

2015 Application Everett Farmers Market – Sundays

Welcome, Growers, Processors, Artists, and Concessionaires, to the 2015 Market Season! Please complete all of the requested information below.

Vendor Information: Date _____ UBI# _____

Business Name _____

Operator Name _____

Daytime # _____ Cell # _____

Mailing Address _____

City _____ State _____ Zip _____

EMAIL _____ Facebook _____

Website _____

The EFM sends regular email notices. We highly recommend that all vendors provide an email address to receive the most up-to-date communications. Please include addresses of any employees whom you would like to receive these communications as well. If you staff your booth with an employee(s), please provide contact information (phone or email) for your primary employee, and conversely provide them with ours: 425-422-5656.

Alternate E-mail: _____

****If you are a Vendor who accepts EBT/Credit/Debit tokens, please provide us with the name you wish written on your reimbursement check.**

Name _____

Select Your Dates:

2015 Sunday Market Dates: **May: 10 17 24 31** **June: 7 14 21 28** **July: 5 12 19 26**

August: 2 9 16 23 30 **September: 6 13 20 27** **October: 4 11 18**

All Vendors _____ **Registration Fee: \$ 30.00**

Each 10 x 10 booth space (_____ days reserved X \$30 _____)

Each 10 x 10 booth space with vehicle (space is limited) (_____ days reserved X \$40 _____)

Each 10 x 20 booth space (_____ days reserved X \$60 _____)

Check # _____ Date Paid _____ Total Amount Enclosed _____

Holiday on the Bay, Dec. 5 Circle one: **yes** **maybe** **no** (payment and registration August 1, 2015)

****Please send your check or money order payable to Everett Farmers Market, LLC at P.O. Box 120, Everett, WA 98206. The EFM will promptly mail you a receipt for payment.**

Vendor Review: (complete one or more sections that best applies to you as a Market Vendor)

Growers: Please list your crops and circle all methods of growing that apply. If possible, please provide an approximate timeline showing when certain crops will be available. If your products split between organic and non-organic, please indicate this as well. If you require additional space, please attach a separate sheet of paper. This valuable information will help us market the seasonality of your crops, and keep your patrons better informed. Thank you.

Please circle all that apply.

Organic Organic Practices Conventional GMO Free IPM Permaculture Practice
GM/RoundUp Ready Other

Please list all produce you intend to sell at the Everett Farmers Market in 2015.

*I certify that all my produce is solely from my Washington farm, except as provided for in the EFM Policies, and WSFMA Roots Guidelines regarding reselling. I understand that my place of operation/growing may be subject to a site visit by the Market Manager with her/his delegates, as provided for in the EFM Rules and Guidelines. The EFM will provide at least a 48-hour notice to schedule a farm tour. **Initial** _____*

Value-Added Processors: Please circle all that apply, describe your products, and indicate percentage you sell of each product. If you require additional space, please attach a separate sheet of paper.

Breads Meats & Cheeses Jams, Jellies, Preserves Baked Goods Sauces & Dips Seafood Oils,
Vinegars & Infusions Coffee, Teas, other Drinks Spices & Seasonings Wine, Beer & Cider Other Products

*I certify that I am making my products in a commercial kitchen with Washington sourced ingredients. My finished product does not originate from a DIRECT RESALE of an imported or other commercially available out-of-state product. I understand that my workspace is subject to a site visit by the Market Manager with her/his delegates, as provided for in the EFM Rules and Guidelines. **Initial** _____*

Artisans: Please circle all that apply, describe your products, and indicate percentage you sell of each product. If you require additional space, please attach a separate sheet of paper.

Jewelry-Beadwork/Wire-Wrapping Jewelry-Metal Work Clothing & Accessories Fine Art Upcycle Art
Fiber Arts Home Accessories Furniture Books/Cards Photography Garden Art Metal Art
Bath & Body Pottery Baby/Kids Items Wood Crafts Glass Art/Mosaic Pet Gear/Accessories Other

I certify that I am making my product by hand or with the appropriate tools. My product is not the result of a kit assembly, commercially available plans, or transfers, or the DIRECT RESALE of an imported or other commercially available product. I understand that my workspace is subject to a site visit by the Market Manager with her/his delegates, as provided for in the EFM Rules and Guidelines. Craft vendors will be contacted at least 48 hours in advance to schedule a review. Initial _____

Concessionaires: Please circle all that apply, describe your products, and indicate percentage you sell of each product. If you require additional space, please attach a separate sheet of paper.

Hot Food _____ Baked Goods _____ Coffee, Teas & other Drinks _____ Other _____

I certify that I am making my products from Washington sourced ingredients and that the products I create are unique creations, and not repackaged or relabeled items. The EFM encourages those who cook and prepare food at the Market to utilize fresh, locally grown, organic, and unpackaged product from associated Market vendors. (This is an excellent opportunity for value added ready to-eat-food, and can be expressed as such to your customer, provided you follow Snohomish Co. Health Dept. rules and procedures). Initial _____

Agreement:

- I have received, read, and understand the Market Rules included in the 2015 Vendor Information packet, and I agree to abide by them. (**Please** provide a copy of the Market Rules and Policies to employees and your representatives who will be participating at the Sunday Market).
- I agree to sell only **Washington** grown and produced agricultural products, handcrafted items, and permissible prepared foods, produced by a friend, a family member, or myself.
- I agree to a farm or facility visit by an EFM representative, with a **48-hour** notice, to verify the authenticity of my growing or production operations.
- The undersigned understands and agrees that no annual or seasonal contract (express, inferred, implied, or otherwise) exists between the Everett Farmers Market, LLC, and the vendor.
- The undersigned agrees to hold harmless and releases the Port of Everett, Everett Farmers Market LLC., Gary Purves, and the EFM’s employees from all claims or expenses derived from injury to property or person(s), loss, theft or damage, which may arise out of, or occur to person(s), display, or inventory while participating in the market.
- The undersigned agrees and understands that all applicable vendors for qualified food items must accept EBT tokens. Acceptance of Debit/Credit tokens is on a voluntary basis.
- Vendors are responsible for collecting sales tax and reporting it to the WA State Dept. of Revenue.

SIGNATURE: _____

DATE: _____

Happily supporting Washington farmers, artisans and processors since 1994”

the *Original* Everett Farmers Market Sundays!

P.O. Box 120

Everett, WA 98206

425.422.5656

Welcome Vendors to the 2015 Market Season, Port of Everett, Waterfront Place!

The Everett Farmers Market (EFM) is a for-profit, privately owned entity that operates under the Roots Guidelines of the Washington State Farmers Market Association (WSFMA), <http://www.wafarmersmarkets.com/docs/2010-RootsGuidelines.pdf>, and the Guidelines and Rules as put forth by the Port of Everett.

The Eagle Hardware parking lot on Pacific (now Lowes) was the birthplace of the EFM in 1994. Some of the farmers from that *original* Market have faithfully remained with the EFM throughout the years. Our goal in 2015 is to further our role as advocate of the original owner’s mission in support of local, seasonal, and sustainable agriculture, while continuing to provide an animated and delightful gathering place to celebrate Washington’s farming community, local artisans, value-added processors, and concessionaires. We intend to provide equitable access to a wide variety of local, seasonal, healthy, and nutritious foods for Everett and the surrounding community, and have an outstanding time doing so. With your assistance, we aspire to a successful and prosperous 2015 Season for **ALL**, at the **Everett Farmers Market!**

MARKET RULES AND POLICIES

- **FEES:**

Annual Registration	\$30.00
10 x 10 booth single day rental	\$30.00
10 x 10 booth single day rental with vehicle parking	\$40.00
10 x 15 booth single day rental with vehicle parking	\$50.00
10 x 20 booth single day rental	\$60.00
Unique sizes	TBD

- **SALES FEE:** The 2015 sales fee will remain at 2013 levels: 3%. Beginning at \$350.00, and having a cap of \$1000.00, all Vendors recording sales within these dollar amounts are subject to the fee. Sales below the lower threshold or those exceeding the upper limit are exempt from this fee. Beginning at 3:30 p.m., collection of the sales fee and the daily booth fee is conducted at the Manager’s canopy (example: \$400 x 3% = \$12.00).
- **APPLICATION: Returning Vendors:** Please send in your Vendor Application and Registration Fee by **March 15**. **Your first two Market dates are due April 10**. You may reserve and pay for a booth space by the week, month, or season, however, the EFM reserves the right to modify Vendor placement due to varying circumstances. (Please see Vendor Application pages) **New Vendors:** The EFM will begin processing New Vendor Applications March 15, although you may send us an Application at any time. We will notify you through email upon approval. At that time, the Registration (\$30), and your first and second-day booth fee will become due.
- **EBT (Food Stamp) and CREDIT/DEBIT TOKENS:**

- The EFM provides access to EBT (Food Stamps) through the USDA's Supplemental Nutrition and Assistance Program (SNAP), and operates the Credit/Debit card/Token program at the Market. To serve the community we utilize a variety of methods, including the Token program, which serves to increase Vendor sales, extend opportunities to increase the Market's customer base, and provide equitable access to nutritious foods at all income levels.

<http://www.fns.usda.gov/snap/supplemental-nutrition-assistance-program-snap>

- **THE WAY IT WORKS:**

- Growers, ready-to-eat food Vendors, and Vendors selling value-added processed foods are required to accept EBT tokens from customers as payment for qualified food items.
- Acceptance is voluntary for all other Vendors, but we do ask that all Vendors accept Credit/Debit tokens in payment for saleable items at the EFM. Customers who would like to make EBT or Credit/Debit purchases buy tokens from the Market Manager's Booth using their Credit/Debit/EBT cards. Customers may then purchase items from your booth using these tokens, same as cash.
- Token sales at the Manager's booth end at 3:45 p.m. Vendors, however, may tally their sales, and return all collected tokens in the zip-lock bag provided by the Market to the Manager's booth beginning at 3:30 p.m.

Market Management and Vendor will verify the totals and sign the tally together. Please, only bring tokens/sales from your booth. On the following Sunday, the EFM will provide Vendors with a receipt for their paid-in-advance daily booth rental, and a reimbursement check for the previous week's tokens.

- EBT tokens are valued at \$1.00 and \$5.00. Credit/Debit tokens are valued at \$5.00 and \$10.00. Program rules prohibit giving change for EBT tokens; however, Vendors may make change for Credit/Debit tokens. Please bring sufficient change on Market day, as the EFM **does not** make change.

- **The EFM charges a 5% fee on Debit/Credit token transactions.**

- \$10.00 tokens are redeemed at \$9.50, while \$5.00 tokens are redeemed at \$4.75. The Market bears the expense of the EBT portion of the program, which includes the wireless terminal, bank fees, the salary of an additional employee, and program accounting. There is **NO** cost to the Vendor for the EBT token program.
- The Token Program benefits to vendors, customers, and community are many, and include the following: (1) equitable access opportunities to locally cultivated and healthy nutritious food for all, including low-income families, seniors, and women, children, and infants. (2) The opportunity for increased sales by specialty crop and value-added processed food vendors, as well as some concessionary foods, and (3) a centralized access point (Managers booth) to ready cash (in the form of tokens) for the customer.
- The central wireless terminal eliminates the need for individual vendors to employ their own credit card equipment and manage the associated accounting. More than 10% of total Vendor sales in 2014 were attributable to the Token Program.

Returned Check Policy

- The EFM will collect a charge of \$25.00 for Checks or ACH transactions returned for insufficient funds. (http://en.wikipedia.org/wiki/Automated_Clearing_House)

SUNDAY MORNING SET-UP, START TIME, and OPERATIONAL RULES

- Market hours are 11 a.m. to 4 p.m. RAIN or SHINE, for (24) consecutive Sundays, ***NEW DATES for 2015* May 10 - October 18.**
 - You must check in no later than 10:30 a.m. on Sunday or your space may not be available for the day. If you cannot attend on a reserved date, please call us at **425-422-5656** by 4:00 p.m. Friday. If you are calling after 7:00 a.m. on Sunday due, to unforeseen circumstances, please call or text Gary at **425-422-5656**. This is very important. (see refund policy below)
 - Vendor set-up time is 7:00 - 10:30 a.m. Vehicles must be parked in Port of Everett designated off-site vendor parking, or in your booth space by 10:30 a.m., and vendors must be ready for business by 11:00 a.m.
 - If you know that you will be late, **PLEASE** phone or text Gary no later than 10:30 a.m. @ **425-422-5656**. Your space will be left open until you arrive. **If, however, you do not communicate a late arrival by this time, your space will be filled, and you will forfeit your booth fee and space for that day.** Every effort will be made to accommodate and assist you with unloading and set-up if you arrive late.
 - On Sunday morning, the Market is open for sales at 11:00 a.m. An opening bell will signal for sales to begin at that time. An exception to this rule may be granted if the Market Manager accompanies a customer with a special need to your booth for an early sale. **(Other exceptions to the 11:00 a.m. opening rule will include *Fresh Paint* weekend in August, and toward the end of the Market Season. Market Management will provide notice prior to any changes).**
 - Vendors can support the *eleven o'clock rule* by displaying a sign on their canopy, which reinforces the opening time, or by utilizing a screen to shield your booth. Market Staff will work to limit shoppers during your set-up time, however, the market is an open-air venue, and shoppers do wander in. We ask that all vehicles are parked by 10:30, but flexibility is one of the keys to our success, so please call Gary @ **425-422-5656** if you are late. Our goal is a safe, happy, and harmonious Market throughout the day for Vendor, Customer, and Market Staff.
 - Acceptance of a Vendor's cancellation and resulting fees due or refundable for a particular Market day, or any portion of the remaining season due to health, business failure, or for family reasons will be granted in most circumstances, but will be reviewed on a case-by-case basis.
- **SECURING YOUR CANOPY:** Weather at the Port of Everett may surprise us with gusty winds at times. Be aware that canopies are most vulnerable to the wind during setup and breakdown. Stay alert. **Completely secure your canopy with proper weights (see WSFMA below) as soon as you stand it up. Promptly take down your canopy as soon as you remove its moorings at the end of the day. DO NOT LET YOURSELF BE INTERRUPTED** in the middle of this process. There is no excuse for your canopy to take flight. **Any Vendor's canopy, which fails to pass management inspection, must be taken down and, or suitably secured. For everyone's benefit: SAFETY FIRST! The canopy weight rule (see below) will be enforced.**
 - **PLEASE** correctly weight your canopy before you leave it unattended. There are two general rules regarding canopies, which all Vendors must remember: **(1) always fully secure and weight your canopy, and (2) be sure that your method of securing your canopy does not create a hazard to you or anyone else.**
 - Weights should not cause a tripping hazard.
 - Tether your weights with lines that are clearly visible and maintained inside the canopy footprint.
 - Weights should have soft edges to avoid cuts and bruises.
 - Weights must be on the ground, and not above people's heads.
 - Canopies properly secured to vehicles and railings are acceptable. **Jugs filled with water are NOT acceptable.** The Market Managers will inspect your canopy moorings each week to make sure they are sufficient.

- Vendors provide their own weather cover and displays. We suggest you use clear plastic for canopy sides to keep your area bright. However, any side wall or cover material must be certified fire retardant according to Fire Department guidelines.
- **From the WSFMA:** *“All Vendors who wish to erect canopies (including 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 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, stow their canopy, and sell without it. Each canopy leg must have no less than **24 lbs.** (pounds) anchoring each leg”* (This requirement originates with Market Liability Insurance). ****When loading your vehicle for Market Day, double check to see that you or those loading your vehicle have included your weights!**
- **PARKING:** Vendors without pre-market designated parking must park as directed by the Market Managers. Expect the possibility of weekly changes.
- **SIGNAGE:** Your business name must be clearly visible to all customers. Your signage and product display are the key to your sales. They capture the customer. Let them tell a story with humor, creativity, and interesting information about your product. **“Know your Farmer, Know your Food”** goes for all vendors whether you are a grower, artist, processor, or you sell hot food. Tell them your story; it is that simple!
- **SCALES:** According to WA State law, your **scales** must be accurate and visible to the customer during all transactions.
- **CLEAN UP:** Please haul away your own garbage. The trash receptacles are for customers. Clean up your booth space and any debris that you and your customers generate. Brooms are available at the Manager’s Booth. If your product dictates, you should always have a tarp, waste can, broom, and pan on every Market day.
 - Do not dump water on Market area pavement, as the wharf is directly adjacent to sensitive water habitat. Wet pavement also makes our final sweep of the Market more difficult.
 - Do not dump vendor garbage, including flower stems or leaves, in garden areas, on the sidewalk, in the driveway, or in the street.
 - Do not dump vendor garbage in the enclosed dumpsters at the southern end of the Market. These are paid for by Lombardi’s Restaurant.
 - Do not dump vendor-generated waste in the trash receptacles located around the Market area. They are for customer waste only. The EFM provides several recycling bins about the Market. **Please** take advantage of our recycling program.
- **DEPARTURE:** The Market will begin allowing Vendors vehicular access **after 4:15 p.m.** as shoppers must clear the Market first. The EFM does not permit early departure. If an emergency arises, please see Market Management. Under these circumstances, we will direct your vehicle out of the market if possible, or assist you with other arrangements.
- **REFUND POLICY:** Booth Space Fees are refundable for health, business, and family reasons. If you call us to cancel at **425-422-5656, NO LATER THAN 4 P.M. on FRIDAY**, two days prior to Market Day, we will either refund your fee for that day or roll it forward to your next regularly scheduled Sunday. No-shows (no call, text, email, personal message received) the day of the Market, Vendor will **forfeit** their space and rental fees at 10:30 a.m. (2) **no-shows** (no call, text, email, personal message received) are grounds for loss of designated space. After the first no-show, a warning will be issued, with **No exceptions in the second instance.** Just call and/or leave a message; it is really quite simple. Feel free to provide your employees with the Market number and text information. **THANKS!** Our 2-way communication is vital and very much appreciated. The Market just looks better to our customers when we can adjust for empty spaces; your call allows this to happen.

GENERAL RULES and SAFETY:

- **Please keep designated fire lanes and all sidewalks clear during Market hours. The Port and Fire Department will enforce these two critical rules.**
- Please construct your booth with the public's safety in mind. Vendors shall not impair the operation of the Market, or cause, or permit to be caused, any injury to persons or to the Market premises.
- In all fairness to your fellow vendor, PLEASE KEEP YOUR DISPLAY WITHIN THE ALLOTTED 10' x 10' BOOTH SPACE unless you have made alternative arrangements with the Market Manager. As a courtesy to your fellow Vendors, do not obstruct aisles or your neighbor's booth. **The EFM does allow canopy awnings.**
- Electricity is available on a very limited basis. Please let us know prior to Market Day if you need access to an outlet so we can place you appropriately. ******(please note this need on your application)
- **BRING CHANGE!** Change can be given for Credit/Debit tokens in U.S. dollars and coin. **Please do not give change for EBT tokens.** The Credit/Debit/EBT card terminal is located at the Market Manager's Booth. The Market does not make change. **Check your tokens for the EFM label during transactions. Other tokens will not be honored.**
- **CLEANLINESS:** Sellers are responsible for keeping their spaces clean, sanitary, and attractive. At day's end, Vendors must leave their booth space and the area directly in front of their stall clean. Brooms are available at the Manager's Booth. All ready-to-eat food vendors must follow their permit requirements regarding hand-wash stations and various rules set by the Health District. **We recommend bringing your own hand washing water. In addition, ice is not available on the Market premises. Those handling/sampling all unwrapped or bulk food must wear gloves.** Please have all your permits on hand every Market Day.
- **PRODUCT PRICING:** The Market is a RETAIL environment. No wholesale pricing please.
- Persons or organizations wishing to campaign or proselytize are not allowed within the Market footprint during Market hours: 7:00 a.m. – 7:00 p.m. You may setup outside of the Market premises. ****Please see Market Management prior to any unauthorized activity within the Market.**
- Charitable organizations or groups supporting small farmers in Washington must fill out a Community Application. Space, free of charge, will be provided once approved. ****Please see Non-Profit application. <http://everettfarmersmarket.net/vendor-information/nonprofitcommunitygroups/>**
- The EFM collaborates with the Food Bank and Food Lifeline on a weekly basis to collect donations from farmers.
- **NO LIVE ANIMALS** may be sold or given away.

COURTESY and CONSIDERATION

- **Smoking:** Beginning with the 2013 Season, the EFM became a smoke free venue, which includes all tobacco, and non-tobacco products as well as E-cigarettes/vaping, and cannabis. With the assistance of the Snohomish County Health District, Vendors and customers are not allowed to smoke within the Market proper. The Market hopes that you will find this official change in policy a healthy enhancement of the Market atmosphere. Please walk completely away from the Market area to smoke. Smoking directly behind your canopy or in the restrooms is not permitted. **Thank you.**
- Vendor's **dogs:** A short leash is required on Vendor's dogs. They must not interact with customer's dogs. **Please let us know if customer's pets are creating a nuisance, and Market Staff will respond immediately. Call or text us!**

- Sellers will conduct themselves courteously and professionally. Behavior otherwise will be grounds for expulsion.
- No loud **hawking** of goods will be permitted. Please do not call or reach out to customers as they pass by. Product sampling is limited to your Vendor space only (Please see management for exceptions to this rule).
- Radios: Please no **loud radios** or music in your booth: We all share close quarters, so please respect your fellow Vendors.
- All Vendors are expected to advertise their products and respond **honestly** to customer's questions and concerns regarding ingredients, materials, sourcing, and production.
- Please show respect, patience, and understanding, and demonstrate **sensitivity** to all Market attendees.
- We are a **community**; when possible, please assist other Vendors as needed. Market Staff are available for assistance throughout the day.
- Please notify Market Staff immediately of **ANY** unsafe conditions, suspicious characters, confrontations, or emergencies. In case of a life-threatening emergency, call 911, and then notify Market Staff. A few minutes might make the difference.
- **CHILDREN:** Vendors must be actively responsible for their children, and they must be supervised within the Market. Please assist them to and in the portable onsite restrooms. Occasionally, a customer and their child become separated. Please keep a watchful eye for instances of this type, and notify the Managers or Staff immediately in a questionable situation. Call or text Gary **425-422-5656**, or Karen at **425-321-4229**.
- **DISCRIMINATION:** **NO** discrimination is permitted.
- **VENDOR LIABILITY:** Everett Farmers Market is not responsible for loss or damage to booths or inventory caused by fire, theft, weather conditions, accidents, etc. In case of life threatening activity, call 911 immediately! The market does not insure vendors. Vendors may be liable for damage or injury caused by their actions, their employees, their equipment, goods etc. We recommend Vendors obtain liability and property insurance for their own protection. (Insurance may be available through the WSFMA insurance provider). Ask us!
- **LEGAL AND LICENSING INFORMATION:** Please have all pertinent licenses available each Market day.
 - All Vendors are required to have a Washington State Business License.
 - All Vendors are required to have a City of Everett business license.
 - Food Vendors must apply for their Snohomish County Health District permits at least **14** days before their first Market day. The Health District requires this time for processing. Snohomish County requires that you secure a permit for each location that you serve.
 - **Washington Business License and EIN number: WA State Dept. of Revenue: *800-647-7706***
Web Only: <http://bls.dor.wa.gov/>.
 - **Dept. of Labor & Industries: <http://www.lni.wa.gov/>. *360-902-5800***
 - **City of Everett Business License: <http://www.ci.everett.wa.us/default.aspx?ID=293> *425-257-8610*** Address: City Hall, 2930 Wetmore Ave., Suite 1-A.
 - **Food Vending Permits and Food Handlers Cards: Snohomish County Health District: http://www.snohd.org/Shd_EH/Eh_FLE/FoodPermit.aspx
http://www.snohd.org/Portals/0/Snohd/Food/files/TempFoodServicePermitAppl_EH_.pdf
*425-339-5200*** Address: 3020 Rucker Ave., Suite 306, Everett, 98201.
 - Vendors are responsible for collecting and reporting appropriate sales tax to the Washington Department of Revenue. <http://dor.wa.gov/content/FileandPayTaxes/> *1-800-647-7706*

- Concessionaires: http://www.everettwa.org/Get_PDF.aspx?pdfID=7189
http://www.everettwa.org/Get_PDF.aspx?PDFID=7523

VENDOR SPECIFICS (Please complete the registration page and vendor application specific to your product)

FARMERS (Produce, Nursery Stock & Flowers)

- Items included in this category are fresh fruits and vegetables, nuts, honey, eggs, fresh fish, meats, plants, flowers, fresh and dried herbs. The WSFMA is committed to an agriculturally based market system. Our mission is to support and promote fresh, high quality, locally grown produce, from the small, local, and independent growers and their farms all across Washington State.
- If you do not grow it, you are a reseller. **Produce re-sellers are not permitted.** Growers should raise a high percentage of saleable products on their own farm. You may supplement your sales with produce from other in-state farms subject to the following condition: Non-local produce is limited to non-competitive kinds. For example, non-local berries will not be permitted, since we have a good local supply. Peaches, pears, and other produce from Washington, may be permitted even though they may not be raised locally. (Please see page 5 of the WSFMA Roots Guidelines for detailed information). <http://www.wafarmersmarkets.com/docs/2010-RootsGuidelines.pdf>

CRAFTERS AND ARTISTS

- Handcrafted items and art must be original, high quality, and created by the vendor, family member, or partner. **Handmade items only!** All hand crafters and artists will have their wares juried before acceptance into the market. Vendors will be asked to remove items deemed unsuitable. Failure to do so will result in a written warning from the Market. If the situation continues, the Market maintains expulsion of the vendor as an option.
- **Product Quality:** Vendors agree to sell products of a quality approved by Market Management.
- **Products not permitted:** Imports, kits, multi-level marketing, commercial, second hand items, or product re-sellers. Commercial products are not acceptable in any form, including products ordered or purchased through a catalog, party plan, or franchise (See specific Vendor applications, and the WSFMA Roots Guidelines).

NURSERY VENDORS

- The WA State Dept. of Agriculture requires that all **Nursery Vendors** have a separate Retail Nursery License for EACH LOCATION where they sell.

FOOD VENDORS (Prepared and Value-added Processed Food)

- Items in this category include baked goods, and processed items such as, cheese, pasta, salsa, jams, oils, sauces, vinegars, teas, coffee, and other prepared foods.
- The Snohomish Health District takes **(14)** days to process applications. **Please have your permit available for review prior to set-up on your first Market day.** You are responsible for meeting all public health requirements pertinent to ready to eat/and or hot food. **PLEASE HAVE YOUR PERMITS WITH YOU EVERY MARKET DAY.**
- Vendors selling ready-to-eat food are required to provide two trash receptacles, one inside the booth for the vendor and one outside the booth for customers. Plastic liners are required. You may use the Market dumpster at closing time to dispose of **customer** waste.
- **FOOD VENDORS COOKING WITH FLAME:** A permit from the Everett Fire Marshall (obtained separately from the Everett Fire Dept.) must be displayed, and an approved working fire extinguisher must be immediately at hand. The EFM requires, per Fire Marshall Directive, that propane tanks are solidly secured, strapped, and contained in a stable container.

ENTERTAINMENT

- Performers practiced at their art, and singers, dancers, musicians, and children's entertainers may be asked to perform, by invitation only, at the Market. We pay performers a nominal fee. We invite you to "work the hat" and sell your CD's and other collectables. We also allow busking, but

you must fill out the music application, <http://everettfarmersmarket.net/2013-music-schedule/music-application/> and present it to the Manager prior to playing. Applications are available at the Manager's booth. The EFM will designate a space and time for you to perform.

ADVERTISING

- We vigorously advertise the Everett Farmers Market through the Port of Everett, the WSFMA, Puget Sound Fresh "Farm Guide," Snohomish/Everett Tribune "Discover Everett," market listings, farm-related magazines, print advertisements, and e-lists, our blog and website, Facebook, twitter, and via posters.
- We will continue our partnership with several organizations to advertise the availability of EBT and Credit/Debit sales at our Market. We advertise in local and farm related publications including the Everett Herald, farm products guides, the WSFMA Farmers Market Guide, Snohomish County Health District, the Snohomish County Visitor's Guide, and the Sno-Isle Natural Foods Co-op newsletter.

LINKING UP YOUR WEBSITE:

- If you have a website for your business, the EFM would like to include your information on the Everett Farmers Market web site. There is no annual fee for this service. The goal of the EFM is to provide support to and promote all Vendors on the Market site. Our aim is to drive business to you in a variety of methods. Your link will remain on the Everett Farmers Market website until May 1, 2016, unless you otherwise notify us in writing. Please send us your most recent version of your website, Facebook, Linked-In, Etsy, or any other e-media you wish us to use to promote your products.

Market Staff:

Gary Purves - Operations Director, Vendor Organization, Accounting

Karen Erickson - Market Manager, Cash and Tokens Manager, Music and Non-Profits' Manager - *Your Webmaster and Social Media Whiz*

Danny Fay - Parking Director - *The One and Only*

Barb Copeland - EBT/Credit/Debit Sales - *Your Token Lady*

THE MARKET RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE AT ANYTIME BASED ON THESE RULES, OR OTHER CONCERNS MARKET MANAGEMENT DEEMS TO BE IN THE BEST INTEREST OF THE EFM. ALL DECISIONS REGARDING THESE RULES ARE FINAL AND BINDING.

Let us all have an outstanding 2015 Season at the Everett Farmers Market! Thank you! We greatly appreciate your support, community contribution, and commitment to Washington based agriculture and the arts!