

## Orting Valley Farmers Market Rules

North Park, corner of Hwy 162 and Calistoga, Orting WA  
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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 participants will behave toward OVFM customers, staff, and volunteers in a respectful manner and foster a sense of community, camaraderie, and cooperation.
- All selected vendors must have completed and signed the vendor application/contract prior to selling at the market each season. Fees must be paid prior to season opening.
- All selected vendors must possess required permits and licenses which allow them to sell their products at the OVFM. Copies of these should be submitted with the application. All vendors must abide by all State, County, and local 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 and Market Manager.
- Vendors must dress appropriately, including shoes and shirts.
- Animals are not allowed in food vendor spaces except as required by ADA.
- The market is a no smoking area.

### **Product**

- Products sold at the OVFM must be locally grown or produced in the State of Washington. 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, with the exception of resellers, who must comply with the requirements of that vendor category. Commercially produced, Franchise, and second hand items are not allowed at OVFM.

### **Vendor Categories**

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

### **Farmer**

- Product must be grown, raised, produced, or gathered by the vendor on property that they own, rent, or lease in Washington. The OVFM Manager or designee may visit the farm to verify product grown there, with a minimum of 24 hour notice.
- Any claims of "certified organic" must be supported with documentation of certification.
- All farmers selling products for human consumption must carry and provide proof of liability insurance that shows coverage and names Orting Valley Farmers Market as an

Additional Insured.

- **(Note:** A farmer who also resells products must list which items they plan to resell, have them pre-approved, and comply with both the rules for farmers and resellers).

### **Reseller**

- Products purchased *from the grower* to be sold to the consumer are considered to be “resale”, and signs must indicate origin and 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 as an Additional Insured.

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

- 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 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 OVFM Manager in advance of product sales. Products should 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 as an Additional Insured.

### **Artisan/Crafter**

- Artisans/crafters are persons who create the products they offer for sale with their own hands in the state of Washington. Products should ideally incorporate materials produced in Washington as much as possible and require some skill in their production. Selection will be based on quality and originality of the product.

### **Prepared foods/Concessionaire**

- 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.
- Proof of liability insurance showing coverage must be submitted prior to selling, naming the market as additional insured.

### **Other**

- Any vendor/space operator that does not fit into or violate any of the above categories.

### **Vendor Selection**

- Vendors are selected based on quality and uniqueness of products, current OVFM product mix, and consumer demand. No vendor will have guaranteed return rights to the market. The OVFM does not offer exclusive rights to vendors to sell any one product. Customers benefit from having a choice. However, if OVFM management believes the amount of similar products is excessive, duplicate products may be denied or granted limited participation.
- Limited space will be available to local non-profit or community-based organizations for a nominal fee. Contact market manager for more details.

### **Selling Space**

- 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.
- Vendors will provide their own tables, chairs, canopy\*\*, signage, and any display materials desired for their own booths.
- All product, signage, and displays must be contained within the space assigned.
- Vendor spaces must be staffed at all times during regular market hours. The OVFM will remain open during scheduled hours, with the exception of lightning storm or very heavy wind/rain, when we will close for safety reasons.
- Selling from a vehicle must be pre-approved by the Market Manager. Condition of the site will be taken into consideration, and spaces are limited.

\*\*Vendors with canopies, including 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 put up to the time it is taken down. Vendors who fail 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 each leg. 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.

### **Set Up- Take Down/Parking**

- *Vendors' vehicles must enter and exit at the designated areas.* Vendors are expected to unload promptly and then move their vehicle to designated parking (St's Cosmas and Damien church gravel parking lot behind the park). Vendors then return to their space

to complete set up- this allows other vendors to enter and unload as well.

- *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 12:30 and must have their space ready for shoppers by 3:00. All vehicles must be moved to designated parking by 2:30. You may return and complete set up.
- No vehicles may be driven onto market site during hours of market operation.
- Selling may not begin prior to market opening for customer safety.
- Vendor sales will cease at 7 pm and 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 site with great care after booth space has been 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 space behind. No trash, food waste, oils, debris from plants/produce, will be left behind. Garbage must be taken out with the vendor. Trash cans at the site are not for vendor use. Please plan to have a trash container.
- Do not drive on the Foothills Trail! Thank you.

### **Signage**

- All vendors must have signage identifying the 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.

### **Reporting**

- Vendors must honestly report daily sales to the 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.

### **Electricity**

- OVFM cannot guarantee electricity to its vendors. All electrical equipment must be pre-approved by the Market Manager. Vendors requiring electric power are responsible for providing their own outdoor extension cords and mats to cover any and all portions

of the cord that lie on any surface utilized by market customers.

### **Radios/Sound Systems**

- The respectful playing of music at the market is allowed, as long as other vendors are not inconvenienced by it and Market Manager has approved. Vendors are not permitted to play radios or use sound generating equipment that may interfere with other vendors or entertainment at the market that day (mutual respect). We encourage an enjoyable atmosphere at the market.

### **Cancellation/Attendance**

- Vendor attendance is expected. If you are unable to attend on a day you are scheduled, you must notify the Market Manager at least 2 days in advance. Forfeiture of space will occur if absence is un-excused and repeated. No refunds will be given. Attendance is considered when determining future participation.

### **Violation of Rules**

- The Market Manager will address violations of market rules and will request compliance from all vendors. Failure to comply as requested shall be cause for termination of the vendor agreement and expulsion from the market. Vendor shall promptly and safely vacate the premises.
- Failure to comply with OVFM rules will result in forfeiture of booth space and no refund given.

### **Grievance Policy**

- Vendor concerns are taken to the Market Manager to be resolved. In the event of customer dissatisfaction, the dispute must be resolved to the satisfaction of the customer and the Market Manager in a timely manner.
- In the event of a dispute between vendors, the matter should be brought to the Market Manager to be resolved. Often a compromise must be reached so please retain a sense of flexibility.
- A vendor may appeal a decision. The appeal request must be in writing and will be brought to the Market board for further consideration.

### **Market Manager**

- The 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, collects any daily space fees, and the end of the day reports from vendors. The Market Manager reports to the leadership of the OVFM and its sponsors, including the City of Orting, and has the authority to interpret and implement market policy. The Market Manager may make decisions on a case by case basis and has onsite authority.

### **Market Board**

- The Market Board works together to create a quality farmers market. The Committee approves market rules and changes to those rules, set 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?**

- Contact the market manager at [ovfmcontact@gmail.com](mailto:ovfmcontact@gmail.com) or 360-872-OVFM (6836)