

# 2024 Orting Valley Farmers Market Rules



101 Washington Ave. Orting, WA.

North Park, corner of Hwy 162 and Calistoga Ave.

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The Orting Valley Farmers Market strives to create a welcoming, wholesome atmosphere where vendors and consumers meet for mutual benefit. Our market emphasizes local, fresh farm products, locally prepared and handcrafted items, and educational and social opportunities for participants.

## The following rules have been adopted by the Orting Valley Farmers Market (OVFM) Board of Directors:

- Market leadership may, at any time, amend or modify these rules. All Vendor participants will behave in a respectful manner toward OVFM customers, staff, and volunteers and will foster a sense of community, camaraderie, and cooperation.
- All attending Vendors must have completed, signed, and submitted a 2024 OVFM Vendor Application/Contract prior to selling at the OVFM. Vendor Fees must be paid as stipulated in the 2024 Vendor Application/Contract.
- Attending Vendors must possess all required current permits, licenses and insurances which allow them to sell their products at the OVFM. Copies of required documents must be submitted with the 2024 Vendor Application, or prior to their first attendance. All Vendors must abide by Washington State, Pierce County, City of Orting, Tacoma Pierce County Health Dept (TPCHD), Washington State Department of Agriculture/Revenue (for Egg Sales), and The Washington State Liquor Board (for Wineries and Breweries) requirements for the sale of their products.
- Vendors must adhere to sanitary procedures as outlined by the Tacoma Pierce County Health Dept. (TPCHD). Anyone found selling contaminated products or without proper health precautions shall be suspended immediately until satisfactory clearance has been obtained from the TPCHD by the Market Manager.
- Vendor fee schedules are explained in the 2024 Vendor Application. All attendance for 2024 must be prepaid as outlined in the 2024 OVFM Vendor Application. Any deviation of this must be pre-approved by the OVFM Market Manager, or their appointees.
- Vendors must dress appropriately, including shoes and shirts.
- Animals must not be present in food vendor spaces except as allowed by ADA and/or Washington State Service & Emotional Support Animal guidelines.
- The OVFM is a non-smoking area.
- Vendors must adhere to all market rules, unless otherwise approved by the Market Manager or their appointees, to remain in good standing.
- Vendors receiving a "Vendor, Not in Good Standing" status could incur expulsion from the Orting Valley Farmers Market without refund.

# 2024 Orting Valley Farmers Market Rules, cont'd.

## Product

- Products sold at the OVFM must be locally grown, produced, or handcrafted in the State of Washington or in Oregon and Idaho counties bordering Washington State. Any other product must be approved by the OVFM Manager, or their appointees, prior to being made available for market customer purchase.
- Seafood must originate from the greater Pacific Northwest, including Washington, Oregon, Alaska, and British Columbia.
- All products must be sold by the grower/producer/processor, family members, or employees, except for Resellers, who must comply with the requirements of the Reseller Vendor category.
- Commercially produced, Franchised items, and Secondhand items are not allowed for sale at OVFM, except at the discretion of the Market Manager, or their appointees.

## Vendor Categories

Vendor products or practices that place them in more than one category are subject to all requirements of each category.

### Farmer Category

- Product must be grown, raised, produced, or gathered by the vendor on property that they own, rent, or lease in Washington State, or in Oregon and Idaho counties bordering Washington State. The OVFM Manager, or their appointee, may wish to visit the farm to verify products grown there, with a minimum of a 24-hour notice.
- Any claims of “certified organic” must be supported with documentation of that certification.
- All farmers selling products for human consumption must carry and provide proof of liability insurance that shows coverage amounts and must name the Orting Valley Farmers Market, City of Orting, and the Washington State Farmers Market Association as “Additional Insured”.
- Note, A farmer who also resells products must list, on their Vendor Application, which products are intended for resell and must have those products pre-approved by the Market Manager, or their appointee. In this case, a Vendor must comply with the rules for both farmers and resellers.

### Reseller Category

- Products purchased from the grower, to be sold to an OVFM consumer, are considered “resale”, and Vendor booth signs must indicate origin of the product and the grower. Reselling is often necessary to provide the product variety that consumers request.
- A reseller Vendor is expected to be the only stop between grower and consumer and may not sell product purchased from warehouses unless expressly approved by the Market Manager, or their appointee.
- Vendors also having products that fit the Farmer Vendor Category will be given priority over Resellers, thus limiting the amount of those products from Resellers at the Market. All resale products must be pre-approved by the Market Manager, or their appointees.
- All resellers selling products for human consumption must carry and provide proof of liability insurance that shows coverage and must name Orting Valley Farmers Market, City of Orting, and the Washington State Farmers Market Association as “Additional Insured”.

# 2024 Orting Valley Farmers Market Rules, cont'd.

## Processor/Value Added Items Category

- Value added items are those products which have been processed such as jams, preserves, cheeses, smoked meats, baked goods, wines and brews, etc. Products must be approved by the Market Manager, or their appointees, in advance of selling at the market. All processed foods must be appropriately labeled with product name, ingredients, net weight/quantity, price, producer name and address, and must meet all federal, state, county, and local health requirements.
- Vendors must possess appropriate permits and licenses, and copies of same shall be submitted to the Market Manager in advance of product sales. Products must use ingredients from Washington farms or waters as much as possible.
- All processors selling products for human consumption must carry and provide proof of liability insurance that shows coverage and must name Orting Valley Farmers Market, City of Orting, and the Washington State Farmers Market Association as “Additional Insured”.

## Artisan/Crafter Category

- Artisans/crafters are vendors who create, with their own hands and within the State of Washington, the products they offer for sale at OVFM. These products should ideally incorporate materials produced and/or obtained in Washington State as much as possible and require some skill in their production. Selection of Artisan/Crafter Vendors will be based upon quality, originality, and uniqueness. Limiting the number of Vendors selling similar products will be at the sole discretion of the OVFM Market Manager.
- All Artisan/Crafters must carry and provide proof of liability insurance that shows coverage and must name Orting Valley Farmers Market, City of Orting, and the Washington State Farmers Market Association as “Additional Insured”.

## Prepared Foods/Concessionaire Category

- Vendors of prepared foods ready for immediate consumption must submit, possess on site, and maintain all required state, county, and local permits and licenses. All food vendors/handlers must comply with Tacoma Pierce County Health Dept (TPCHD) rules.
- All Prepared Food/Concessionaire Vendors must carry and provide proof of liability insurance that shows coverage and must name Orting Valley Farmers Market, City of Orting, and the Washington State Farmers Market Association as “Additional Insured”.

## “Other” Vendor Category

- Any Vendor/Space Operator that does not fit into or infringe in any of the above categories will be considered an “Other” Vendor.
- All “Other” Vendors must carry and provide proof of liability insurance that shows coverage and must name Orting Valley Farmers Market, City of Orting, and the Washington State Farmers Market Association as “Additional Insured”.

# 2024 Orting Valley Farmers Market Rules, cont'd.

## Co-Op Vendor Category

- In the event a potential Vendor wishes to attend the OVFM, yet that Vendor does not have a Vendor Liability Insurance policy or a Washington State UBI (Unified Business Identifier) number, the OVFM could agree to sponsor that Vendor for one market date. This would allow the Vendor to participate at no cost to the Vendor. Vendors taking advantage of this offer must still adhere to Vendor rules pertaining to product type and participation requirements. To apply as a Co-Op Vendor and receive approval, the Vendor must fill out and submit a Vendor Application a minimum of two weeks prior to a desired attendance date. If approved, the Vendor will be notified by the market Manager and will be expected to attend with approved products on the date approved. It is to be understood that, if a Co-Op Vendor wishes to continue as an OVFM Vendor after their Co-op experience, they must submit a new Vendor Application together with the appropriate Vendor Liability Insurance Docs, Permits, and Booth Fees. Participation in the Co-Op Vendor program is dependent upon Co-Op booth availability.
- During your attendance as a Co-Op Vendor, you will not need Vendor Liability Insurance coverage or a Washington State UBI number. You will temporarily fall under the Orting Valley Farmers Market Insurance umbrella, you will also not be charged a market booth fee as a Co-Op Vendor and you will have the use of a 10'X10' pop up tent, a table and chairs, and product sales advice from the Market Manager, Board of Directors, and Staff.

## Vendor Selection

- Vendors are selected based on quality and uniqueness of products, current OVFM product mix, and consumer demand. No previous vendor has guaranteed return rights to the OVFM market. The OVFM never offers exclusive rights to a Vendor to sell any certain product. Customers benefit from having a choice. However, if OVFM management believes the number of similar products is excessive, duplicate Product Vendors may be denied or granted limited participation.
- Limited space will be available to local non-profit or community-based organizations for a nominal fee as detailed in the 2023 Vendor Application. Contact the OVFM market manager for more info.

## Selling Space

- Vendor Spaces are approximately 10'x10'. Space assignments are determined by OVFM Manager, taking into consideration product mix, customer flow, special promotions, vendor type, and other needs of the market and its customers. Agricultural products have priority at the Orting Valley Farmers Market.
- Sharing of space must be pre-approved by the Market Manager. Specific location requests will be considered, but not guaranteed. To accommodate seasonal growers, or when the Market Manager feels the product mix requires change for the good of the market, some vendors may be relocated; please remain flexible.
- Except for the OVFM Co-Op booth, all Vendors must provide their own tables, chairs, canopies, tent weights, signage, and any display materials as desired for their own booths.
- All products, signage, and displays must be contained within the space assigned.
- Vendor spaces must always be staffed during all regularly scheduled market hours. The OVFM will remain open during scheduled hours, except for episodes of lightning, heavy winds, threats to health and/or safety, or other emergencies, which justify closing the Market. Closure will be at the discretion of the OVFM Market Manager.

## 2024 Orting Valley Farmers Market Rules, cont'd.

- Selling from a vehicle must be pre-approved by the OVFM Market Manager and is pending available site space, vehicle appearance, and State, County, and City rules and regulations.
- Vendors with canopies/ pop-up tents, and umbrellas, on the OVFM site during normal market hours (including set up and break down) are required to have their canopies sufficiently and safely anchored to the ground from the time the canopy is set up to the time it is taken down. Vendors who are unable to properly anchor their canopies will be asked to take down and stow the canopy and sell without it. Each canopy leg must have no less than 24 lbs. anchoring weight. Weights must not cause a tripping hazard, should have soft edges to avoid cuts and scrapes, and must be securely attached and on the ground. Any tethers should be clearly visible. Stakes driven into the ground are no longer allowed at the Orting Valley Farmers Market due to past irrigation facility damage.

### Setup-Tear Down and Parking

- Vendor vehicles must enter and exit at the designated areas as shown on the Market site map emailed out weekly to participating Vendors. Vendors are expected to unload promptly and then move their vehicle to designated parking at the St's Cosmas and Damien church gravel parking lot, or other areas as shown on the Weekly Vendor Map. Vendors then return to their space to complete their set up. This allows other vendors to enter and unload without having to wait while other vendors set up.
- Vendors may begin setting up after their product/materials have been delivered to their space and vehicle has been moved offsite. Vendors may begin to arrive at 12:30pm and must have their space ready for shoppers by 3:00pm. All vendor vehicles must be moved off the Market sales area before 3:00pm. The Vendor vehicle entrance will be blocked at 3:00pm and no vehicles may be driven onto market site during hours of market operation. If a Vendor arrives after 3:00pm, they will need to hand carry equipment and product to their vendor space from the parking lot. However, If a vendor who sells from a vehicle, i.e. food truck, arrives after 3:00pm, they will be escorted through the market site to their space by the Market Manager or designee. This will only be allowed at the discretion of the Market Manager.
- If a Vendor arrives late a second time, they might be refused attendance, without refund, at the discretion of the Market Manager.
- If, due to an emergency, a vendor must pack up and leave the Market before Market close, that must be done only after notifying the OVFM Market Manager. At the managers direction, the Vendor will either need to carry their belongings to their vehicle located outside the shopping perimeter or, with Market Managers or designees' escort, the Vendors will enter with their vehicle, load their belongings, then be escorted out of the Market.
- Selling may not begin prior to market opening for customer safety.
- Vendor sales will cease at the designated closing time of the Market. The vendor will then begin the breakdown process. Vendors must remain at their space until market close and must not break down booth prior to market closing time.
- Vehicles should only be driven to a Vendors sales booth after the Market closes and once Vendors equipment is taken down and ready for loading. Safety is of utmost importance as park pedestrians are not watching for Vehicles in the market area.
- Vendors are required to leave a clean booth space behind. No trash, food waste, oils, debris from plants/produce, is to remain. Garbage must leave the site with the Vendor. Onsite trash cans are intended for OVFM customers, not Vendors. Please pack out all your garbage.
- **NEVER drive any vehicle on the asphalt Foothills walking/bicycle Trail.**

# 2024 Orting Valley Farmers Market Rules, cont'd.

## Signage

- All vendors must have signage identifying their farm or business by name and location. All products must be clearly labeled and priced. All product descriptions must be accurate.

## Sampling

- Vendors wanting to Sample their products must contact the Tacoma/Pierce County Health Department (TPCHD) to see if a sampling permit is required. There are guidelines for different product sampling, so please check with the TPCHD. Any Vendor offering sampling must have a food-handlers' permit, and a hand-washing station, per TPCHD. Alcohol Sampling is allowed with approval of the Washington State Liquor Board.

## Sales Reporting

- Vendors must report their daily sales totals honestly to the OVFM Market Manager, or their appointees. A reporting form will be given to each vendor to be completed and returned at the end of each market day. All information obtained on this form is for OVFM Market development purposes only and is never given to any other entity.
- Dishonest Sales reporting or chronic failure to turn in your Weekly SNAP-EBT tokens (Blue), Matching Bucks (paper voucher), or Debit tokens (Green) could put a Vendor in a "Vendor, Not in Good Standing" status.

## Electricity

- OVFM does not guarantee electricity to its vendors. However, typical 120/240-volt AC power is usually available within 100' of the power meter base at the Orting Station building. All electrical services and equipment must be pre-arranged and approved by the OVFM Market Manager. Temporary ground laid Power cables and connection boxes are available from the Market Manager. However, Vendors requiring electric power are responsible for providing their own outdoor extension cords between their booth and the temp connection boxes or receptacles inside the Orting Station Building. Vendor provided Safety Mats and/or tape, is required to cover all portions of the Vendor provided power cord that crosses sidewalk and walking surfaces utilized by market pedestrians.

## Radios & Sound Systems

- Respectful playing of music at the market is allowed, providing other vendors are not inconvenienced and OVFM Market Manager has approved. Vendors are not permitted to play radios or use sound generating equipment that interferes with other vendors or entertainment at the market that day. We encourage an enjoyable atmosphere at the market for all.

# 2024 Orting Valley Farmers Market Rules, cont'd.

## Attendance & Cancellation

- Vendor attendance is expected for all market dates noted on the Vendors Application and paid for.
- If a Vendor is unable to attend on a scheduled paid date, the Vendor must notify the OVFM Market Manager by 12:30PM of the day prior to the market date. Voice mail or Email notifications are acceptable.
- “No shows” (absences without notice) are unexcused and non-refundable. Two “No shows” may constitute forfeiture from the market for the rest of the Season without refund.
- Sickness, traffic accidents, vehicle breakdown will be excused. However, repetitive callouts for similar reasons will be unexcused. Unexcused absences are non-refundable. Previous attendance history will be considered when determining future participation.
- If you are not on site by 2:30pm of a day you are scheduled to attend the market, you may get a phone call inquiring of your arrival.
- Due to the cost savings given to Vendors who pay a full season fee, unexcused and excused absences are non-refundable. Vendors who pay for Individual Market dates (less than 12 attendances in the season) will also have their fees non-refundable for unexcused and excused absences. However, depending on the nature of the call out, a Vendor paying for Individual dates might be able to move a call out to a later date if approved by the Market Manager.
- Unexcused and Excused absences are determined by the Market Manager, or their appointees, for the purposes of determining ongoing Vendor participation at the OVFM. Previous attendance behavior will be considered when deciding on a vendors participation for the balance of the season or in future seasons.
- Vendors will always be given a refund for Market dates which are cancelled due to Weather conditions, Health and Safety concerns, or any other closure situation determined by the Market manager, or their appointees.

## Vendor Not in Good Standing & Violation of Rules

- Vendors must be in Good Standing to attend the OVFM. If a Vendor owes past booth fees, does not carry appropriate Vendor Liability Insurance, does not submit all required documents as outlined in the Vendor Application, is continually late or a chronic “No Show”, does not follow market rules, or intentionally breaks market rules, they will become a “Vendor, Not in Good Standing”.
- A “Vendor, Not in Good Standing” could be temporarily excused or expelled from the OVFM.
- The OVFM Market Manager will assess and address all violations of OVFM Market Rules and will request compliance by any Vendor out of compliance. Failure to comply, as requested by the OVFM Market Manager, could result in termination of the vendors’ agreement and expulsion from the market. If that happens, Vendor shall safely and promptly vacate the premises with the guidance and escort of the OVFM Market Manager, or their appointees.
- Failure to comply with OVFM rules, resulting in expulsion, will also result in forfeiture of all booth space fees without refund.

# 2024 Orting Valley Farmers Market Rules, cont'd.

## Grievance Policy

- Vendor concerns are to be taken to the OVFM Market Manager to be resolved.
- In the event of Market Patron dissatisfaction, the dispute is to be resolved, in good faith, to the mutual satisfaction of the Patron and the OVFM Market Manager in a timely manner.
- In the event of a dispute by or between Vendors, the matter should first be brought to the attention of the OVFM Market Manager for resolution. Often a compromise can be reached. However, if the situation requires more attention than can be given during a Market Day, a separate meeting can be arranged to give the matter more attention.
- With regard to an unfavorable decision by the Market Manager, a Vendor may file to appeal that decision by submitting a written appeal request and to the OVFM Market Board of Directors for reconsideration.

## Market Manager

- The OVFM Market Manager, or designee, coordinates the activities of the weekly market and implements OVFM policies, including oversight of the market, set up, break down, daily assignments, vendor rules compliance, collection of Vendor space fees, and collection of Vendor Daily Report Forms, at the end of the Market Day. The OVFM Market Manager reports to the leadership of the OVFM Board of Directors and its Sponsors, including the City of Orting, and has the authority to interpret and implement market policy. The OVFM Market Manager may make decisions on a case-by-case basis and has complete onsite management authority.

## Market Board of Directors

- The OVFM Board of Directors works together to create a quality farmers market for the Orting community and Pacific Northwest region. The OVFM Board of Directors approves OVFM Market Rules and subsequent changes to those rules, sets Vendor fees each season, promotes the market to the community, oversees the budget and planning of the market, seeks funding sources, and handles any grievance appeals. The Market Board is composed of Community, Vendor, and Sponsor Representatives and other Volunteers.

## Questions?

- Please contact the OVFM Market Manager at [ovfmcontact@gmail.com](mailto:ovfmcontact@gmail.com) or 360-872-OVFM (6836)