



AUBURN INTERNATIONAL FARMERS MARKET (AIFM) 2019 RULES and REGULATIONS

Thank you for your interest in the 2019 Auburn International Farmers Market (AIFM).

Mission Statement: The mission of AIFM is to provide a forum for the purchase of a variety of healthy and locally grown products to area residents, education about healthy food choices and overall health and well-being, a convenient marketplace for local farmers and artisans and a vibrant gathering place for the community to enjoy Auburn.

The Auburn International Farmers Market (AIFM) is overseen by a Market Manager and is supported by the City of Auburn.

Location: Les Gove Park
Address: 1140 Auburn Way S, Auburn WA 98002
Dates: Sundays, June 2 through September 22, 2019
Hours: 10:00 AM to 3:00 PM

I. PRODUCT POLICIES AND GUIDELINES:

A. Farm Products

The AIFM strives to provide a marketplace where fresh wholesome products are sold. All products must be grown, raised, produced or gathered by the vendor in Washington State, according to Washington State Farmers Market Association (WSFMA) Guidelines. Seafood must originate from the greater Pacific Northwest (WA, OR, Alaska or British Columbia, Canada). Vendors will be required to verify fish origination. On occasion, to attract particular types of products not otherwise available, or in sufficient quantities to the Market, the Market may allow resale of product(s) not grown by the vendor.

B. Food Sampling

Vendors who wish to offer samples of foods or food products to customers must contact the Market Manager and show satisfactory proof of compliance with requirements of the Seattle & King County Department of Public Health, if any, and with the applicable requirements of other agency(ies) regulating such activity. Sampling of food products must be in accordance with Seattle & King County Department of Public Health and other applicable regulations. Additionally, the vendor must provide hand-washing facilities and/or products in the booth, and must protect the food samples from contamination, and must provide the food samples with single service appropriate utensils to handle the food samples, such as toothpicks, disposable spoons and/or forks or bakery paper. Food can only be handled with tongs, bakery paper, scooper, and/or disposable rubber/plastic gloves. **Bare hand contact with food is not**

allowed. Cutting implements must be cleaned with soap, running water and paper towels, or as required by applicable health regulations.

C. Processed Goods

The Market accepts certain value-added items which are grown and/or made by the vendor such as baked goods, preserves, wine, cheese, sausage, and smoked meats or fish. All processed foods must be labeled with the product name, ingredients, net weight, price, vendors name and address. Vendors must meet State and King County requirements for food handling and processing. Vendors offering samples of their products must contact the Market Manager. See food sampling guidelines in above paragraph.

D. Prepared Foods

Prepared food vendors and their menus must be approved by the Market Manager. Prior to selling at the Market, all prepared food vendors must show appropriate Washington State Department of Health certification to the Market Manager. Vendors must meet State and King County requirements. Permits must be displayed in public view during Market hours. All prepared food processor trailers must comply with applicable Health Department Regulations.

E. Hand Crafted Items

All craft products must be handcrafted in Washington State by the vendor, in compliance with the Washington State Farmers Market Association (WSFMA) guidelines and approved by the Market Manager. Product selection will be based on quality, originality and compatibility with the existing market mix provided craft vendors do not exceed ten percent of the total number of vendors on a given market day.

F. Non-Profits

Non-profits must provide proof of non-profit status. Non-profits are allowed on-site on a space available basis as determined by the Market Manager. Non-profits are limited to one stall per Sunday. Non-profits are not allowed to sell anything on-site and are not allowed to give away items that may conflict with other vendor sales.

II. VENDOR SELECTION

Vendors are selected annually by the Market Manager. Selection will be based on quality, originality, and compatibility with the existing market mix, as well as with vendor performance. No vendor will have guaranteed return rights from season to season. The Market generally does not offer exclusive rights to vendors to sell any one product. However, if the AIFM believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry. All selected vendors must complete and sign a vendor application and contract each season prior to selling at the Market. Appropriate applications, Health Department permits and pre-paid fees must be taken care of prior to selling. Agricultural products will be given priority over other product categories or crafts.

III. FEES, SALES REPORTING, AND PAYMENT

A fee schedule for all Market stalls will be established by the Market Manager prior to each market season. The annual application fee is \$20.00 (\$5 for non-profits) and is non-refundable. Applications are available at www.auburnfarmersmarket.org.

All stall fees must be paid by Friday at 5pm prior to the Market Sunday.

Prices below reflect a single stall fee per week

Application Fee for Farm/Craft/Food/Other Vendors	\$20
Full Season Package: must attend a minimum of 15 weeks	\$425
June Package: must attend a minimum of 4 weeks	\$150
July Package: must attend a minimum of 3 weeks	\$120
August Package: must attend a minimum of 3 weeks	\$120
September Package: must attend a minimum of 3 weeks	\$120
Daily Drop In Fee	\$40 per Sunday
Application Fee for Non-Profit	\$5
Single Stall for Non-Profit Vendors	\$10
Electricity 1-13 amps. Limited support available. Selecting Electricity does NOT guarantee it will be available.	\$5 per Sunday

Vendors agree to report total sales to the Market Manager at the end of each selling day.

All fees are paid to the Market Manager by Friday at 5 pm, **prior to market day**. Payment is to be made to: Auburn Farmers Market.

When available, Market canopy weights may be rented for \$15.00 per set of four, per Market day, payable before the end of each market.

Vendors who cannot attend on a Market day should submit written notice to the Market Manager **by Friday at 5pm prior to market opening**. If written notice is not given by Friday, at 5pm, stall fees will not be refunded or applied to future Market dates.

Vendors who request a refund of stall fees will be given a refund minus a \$5 administrative fee.

IV. LICENSE, PERMITS, TAXES AND INSURANCE REQUIREMENTS

A. Unified Business Identifier (UBI) Number

The Washington State Department of Revenue requires the AIFM to verify that its vendors are registered to do business in the State of Washington. Unless a vendor is exempt by law, the vendor must supply the Market with a state UBI number.

B. Permits and Taxes

Vendors are responsible for obtaining all necessary permits, inspections (food, agricultural & nursery plants) and paying their own taxes.

C. Liability

Auburn International Farmers Market highly recommends vendors obtain general liability and product liability insurance. **The Auburn International Farmers Market is not responsible for any loss or damage incurred or caused by vendor.**

V. SET-UP AND TAKE-DOWN

Prior to setting up, all vendors must check in with the Market Manager. **Vendors may set up beginning at 7am.** Vendors should unload promptly and then move vehicles off-site before setting up stall. At 3:00 PM. vendors will cease selling and promptly take down their stall space. **Vendors must not leave their stall area to retrieve their vehicle until stall is completely taken down.**

Vendors are required to remain at their stall spaces until 3:00 PM. unless other arrangements are made with the Market Manager. If needed, the Market Manager or assigned market volunteer will relieve vendors for a break. If vendor sells out early, post a "sold out" sign and notify the Market Manager.

A. Stall Space/Location

Each vendor will be assigned a 10' x 10' stall space on a priority basis as follows:

1. Full Season prepaid vendors.
2. Multiple week prepaid vendors.
3. Returning AIFM vendors.

Vendors will provide their own tables, chairs, canopies, signs and other desired display materials in accordance with Market regulations. The vendor sales area must not extend beyond the allotted boundaries of the stall space unless approved by the Market Manager. Display and selling techniques must not impair other vendors' ability to sell, nor create a hazardous situation for customers.

B. Punctuality

All vendors must be at their stall 30 minutes prior to the opening of the Market. Unless prior arrangements have been made with the Market manager, stalls will not be held for an assigned vendor who does not show up at the designated time. All vehicles must be off the Market site 30 minutes prior to the opening of the Market.

C. Cancellations

Vendors with reserved stalls are responsible for occupying that space on each Market day. Vendors not able to attend a reserved Market day are required to call or e-mail the Market Manager not later than 5 pm on the Friday prior to Market day. Vendors who fail to give appropriate notice of their absence will still be charged the regular fee. More than two (2) non-appearances may result in loss of assigned space privileges. Unoccupied reserved stalls at the Market opening will be assigned to standby vendors and then to non-profit organizations at the Market Manager's discretion.

D. Canopies/Umbrellas

Canopies or other booth covers are required to be flame retardant and must have weights sufficient to keep the covering in place. Canopy weights must be in place from setup until take down. Each tent leg or umbrella must be securely weighted down with 20 - 25 or more pounds of weight at all times in order to sell at the Market. Any damage incurred by a vendor due to

insufficient weights will be at that vendor's expense. The AIFM has a limited number of weights available for rent at a cost of \$15.00 per set of four, per market day, payable before closing.

Vendors without adequate weights will (1) be given a **verbal warning**. If vendor does not get weights for canopy, then (2) a **written warning** will be given. If the vendor does not get weights after the verbal and written warning, (3) vendor will be **charged \$15** and weights will be provided by Market for the day. Vendor will continue to be charged \$15 per Market day until they provide their own weights.

E. Safety

Tables must have smooth edges, remain stable when loaded with product, and have legs locked firmly into place. Shades must be tied down or weighted. Tarp poles must not obstruct traffic flow and care must be taken when setting up or taking down displays. All vendors utilizing heat must have fire extinguishers in their booths. Prepared food vendors are permitted to use only gas/propane/electrical cooking equipment.

No charcoal briquettes allowed.

F. Electricity

Vendors requesting electrical power are responsible for providing their own extension cords and mats to cover any and all portions that lie in any area utilized by Market customers. Electrical power is very limited. The AIFM does not guarantee electricity to its vendors.

G. Generators

Generators are required to be 70 decibels or below. To be mindful of noise to other vendors and patrons, generators must be quiet and only produce 70 decibels or less of noise.

H. Stall Clean Up/Trash Removal

Vendors are required to maintain their individual selling space in a clean, safe and sanitary manner, including protecting the pavement from drips from any part of the vendor's vehicle. 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 taking with you any trash or garbage that is generated in or around your booth and sweeping up any product debris left on the ground. Vendors should bring their own brooms and dustpans. Vendors are permitted to use the dumpsters on-site as long as ALL trash is properly bagged. Trash bags will not be available on-site, please bring your own.

VI. BOOTH MERCHANDISING, REQUIREMENTS AND CERTIFICATIONS

A well-presented stall will convey a message of confidence to market buyers. Easily visible signs, well organized product and display and easy access will result in increased sales. The Market Manager will visit your stall from time to time throughout the season and may make suggestions to enhance the appearance and help provide a successful future at the AIFM. We thank you in advance for your readiness and cooperation in making any changes.

A. Signage

Each booth space must prominently display a sign clearly identifying the farm or business by name and location. Signs, including those indicating the names and prices of all products sold, must be displayed and reflect 'locally grown' products in accordance with AIFM Regulations.

B. Pricing

Pricing of goods is the sole responsibility of the vendor. The Market Manager does not have the authority to set prices. However, below-cost pricing is discouraged. This does not include sampling.

C. Health Practices and Permits

All vendors must adhere to sanitary procedures as outlined by the Seattle-King County Department of Public Health. All prepared food vendors and others wishing to offer samples must be approved by the Health Department. Any vendor found selling contaminated foodstuffs or produce or selling at the Market without proper health precautions shall be suspended from selling until satisfactory clearance has been obtained from the Health Department and the Market Manager. All vendors must dress appropriately. Shoes and shirts are required. Pets are not allowed in food preparation area. **Smoking is not permitted in the Market area.** Vendors wishing to smoke must leave the market site. After smoking, vendors must wash their hands before returning to their stall. Alcohol consumption or the consumption of any illegal substance is prohibited.

D. Organic Labeling

Products labeled “organic” or verbally referred to as “organic” must be certified as required by Washington State law. Farmers selling both organic and non-organic produce at the same stand must physically separate the non-organic produce from the organic produce and clearly label as nonorganic, transitional or conventionally grown. Products which cannot be certified such as “unsprayed” “Pesticide Free” or “Low Spray” will need a notarized affidavit attesting to how these procedures are followed. This affidavit will be kept with the Market management for the season. Consumer queries regarding farming practices must be answered factually.

E. Weights, Measures and Labeling

All weighing, measuring instruments or devices must be accurate and registered as legal for trade and meet local and/or state regulations for commercial scales. Devices must be placed in full view and readable to customers at all times. Devices may be checked for accuracy at the market site by the Washington State Department of Agriculture’s Weights and Measures division. Pre-packaged products must be labeled with the quantity and/or amount.

F. Radios

Vendors are not permitted to play radios during market hours.

VII. MARKET MANAGER

The Market Manager coordinates all the activities of the Market and implements Market policies, including oversight of the Market set-up and clean-up, daily assignments, collection of all stall fees and sales information, and assuring vendor compliance with all AIFM rules, regulations and policies. The Market Manager also acts as a conduit of information between the vendors, volunteers, customers and the Parks Department. The Market Manager has complete authority to interpret and implement Market policy.

VIII. LOGO USE

Participating vendors are encouraged to include the AIFM logo on their website. All other use is prohibited without the permission of the City of Auburn.

IX. CHILDREN

Vendors need to keep a watchful eye on their vendor's children under the age of ten years at all times. The Market can take no responsibility for the safety or whereabouts of vendor's children. Children under the age of ten years cannot be allowed to wander about the AIFM and surrounding areas unsupervised. Vendors must also comply with all regulations regarding any employment of minors. Failure to comply with this requirement will result in the offending vendor being denied the opportunity to participate in the AIFM.

X. EBT and FRESH BUCKS

AIFM accepts EBT Tokens (food stamp benefits) and Fresh Bucks. For consistency of the program and clarity for the customer, AIFM will require that ALL Vendors with eligible food items to participate in this program. This includes Vendors with fresh fruit and vegetables, eggs, meat, fish, poultry, dairy, honey, cheese and seeds and plants intended for growing food. Non-food and prepared (hot) foods are not eligible for this program. There is no cost to Vendors to participate in this program. Vendors will be responsible for submitting tokens to AIFM at the end of each market, and AIFM will pay Vendors by mailed check twice each month during normal check runs.

Each vendor will be supplied with a market bag at the beginning of each market – vendors will keep tokens in this bag. At the end of each Market we will confirm the token count on the invoice, sign it and give the vendor, a copy for their records. The invoice will go to the City's Finance Department, who will process it for reimbursement as a part of the regular invoice cut-off/check run dates. Checks are printed and mailed out twice each month, on the 1st and 3rd Tuesday of the month. A calendar of these dates is available at the Market Manager Booth, or can be sent to you at your request.

You may NOT set a minimum purchase requirement. NO cash can be given as change for EBT tokens or Fresh Bucks. Customers CANNOT purchase prepared food or crafts with EBT tokens or Fresh Bucks.

EBT Tokens CAN be used for: Breads, fruits, vegetables, fish & poultry, dairy products, honey, seeds and plants which produce food for the household to eat.

Fresh Bucks CAN be used for: Fruits, vegetables and plants which produce food for the household to eat.

XI. ANTI-HARASSMENT/DISCRIMINATION POLICY

It is the City's policy to provide a work environment for its vendors and staff which is harmonious and free from intimidation and harassment. The City is committed to ensuring that the practices and the conduct of all its vendors and staff comply with the requirements of federal and state laws against employment discrimination. The City expects all vendors and staff to work in a manner that respects the feelings and dignity of their co-workers. It is the policy of the City that all vendors and staff have a right to work in an environment free from harassment based upon their race, color, religion, gender, national origin, age, marital status,

sexual orientations, veteran's status, presence of a disability or presence of any other protected status or characteristic.

Vendors or staff who, in good faith, report legitimate workplace harassment will not be subjected to any form of retaliation. Any vendor or staff responsible for any retaliatory conduct will be removed from the Market.

For more details of the Anti-Harassment/Discrimination policy, types of harassment, and examples, please see the Workplace Harassment Policy #200-04.

XII. CODE OF CONDUCT

The purpose of this Code of Conduct is to promote a pleasant atmosphere of cooperation and support at the Auburn International Farmers Market and to assure a safe and friendly environment.

All persons shall conduct themselves in a manner which will maintain a safe, pleasant, considerate, and friendly atmosphere.

Violations of code of conduct

The following are examples of violations of the Code of Conduct:

1. Alcohol, tobacco, or illegal drug use.
2. Discrimination on the basis of race; color; sex; religion; national origin; creed; marital status; age; sexual orientation; political ideology; ancestry; or presence of any sensory, mental, or physical handicap.
3. Use of lewd or profane language.
4. Abusive behavior including verbal harassment, menacing actions, physical violence, sexual harassment.
5. Destruction, damage, or theft of property at the Market site.
6. Interference with the operation of vendors, presentations, demonstrations, entertainment, or services.
7. Interference with the activities of other persons.
8. Interference with the work of staff or volunteers.
9. Poor personal hygiene which interferes with participation of others in the Market.

Procedures for resolving violations of the code of conduct

1. Staff shall advise the person that the behavior is a violation of the Code of Conduct.
2. When appropriate, staff will refer the person to resources or agencies or contact the person's family for assistance.
3. Farmers Market participants/volunteers/staff should report any violations of the Code of Conduct to the Farmers Market Manager or to other staff if the Manager is not available.
4. The person may be asked to leave the Market site if the conduct does not stop.
5. Public safety officials may be called if the above procedures fail to halt the disruptive behavior.
6. Temporary or permanent exclusion from the Farmers Market is permitted for the Code of Conduct violations. Length of exclusion will be determined by severity of offense and if offense is repeated or habitual.

7. A written report of any verbal or written warnings and exclusion shall be prepared by the Farmers Market Manager and a copy forwarded to the Director of Parks, Arts, and Recreation.
8. This Code of Conduct shall be made available to participants and clearly posted.

Appeal of any decision

Appeal of any decision may be made in writing to the Parks, Arts and Recreation Director. If further review is requested, the Director's decision may be appealed to the Park Board for a final ruling concerning enforcement of the Code of Conduct.

XIII. GRIEVANCE POLICY

The Market Manager has the right to impose disciplinary action at the Market site for violations of the AIFM Rules and Regulations by vendors. For the purposes hereof, discipline means restrictions on vendor participation in the AIFM for violations of the AIFM Rules and Regulations. Disciplinary decisions of the Market Manager shall be delivered to the affected vendor(s) or mailed to the affected vendor(s) at his/her/their mailing address as set forth on his/her/their application. Vendors who are aggrieved by a disciplinary decision of the Market Manager shall have a right to a hearing before the AIFM Advisory Board regarding any disciplinary action imposed on them. Such vendor must submit a written request for a hearing before the Board by delivering the written request to the Market Manager within ten (10) days of receipt of the disciplinary decision.

The Market Manager however has the authority to take immediate action to expel a vendor from the Market, when deemed by the Market Manager to be necessary for preservation of public safety. In the event of a public safety concern, the Market Manager shall advise the offending vendor of the concern and shall demand that the vendor cease the activity resulting in the public safety concern. If the vendor does not immediately cease such offending conduct, the Market Manager shall instruct the vendor to leave with his/her produce, products, equipment and property. If the vendor fails to timely remove such produce, products, equipment and property, the Market shall have removed all property of vendor from the premises at vendor's expense. In the event of any damage to vendor's property if/when removed by the Market Manager following the failure of the vendor to so remove, the Market is relieved and discharged from any/all loss or damage caused by such removal. The Market shall not be responsible for storage or safekeeping of property removed or left at the Market site. Vendors having a dispute/conflict with the Market may, at any time, file a written grievance to the Parks Department. The Market Manager and Parks Department will review the complaint. The Market is a forum for the sale of locally grown produce and the sale of locally made products. Any uses that interfere with such uses shall be prohibited.