



## 2024 RULES & REGULATIONS For Normandy Park Organic Farmer's Market

**We are a pet friendly market. Please design your set-up so your product is off the ground and out of pet reach.**

1. All produce must be grown locally and organically. It is OK to be in transition for organic. Please provide NGO overseeing your transition.
2. All items sold must be grown, reared, caught, brewed, pickled, baked, smoked, value added or processed by the producer/stallholder.
3. Stalls must be staffed by the producer, their family or an employee who is directly involved with the growing/producing of the product on sale, i.e. a knowledgeable representative.
4. All changes/additions of product must be approved by the manager/board.
5. All stalls must comply with current Health Department regulations. (Hand washing stations, Sneeze guards etc. . . )
6. Farmers must agree to an inspection of their farm. (A drop-in inspection at any time for any reason.)
7. No produce reselling is allowed. (Selling other farmers products)
8. Vegetable starts, bedding and landscape plant and flowers (live or cut) must be grown by the vendor from seed, cuttings, bulbs, plug or plant divisions.
9. Fishers selling seafood must have been caught by the seller, and must clearly identify in which waters the catch occurred. Ice chests must conform to Health Department temperatures.
10. If the market believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry, or not approved at a specific booth.
11. All products must be of the highest quality. The Normandy Park Farmers Market management reserves the right to prohibit anyone from selling.

12. No selling directly off of vehicle; must have a display. (See manager for exceptions)
13. No person shall, to the annoyance of any other person, ring any bell or blow any horn, operate any record player, radio or cassette, incense or smoke that interferes with another vendor's booth during the open market hours.
14. Vendors are responsible for informing themselves and complying with all federal, state and local health regulations and licensing requirements which govern the production, display, distribution, sampling and sale of their products.
15. Vendors are responsible for collecting and reporting sales tax.
16. Vendors who provide samples of their products must comply with the rules and procedures of the Health Department including hand washing station.
17. Vendors are responsible for making sure that all persons working at their booth are familiar with and adhere to all market rules.
18. Vendors shall provide the Market with copies of any permits and licenses applicable to the regulation and sale of their products.
19. Food vendors using approved propane set-ups are required to have a fire extinguisher on hand, and adhere to all fire codes.
20. Vendors booths, tables, signs and canopies shall not be a hazard to the public or to other vendors.
21. Canopies must be sufficiently weighted from the moment they are erected (40lbs per leg recommended) As soon as the weights are removed, the canopy must be taken down immediately.
22. Canopies must have sufficient weight to keep them in place during any weather conditions. Canopies without weights on each corner will not be allowed to set-up. If you forget your canopy weights you will be asked to take down your canopy. If the market has extra weights, the management will make arrangements for you to borrow them for the day, but it is not guaranteed we will have weights and it is your responsibility to have weights.
23. **If an accident occurs due to your canopy moving, you will assume all financial responsibility for paying any and all of the insurance costs.**
24. There will be no staking canopies to the ground. We are on asphalt.
25. The Market operates rain or shine. If you set up you are committed to operate for the duration of the market day. There is no breaking of market before 3 p.m. Insurance parameters prohibit traffic movement on the Market sight during open hours.
26. Bring plenty of change. The Manager will not have the funds to make change.
27. Each booth space must prominently display a sign clearly identifying the farm (and possibly a picture) or business by its name and location. All product descriptions must be accurate. The more attractive your booth, the better your sales will be.

28. No printed matter can be distributed outside your business products. No other posting or placard or poster can be displayed besides a description of goods being sold.
29. No burning of candles or incense. Our Fire Permit does not allow open flames outside of cooking.
30. No person shall keep, store or sell any gunpowder, fireworks, ammunition or weapons on the market premises.
31. Vendors are responsible for keeping their space clean and attractive during market hours and must clean up their space after the market closes, including sweeping up any debris and removing trash.
  - a No trash can be left at the market.
  - b The trash bins at the market are for tenants of the Towne Center and not for market/vendor use.
  - c The market trashcans are for customers only. Please do not put your trash in the market trashcans.
32. Vendors whose products generate waste (samples, food vendors) must provide a trash receptacle at their booth for customers to use. All trash must be removed, not in the market cans.
33. On site trash cans are for customer use only. There is a large trash bin for vendors. A fine of \$20 will be assessed to vendors who do not clean up their assigned space before leaving the market.
34. The Normandy Park Farmers Market is a smoke free atmosphere. There is no smoking In or around canopies.
35. Vendors are expected to behave courteously to customers, other vendors and market staff at all times.
36. There is no loud hawking of goods.
37. Vendors are not to publicly disparage other vendors, products or the market or staff.

## **ARTS AND CRAFTS**

38. All arts and craft products must be pre-screened and pre-approved.
39. All arts and crafts must be locally produced. (Local means within the State of Washington.)
40. All arts and crafts must be made by the producer/stallholder.
41. Stalls must be staffed by the maker, their family or an employee who is a knowledgeable representative.
42. All changes/additions of product must be approved by the manager/board.
43. All stalls must comply with current Health Department regulations, and have all licenses and insurance current and in compliance.
44. Crafters must have with them at all times, a means to prove they created their product (example: jewelry vendors should have with them beads, and string to prove they made the product).
45. Crafts which directly relate to the kitchen and gardening will generally be given priority. Approval is at the discretion of the Market manager and Board.

## **SET-UP AND TAKE DOWN**

Booth set-up is not permitted before 7:30am (exceptions please talk to management).

**Vendors are not allowed to begin disassembling booths before 3:00pm.**

NO LEAVING EARLY. IF YOU CANNOT BE THERE THE WHOLE TIME, DO NOT SET-UP

All vendors must be out by 5:30pm.

By 9:30 am, there will be no vehicle traffic in the market grounds.

**ALL VEHICLES MUST BE OUT OF THE MARKET BY 9:30AM, NO EXCEPTIONS.**

No vendor is allowed to display their goods outside of their assigned space.

(For exceptions, please speak to the manager.)

All stalls must be cleaned before and after the market hours and as often as may be necessary during those hours so as to appear neat and tidy.

No person shall intentionally or negligently throw, drop or leave any fruit or vegetable matter or any other litter in or upon any avenue, roadway or passageway in the market place or in the immediate approaches thereto in a manner likely to cause injury to any person.

Late arriving vendors (after 10:00am) must park their vehicle outside the market area and carry their supplies to their booth.

All vehicles must be parked outside of roped off area. Vendors are restricted to the area behind the buildings along the yellow lines. Place the vendor parking placard on the dashboard. Vendors, please do not park in customer parking area.

The market manager assigns unreserved spaces to vendors as they arrive at the market. Vendors with reserved spaces may occupy their spaces upon arrival. Vendors without reserved spaces may not set up until directed by the market manager to do so.

**Reserved spaces not occupied by 9:00 am prior to opening may be reassigned to another vendor.**

### **ENFORCEMENT AND DISPUTES**

All rules of the market are enforced by the market managers.

The Market Manger has the right to not allow a vendor or product in the market.

Complaints or problems should be directed to the market manager in a manner that is not disruptive to the market. Vendors will be asked to put serious complaints in writing. Matters will be discussed at the next Board meeting.

If a vendor does not comply with the market rules, the manager or a designee may take action deemed appropriate, including barring the vendor from selling at the market for that day and/or any future market days.

Vendors have the right to appeal the market managers decision. The market manager's decision is binding until the Board rules on the appeal.

A vendor may appeal any decision of the market concerning violation of these rules. An appeal must be presented in writing to the Board of the Normandy Park Farmers Market. A decision by the Board shall constitute a final decision of any appeal.

**Commitment to the Market**

When you register as a vendor at the Normandy Park Farmers Market (NPFM), you express your intention to actively participate and contribute to our community marketplace. In return, NPFM commits to providing you with a designated booth spot and actively promoting the market to attract a steady stream of customers.

**Seasonal Participation**

The success of the market and its vibrant community atmosphere rely heavily on the consistent presence of our diverse vendors. Therefore, we expect all registered vendors to commit to participating for the entire season, ensuring a reliable and rich market experience for our visitors.

**Attendance Policy**

We understand that unexpected circumstances may arise. If you are unable to attend on a scheduled market day, we request that you notify us at least one week in advance. This allows us sufficient time to reallocate your spot to another vendor, maintaining the fullness and variety of the market. Exceptions will be made for medical emergencies, where notification should be given as soon as possible.

Your commitment is crucial not only for your success but for the overall health and vibrancy of the market. Consistent participation fosters a dependable environment where customers come expecting a full and engaging market experience. Together, we can create a thriving space that benefits all members of our community.

Normandy Park Farmers Market

Normandy Park WA, 98166



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I have read the 2024 Rules and Regulations:

BUSINESS NAME \_\_\_\_\_

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Print Name

Signature

Date