



Puyallup Main Street Association VENDOR HANDBOOK

Thoroughly review this handbook before completing application to ensure eligibility and ability to abide by our policies. There is a non-refundable application fee. Application indicates if a category is full. Thank you!

The purpose of this handbook is to help ensure a healthy, fun, and successful market for all.

Washington State Farmers Market Association (WSFMA) – **Puyallup Farmers’ Market (PFM)** as a member market will abide by the regulations set forth in the WSFMA “Roots Guidelines for Member Markets”. Occasionally our rules may be more rigorous than those of the WSFMA.

Vendors who do not comply with Market rules, misrepresent their products, disrespect staff or other vendors, or refuse to follow directives of market staff will not be allowed to participate in the PFM.

POLICIES & GUIDELINES

General Policies:

- Products sold at the PFM must be locally grown or produced *by the vendors’ own hands* in the State of WA. Seafood must originate from the greater Pacific Northwest, including Washington, Oregon, Alaska, and British Columbia.
- *No imports are allowed.*
- All products must be sold by the grower/producer, their family member, or their employee.
- *No franchise or direct sales allowed.* (ex: Mary Kay, Avon, Scentsy, etc.)
- This is a FARMERS’ market. **Farm products have priority.** Agricultural product sales must lead all other vendor categories; therefore, we limit the number of non-farm product vendors at the market and add them as Agricultural product sales allow.
- *Selected vendors must commit to their attendance dates and make this market a priority.* Failure to attend as scheduled has a negative impact on all vendors, the market, and shopper attendance. Repeated unexcused absences will result in loss of vendor status.

Vendors who can't attend a scheduled market day must contact the market manager at least 2 days prior to market at (253) 840-2631 x3. *Once approved, attendance dates are set and vendor map is created. Changes to schedule must be preapproved by manager.*

- Vendors must be prepared to set up, staff, & take down their space or bring in help to do so. *Vendor booths must be staffed during regular market hours.*
- **All weighing and measuring devices must be registered with the WA State Dept. of Weights and Measures.**
- **Proof of Liability Insurance is required from all vendors.**
- **All Vendors must have a WA. business license.**
- Vendors are required to wear appropriate attire at the market, including shirt and shoes.
- Vendors are required to stay until closing. Vendors who sell out early must keep their booth up until closing and should post a sign letting customers know they have sold out.
- The PFM is open rain or shine, except for lightning or strong wind when we will close for everyone's safety. Market manager makes this call.
- Canopy weights of 25 lbs. per leg must be in place as soon as a canopy is raised. *In-ground stakes are not allowed.*
- We respect all WA. farmers' markets and expect our vendors to do the same. We reserve the right to refuse a vendor at any time both before and during the market season if not in good standing with other markets.
- Farmers and specialty/processed food vendors will remain the priority in the Pavilion. We will consider other products for any available spaces.
- Same spaces as prior years are NOT guaranteed but will be considered.
- Vendors: **Open and pay invoices sent from the PFM. Open and read market emails.**

Please read the rest of the handbook:

Vendors/Products allowed at the P. F. M.

Farmer- Fresh Farm Product Vendor- Products must be grown, raised, produced, or gathered *by the vendor* in Washington State. Farmers must have adequate signage that identifies their farm and where it is located. Fresh fruit and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats, fish and shellfish, flowers, nursery stock, plant starts, and forage items such as wild herbs or mushrooms.

- Farmers do not need to provide photos of products but will need to provide a list of all produce planned for market and approximate date that product is expected at the market.
- Do not use the words "Certified Organic" or "organic" unless you possess & post your Dept. of Agriculture Organic Certification at your vendor space.
- Do Not bring items to the market that you purchased to sell without manager approval as you would be in violation of rules. Seek pre-approval. If approved, follow the rules for re-selling, below.
- Value -Added Farm Products fall under Farmer category: Foods processed and sold by the farmer/fisher/rancher/forager of the main raw ingredients. Includes: preserves, jams, jellies, cider, wine, syrups, salsas, smoked or canned meats or fish, dried fruit, flours, salad dressings, etc. *Majority of contents must be made from raw products and produced by the farmer who is making and selling the product.* Vendor must possess and maintain

all required state, county, and local permits and licenses and maintain product liability insurance.

Farm Product Re-Seller: MUST BE PRE-APPROVED: *Anyone who purchases directly from the grower Washington grown products that they have not planted, grown or harvested, with the intent to sell. Re-selling is restricted at this market.* Vendor must possess and maintain all required state, county, and local permits and licenses and maintain product liability insurance. Only products that are pre-approved by the market manager and not otherwise available from local farmers at the market will be allowed to be re-sold. Re-sold products must have signage showing the products' origin and grower. (The market reserves the right to make farm inspections to verify production if necessary). **Approved re-sold items must be purchased directly from a local farm- not from wholesalers, or other middle-men.**

Processor (foods)- Foods created by vendors' own hands and packaged/prepared offsite. Vendor must be an active owner/operator and may not be under a franchise agreement. Examples are preserved foods, salad dressings, cheese, smoked meat or fish, baked goods, confections, pasta, granola, etc. Foods must be prepared in a commercially licensed kitchen, not on site at the market, and are primarily intended to be taken home by the purchaser for consumption. Foods must be produced/created/cooked by the vendor from raw ingredients. No commercially prepared crusts, dough, shells or fillings. We ask that processed foods use raw Washington ingredients as appropriate for the product and if possible, use products from the market. All processed foods must be appropriately labeled with product name, ingredients, net weight, price, producer, name, and address. Sourcing will be requested on application and must be truthfully communicated to the PFM and the public thereafter. Vendor must possess and maintain all required state, county, and local permits and licenses and maintain product liability insurance.

Prepared Food - Food made onsite & available for immediate consumption. Examples: sandwiches, tamales, crepes, hot dogs, tacos, lumpia, burgers, kettle corn, etc. Vendor must be owner of the business & not under a franchise agreement. We ask that creators of prepared foods use raw Washington ingredients, & products from market farmers when possible. Sourcing is requested on application and must be truthfully communicated to the PFM and public thereafter. Food vendors will possess and maintain all required state, county, and local licenses and permits and liability insurance. ***If selling beverages in bottles or cans, vendor must provide a recycling container and take recycling with them at the end of the day.*** A limited number of food vendors will be approved. Selection is based on product quality, demand, space availability, compatibility with existing market mix, and vendor performance. Food vendors must commit to a specific menu and commit to attendance dates. Sporadic attendance will result in loss of space at market. **ALL PREPARED FOOD VENDORS will produce at least 25% of their menu items from a raw / undeveloped state** and must provide a complete menu of items offered.

Craft/Art- All products must be made by the vendors' own hands in Washington state. All crafts/art must be pre-approved by the market manager. Provide photos of items with application. If accepted, space will be granted as available. Compatibility with current product mix will be considered. Returning vendors must have new products reviewed and approved prior to selling them. *Commercially produced, imported, and second-hand items are not to be sold at this market. Product jurying may occur.*

Non-Profit Org. *(Not avail. during pandemic)* Space for *local service-oriented* non-profits is extremely limited, with preference for hyper local service organizations based in Puyallup. Organizations that focus on farms/farm products/food access, for example, would fit our mission and purpose. Fundraising must be pre-approved and sales must be reported to PFM. Proof of non-profit status and insurance must be provided with application.

Miscellaneous *(not available during pandemic)* Vendors who do not fit into previous categories. Manager will determine if you are in this category (talk to manager). Not all vendors are appropriate for the Puyallup Main Street Associations' Puyallup Farmers' Market.

Vendor selection

Vendors are selected each year based on product quality and demand, current product mix, and vendor performance. No vendor has guaranteed return rights to the market from season to season or year to year. Vendor must be in good standing to return to the market. *The market does not offer exclusive rights to vendors to sell a product.* If management believes the number of vendors offering similar products is excessive, additional similar products may be denied or granted limited participation. Handcrafts are reviewed prior to acceptance.

Priority- Agricultural products have priority over other product categories to maintain the requirement that majority of sales are from farm products.

Selling Space

- Spaces are 10' x 10'. Space assignments are determined by the market manager and are not "owned" or transferable by vendors. Sharing space with another vendor must be approved by the market manager at the time of application.
- Vendors bring their own tables, chairs, canopy if desired, signs, weights, & any display materials for their booth. Name of business should be prominently displayed. All displays, signage, etc. must be contained within the assigned space, unless manager asks you to spread out to fill a vacant space.
- Fee is per space; maximum 2 spaces except for farmers.
- ***Space is limited.*** *Market manager will determine what is available.*
- Requests for specific locations might be accommodated but not guaranteed. Vendors location may be shifted during the season to support the needs of the market, or to accommodate seasonal farmers. (Assignments are made with many considerations, including product mix, customer flow, special events, and seasonal needs of the market.)

Vendor Fees: Vendors pay stall fees, commissions, and a fee for power if requested (power not available to vendors at market temporary location during pandemic).

1. Stall fees:

Vendors will pay for their space at the market in one of the following ways:

Full Season- There are 3 Seasons to the Puyallup Farmers' Market- spring, summer, and fall. Season fees are based on the number of days in each of the 3 seasons. Vendors may join for one, two, or all three seasons. *Vendors are eligible to pay a reduced season rate if attending the required minimum number of days per season and paying in advance of the deadline.* (pay attention to deadlines)

or:

Daily Stall fee- Daily rate for those not purchasing a full season in advance of the deadline or for those not meeting minimum attendance requirements for discount rate. Market manager will assign space as available for the selected dates.

Re: Cancellations- **Your attendance on dates you have requested is expected.** Please contact the Market manager as soon as you are aware that you will not be in attendance. **48-hour notice is required.** *If you fall below the minimum required days for a season, you will be charged the daily rate to attend. Cancelled dates are not refunded.*

2. Commissions:

Vendors pay a percentage of sales to the market. At the end of each market day, vendors are to honestly report sales to the PFM booth. Commission percentages are: Farmers 5%, Processors 6%, Craft/Art 8%, Prepared Food 10%. Billed to vendor via emailed invoice through Manage My Market. Ensure that your correct email address is on your application. Failure to pay your fees will result in loss of vendor status.

MARKET FEE INFORMATION

- **Application Fee (\$40.00)** -Non-refundable and must be paid by all applicants to the market at the time of submitting completed application.
- **Spring Full Season 4/10/2021 – 5/29/2021** 10x10 stall Discount - \$140.00 *Must be paid in full by 4/1 for discounted rate. Must participate a minimum of 5 Saturdays. If you fall under the minimum participation you will be charged the Daily Stall Fee for your participation during spring season.*
- **Summer Full Season 6/5/2021 – 8/28/2021** 10x10 stall Discount - \$300.00 *Must be paid in full by 5/27 for discounted rate. Must participate a minimum of 11 Saturdays. If you fall under the minimum participation you will be charged the Daily Stall Fee for your participation during summer season.*

- **Fall Full Season 9/4/2021 – 10/9/2021** 10x10 stall Discount - \$110 *Must be paid in full by 8/27 for discounted rate. Must participate a minimum of 5 Saturdays. If you fall under the minimum participation you will be charged the Daily Stall Fee for your participation during fall season.*
- **Daily Stall Fee** - \$40 for each 10x10 selling space if not paying for season. Billed to vendor via invoice.
- **Optional- Electrical access fee** - (NOT AVAILABLE in temporary location) \$15 daily rate or you may pay for seasonal fee- \$50 for Spring, \$100 for Summer, and \$50 for Fall
- **Non-profits** – (NOT AVAILABLE due to pandemic) \$10 per 10x10 stall per market day attended.
- **Payment Options:**

1. Pay online via Manage My Market (invoices and application fees)

2. Pay with check or money order at market or via mail (week of billing)

Mailing address: PMSA-Farmers Market Attn: Patty, P.O. Box 476 Puyallup, WA 98371

Please include your company name on payments and all correspondence.

LOGISTICS - Instructions specific to temporary location due to COVID pandemic will be sent to vendors chosen for the market. General rules below still apply.

4th Ave SW (behind the Pavilion) is ONE WAY for market purposes. Enter from Meridian and exit toward 3rd St SW (heading West). This helps to prevent traffic backups onto Meridian and will also help prevent fender benders. Do not violate this rule.

Market Layout (Map) – The layout of the Market changes virtually every Market day. A core group of seasonal vendors may be present, but because the Market expands and contracts with the season a certain amount of rearranging is needed each time. **It may be necessary to move vendors to make way for seasonal produce or to condense/expand the layout as number of vendors present varies.**

Space Assignment – Most vendors will already be assigned a location- you can review the market map online to verify your space assignment. Do not assume that it is the same location as it was the time before if you are a drop-in vendor. **Selling spaces are pre-assigned and rearranged as necessary by the market manager.**

Check in/check out – Need help finding your space? Go to the market booth in the pavilion to request help finding your location. We often are helping vendors, so please be patient as we work with all of you. **Prior to 2 PM, you will be given a sales form to complete. Between 2 and 2:45 PM all vendors will return their completed form to the PMSA Farmers' Market booth. Come to the market booth if you need a replacement form. Be courteous and**

respectful throughout this process. YOU MUST COMPLETE THE CHECKOUT PROCEDURE BEFORE LEAVING THE MARKET.

Sales Reporting – Vendors are required to *honestly* report all sales made by the vendor or vendor's agent at the close of each Market. If you take a custom order at the Market, report it as daily sales. **Sales are considered in determining future participation.**

Set-up – Vendors may set-up **between 6 AM and 8 AM**. Specific directions and times may be given for individual areas of the Market as needed. **Vehicles will not be allowed to drive through or otherwise disrupt the Market after 8 AM. If you arrive after 8 AM, you will need to park in vendor parking and hand cart your items in. Please be on time.** Everyone must be in their place by 8:30 AM and ready to open by 9 AM.

DO NOT MOVE STREET CLOSURE SIGNS as it may result in a fine of up to \$500.00 from the police department to the person committing the violation. Do not move the signs once the market is open. **No one should drive on closed roads for safety reasons- including shoppers picking up items at the market.** Fines will be imposed on vendors asking shoppers to do so.

***Loading zones** – **Courtesy and cooperation between vendors will allow everyone to set-up and take-down with the least amount of stress.**

Unload your merchandise to your space then move your vehicle off site. Move your vehicle out of the way before setting up your booth. Others need access to the loading space. Please be patient and help when possible so that everyone can complete these tasks efficiently. Care must be taken to not damage the Pavilion floor when loading in and out.

Parking – Vendor parking is offsite. Do not park in the Library Parking Lot. **Do not take customer parking.** Please see the market staff for direction to offsite vendor parking. (Some medical exceptions- must pre-arrange with market mgr.). Vendor parking is located behind city hall or in the large lot on 3rd behind the library. *Drivers must carry insurance for their vehicles & be properly licensed to operate them.*

Take-down – Vendors will break down their display *after* 2 PM. The Pavilion is often booked for events immediately following the Market. **Vendors must clean their selling areas and vacate the Pavilion by one hour after closing.** You are required to remain in your space until closing, regardless of weather or merchandise sell-out, except for special circumstances that have been approved by the market manager.

Clean up – Vendors must keep booth and surrounding area clean. Pick up litter at end of market. Park trash cans are not for vendor use. Waste you generate must be bagged & taken with you for offsite disposal. **Food vendors may not dispose of waste, grease/oil in trash cans or dumpsters, drains, or grass and must possess a spill kit.** *Drains are for rainwater only. No dishwashing in the pavilion kitchen area. Take it with you.*

Recycling: *If selling beverages in bottles or cans, you must provide a recycling container and take recycling with you at end of day.*

No Smoking – By City ordinance, Pioneer Park is a no smoking area. Smoking will not be permitted in vendor booths or anywhere in the Pavilion or Farmers' Market area.

SAFETY - (COVID regulations will apply including masks, sanitizer, distancing, no sampling or eating in the market, shoppers do not handle products, etc.)

- ****Driving – Use extreme caution when driving in the Market area for set up or take down. Vendors will not bring vehicles into the Market area after 8 AM (one hour before opening) or before 2 PM (closing).** Restocking of merchandise must be done via hand cart, not by driving into the Market area. **(DO NOT STOP ON MERIDIAN TO RESTOCK!)**
- Vendor space: Tables should have smooth edges, legs lock firmly in place, and be stable when loaded with product. Tent poles, canopy legs, boxes, etc. must not obstruct foot traffic (or vehicles at load-in/out). All canopies/umbrellas must be weighted and properly tied down with minimum of 25 lbs. per leg from the time it is put up to the time it is taken down. No unstable, breakable, or hazardous items can be used as weights. Canopy stakes are not allowed in the park.
- Follow market rules on use of vehicles, parking, etc. *Do not tell/allow shoppers to drive onto closed roads! This is a severe violation of market and city rules.* You may provide a wagon as a courtesy for your customers if they need to bring a large item to their vehicle.
- Vendors must ensure their helpers know and follow market rules.
- Keep your cash out of sight whenever possible to deter potential theft.

Courtesy/Conduct: Vendors & their representatives are expected to understand and follow market rules. Vendors and their representatives are expected to conduct themselves in a respectful, safe, and courteous manner with shoppers, other vendors, and market staff. Language/behavior that jeopardizes normal operations of the market will be grounds for loss of vendor status. Vendors may not threaten or use abusive language with customers, community representatives, market staff, or each other. Abusive language or threatening behavior towards a market staff member by a market vendor will result in expulsion from this market.

Expulsion – At any time, if a vendor occupies the premises in a manner contrary to Market Rules, upon request of the Market manager vendor shall *immediately* cease the offending conduct. Failure to comply as requested shall be cause for revocation of this contract and expulsion from the Market. Upon revocation, vendor shall promptly vacate the premises. Upon failure to vacate, the Market may have all property of vendor removed from the premises at the vendor's expense. The Market is relieved and discharged from all loss or damage caused by such removal. The Market shall not be responsible for storage or safekeeping of property so removed. Failure to comply with these rules will result in forfeiture of booth space fees with no refund given.

REGULATIONS/RESOURCES

Business License – Vendors **must** provide a Washington State business license (UBI) at the time of application & are responsible for sales tax if required by the Dept. of Revenue. Contact them at 253-593-2722. Applications submitted without a business license will not be considered.

[Apply for a Business License - http://bls.dor.wa.gov/file.aspx](http://bls.dor.wa.gov/file.aspx)

Insurance Requirements – All vendors must carry and provide proof of liability insurance. All food vendors must submit a product liability certificate of insurance to the Market before selling at the Market. Vendors must have a \$1,000,000 each occurrence with \$1,000,000 aggregate product completed operations and \$1,000,000 general aggregate. All policies shall be written on an occurrence basis. The vendor shall be named insured on the policy and the **City of Puyallup, Puyallup Main Street Association, Puyallup Farmers' Market, its officers, directors, agents, employees and event sponsors shall be additional insured** thereon. Your insurance agency must include this verbiage.

TPCHD – Mobile Unit Permit or Health Permit are **required** for all food product sales and all food sampling. Contact Tacoma Pierce County Health Dept. 253-798-7677, to determine requirements for your products. All health permits must be displayed at your booth. Tacoma-Pierce County Health Department - www.tpchd.org

COVID REQUIREMENTS: ALL Vendors must wear a face mask that covers the nose and mouth at the market. Face Shields are not a substitute for masks. Vendors must keep sanitizing wipes or solution/spray at their booths and use them frequently to help stop the spread of germs/virus. Vendors must not allow shoppers into their booths as they must maintain 6 foot distancing at the market. Customers must shop from the front of the booth. Vendors must keep all products within their booth space to ensure proper distancing from other booths/shoppers. Vendors must wear gloves. Vendors will not allow customers to try on/handle products (look but don't handle). Customers can point to items and vendor can get it for them. Use sanitizing wipes on electronic payment equipment, and any frequently touched surfaces. If possible, have a separate person handle payments. If not possible, change gloves and sanitize. Customers may not eat in the market. We must limit the number of people in the market and control exits and entrances. No large groups are allowed at the market. Shoppers must maintain distancing - including in lines at booths. Market will help with signage and other forms of communication regarding these matters. Market provides sanitizer and hand wash stations for customers. No toilets are available to shoppers at the market in the temporary location. Shoppers must properly wear masks at the market. NO SAMPLING of foods or anything that requires the removal of masks is allowed. NO EATING at the market- customers must take all items "To go". We do not provide seating for shoppers at the market. Food vendors must maintain a hand wash station at their booth. There may be other requirements.

Fire Department – Vendors using canned gas or requiring an open flame must apply with Central Pierce Fire & Rescue for an open flame permit. All vendors using electricity or any other fuel source for cooking should contact CPF&R to verify if they require the open flame permit. Vendors shall not use any bottled gas, electrical device, or hazardous material without prior approval of the Market manager and CPF&R. *All canopies must be constructed of fire-resistant materials or treated with flame retardant. If canopy has been sprayed with retardant, you must show documentation, or canopy must have proof of fire resistance (e.g. Tag inside canopy with stamp stating fire resistance or CPAI-84 code) Proof of fire resistance must be available to the CPF&R or designee upon request. CPF&R inspects all booths. Cooking under a canopy is not allowed. CPF&R - 253-538-6402.*

Indemnity – The Puyallup Main Street Association (PMSA) shall not be held liable for any debt, tax or assessments incurred by Market vendors in the operation of his/her booth nor for any salary or expense due to any of his/her employees. The PMSA shall not be liable for the result of any accident or damage to any person or article employed by, or in possession of the vendor while at the Market in the City of Puyallup, whether such accident, loss or damage occurs during the time of preparation, the period of occupancy, or at the time of removal there from. In consideration of the privileges granted by this contract, the vendor agrees to protect, indemnify and hold harmless the PMSA from any and all claims for damages, demands, or suits arising from injuries or damages sustained, or alleged to be sustained, by employees of the vendor or by any member of the public where such injury or damage shall have resulted either directly or indirectly from the activities and business of the vendor in connection with this contract. The vendor shall cooperate and assist the PMSA or its representatives in investigating such claims and in negotiating settlement thereof and the vendor shall be bound by any decision of the PMSA or its representatives respecting the disposition to be made of such claims, even if any of the allegations, claim for damages, demands or suits are groundless, false, or fraudulent.

Contact market manager with questions at farmersmarket@puyallupmainstreet.com

