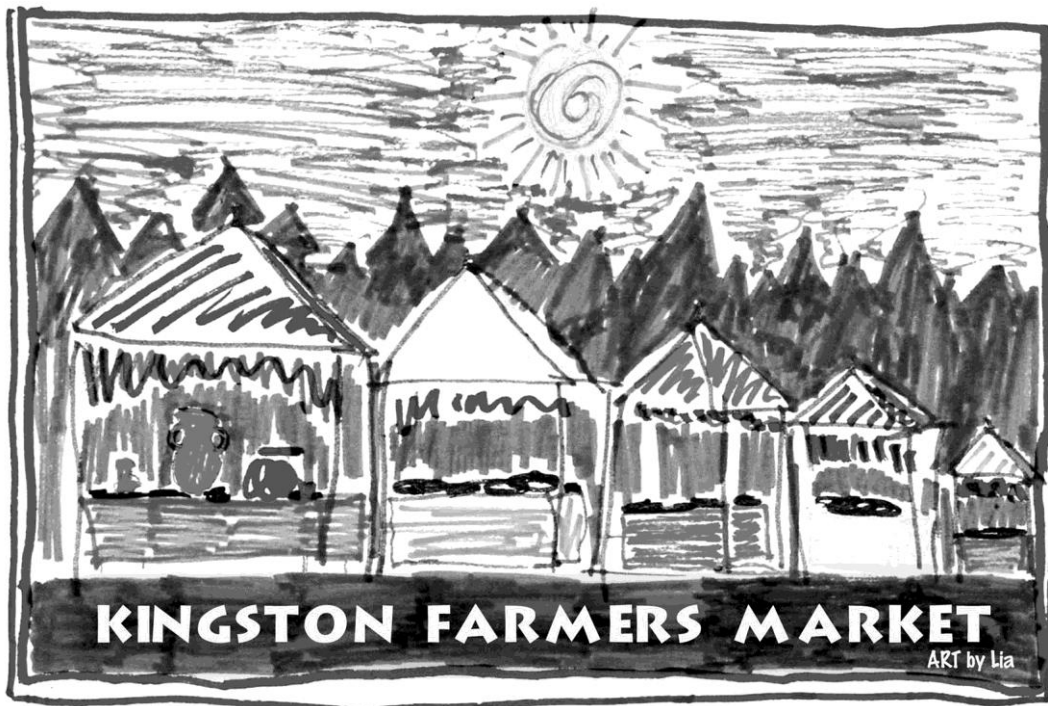


Kingston Farmers Market
PO Box 124
Kingston WA 98346



www.kingstonfarmersmarket.com

360-297-7683

KINGSTON FARMERS MARKET POLICIES
Revised February 1, 2012



KINGSTON FARMERS MARKET POLICIES

Revised February 1, 2012

All members of the Kingston Farmers Market will behave towards market customers, staff, volunteers, and each other in a professional manner that fosters a sense of market community and camaraderie, a spirit of cooperative involvement, and that promotes the market as a whole to the North Kitsap community.

MARKET SEASON: The Kingston Farmers Market season runs from May through mid October.

TIMES AND DAYS: The Kingston Farmers Market operates on Saturdays from 9:00 AM- 2:00 PM with occasional "special event" extended hours.

WHO MAY SELL AT THE FARMERS MARKET: Residents of Kitsap or Olympic peninsulas, with products that are **hand made** or **homegrown by the vendor**, may sell at the market.

MEMBERSHIP FEES: The annual membership fee for adult vendors is \$50. If the annual fee is paid prior to the first market of the season, the fee will be \$45. On the second Saturday of August, the annual fee will be discounted to \$25 for the remainder of the year. There is no annual fee for Junior or Kid vendors. A maximum of 2 crafter vendors may share a membership.

STALL FEES: Weekly stall fees are \$20.00 for farmers and processors; \$25.00 for a craft vendor; \$10.00 for Junior Vendors 12-16 years of age; \$1.00 for kids under the age of 12. Farm vendors on a residency waiver will pay a \$50 per week stall fee and are not eligible for membership.

Farmers and Processors: (As defined by the Washington State Farmers Market Association):

Farmers are persons who raise produce (vegetables, fruits, nuts), herbs, flowers, or nursery crops from seed or plants, and care for, nurture, cultivate, and harvest the crops offered for sale at a farmers market. Beekeepers, egg farmers, poultry growers and fish and/or shellfish growers are considered in this category.

Processors are persons offering fresh food products that have added value to their product through some sort of "hands-on" processing (examples: hand-filleted fish, smoked meats, baked goods, handmade candies, etc.)

SINGLE DAY FEE: A craft vendor can sell at the market one time without becoming a member of the Kingston Farmers Market. The second time the craft vendor wishes to sell during that season, he/she must become a member of the market. The Market Manager and on-site Board members may jury the guest vendors' products to determine appropriateness. Local farmers and processors bringing produce or foodstuffs to the market may extend this guest vendor privilege to 2 markets, but then must become a member, and pay a membership fee on their 3rd market.

BOOTHS AND SPACES: The market booth size is 10 feet X 10 feet. The market does not provide water or electricity to vendors. Vendors are urged to bring canopies or umbrellas. Set-ups must be windproof, to protect people from blow-overs on blustery days at the market. All vendors who wish to erect canopies 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 and stow their canopy and sell without it. Self-contained kitchens in motorized trailers are not allowed. Food vendors must be able to move their set-up onto the site, without damage to the area. There are no assigned spaces for vendors. Set-up is at the discretion of the Market manager and the Board members on site. The goal is to create a market layout that is complimentary to all vendors and to the market as a whole. Produce vendors are encouraged to set up in the first row facing north. Vendors preparing foods on site will be assigned an area.

SITE MANAGEMENT: During market hours, the market manager or members of the Board of Directors will collect fees, direct set-up, and decide any immediate issues affecting the overall market.

SET-UP AND TAKEDOWN: Vendors are not to start setting up their booths until 7:00 AM. Vendors are required to be on site by 8:30 AM in order to participate in that day's market. Vendors are urged to arrive by 8:00 AM in order to be set up by 9:00 AM when the market opens. Vendors are urged to refrain from sales before 9:00 AM. It is in everyone's interest for the customers to learn that the market opens at 9:00 AM. Vendors are requested to stay for the entire market day, unless all goods are sold or the weather turns especially bad. In any case, vendors are responsible for taking down their set-up, disposing of their own garbage, and leaving their spot as trash-free as they found it.

VENDOR PARKING: During set-up and takedown, vendors may park in the customer-parking zone surrounding the market area. However, **vendors may not park at the Port of Kingston -2 hour parking during market hours.** Vehicles must be parked elsewhere during the market hours; vendor parking is available in the Port of Kingston pay lot, up the hill on Central Avenue, for only \$4 per day. (Park in a numbered slot and put your money in the parking box). There is also a commuter lot on Ohio and 2nd Ave (\$3 per day). If you need help finding the correct place to park, the Market Manager can help you.

SMOKING AND ALCOHOLIC BEVERAGES AT THE FARMERS MARKET: Vendors may not smoke on the Farmers Market grounds. Vendors may not be under the influence of alcohol or drugs during Market hours, nor have any alcohol or drugs on the Market premises, other than Beer and Wine sold by licensed Market vendors.

PETS: Vendors are not to have personal pets on the property.

PRICING: The Kingston Farmers Market is a retail market. Prices charged should be fair to all vendors, and comparable to pricing in the community. Intentional undercutting will be considered unfair.

PRODUCT QUALITY--CRAFTS: The Board of Directors will make the final judgment on the suitability of any specific vendor's operation for the Kingston Farmers Market. To encourage the local craftworkers, craft goods must be hand- and home-crafted by a resident of the greater Kitsap or Olympic Peninsulas. Any goods that are not of sufficient quality may be removed from sale by on-site board members.

SERVICES: Services may be sold at the Farmers Market provided they are performed on-site.

SELLING ANIMALS AT THE FARMERS MARKET: Farm animals such as goats, sheep, rabbits, ducks, or chickens, and cats and dogs, may be sold at the Farmers Market, subject to the approval of the on-site board members. They must be kept twenty feet from any food vendor. It is the vendor's responsibility to provide for the animals' welfare and clean up the residue.

PRODUCE: Produce vendors are very important to the Kingston Farmers Market. The Market actively seeks and encourages locally grown fresh produce at the market. Produce may be imported for sale by member vendors at the Farmers Market, so long as:

1. The vendor is the only stop between the grower and the consumer. They do not deal with shippers, warehousemen or jobbers. **They do not sell any produce not grown in Washington and its surrounding counties.** Resold crops shall be those that cannot be grown reliably, or offered for sale in sufficient quantity, by local farmers selling at the KFM.
2. Resellers must label their products as being "resold" (or other synonymous term) and information must be available for the consumer as to which farms produced those products.
3. Brokers, who sell none of their own produce, must apply to the Board of Directors in writing prior to selling at the Market.
4. Farmers residing within Washington State but not on the Kitsap or Olympic Peninsulas may apply to the Board of Directors for a residency waiver to participate in the market. These farmers must abide by the policies of the market and pay the specified weekly stall fee, but are not eligible for membership.

FOOD: Perishable farm products and baked goods must be appropriately packaged and handled, complying with any applicable regulations of the Kitsap County Health Department. Hand-held food vendors (foods that are prepared substantially on-site and typically eaten on-site) are welcome at the Kingston Farmers market, so that market customers can enjoy eating at the market.

Foods may not be purchased for resale or commercially prepackaged. The Kingston Farmers Market is committed to bringing high quality products, produce, and foodstuffs to the Community. Any goods that are not of sufficient quality may be removed from sale by on-site board members.

ORGANIC LABELING: Vendors may advertise their produce and foodstuffs as “organic”, “natural”, “unsprayed”, etc. without formal certification from any agency. However, use of the term “certified organic” is restricted by state law to those who have, in fact, been certified by the Washington State Department of Agriculture. All vendors are required to advertise truthfully and to respond to customers’ questions in a fair manner.

PERMITS AND LICENSING: It is each vendor’s responsibility to get and maintain any licenses or permits necessary for their particular operation. Vendors must comply with all Kitsap County Health Department regulations and licensing requirements. All vendors must follow sanitary procedures. Any vendor found selling contaminated foodstuffs or produce shall be suspended from selling at the Market until satisfactory clearance has been obtained from the Kitsap County Health Department. All vendors must wear shoes and shirts at the Market.

MEETINGS OF THE BOARD OF DIRECTORS: The Board of Directors will meet at a regular time. Members are welcome to attend these meetings. The first working agenda item at every meeting will be “Vendor and Member Concerns.”

ANNUAL MEETING: The annual meeting of the members of the Kingston Farmers Market will be held on the first Monday in November for the purpose of election of Directors and conducting the business of the organization. Time and place will be announced at least 30 days prior to the meeting.

GRIEVANCES AND CONCERNS: Should a vendor or other member feel their rights as a member of the Kingston Farmers Market have been violated in some way, or feel that another vendor, board member, or someone else has acted outside of their authority with the Kingston Farmers Market or in a way that harms the Farmers Market as a whole, the following steps should be taken:

- 1) The grievance or concern should be put in writing and include a clear and specific description of the problem and the name(s) of the person(s) involved, a description of the ways in which the person has attempted to resolve the matter (if appropriate), and at least two courses of action that would satisfy the writer (if appropriate). These should include, but not be limited to:
 - i) Mediation between involved parties.
 - ii) Forming a board committee to hear all sides of the issue and recommend action to the board.
 - iii) Determine that the issue does not warrant formal steps to resolve it and should be handled through other channels.
- 2) Copies of this correspondence should be sent to the Chairperson of the Board of Directors and to all persons involved in the grievance or concern. This must be signed correspondence.
- 3) The Board of Directors has final authority in deciding the outcome of grievances.

COMMITTEES OF THE BOARD OF DIRECTORS: The Board of Directors will appoint committees as needed to handle the business and operation of the Kingston Farmers Market. These committees will be chaired by a member of the Board of Directors and can include other vendors and members of the Farmers Market. These committees may be standing (ongoing) or ad hoc (set up for a single purpose and disbanded when the task is done.)

LOGO USE: Any vendor that wishes to imprint their products with the Kingston Farmers Market logo may apply to the Board of Directors in writing for board approval and conditions of use. The board will reply in writing within 30 days of application. Vendors selling logo items will pay the Farmers Market a 15% royalty per item sold.

INSURANCE: The Kingston Farmers Market carries liability insurance that covers people for personal injury while they are on the market site. Vendors are not covered for damages customers may claim from their products or business losses.