

## Mount Vernon Farmers Market Vendor Policy 2008

### Vendor Responsibilities

1. **Every vendor must have a UBI # from the state Department of Licensing (farmers selling their own edible produce are exempt). You must put your UBI on the vendor applications in order to sell at the market. This is a State Department of Revenue rule.**
2. **Set-up time is between 7:30 and 9:00am on Saturdays, and 1:30 to 3:00pm on Wednesdays. Extreme caution is urged when driving around pedestrians in the market area.** We recommend that all vendor vehicles be removed from the Market area ½ hour before opening, unless approved by the Market Manager. Convenient parking is reserved for customers - vendor vehicles not used for vending must be parked at a reasonable distance from the Market.
3. The Market will be **open for sales to customers from 9:00 am until 1:00 pm on Saturdays, and 2:30 to 5:30pm on Wednesdays.** No selling, except to other vendors, is allowed until the opening bell has rung. Vendor stalls must remain set up until the closing bell, (you may leave and come back to take down). Again, **extreme caution** is urged when driving vendor vehicles around pedestrians during closing and breakdown. Notify the Market Manager if early departure is necessary. All stalls should remain standing until the closing bell, both for the safety of our customers and for market integrity.
4. Spaces will be assigned with consideration to the length of time at the Market, continuity, product presentation, and the best interest of the entire market. Check with the Market Manager when you arrive to assure a well spaced market. **Please inform the Manager at least 24 hrs in advance if you are not going to be present.** The Market phone is a cell, call-in if you are unable to attend due to an emergency, (360 292-2648).
5. Vendors provide their own canopy and tables. For insurance purposes, **"All vendors who wish to erect canopies or umbrellas on the farmers market site during a normal period of market operations, including the set up and break down period, are required to have their canopies and umbrellas sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down.** Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the farmers market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it." The Manager can provide information on safe ways to anchor canopies and umbrellas.
6. **You must remove your own refuse and/or unsold products from the market area at closing.** Neither the city nor the farmers market is responsible for your garbage removal. If your garbage is left, you will receive one warning; after that you will be fined \$50 for violation in addition to the cost of garbage removal. Further disregard of this policy may be grounds for Market expulsion.
7. Vendors are required to pack-out their waste water or gray water – emptying into storm drains is prohibited due to our proximity to the river.
8. **A non-refundable \$30 registration fee must be paid with your application.** The daily stall fee is based on the following chart, approximately 5% of gross sales. The daily fee for non-registered vendors is \$35. Child vendors pay \$5. The Market Manager will collect the fees on the market day.

NEW Vendor Stall Fee Schedule 2008

Gross sales	Fee	Gross sales	Fee	Gross sales	Fee	Gross sales	Fee
0-\$100	\$15.00	\$651-700	\$35.00	\$1001-\$1050	\$52.50	\$1351-\$1400	\$70.00
\$101-\$400	\$20.00	\$701-\$750	\$37.50	\$1051-\$1100	\$55.00	\$1401-\$1450	\$72.50
\$401-\$450	\$22.50	\$751-\$800	\$40.00	\$1101-\$1150	\$57.50	\$1451-\$1500	\$75.00
\$451 to \$500	\$25.00	\$801-\$850	\$42.50	\$1151-\$1200	\$60.00	\$1501-\$1550	\$77.50
\$501-\$550	\$27.50	\$851-\$900	\$45.00	\$1201-\$1250	\$62.50	\$1551-\$1600	\$80.00
\$551-\$600	\$30.00	\$901-\$950	\$47.50	\$1251-\$1300	\$65.00	\$1601-\$1650	\$82.50
\$601-\$650	\$32.50	\$951-\$1000	\$50.00	\$1301-\$1350	\$67.50	Etc.	Etc.

9. **Vendors are responsible for their own licenses and permits from the Skagit County Health Department.** Check with the Market Manager for more information.
10. The market welcomes **young entrepreneurs.** Children under the age of 14 are welcome to sell products they have crafted or grown themselves. A nominal stall fee of \$5.00 will be charged. Creativity is encouraged; the Market Manager has the authority to set standards. Lemonade & cookies are not recommended since even children are required to meet Skagit County Health Department regulations

11. Non-profits whose mission is in-line with the interests of the market may set-up information tables as space allows. Contact the Market Manager for permission in advance. The market reserves the right to refuse permission for religious, political, or other activities.

### **Market Management**

Market policy is made by the Board of Directors. Board meetings are scheduled for the third Tuesday of each month. Ask the Market Manager about the next Board meeting. Interested vendors are welcome to attend.

The Market Manager administers policy of the Market Board of Directors. The Manager has on-site authority, and is responsible to the Board of Directors for enforcement of market policy.

Failure to abide by any policy of the market or decision of the Manager may result in temporary or permanent loss of market privileges.

Suggestions for a change of market policy may be submitted in writing to the Mount Vernon Farmers Market Board of Directors P.O. Box 2053 Mount Vernon, WA 98273.

### **Product Guidelines**

All products must be grown or produced by the vendor. You may sell something from another farmer if no other market vendor grows and sells it. Allowable products for sale at the market are; fruits, vegetables, herbs, plants, flowers, other agricultural/horticultural produce, meat, poultry, and fish, cheese and eggs, prepared food items, and selected handicrafts as approved by the Board.

The Mount Vernon Farmers Market reserves the right to prohibit anyone from selling, or any product from being sold. Preference will be given to Skagit County vendors.

#### **1. Produce.**

The Mount Vernon Farmers Market supports farm-fresh, locally grown products and is not an outlet for wholesale produce. Produce from other counties may be sold, providing it is not available locally and comes directly from the grower without a middle marketer.

Produce should be insect free, fresh and have no residue that cannot be removed by normal washing. Only the highest quality produce will be allowed for sale at the market. The Market Manager has the right to request any vendor to remove any merchandise deemed unacceptable to the market.

#### **2. Landscape Plants and Flowers.**

Plants must be propagated in soil by the vendor from seed, cuttings, bulbs, or plant divisions. All products for sale must have been grown by the vendor.

Contact the Market Manager or the Washington State Department of Licensing (360-664-1400) for state licensing requirements. You are responsible for your own state Nursery Retailer/Wholesaler license.

#### **3. Food Items and Prepared Food:**

Prepared items must be produced by the vendor from raw ingredients. Food vendors must have a Washington State Food Handlers Permit and any other permits required by the Skagit County Health Department (360-336-9380) or the Washington State Department of Agriculture (360-902-1800). Prepared foods must comply with current Skagit County Health Department regulations. Vendors using open flame must have a portable fire extinguisher in their stall.

The market may, at its discretion, limit the number and product mix of food vendors. Contact the Market Manager well in advance of your desired market date to determine space availability.

#### **4. Handicrafts:**

The market welcomes a limited number of crafters whose crafts are kitchen, home or garden related. You may contact the Market Manager to reserve a space for one day for a \$35 stall fee without a registration fee. Market Board representatives will review your products for suitability for future markets by the end of that day.

Ours is a welcoming, people-friendly market. Dogs, on a short leash, are welcome. **Smoking is restricted to outside the market area.**

The Market receives financial or in-kind support in 2008 from: City of Mount Vernon Hotel/Motel Funding, Downtown Business Community, Friends of Skagit County, Skagitians to Preserve Farmland, Skagit Valley Food Co-Op, Skagit Valley Hospital, Childrens Museum of Skagit County, Skagit County Community Action Agency, and Mount Vernon Healthy Communities Project. Live music is supported through donations from local businesses.

**Market Contact:** Ron Farrell, Manager      **Cell:** 360 292-2648      **Email** [mvfarmer1@hotmail.com](mailto:mvfarmer1@hotmail.com)

[www.mountvernonfarmersmarket.org](http://www.mountvernonfarmersmarket.org)