands is a priority.

Rules & Regulations

The Rules & Regulations of the Issaquah Farmers Market are established to maintain a standard that fosters an enjoyable and profitable shopping experience. Vendors are responsible for reading and abiding by the rules and regulations of the market. Any vendor who chooses not to follow the Rules & Regulations specified by IFM may be asked to leave and may lose any further vending and shopping privileges at the market.

Public Records Disclosure Notice

Signatory acknowledges that the City is an agency governed by the public records disclosure requirements set forth in Chapter 42.56 RCW; therefore, all documents/information furnished to the City may be subject to public disclosure requests – unless exempted by law.

Types of Participants

- 1) The Issaquah Farmers Market is an outlet for farmers, food processors, food concessionaires, and artisans to advertise and sell directly to the public. **All products must be grown, raised, produced, and gathered by the vendor in the State of Washington.**
- 2) The Issaquah Farmers Market is an outlet for local non-profit organizations and businesses to provide information to the public through displays, artistic performances, handouts, conversations, and fundraising. Two stalls in the market will be set aside each week for local businesses and non-profits. Businesses or non-profits are not allowed to conduct any demonstrations that require public participation. IFM may revoke space from any non-profit or business at any time, for any reason.
- 3) The Issaquah Farmers Market is an outlet for area musicians and artists to perform for the enjoyment of the public. Space is available for busking throughout the market at the discretion of market staff. Performances must not interfere with market operations or any vendor's ability to conduct business. Any busker that chooses not to comply with requests of market staff may be asked to leave. IFM may refuse any busker at any time, for any reason.
- 4) The Issaquah Farmers Market designates a free speech zone for individuals wanting to verbally express their ideas. The free speech zone exists within the market footprint and any soliciting individuals are expected to remain within this area as to not interfere with business being conducted by vendors. Individuals may be asked to leave if they are disruptive in any way.

Vendor Selection

Vendor Selection is at the discretion of the Market Manager and staff of the Issaquah Parks & Community Services Department. To control the quality and variety of items sold at the market, all new vendors must have their items juried (approved) by the vendor manager or market staff before acceptance and participation to the market.

All vendors will be selected based on **quality of product, quality of workmanship, means of creation, artistic value, market enhancement** (how items will complement other vendors, products, and the overall market environment), **skills needed to produce their products, and number of direct competitors already selling the same product**. The Market Manager has the right to refuse rental of stalls to any vendor who does not comply with the rules & regulations of the market.

If a vendor is asked to leave the market, or refused space at a future market, the market is not responsible for loss of sales due to compliance or disciplinary issues.

Stall Assignments: Stalls will be assigned to vendors based on the following **Priority Point System:**

1. Product Priority
2. Years in Market
3. Attendance from previous season and/or during current season
4. Sales History
5. Lack of Commitment/No Shows

Product Priority Rating based on Category:

- (1) **Farmers** who grow fresh produce
- (2) **Nursery** those who grow plants and trees
- (3) **Flowers** those selling floral arrangements
- (4) **Processed Foods** – commercially produced, non-potentially hazardous foods, or items used for cooking
- (5) **Concession Foods** – foods prepared on-site, for immediate consumption
- (6) **Crafters** – selling personally created pieces such as artwork, jewelry, soaps, etc.
- (7) **Other** those not fitting in another category but participation pre-approved by Market Manager to build community engagement at the market.

Market Acceptance Policy

New vendors must have their application & products juried (approved) before being accepted into the market.

Returning vendors must have any new products they would like to vend approved before advertising new products at the market. Connect with the market manager to discuss the addition of new products. This policy ensures the market maintains a balanced mix and variety of available items. The Market Manager may ask that items that are not included in the application and approved be pulled from display at the market.

Annual Membership Fee

All accepted vendors at IFM are responsible for paying the annual Membership Fee. The annual non-refundable membership fee for all vendor categories is \$66 for new vendors and \$50 for returning vendors. Each approved vendor must submit a digital application and pay the annual fee to be considered eligible for a stall assignment.

Volunteer musicians & entertainment, per approval of Market Manager, will be exempt from the annual membership fees as will non-profit organizations and local businesses, if only participating to advertising their product, and no sales are conducted.

Fees & Payment

Payments will be accepted week to week to ensure payments are processed in line with weekly attendance.

Fee Type	Amount
New Vendor Membership Fee	\$66
Returning Vendor Membership Fee	\$50
Electrical Fee	\$155
Weekly 10x10 Vendor Booth Fee	\$44
Non-Profit 10x10 Booth Fee	\$26
Business 10x10 Booth Fee	\$52

Payments will be charged at \$44 per 10'x10' stall. Fees are due weekly upon arrival and before booth set-up. Please have payment ready for the staff on duty at check-in. Any vendor that fails to pay the appropriate fee will not be allowed to participate in the market that day.

Credit cards are accepted and are the preferred method of payment. Cash is also accepted.

Checks

Checks are payable to the "City of Issaquah". Credit card or exact cash are preferred. There is an ATM available in the barn lobby if cash is needed.

Any check written to the City of Issaquah that is returned from our bank as NSF ('Non Sufficient Funds') will be charged a \$40 NSF fee per check. The vendor will be notified of this status as soon as we are. The \$40 fee, plus original

check amount, will need to be paid by cash or cashier's check within two weeks of notification, or upon re-entry to the market, whichever comes first. Payments by personal check will no longer be accepted after a check is returned as NSF.

Electrical Fees

Electricity to vendors is available upon request and with prior approval. Requests for electrical access must be included on your application. **Outdoor booths requesting electrical access will be charged a \$155 non-refundable annual electrical fee for their booth.** Electricity outside is extremely limited in both quantity of receptacles and power.

New vendors may not be eligible for electrical access and should be prepared to use an alternative source of power, if necessary. **We require approved electrical vendors use and maintain a commercial grade extension cord (minimum 10 gauge) for 20 amps.**

Pre & Post Hours Selling Fine

Market selling hours are 9:00 am to 2:00 pm. Sales outside of these selling hours may be subject to a **\$25 daily fine.** **There is a 10 minute grace period after 2:00 p.m. to allow vendors to finish sales in progress.**

No Show Fee

Reservations not fulfilled will result in a NO SHOW penalty, if not cancelled by 8:00 pm on the Thursday prior to the Saturday's market. **The NO SHOW penalty fee is \$44 per booth space held.** The \$44 no show penalty fee will be processed at entry of the next attended market, in addition to the current booth fee.

If another market is not attended after the late cancellation is made, the vendor will be invoiced for balance due. All balances due must be paid within 30 days of market no show date. No shows negatively impact the credibility of the market and other vendors. If no shows becomes a reoccurrence, it may be grounds for termination from the market.

Attendance Requirements

Minimum attendance requirement: 10 markets per season.

Vendors are not required to commit to all 22 Saturdays in the 2023 season. Attendance is tracked & updated through your MarketWerks application and Green Slip submission at the end of each market. You will need to turn in a Green Slip for your attendance to be counted for the day. If you did not attend 8 markets last year (2022), you will no longer maintain returning vendor status and are required to reapply as a new vendor.

If accepted into the market midway through the season, the minimum attendance requirement will be prorated. If you are a farmer that will not be able to meet this minimum because of a short selling season, crop issue, etc., then please contact our office to discuss. The Market Manager reserves the right to waive the minimum attendance requirement on a case-by-case basis.

Reserving your Booth Space

In 2023 all date change requests must be submitted through your MarketWerks account. After submitting your application:

1. Register your profile at: <https://issaquahfm.mymarket.org/>
2. Once registered, you'll have access to your application and the Vendor Resource Hub
3. View the instructions to "Request Date Change"
4. If you are submitting a date change request 48 hours or less before the market, also call and/or email the Market Manager at 425.529.3768 or issaquahfarmersmarket@issaquahwa.gov

There is a maximum of three date change requests per season. Please plan your attendance around any major personal events (birthdays, weddings, etc.) that may be coming up throughout the duration of market season, or other events your business has committed to attending. We understand that absences are sometimes necessary. Knowing in advance helps staff to plan accordingly and provides opportunities for vendors on the wait list to have a chance to vend.

- **ALL date change requests must be received by 8:00 p.m. on the Thursday prior to that Saturday's market.**
- Reservations received AFTER 8:00 p.m. on Thursday will be accepted Saturday morning upon check-in based on a space available basis only.
- **Reservations not fulfilled will result in a NO SHOW penalty, if not cancelled by 8:00 pm on the Thursday prior to the Saturday's market.**
- **The NO SHOW penalty fee is \$44 for booth spaces held.**

- The market staff is not responsible for saving a booth space for a vendor that has not requested to vend on a specific date on their application or submitted a date change request.

Stall Details

Each stall will be approximately 10'x10' outdoors. If a vendor's stall covers more than one selling stall area, the vendor will be charged accordingly. A maximum of 30' frontage (\$44 each) may be purchased per vendor each market on a space available basis.

Set-Up Expectations

Vendors must first check-in with the Market Staff at the designated market entry location to receive their stall assignment and to pay their daily rental fees before setting up. Violation of this request slows the market check-in process.

- **Stall assignments are not permanent from week to week or throughout the duration of the season.**
- The Market Manager maintains the right to rearrange stall layout and assignment at any time.
- Stall assignments will be made based on the Priority Point System and special accommodations required such as electrical needs, weather restraints, booth configurations, and a variety of other factors.

Due to limited space, vendors are asked to unload their vehicles and park in the designated lot before unpacking boxes or beginning to arrange displays. Please be considerate of other vendors trying to unload.

No vendor can begin set up after 8:30 a.m. with the exception of mobile food trucks. Mobile food trucks may arrive no later than 8:45am. All vehicles must be moved from the market selling area by 8:45 a.m. and parked in the parking garage (SECOND LEVEL). The lower lot vendor parking priority goes to oversized trucks and vendors requesting ADA parking. Lower lot parking is then first come, first serve.

All vendors are required to remain at the market until closing at 2:00pm. Vendors are not allowed to break down booths prior to the 2:00 p.m. closing time. Vendors will be allowed one hour for take down from 2:00 p.m. – 3:00 p.m. Most often, there will be an incoming event at the barn, so efficient packing is appreciated. Please visit other vendors you may be buying from or connecting with before or during the market.

Packing Up Expectations

At the end of the selling day, vendors are not to enter the market area with vehicles until all products have been boxed and ready to load. Vehicle entrance back into the market for tear-down will be monitored by market staff. **No vehicles shall move from lower lot parking spaces or enter the market area before 2:15 p.m. for the safety of customers. Market staff will direct all vehicles out of the market after the market site has been cleared of non-vendors.** Vendors who try to enter the market with their vehicle, or exit in their vehicle before staff have indicated that it is safe to do so will be considered in violation of the Code of Conduct. All vendor material must be removed from the property at the end of each market day.

Stall Clean Up

Each vendor is responsible for cleaning their booth area and the immediate surrounding area. Garbage dumpster, recycle and compost containers are available on-site. THESE ARE AVAILABLE TO USE DURING MARKET HOURS ONLY. Recycle materials are to be placed in the appropriate blue containers and compost materials are to be placed in the appropriate green containers.

Cardboard boxes must be broken down. Vendors are responsible for hauling their bagged garbage to the dumpster. DO NOT leave garbage in the market garbage cans for market staff to deal with. No vendor material may be left at the market for the next week. The Issaquah Farmers Market is not responsible for any items left on the premises. Brooms, rakes, and tools needed for clean-up are available upon request. Market staff may request that you sweep or clean up any messes or spills. Your cooperation is much appreciated. On all Saturday evenings, the barn will be rented to private parties who will be arriving at 3:00 p.m. after the market closes. Vendor cooperation is needed to provide a quick turnaround.

Exiting Expectations

Vendors and their representatives are expected to be packed and exit the facility and its grounds at 3:00 p.m. After every market, an incoming rental (most always a wedding) will be arriving on the property at 3:00 p.m. At this time, their paid rental begins and they will receive full access and right to the building, exterior grounds and parking lot. Market staff implement exiting strategies and monitoring each week to improve the traffic flow and safety during check out.

Designated Representatives

Vendors are asked to be present in their stalls each week they attend. An exception may be granted to farmers and processors offering perishable products that attract regular weekly customers. Such farmers and processors are allowed to have a designated representative selling their items at the market. **Include the name, direct phone number, & email address of any representatives on the application so they will receive market updates.**

Signage at Your Booth

All vendors must have a sign at their booth. The sign must have the farm or business name, and contact information for the business or owner. Signs, banners, objects, and the like are to be attached **ONLY** to the vendors' booth and may not exceed the size of the booth. A vendor may place (1) a-frame sign providing information about the business such as name, logo or menu **directly in front** of their booth. Market staff may approve other directional signage as needed to aid in the flow of traffic.

Table Coverings

We **STRONGLY** recommend the use of table coverings on all customer facing tables. If table coverings are not used, table maintenance and sanitization is needed. Table coverings offer a more professional appearance, and this simple element can often lead to higher sales.

Outside the facility

1. No stakes, poles, signs, etc. will be permitted to be adhered to the ground or the exterior of any building. Items may be adhered **ONLY** to the vendor's own equipment.
2. No affixing signage, banners, decorations, tarps or tents to the Barn's exterior, signage, trellis work or gazebo
3. Marking or painting on the asphalt or gravel is prohibited.
4. Burning barrels, fires, gas engines, lit candles or lamps are not allowed on the grounds.
5. All trash must be put inside the designated trash dumpsters.
6. No dumping of chemicals, hay/straw, ashes, grease or foreign items allowed on the property.
7. No hay bales – unless sold as product and display has been approved by Market Manager.
8. All awnings must be secured with proper weights to prevent blowing away and causing damage.
9. Broken glass must be placed in dumpster in a closed container, and bagged. Not in small trash receptacles.

A fee may be charged for any damage caused by a vendor to the facility, grounds, or equipment.

Labeling of Products

Processed Foods

Labels are required on all processed foods and must meet the following State requirements:

1. Product Name
2. Company Name
3. Address
4. Net weight in ounces and metric on bottom 1/3 of the label
5. Ingredients listed in decreasing order of predominance

Organic Labeling

If a product is labeled "Organic," it must be certified as required by WSDA Organic Food Program. If a product is labeled "Certified Transitional," WSDA documentation must be available upon request. The word "organic" may not be used within one year prior to the harvest of the crop and the grower holds a certificate from the WSDA stating such – this is National Organic Compliance.

Verbal or written declarations of organic status while selling at our market, not certified or verified will result in termination of vendor's ability to sell. When a farmer is selling both organic and non-organic produce at the same stand, the organic produce must be physically separated from the non-organic produce and signs must be clearly posted and labeled as to the growing method.

Raw Milk Labeling

Raw Milk booths must post a consumer advisory warning at their booth and packaging must be labeled "raw milk."

Unsprayed, Pesticide-Free or Low Spray

Vendors who make verbal and/or written declarations of "no or low-spray" or "pesticide free" products will need to provide a notarized affidavit describing how these procedures are followed or have certification as a "transitional" or "sustainable" process through an approved organization.

Weights and Measures

Vendors that sell products by weight shall provide their own scales, which must be "legal for trade" and are subject to inspection by the Department of Agriculture's "Weights and Measures" Program. All scale displays must be readable and within easy sight of customers. All scales must be registered annually by the Washington State Department of Licensing. Please visit the link for more information: <https://agr.wa.gov/services/inspections-and-investigations/inspections/weights-and-measures/device-registration>

Pricing of Goods to be Sold

Pricing of goods sold at the market and any applicable taxes are the sole responsibility of the individual vendor. The advertising of discounted prices and promoting of other non-market locations is not permitted on the market site. Produce vendors must have prices clearly displayed.

Printed Material

Vendors are allowed to display in their booths educational materials that directly relate to the products they are selling or materials related to the Issaquah Farmers Market. Vendors may not display products, materials or literature for other businesses, organizations, or individuals (unless previously approved by Market Manager).

Amplified Music

Amplified music or paging systems cannot be used by vendors (unless previously approved by Market Manager).

Generators

A vendor requiring a generator may be accepted on a case-by-case basis. A limited number each season will be allowed and must be tested and pre-approved by the Market Manager. No louder than 70 decibels.

Temporary Structures and Tables

The Market Manager must approve any temporary structures or tables that are used by a vendor, including awnings or tarps. All temporary structures, tables, and equipment will be removed from the market site by the vendor responsible for their installation at the end of the selling day.

All awning or tents must be secured with weighted objects, such as sandbags, to prevent being blown away and to prevent damage to property or people. Weights must be a minimum of 25 lbs. PER tent leg. Staking into the ground and attaching to the barn's physical structure for ease and stability are not permitted.

All vendors are responsible for providing, maintaining, and handling their own tables, awnings, equipment and product. Equipment (such as tables, tents, awnings, hand washing stations, etc.) is not provided by the market. Vendors are responsible for purchasing and transporting their own equipment. Storage of such equipment from week to week is not available at the Pickering Barn and not provided by the Issaquah Farmers Market.

Mobile Units

A limited number will be accepted each season and will only be allowed in pre-approved parking locations.

Conduct & Behavior

Dress Code

All vendors are asked to wear clothes that provide adequate coverage from the elements, are non-offensive, and help promote a professional atmosphere at the market. On special events and occasions vendors may be asked to wear clothing to compliment the market theme, but participation is voluntary.

Smoking Policy

No smoking or any kind of open flame by vendors or customers is allowed in vendor stall areas. Smoking in vendor booths inside or outside or in customer sales areas is not allowed.

In compliance with Washington State RCW 70.160 / Initiative 9:

"Smoking is prohibited within a presumptively reasonable minimum distance of twenty-five feet from entrances, exits, windows that open and ventilation intakes that serve an enclosed area where smoking is prohibited so as to ensure that tobacco smoke does not enter the area through entrances, exits, open windows, or other means."

Drug and Alcohol Possession Policy

The unlawful possession or use of illegal drugs, marijuana and/or alcohol on the market site will not be tolerated and is subject to immediate dismissal from the market site.

Health Practices

All vendors must adhere to sanitary procedures as outlined by the King County Public Health Department. All processed food vendors, concession foods, and food samplers are responsible for obtaining proper health permits for their booth and each booth representative handling the food must have a current Food Handlers Permit. Any vendor found selling contaminated food products or produce shall be suspended from selling operations until satisfactory clearance has been obtained from the King County Health Department.

Processed foods must be produced at an approved kitchen and proof of kitchen certification must be shown upon request or included in the application. Food labeling requirements also must be met.

Food permits for potentially hazardous food items can only be obtained during the first 30 days of market operation, then only 2 weeks prior to your opening operation up until the halfway date of the season.

For information on permits, registration and requirements please call our King County Public Health Department area representative, Leonard Winchester, at (206) 477-8130 or leonard.winchester@kingcounty.gov or visit their website: www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness.aspx

Weekly Health Checks

The market is required by the Department of Health to conduct weekly health checks of all potentially hazardous foods. Market Staff will be inspecting the stalls of food concessionaires, samplers, and other products weekly to ensure that appropriate health practices are used at all times and that all permits are in evidence.

If a vendor plans to sell one of the following items, please look at the King County Health Department website or contact Leonard for more information regarding permit changes: dairy, cut leafy greens, mushrooms, hard crusted breads, processed foods or concession foods.

Serv-Ware & Sampling

Plastic Bags

Per Washington state's Plastic Bag Ban, IFM no longer allows single-use plastic carryout bags ('tee-shirt' bags). Perishable food vendors do have an exemption for small produce bags - the kind on the roll - no handles.

Should vendors wish to provide large paper carryout bags or thick, reusable plastic carryout bags they may do so at a charge of \$.08 per bag to the shopper. Please visit this site for complete information: <https://ecology.wa.gov/Waste-Toxics/Reducingrecycling-waste/Waste-reduction-programs/Plastics/Plastic-bag-ban> Collectively, the market and vendors encourage shoppers to bring their own reusable bags.

Compostable Serving Materials Law

Vendors may only give customers disposable serve-ware upon request, including utensils, straws, condiment packages, and cup lids for cold beverages.

The City of Issaquah adopted a law on Food Service Packaging and Recycling on October 1, 2010. This law prohibits food service businesses (market vendors included) from using polystyrene foam (Styrofoam™) and non-recyclable or non-compostable packaging and service ware in connection with food service in Issaquah (including the Issaquah Farmers Market). Businesses must also participate in a commercial food waste recycling program or provide recycling and compost containers for consumers and ensure materials are recycled or composted (provided by Issaquah Farmers Market). Foods that are pre-packaged before they are received by a business are not included in this law.

Reducing garbage through compost and recycling can save businesses up to 50% or more on garbage service costs. Garbage can lead to devastating environment effects such as pollution and harm to animal life. A full list of compostable products is available online at <https://cedar-grove.com/store/packaging> or by calling (425) 837-3400.

Sampling Requirements

To sample at the market, the farmer/vendor must seek approval to sample by requesting to sample on their application and **have a working warm water hand washing station set up in the booth PRIOR to sampling.** The samples must be washed prior to sampling – use of IFM's on-site three compartment sink in Creamery and single rinse sink in Carriage House are available. Clean containers for transportation of the samples must always be used. Sneeze guards must be used and single service utensils, such as toothpicks, must be provided by the vendor. Food can only be handled with tongs, bakery papers, scoops, or disposable gloves. Bare hand contact with food is not allowed. Cutting implements are to be changed or washed every two hours with soap, running water and paper towels.

Potentially hazardous food can be sampled only as long as they are kept in the correct hot or cold temperature zone, and utensils are used. Disposable serving utensils, like toothpicks, are to be used for the public. Food serving utensils need to be changed every two hours. Vendors should bring **3 sets of utensils** for the five-hour market. ALL VENDORS must abide by this Washington State Department of Health requirement that hands will be washed with warm water TWICE after using the restroom (once at the restroom with warm water and then again at your hand wash station back at your booth) BEFORE handling products.

Wine and Beer Sampling & Selling

An additional addendum for eligible in-state wineries and/or breweries interested in selling and sampling bottled wine or beer of their own production at the farmers market will be provided to qualified vendors to comply with and sign at time of application. If you are applying under this category, please let our staff know this and the addendum will be provided to you upon request.

Daily Sales Report (Green Slip)

Each vendor will be asked to fill out and return a sales report at the end of each market day known as a "Green Slip". This report will be used to track market volume, attendance, and is a requirement to maintain our license to accept EBT. Figures compiled will also be used in educating the public about the impact of the market and demonstrate performance for prospective sponsors.

Please fill out the report as accurately as possible. If a vendor feels uncomfortable counting money at the booth, please feel free to ask market staff for a private location inside the Barn. Vendors are to complete sales reports just prior to beginning stall take down, around 1:55pm. There is also an opportunity to provide weekly feedback. We value insight about your experience as a vendor. **Vendors must turn in a Green Slip for market attendance to count towards the minimum attendance requirement.**

Weather and Emergency Procedures

The Issaquah Farmers Market is a 'Rain or Shine' market every Saturday from 9 a.m. to 2 p.m. Thunder & lightening, extreme heat, or smoke must be present to determine that it is unsafe to hold the market. If the market does need to close early or be cancelled due to unsafe weather conditions, we will make every effort to notify vendors as early as possible.

Insurance

Vendors in the Concessioned Food category must provide a **Certificate of Insurance and additional insured endorsement page(s)** evidencing:

Commercial General Liability insurance written on an ISO occurrence basis form CG 00 01 and shall cover liability arising from premises, operations, property damage, independent contractors and personal injury and advertising injury, with limits no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate. **The policy must specifically state that Market Vendor has liability coverage for off-site catering events.** *The certificate of liability should state that the policy covers the Issaquah Public Market for all dates of the market year that the vendor attends.*

The City, its officers, volunteers, and agents shall be named as an additional insured on the insurance policies, except Professional Liability and Worker's Compensation, as respects work performed by or on behalf of the Market Vendor and **a copy of the endorsement naming** the City as additional insured shall be attached to the **Certificate of Insurance and provided to the City before the contract is finalized.** A copy of the certificate and endorsement shall be provided to the City prior to commencement of the work. The City reserves the right to request certified copies of any required insurance policies. The Market Vendor's insurance shall be primary insurance with respect to the City and any payment of deductible or self-insured retention shall be the sole responsibility of the Market Vendor.

The Market Vendor's insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability. The Market Vendor shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

Failure on the part of the Market Vendor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Market Vendor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Market Vendor from the City.

The Certificate of Insurance and additional insured endorsement page(s) must be provided to the Market Manager at least two weeks before the start of the season.

City Business Licenses and Taxes

Per Issaquah Municipal Code 5.02.010 - if a vendor makes over \$3,000 a year at the Issaquah Market (or elsewhere within the City limits throughout the year), this vendor is required to have a City of Issaquah Business License unless one of the exemptions are met.

Please visit the following link for information on how to apply and for license requirements: <http://www.issaquahwa.gov/134/Licenses> - Please call the City of Issaquah Permit Office at (425) 837-3116 with any questions.

Vendors are responsible for obtaining appropriate licenses and reporting and paying all taxes needed to do business in the City of Issaquah and State of Washington.

The Business License exemption is stated:

5.02.025 Exemptions.

Participants of a City-sanctioned event (sponsored or permitted, including special events) who gross less than \$3,000 a year. Those participants grossing more than \$3,000 annually within the City of Issaquah must obtain a City of Issaquah Business License.

Any non-agricultural vendor whose weekly sales reports totaled over \$3,000 for the previous year's Issaquah Farmers Market sales will be asked to apply for and purchase a \$60 City of Issaquah Business License prior to their first market participation of the season. An additional \$15 State Processing Fee applies when purchasing this permit. Agricultural vendors are exempt from the City Business License regardless of their total sales.

Retail sales taxes are the responsibility of each vendor. Most vendors are required by Washington State Law to have a current Washington State Master Business License Number which should be supplied with the vendor application.

State Business License Requirements

Per state law, Revised Code of Washington 82.32.033 – the City is advising all vendors that if participation at the Issaquah Farmers Market meets the requirements for a State of Washington business license (which has different requirements than the City of Issaquah license), then the correct license must be obtained. The City reserves the right to ask to see the business license (or proof of exemption) at any time. To see business requirements for a State license please visit the following link for further information: <https://dor.wa.gov/businesses>

Food Bank Donations

Food bank donations from produce and food vendors will be accepted at the end of market and picked up by a representative from the Issaquah Food Bank. Please notify market staff if a vendor/booth will have something to donate so proper procedures can be explained. In the event that a pick-up is not made, the donations may be composted or taken with the vendor to compost.

Expression Area

The Market Managers will establish a "Free Speech Area" for the purpose of providing one place at the market for members of the public to **display** information. This may be political advertising, petitions or the like. The designated expression area shall be marked by at least one sign containing the words "Free Speech Area".

Members of the public who wish to use the Farmers Market for expression activities may do so by setting up tables in this designated area to display information and by wearing buttons and personal advertising. Leafleting, organized protesting, non-scheduled entertainment (busking) cannot be managed or eliminated by market staff. Members of the public are allowed to walk through the market carrying a sign mounted on a non-pointed stake or leafleting. These signs may be no larger than 14" by 22" in area.

Vendors will notify the onsite Market Manager if infractions to these rules are noted. All expression area participants must ensure that their information conforms to the State's RCW49.60.030 Freedom from Discrimination law and that there is no wearing of or use of items that violate the anti-hate crime laws.

Animals in the Market and Service Animals Law

"NO DOGS / NO PETS" POLICY FOR ALL – SHOPPERS & VENDORS.

Proper signage will be displayed in multiple areas throughout each market and market staff will monitor and educate patrons of the policy.

NO PETS (ANIMAL, REPTILE, OR OTHER) will be allowed in the vendor areas, including stored in vehicles, or on Pickering Farm grounds.

The only exceptions to this policy are service animals. Previously approved and scheduled demonstrations involving animals by 4H or performing groups may be allowed and proper waiver will be completed prior to attending the market.

The distribution, sale or giving away of animals on the market site is forbidden.

Children of Vendors

Vendors are responsible for children if brought to the market. Vendors must closely supervise their children at all times – especially during set-up and tear-down when moving vehicles are present. Small children should not be allowed to wander through the market without adult supervision.

The indemnification agreement signed as part of this application holds the vendor completely responsible for any injuries, death or damages sustained by or created by the vendor's children or other agents of the vendor; unless caused by the sole negligence of the City.

Non-Profits

We allow Non-Profits (with 501c3 status) the opportunity to attend the market for a \$26 booth fee. There are two spaces per market for this type of booth, and each Non-Profit is only allowed to attend up to two times in a season. We categorize Non-Profit booths into two types: Advertising, and Fundraising. For detailed information on how to become a Non-Profit booth, please visit our website: <http://issaquahwa.gov/market> and click on the 'For Non-Profit' link on the left side of the page. Or contact a Market Manager at (425) 837-3311 or via email at: issaquahfarmersmarket@issaquahwa.gov

Businesses/Corporations

We allow businesses the opportunity to attend the market as a business booth for a \$52 booth fee. There are two space per market for this type of booth, and each business is only allowed to attend up to two times in a season. Business booths may not sell anything onsite or conduct physical demonstration of products or services (strictly a promotional booth only). For information on how to become a business booth, and the pricing associated, please visit our website: <http://issaquahwa.gov/market> and click on the 'For Business vendor' link on the left side of the page. Or contact a Market Manager at (425) 837-3311 or via email at: issaquahfarmersmarket@issaquahwa.gov

Pubic Health Guidance

As we enter our third Market season amid the challenges of the COVID pandemic, the safety of our Issaquah Farmers Market customers, vendors, and staff remains a top priority. Our Market operates under permit from Public Health – Seattle and King County. Vendors have a critical role in ensuring safety at the Market. By participating in the Issaquah Farmers Market, vendors agree to follow all current and applicable county and state COVID guidelines and regulations.

If any vendor has a recent COVID positive test or is experiencing COVID-19 symptoms, they are expected to follow isolation guidelines and masking requirements. If a vendor becomes aware they have been exposed to COVID-19, we ask them to act in the interest of safety and wear a well-fitting mask following public health guidance. Please visit kingcounty.gov/COVID or contact the Market Manager for more information.