



2017 GUIDELINES AND PROCEDURES FOR THE RENTON FARMERS MARKET AT THE PIAZZA

PLEASE READ THESE REGULATIONS CAREFULLY BEFORE SIGNING YOUR APPLICATION AND KEEP A COPY FOR YOUR RECORDS. FAILURE TO OBSERVE THESE PROCEDURES MAY RESULT IN TERMINATION OF MARKET PERMISSION TO SELL OR FINES.

I. RENTON FARMERS MARKET AT THE PIAZZA

The Renton Farmers Market (RFM) takes place in The Piazza, a public park in Downtown Renton, located on South 3rd Street (SR 900), between Logan and Burnett Avenues. The 2017 Renton Farmers Market will be open to the public from 3:00 p.m. to 7:00 p.m., for 16 weeks, beginning Tuesday, June 6, 2017, and continuing every Tuesday through September 26, 2017. EXCEPTION: there will be no market on Tuesday, July 4th.

RFM is coordinated by the City of Renton (RENTON) with the generous support of Piazza Renton volunteers and additional community volunteers. For more information visit www.rentonfarmersmarket.com.

RFM is a member of the Washington State Farmers Market Association and the Farmers Market Coalition.

The mailing address for the market is: Renton Farmers Market
c/o Carrie Olson
1055 South Grady Way, 6th Floor
Renton, Washington 98057

II. PRODUCTS SOLD AT RFM

RFM's goal is to provide an outlet for local farm products and to provide customers with farm-fresh foods.

Permission to sell and obtain booth assignments are made based on the RFM's need to balance available produce with a well-rounded selection for customers. The RFM seeks to provide Vendors with an opportunity to sell their products without overloading the RFM or customers with particular products. RFM does not act as a guarantor for any Vendor or customer for any item, product, or food. Products not covered under these guidelines will be given special consideration by RFM.

Products sold at the Renton Farmers Market are limited to:

- A. **FRESH FARM PRODUCTS:** Including fresh fruits and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats, and fish. Also included in this category are fresh flowers, nursery stock, and plants.

All fresh farm products must be grown or produced in Washington State. All products must be grown and/or produced by the Vendor. The Vendor must be an active owner/operator of the farming operation and may not be operating the business under a franchise agreement. Only vendors selling as farmers and/or a horticulturist may sell fresh farm products from this category.

The Vendor must propagate all plants and flowers from seed, cuttings, bulbs or plant division. The

Vendor's application shall state what is grown by Vendor, and what products the Vendor will sell at the RFM.

- B. **VALUE-ADDED FARM FOODS:** Includes preserves, jams and jellies, cider, syrups, salsas, smoked meats and/or fish, dried fruit, flours, salad dressings, wine and beer. All value-added farm foods must be made from products/ingredients of which a majority are grown or produced by the seller. Processed farm foods must be produced by the Vendor from raw ingredients. Vendors in this category must have personally cooked, canned, baked, preserved, or otherwise treated the product they sell. All processed foods must have the proper permits and licenses as required by Renton and Seattle & King Public Health.

The Vendor's application for permission to sell shall state what is grown by Vendor and what products the Vendor will sell at the RFM.

- C. **OTHER ALLOWED VALUE-ADDED FARM PRODUCTS:** bouquets, wreaths, roping, arrangements and displays of fresh and dried flowers, vines, and gourds.

These items must be grown, foraged, and produced by the Vendor on the Vendor's own farm. These items are intended as a supplement to fresh produce, processed farm goods, nursery/flower inventory and cannot exceed 25% of the total displayed inventory.

The Vendor's application shall state what is grown/processed or prepared by Vendor, and what the Vendor will sell at the RFM.

- D. **PROCESSED FOODS:** Includes baked goods such as: pastries, granola, cookies, muffins, breads, pies and related take-home desserts; pasta, preserved foods, jams, juices, candies, not prepared on site. The Vendor must be an active owner/operator of the business and may not be operating under a franchise agreement. Please note: wine and beer that has been grown and bottled in Washington State but not from ingredients grown by the Vendor will be in this category. *Imported, Commercial or franchise sales will NOT be accepted.*

Processed foods must be produced by the Vendor from raw ingredients in Washington State. Vendors in this category are those who have cooked, baked, or otherwise treated the product they sell. No commercially prepared dough mixes, crusts, shells or fillings are allowed. It is expected that the Vendor will use raw ingredients that are grown in Washington, as appropriate for the product. All processed foods must have the proper permits and licenses required by the City of Renton, Public Health – Seattle & King County and/or the Washington State Department of Agriculture.

The Vendor's application shall state what is grown/processed or prepared by Vendor, and what the Vendor will sell at the RFM. A copy of the Vendor's commercial kitchen or processing permit is required with application.

- E. **PREPARED FOOD:** Includes fresh food products that the vendors themselves have processed into being products offered for sale at the RFM. These products are ready-to-eat. They may also be packaged. Upon approval of the RFM, these vendors may also offer items that they do not process. Such non-processed items are specifically limited so as to not compete with local handmade processed items. It is expected that the Vendor will use ingredients that are grown in Washington, as appropriate for the product. The Vendor must have the proper permits and licenses required by the City of Renton, Public Health – Seattle & King County, and/or the Washington State Department of Agriculture. FOOD TRUCKS are included in this Vendor category. Limited opportunities for Food Trucks will be made available during the 2017 season; additionally FOOD TRUCKS must have a current Mobile Food Facility Permit from the Renton Regional Fire Authority.

The Vendor's application shall state what is prepared/processed by the Vendor and what the Vendor will sell at the Farmers Market. A copy of the Vendor's commercial kitchen or processing permit is required with application. Please note: RFM is committed to providing healthy options for its customers. We do not accept "carnival" type foods like cotton candy or deep-fried foods ex. (but not limited to) deep-fried Oreos, Snickers, Twinkies, elephant ears or funnel cakes.

- F. ARTISAN/CRAFTER:** Arts or crafts, made by hand by the individual artist or their family. Artisans/Crafters should incorporate materials grown or produced in Washington State as much as possible and create their products in Washington State only. RFM gives priority to those Artisan/Crafter vendors who use materials from Washington State. *Imported, Commercial, franchise sales (i.e., Amway, Avon, Princess House, imported or mass produced items) will NOT be accepted.*

Vendors in categories D, E and F will be limited to less than 25% of the total vendors selling at the Market.

RFM does not allow the sale of:

- ✓ Commercial or imported Items or second-hand items (exception: Vendors who take a second-hand item and recycle that item into a new use).
- ✓ Franchises: Those who have entered into an agreement or received a license to sell a company's products and/or use a company's packaging, logo, ingredients, and/or marketing tools under that license or any franchise agreement.
- ✓ Non-owner operated businesses: Only those businesses that are operated and controlled by their Washington State-based owners are permitted at RFM.
- ✓ Out-of-State Processing: All processed products sold at RFM must be processed within Washington State.

III. HOW RFM PARTICIPATION IS DETERMINED AND BOOTH ASSIGNMENTS ARE MADE

A. BOOTH ASSIGNMENTS: The RFM will make assignments in an attempt to balance the needs of the RFM (supplying customers with a complete, competitive selection of produce available in season) without overloading the RFM or customers with particular or similar products.

B. VENDOR PARTICIPATION: RFM participation is based on priority of products in the following order:

- ✓ Fresh farm products
- ✓ Value-added farm products
- ✓ Processed foods – with preference given to vendors using ingredients from Washington State
- ✓ Prepared foods – with preference given to vendors using ingredients from Washington State
- ✓ Crafter/Artisans
- ✓ The need for a specific product and your ability to produce it

Please note: RFM is limited to three wineries and breweries each market day. RFM will attempt to schedule these vendors as often as possible while maintaining a variety for our customers.

IV. 2017 DAILY BOOTH FEES AND BOOTH LOCATION

A. BOOTH FEES: Piazza Park: \$40 per 10x10 booth per market. Each Vendor is limited to two booths (10x20) in the Piazza Park. Market West: \$20 per 10x10 booth per market. No limit on booth space per vendor in Market West.

B. PRE-PAYMENT DISCOUNTS: A full season pre-payment discount is available for Piazza Park booths only at \$560.00 for each 10x10 booth reflecting a cost savings of 16 days of booth usage for the price of 14 days. Pre-payment must be received in full no later than Friday, May 5, 2017 to receive the discounted rate. Please note: pre-paid Vendors who fail to participate on a given

RFM day are not entitled to a refund for that day. Pre-paid Vendors are still expected to give notice if they will miss a market day.

- C. **BOOTH PAYMENT:** If booth fees have not been paid in advance, this fee will be collected each market day by the RFM Coordinator and will be collected no later than 15 minutes prior to closing on RFM day. Payment may be cash (bills only, no coin) or check.
- D. **INSUFFICIENT FUNDS:** Any check written to the Renton Farmers Market (City of Renton) that is returned from our bank as “NSF” (non-sufficient funds) will be charged a \$25 NSF fee per check. Please see Renton Policy and Procedure Manual section 220-04 for more information (available on rentonwa.gov website). Payments by personal check will no longer be accepted from Vendor after a check is returned as NSF.
- E. **NO-SHOW/CANCELLATION POLICY:** “No-shows” hurt the credibility of RFM and negatively impact all Vendors. Vendors are responsible for their attendance as indicated on the application. Should a Vendor need to cancel or alter attendance, the Vendor shall notify the RFM Coordinator as soon as possible, via phone or email, but no later than 24 hours prior to that week’s Market. Should RFM not be notified of a cancellation, it is considered a “no-show” and will be charged the daily booth fee, due to RFM at the next attended Market. If a Vendor does not call or occupy their booth two weeks in a row with no communication to RFM, the booth will be declared vacant, without any refund, and given to another Vendor.
- F. **BOOTH LOCATION**
Booth location will be assigned and reserved using the following criteria:
 - ✓ Returning Vendors
 - ✓ Attendance from prior seasons
 - ✓ Sales history reporting
 - ✓ Date Vendor submitted a complete application
 - ✓ Number of spaces required (the more space required, the more challenging it is to place the vendor)

While site requests will be considered, Vendors will be placed to create a mixture of product types. Vendors will be selected so as to fulfill the variety that is listed in Section III. Vendors may not be allowed in the Market if the Market has reached the maximum number of that type of vendor. Any vendor placed on a waiting list will be awarded space based upon what is available and the product they sell.

V. VENDOR RULES FOR 2017

- A. **ONLY WASHINGTON STATE FARMERS AND OTHER WASHINGTON STATE PRODUCERS AS LISTED MAY SELL AT THE RFM.** Principal farmer/producer may send family members, partners or employees to the RFM in their place, but are responsible for having their on-site representatives aware of all RFM guidelines and procedures.

B. CANOPIES: All Vendors are required to use canopies for their booths at RFM. All canopies must be sufficiently and safely weighted down from the time their canopy is put up to the time it is taken down. Sufficient weight is noted as a minimum of 25 pounds per canopy leg, weight must be attached to the leg. No stakes may be set in the shrub beds or pounded into turf. Any Vendor who fails to properly weight down his or her canopy will not be allowed to sell at the RFM on that Market day.

If a Vendor causes any significant damage due to negligence and/or disregard of guidelines and procedures, the damages will be assessed, and the Vendor charged for repairs.

RFM DOES NOT PROVIDE TABLES, AWNINGS, TENTS, TENT WEIGHTS, OR UMBRELLAS FOR VENDORS.

C. PUNCTUALITY/HOURS OF OPERATION: Renton Farmers Market is open from 3:00 p.m. to 7:00 p.m. No Vendors will be allowed on the site before 12:00 noon. All Vendors must vacate the site by 8:00 p.m. Selling is not allowed prior to the market opening.

All Vendors with assigned booth spaces must be at the Market site 30 minutes before the RFM opens and be ready to begin selling when the RFM opens.

D. LOADING AND UNLOADING: Upon arrival at the Market at the Piazza, Vendors can unload at N 3rd Street between Logan and Burnett Ave. For Vendors at Market West, you may unload at N 3rd between Morris and Logan Ave. There is limited space, and the RFM has a limited number of carts to help move supplies; Vendors are encouraged to bring their own carts or dollies (must be stored in vehicle or within the 10x10 booth). When arriving, Vendors will unload supplies then quickly move their vehicle to an assigned parking location. When loading at the end of the RFM, please take down the entire booth, place items at curb, and then move the vehicle to the loading area. Carts are available until 7:50 p.m. Please be careful of the park landscaping while loading and unloading.

E. SELLING TIME: Formal opening time at RFM is 3:00 p.m. Vendors who sell-out early should post a sign letting customers know they have sold-out. Should Vendor wish to leave at that time, it must be cleared with RFM Coordinator before the Vendor leaves, but Vendor will not be allowed to leave earlier than one hour before closing (6:00 p.m.) Vendors will be loaded up and vacate the site no later than one hour after the RFM is closed. Any exceptions must be cleared with the RFM Coordinator.

F. SIGNAGE: All Vendors must post a sign identifying the name of the farm or business represented and where it is located. Signs should not be smaller than 24" wide by 8" high. Vendors will have their signs displayed before sales begin.

G. PRICE SIGNAGE: Produce and other allowable Market products should be clearly marked with their price. This can be done by individually tagging each item with a sign or by listing all produce and prices on a large sign or blackboard.

H. SELLING SPACE: The Vendor sales area (where your produce is marketed) must not extend beyond the allotted boundaries of the booth space. Upon payment of specified fees, the Vendor may use

and occupy a Market space designated by the Market Coordinator. All Market spaces are 10' x 10' and Vendors must fit within the space allowed.

- I. VENDOR SALES REPORTING:** Vendors are required to fill out and return a sales report at the end of each market. Sales report will be as accurate as possible and include WIC and SFMNP checks, EBT tokens and Fresh Bucks in the total. If the Vendor wishes to count up sales offsite for safety reasons, sales numbers for the prior week may be reported. Vendors that do not report sales accurately or in a timely manner will lose priority booth selection.
- J. 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 the booth and sweeping up any product debris left on the ground. Ice should not be dumped on the grass or cement. Vendors should bring their own brooms and dustpans.

RFM will issue a written warning to Vendors that do not clean-up at the end of the Market day and a \$25 fine will be assessed for the second offense. A third offense is grounds for termination of the Vendor's permission to sell, with no refund for unused stall/booth time.

A garbage truck will be located behind the Pavilion building for Vendor use. All garbage MUST be placed in a secured bag. Vendor is responsible for providing their own bags. **Garbage cans located in the Piazza Park or Market West are FOR CUSTOMERS ONLY. Any Vendor using garbage cans will be issued a written warning for the first offense, and issued a \$25 fine will be assessed for the second offense.** A third offense is grounds for termination of the Vendor's permission to sell, with no refund for unused booth time.

- K. SET OUT DISTANCE FOR VENDOR DISPLAY:** Displays and signs must allow clear visibility to adjoining booths. Display and selling techniques must not impair another vendors' ability to sell, nor create a hazardous situation for customers. Hawking (calling attention to your products in a loud, repetitive, public manner) in front of booths is not allowed.
- L. PRICING:** Pricing of goods sold at the RFM is solely the responsibility of the individual Vendor. **Vendors are expected to price goods in a way that doesn't give the appearance of a "loss leader" product as is used in large grocery stores.**
- ✓ Vendors are not allowed to give produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other Vendors.
 - ✓ Vendors are expected to bring fresh, quality produce to RFM.
- M. SCALES:** Vendors selling produce by weight must provide their own scales. Scales must be commercial "legal for trade" and inspected and sealed by the Washington Department of Agriculture - Weights and Measures Program, and noted as registered on the Vendor's Master Business License. Vendor must provide a copy of Master Business License to RFM with scale registration noted.

- N. ANIMALS:** Only service animals are allowed in the Vendor's selling area.
- O. CHILDREN:** Vendors need to keep a watchful eye on their children at all times during RFM day. Set-up time can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a parent or guardian with them. RFM takes no responsibility for the safety or whereabouts of children at the RFM.
- P. COURTESY:** Vendors will conduct themselves courteously.
- Q. VENDOR DRESS:** Vendors must be fully clothed at their booths during the RFM hours; this requirement includes wearing a shirt and shoes.
- R. VENDOR MUSIC:** Vendors may not have music that can be heard outside an individual Vendor's booth.
- S. NO SMOKING:** Smoking is not allowed in Piazza or Gateway Park.
- T. PROHIBITIONS:** The RFM reserves the right to prohibit anyone from selling, or any particular product(s) from being sold.
- U. INSPECTIONS:** The RFM coordinator or designated representatives have the right to inspect land used for farming or establishments used by Vendors. Farm visits will be conducted with at least a 24-hour notice. Vendors should provide help during a visit in identifying the crops and land used for farming listed on the application for permission to sell. Inadequate proof of farming may result in removal of the farm product or the Vendor from RFM.
- V. WAIVER:** RFM and RENTON are not responsible for loss of property, damage, or a lack of sales.
- W. DISCRIMINATION:** Vendors, while on or using RENTON or RFM property, shall not discriminate on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation or preference, age, honorably discharged veteran or military status, or the presence of any sensory, mental or physical handicap. Vendors shall comply fully with all applicable Federal, State, and local laws, ordinances, executive orders and regulations that prohibit such discrimination.
- X. VENDOR RESPONSE FORM:** If a Vendor has a comment or concern, they can obtain a Vendor Response Form from the Market Coordinator. *Special requests or variances from the above listed guidelines must be directed to Market Coordinator.*
- Y. EBT/SNAP BENEFITS/FRESH BUCKS INCENTIVE PROGRAM:** RFM accepts SNAP/EBT (food stamp) benefits and participates in the Fresh Bucks Incentive Program. For consistency of the program and clarity for the customer, RFM will require that ALL Vendors with eligible food items to participate in this program. For EBT/SNAP benefits, this includes Vendors with fresh fruit and vegetables, eggs, meat, fish, poultry, dairy, and seeds and plants intended for growing food. Fresh Bucks may be used on fresh fruits and vegetables, herbs and plants intended for growing food only.

Non-food and prepared (hot) foods are not eligible for either program. There is no cost to Vendors to participate in this program. Vendors will be responsible for submitting tokens and Fresh Bucks to RFM at the end of each market, and RFM will pay Vendors by mailed check twice each month during normal check runs, which are the closest business days to the 15th and last day of each month. Additional training for vendors with eligible food items will be provided by RFM staff at market and on an on-going basis throughout the market season.

VI. LICENSES, PERMITS AND SPECIAL REQUIREMENTS

- A. ON-SITE FOOD STORAGE REQUIREMENTS:** All food and serving/storage containers (such as cups and plates) must be kept off the ground. Vendors with products that may stain the concrete must provide and use a tarp on the ground in their booth.
- B. TAXES:** Retail sales taxes and Business and Occupation taxes are the responsibility of the individual Vendor. Vendors are required by law to have a Washington State tax **identification** number and must supply this tax ID number with their application to the RFM. (Note: The Vendor's application will not be processed without this number).
- C. PERMITS AND LICENSES:** When applying, all Vendors shall provide copies of any permits and licenses applicable to the sale of their products. These will include but may not be limited to the Vendor's **Washington State tax ID number and copy of Master Business License**, and where applicable, the **Washington State Nursery License, Washington State Dept. of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, or Department of Fisheries Wholesale License and Food Handlers permit as needed. After participation at RFM is confirmed, Prepared Food and Vendors who are sampling must provide appropriate Seattle and King County Public Health Food Permit or Exemption from Permit.**
- D. ORGANIC PRODUCTS:** If a product is labeled "**organic,**" it must be certified as required by Washington State law. Copies of certifications must be provided to the market manager and kept on file. RFM asks that organic certifications are also displayed in the booth at Market. **VERBAL OR WRITTEN DECLARATIONS OF ORGANIC STATUS NOT CERTIFIED OR VERIFIED WILL RESULT IN TERMINATION OF THE VENDOR AT RFM.**
- E. "UNSPRAYED, PESTICIDE-FREE OR LOW-SPRAY:"** Written and verbal declarations regarding pesticide use which cannot be certified such as "Unsprayed, Pesticide-free or Low Spray" will need a notarized affidavit attesting how these procedures are followed. This affidavit will be kept with the RFM management for the season. Consumer queries regarding farming practices must be answered truthfully.
- F. PROCESSED FOODS:** Vendors of dried fruits, herbs, teas, baked goods, cider, preserves, salsas, salad dressings and many other food products which are processed for sale or distribution must be licensed by the Washington State Department of Agriculture as a **Food Processor**. . Beekeepers that process their own honey do not need a Food Processor's license, unless the honey is sold wholesale. Other Public Health – Seattle & King County requirements apply. Processed food

vendors, including honey, must provide product in recyclable or biodegradable containers and meet Washington State labeling requirements.

- G. PREPARED FOODS:** Prepared food vendors must provide food in recyclable or biodegradable containers. Poly-foam serving containers (Styrofoam) are not allowed at RFM.
- H. SAMPLING:** RFM allows sampling of food providing that the Vendor follows Seattle & King County Public Health Regulations and obtains applicable permits. Consult with the Seattle & King County Public Health or Market Coordinator regarding these regulations. Market Coordinator must be informed of sampling at Vendor booths as indicated on 2017 Vendor Application.
- I. FOOD HANDLER'S PERMITS:** All prepared foods and sampling Vendors must have a current Public Health – Seattle & King County Food Handler's Permit available at RFM.
- J. VENDOR CONTRIBUTIONS:** Food contributions may be solicited every week by RFM for the Renton Food Bank. Please consider this as a good resource for distributing your unsold product to the local community in need.
- K. INSURANCE AND INDEMNIFICATION OF RENTON:** Vendor is responsible for obtaining and maintaining its own insurance to cover every aspect of the Vendor's participation in the RFM. To the maximum extent permitted by law, each Vendor shall protect, defend, indemnify and hold harmless the City of Renton, its elected and appointed officials, officers, employees, volunteers and agents while acting within the scope of their employment as such, from any and all suits, costs, claims, actions, losses, penalties, judgments, and/or awards of damages (including costs and all reasonable attorneys' fees), of whatsoever kind arising out of, or in connection with, or incident to the services associated with the Vendor's use of the RFM caused by or resulting from the Vendor's own negligent acts or omissions. The indemnification and hold harmless agreement on the Vendor Application must be reviewed, signed, and returned with the application. Any Vendor without the agreement on file with the Market Coordinator will not be allowed to sell at the Renton Farmers Market.