

# 2022 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) committee:

- 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 the 2022 OVFM Vendor Application/Contract prior to selling at the market. Vendor Fees must be paid as stipulated in the 2022 Vendor Application/Contract form.
- All attending Vendors must possess all required current permits, licenses and insurances which allow them to sell their products at the OVFM. Copies of these must be submitted with the 2022 Vendor application. All Vendors must abide by Washington State, Pierce County, and City of Orting 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 until satisfactory clearance has been obtained from the TPCHD by the Market Manager.
- Vendor fee schedules are explained in the 2022 Vendor Application. All attendance for 2022 is to be prepaid as outlined in the 2022 OVFM Vendor Application. Any deviation of this must be pre-approved by the OVFM Market Manager.
- Vendors must dress appropriately, including shoes and shirts.
- Animals are not allowed in food vendor spaces except as required by ADA.
- The OFMV is a non-smoking area.
- A Vendor must adhere to all market rules, unless otherwise approved by the Market Manager, to remain in good standing.
- A Vendor “Not in Good Standing” may incur expulsion from the Orting Valley Farmers Market.

## 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.
- 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, Franchise, and secondhand items are not allowed for sale at OVFM, except at the discretion of the Market Manager.

## **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 designee 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 names 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 which products are intended for resell and have those products pre-approved by the Market Manager. 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 is expected to be the only stop between grower and consumer and may not purchase product from warehouses.
- Products that are available directly from growers at the OVFM will be given priority, thus limiting the amount of those products from resellers at the market. All resale products must be pre-approved by the Market Manager.
- All resellers selling products for human consumption must carry and provide proof of liability insurance that shows coverage and name Orting Valley Farmers Market, City of Orting, and the Washington State Farmers Market Association as “Additional Insured”.

### **Processor/Value Added Items Category**

- Value added items are those products which have been processed such as jams, preserves, cheeses, smoked meats, baked goods, wine, etc. Products must be approved by the Market Manager 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.
- Vendor must possess appropriate permits and licenses, and copies of same shall be submitted to 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 names Orting Valley Farmers Market, City of Orting, and the Washington State Farmers Market Association as “Additional Insured”.

### **Artisan/Crafter Category**

- Artisans/crafters are persons who create, with their own hands 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 names 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 TPCHD rules.
- All Prepared Food/Concessionaire Vendors must carry and provide proof of liability insurance that shows coverage and names 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 violate 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 names Orting Valley Farmers Market, City of Orting, and the Washington State Farmers Market Association as “Additional Insured”.

### **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 particular 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 2022 Market 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. 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 product, 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, with the exception of episodes of lightning, very 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.
- 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.
- Occasionally, a potential Vendor may wish to try Farmers Marketing. The OVFM Co-op Booth has been created for that purpose. Upon receipt of a Vendor Application with Co-op booth option selected, the Market Manager will consider the Vendor for attendance. If approved, two free attendances will be arranged with the Vendor. The Vendor will be allowed use of the Co-op booth tent, tent weights, table, and chairs to sell their product and without obtaining their own Vendor Liability Insurance, State UBI# or paying a booth Fee. After two attendances in the Co-op booth, the Vendor may wish to continue selling at OVFM, and can do so providing they meet all standard Vendor requirement as outlined in the Vendor Application and pay their booth fee for all future attendances.

## Setup-Take Down/Parking

- Vendor vehicles must enter and exit at the designated areas as shown on the site map available each week. 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 as shown on the Weekly Vendor Map. Vendors then return to their space to complete set up. This allows other vendors to enter and unload without having to wait while others 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 by 3:00pm. The 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 may 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 their 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 break down process. Vendors must remain at their space until market close and must not break down booth prior to market closing time.
- Vehicles will only be allowed to drive onto the sales site with great care after sales booth has been packed up and readied for loading into vehicle. Market manager will indicate when it is safe to enter park with vehicle.
- 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. On site 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.

## 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 must apply to the Tacoma/Pierce County Health Department (TPCHD) for a sampling permit (available online). Some sampling permits are free, others require fees. There are guidelines for different products sampling, so please check with the TPCHD. Anyone 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 and Cannabis Board.

## **Reporting**

- Vendors must honestly report daily sales to the OVFM Market Manager or designee. 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. This information is never given to another entity.
- Dishonest Sales reporting or failure to turn in your Weekly SNAP-EBT tokens (Blue), Matching Bucks (paper voucher), or Debit tokens (Green) will put you in a “Not in Good Standing” Vendor status.

## **Electricity**

- OVFM cannot guarantee electricity to its vendors. However, typically 120/240-volt AC power is available at OVFM but, is only available within 100’ of the power meter at the Orting Station building. All electrical service and equipment must be arranged and pre-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. Mats or tape is required to cover any and all portions of the Vendor provided power cord that crosses any sidewalk surface utilized by market pedestrians.

## **Radios/Sound Systems**

- The 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 interfere with other vendors or entertainment at the market that day. We encourage an enjoyable atmosphere at the market for all.

## **Cancellation/Attendance**

- Vendor attendance is expected. If you are unable to attend on a day you are scheduled, you must notify the OVFM Market Manager at least 48 hours in advance. Forfeiture of space will occur if absence is un-excused. No refunds will be given. Past attendance history is considered when determining future participation.

## **Violation of Rules**

- Vendors must be in good standing. 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 is caught intentionally breaking the market rules, they will be classified as “A Vendor Not in Good Standing” and will either 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 from 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 designee.
- Failure to comply with OVFM rules resulting in expulsion will result in forfeiture of booth space without Vendor Fee refund.

## **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 between Vendors, the matter should first be brought to 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 regards to an unfavorable decision, a Vendor may appeal a 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**

- 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)