

Monroe Tuesday Market – Policies 2011

Welcome to “Monroe Tuesday Market”. We want the Monroe Tuesday Market to be a joyous and profitable event each week with families and people of all ages and backgrounds coming to buy our local farm products, and products from our talented crafters, keeping our farmers close to home and giving them a chance to show off their hard work. The Monroe Tuesday Market has been established for the benefit of the community, the farmer, the artisan and the consumer alike. It is sponsored by and all profits go to DREAM.

All questions should be directed to:

Refugio Morales Jr, Market Manager: (360-547-3630) email: monroetuesdaymarket@gmail.com

When does the Tuesday Market take place? We kick off the Tuesday Market in Traveler Park and on Ann St., on the corner of Main St and Hwy 2, Monroe, WA 98272. The market will start June 7th 2011, and continue through September 27th. **Rain or Shine!**

Who may sell at the farmers Market: Farmers or Crafters with products that are homegrown or hand made by the vendors. The Monroe Tuesday Market will give first priority to the farmers and then to vendors that sign up for the entire market season and/or Pre-Paid.

- A. Fresh Fruits and vegetables - Produce should be fresh and have no residual that cannot be removed by normal washing. Appealing in looks and freshness.
- B. Herbs and flowers (fresh and dried) plants, nuts & honey - Plants and flowers must be propagated by the vendor from seed, cuttings, bulbs or plant division.
- C. Processed foods, preserves, salsas, vinegar's & syrups – prepared and ready to eat foods must be produced by the vendor from raw ingredients. Vendors in this category are those who have cooked, canned, baked, preserved or otherwise treated the product they sell.
- D. Baked goods, seafood, prepared and ready to eat foods – Same as C.
- E. Hand-made crafts and artwork – All handcrafts and artwork must be designed, assembled or crafted by the vendor or family member. Only US hand crafted items will be accepted.
- F. Miscellaneous – Miscellaneous wares will be discussed in advance with the market manager and/or committee.

(In the interest of the market as a whole and to insure diversity may at its discretion limit the number of vendors in each category.)

Rental Fees: A one time application fee of \$10.00 (non-refundable) is to be included with application. Vendor spaces are \$25.00 each week. Spaces are 10 x 10 and double spaces of 10 x 20 are \$50.00 each week. Payment in advance will reserve a space for any week or the entire Market (see market manager for details) with priority based on first pay, first choice. **NO RESERVATIONS WILL BE MADE WITHOUT PAYMENT.** Arrangements may be made by calling the market manager Refugio Morales Jr (360)-547-3630 email: monroetuesdaymarket@gmail.com or sending check made out to; DREAM, PO Box 1243, Monroe, WA 98272. Along with application, include copies of Licenses and/or certificates.

If you wish to reserve for only certain days, please specify on the application. If reservations are not made in advance, this fee will be collected by the market manager at the beginning of each market day along with payment for the next market day attending. However, spaces may sell out early. **PRE-PAYMENT IS NON-REFUNDABLE UNLESS THE REQUESTED DATES ARE SOLD OUT. SUBLETTING IS NOT ALLOWED UNLESS PRE-APPROVED.**

Vendors need to provide their own tables, chairs, canopies, or umbrellas. All canopies and umbrellas, if used must be **FIRE PROOF** and safely weighted down at each ground contact point during all market operations, from the time it is set up until the time it is taken down. Weight required for each canopy leg is to be no less than 24lb as per the Washington State Farmer's Market Association Canopy Safety 101 guidelines.

Punctuality: Selling time is 2:00 PM to 7:00 PM. All vendors with assigned booth spaces must check in with the market manager by 1:00 PM and be ready to begin selling when the market opens. Reserve vendors who fail to show up by 1:00 PM (unless prior arrangements have been made with the market manager) will have their space sold to a vendor on the waiting list. Be reassigned to an empty space (if available) and will not be entitled to a refund for that day. If a vendor does not call or occupy the booth three weeks in a row, the stall will be declared vacant and given to the next vendor in

line. Vacated spaces will be filled in advance from the waiting list and on Market day by a first come basis. Please notify the market manager in advance if you require an earlier set up time.

Vendors are required to stay set up and open for business until 7:00 PM. If you run out of product you are expected to stay until the market closes at 7:00 PM. NO EARLY TAKE DOWNS WILL BE PERMITTED. CLOSE OF THE MARKET WILL BE ANNOUNCED BY THE MARKET MANAGER AT WHICH TIME YOU MAY THEN TAKE DOWN AND NOT BEFORE. Under NO circumstances shall a moving vehicle be allowed in the market selling area during market hours from 1:30 to 7:30.

Loading/Unloading: Vendor booths and/or vehicles must not extend beyond allotted booth space. Some market spaces have been designed with on-site vendor vehicles. Please have all other vehicles off site no later than 1:30 PM (no exceptions). Be sure you leave plenty of parking close to the market for customers. If you are not sure where to park please see the market manager. **NO** parking or driving on the grass area of the park.

Booth clean-up: Each vendor is responsible for keeping his/her booth space clean during the market and for complete clean-up of their space at the close of the Market. This includes hauling away any trash or garbage that is generated in or around your booth and sweeping up any product debris left on the ground. **Vendors who do not clean up at the end of the market will be fined \$25.00.** If it is repeated, they will not be allowed to sell at the market again. There is NOT an on site dumpster; please take your trash with you when you leave.

If handing out samples you must have a garbage can outside your booth and dispose of your own trash.

Signs: All vendors are required to post a sign identifying him/her self or the name of his/her company or farm represented and where it is located.

Vendor Displays: Signs, product or displays are not allowed outside of your 10 x 10/10 x 20 space. Displays, selling techniques or items must not impair other vendor's ability to sell, or create a hazardous situation for customers. Booth displays need to be displayed attractively and neatly.

Pricing: Setting the price of your goods sold at the market is solely the responsibility of the individual vendors. **NO DUMPING IS ALLOWED.** Vendors are not allowed to give product or other items away for free, thus under-cutting potential sales of other vendors. "HAWKING", "UNDER CUTTING" and "FALSE ADVERTISING" is out of place at this market and will not be allowed.

Scales: Produce vendors must provide their own scales. Scales must be legal for trade and are subject to inspection by the department of agriculture weights and measures program.

No-Smoking or Alcoholic beverages: Smoking is not allowed in the vendor sales areas. No vendor is to be under the influence of alcohol or drugs, nor have any alcohol or drugs in the market area, unless they have proper licenses to sell at the market.

Pets: No vendor pets will be allowed in the market area. The only exceptions will be dogs used for disabilities.

Children: Children running through the market can create many problems. If you must bring children to the market, they must stay in your booth or be accompanied by an adult if they leave your space.

Toilet Facilities: We have arranged for portable potties available for vendors. If you need someone to attend your booth during those breaks, please let the market manager know so someone can attend your booth for your break.

Courtesy: Please conduct yourselves courteously. Please be sure to deal with the public and fellow vendors in courteous and appropriate manner.

Weekly sales reports: The market is required to report the total funds sold by all vendors. We will NOT make any association of your sales figures to your booth or divulge your sales as an individual booth. The amounts are listed anonymously for statistical and insurance purposes only.

Licensing, permits and special requirements:

- A. Sales tax is the responsibility of the individual vendor.
- B. All applications will be required to have a UBI number.
- C. For all on site vehicles; all vendors that have on site vehicles (only) must show proof of current automobile insurance. Complete with policy number which will be kept on file.
- D. New Snohomish County Health Department farmers market regulations every year, and each vendor must find out what applies to your product and comply.
- E. Since the Snohomish County Health District public market guidelines were implemented in 1999, there is ABSOLUTELY NO EXCUSE, either you have ALL your permits in order, or you do not sell that day!!!!!!!
- F. Having all the necessary permits & licenses for your products is YOUR responsibility.

Other copies required:

- A. Washington State Nursery License (sellers of plants, bulbs or seeds for planting must have nursery license) (WA State Department of Agriculture)
- B. Washington state department of Agriculture food processors license (foods include dried fruits, herbs, teas, baked goods, cider, preserves, salsas and salad dressing. Beekeepers who process their own honey do not need a food processor's license, unless the honey is sold wholesale. All food must be kept at least 18 inches above ground. (Snohomish County Health District)
- C. Certification of organically grown produces (must be certified by WA stat law. If not required to be certified, will need to sign a notarized affidavit to be given to the market manager attesting that they follow state certification guidelines for organic products).
- D. Proof of current automobile insurance (on-site vehicles only)
- E. WSDA Egg handler's permit
- F. Washington state department of Health food worker's permit
- G. Grade A Dairy permits
- H. Pesticide applicators license
- I. Department of Fisheries wholesale license.

Labeling: Processed foods including honey, have Washington state labeling requirements. Labels on processed foods may be printed or handwritten and must include;

- 1. Name of the product,**
- 2. Company name**
- 3. Address**
- 4. Net weight**
- 5. Ingredients listed in decreasing order of predominance**

Market Manager: The market manager is responsible for overseeing and implementing the market policies, set-ups, booth assignments, providing information on market policies, collection of fees, public concerns and vendor complaints. The market manager has complete authority to interpret and implement policy on the market site, including the authority to rescind vendor space for just cause. Vendor grievances will be taken to the committee. The market manager is here to provide a better market for you and the community.

- * The Monroe Tuesday Market reserves the right to prohibit anyone from selling or any product from being sold.
- * The Monroe Tuesday Market has the right to inspect a vendor's booth.
- * To insure authenticity, the Monroe Tuesday Market reserves the right to inspect where products are made.
- * The Monroe Tuesday Market is not responsible for loss or damage.
- * There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age, nationality or the presence of any sensory, mental or physical disability.

We look forward to a successful market with an abundance of fun and enjoyment. Our goal is to provide a quality market as well as the best service to our customers, farmers and arts/craft vendors. We appreciate your help and suggestions in building a successful market for our community.