



MILLWOOD FARMER'S MARKET RULES AND REGULATIONS 2019

The market rules are in place to ensure that the community receives the highest quality products grown or produced by local area farmers and artisans and to set the operating guidelines for market activities.

- 1. Products:** Vendors must grow, produce or wild craft all products sold at the market. Reselling of fruits and vegetables will be in accordance with the Washington State Farmer's Market Association guidelines. Wild crafted (wild harvested) products such as huckleberries, blackberries, and mushrooms are allowed. Crafts must be manufactured by the seller with their own hands. Commercial, second hand, or imported items are prohibited.
- 2. Time Frame:** Market times run from 3:00 to 7:00 PM beginning the middle of May 29, 2019 to October 9, 2019. Vendors may start setting up at 2:00 p.m. Vendors should be in place at least one half hour prior to opening and the stall shall remain intact including products and signs until closing time at 7:00 p.m., unless first getting approval from the market manager.
- 3. Pricing:** Pricing of goods is up to the vendor but pricing below cost, resulting in the undercutting of other vendors is not allowed. Pricing complaints or questions will be subject to board review.
- 4. Stall Space:** Vendor tents and tables only. Stalls shall be identified with a sign bearing the farm or vendor's name. Stalls shall be kept clean and orderly during market times and shall be cleaned prior to vacating the market. All vendors who erect canopies (including umbrellas) are required to safely anchor it to the ground. Plastic buckets filled with water and secured with bungees is the common method. Whatever the method, there should be at least 20 pounds of weight on each leg of a canopy or umbrella.
- 5. Conduct:** Vendors are expected to conduct themselves in a professional and courteous manner. Vulgar, aggressive or inappropriate language is prohibited. **No smoking or alcohol are allowed on the market site.** A reasonable dress code is expected. Any customer or vendor grievances should be brought to the on- site market manager and if necessary they will be brought to the governing board for resolution. Customers who have a legitimate complaint about the quality of a product should be given a full refund or replacement by the vendor when requested.

6. Fees: The membership fee for all vendors is \$25.00 and is due when you turn in your application to the Millwood Community Association. **Do not include the first vendor fee with the application.** The booth fees are collected on market day. The daily market fee is \$15.00 per stall space. Annual registration for all 20 market days is \$250.00, a \$50.00 savings. All fees are non refundable and non transferable.

7. Vendor Approval Process: The application process will be between January and April each year. Vendors wishing to participate after the market opens in May will be at the discretion of the market manager. Vendors will be approved based on the market rules and goals, making sure that we have a diverse and quality line-up of products and crafts. We are required to maintain a majority of market gross sales from farm products, which may mean limiting the number of craft vendors on any given week.

8. Compliance: The vendor is responsible for compliance with all applicable State and Federal regulations governing the growing, production and marketing of the goods. Any required licenses and permits are to be turned in with the application.

I have read and agree to abide by the above rules and further agree to allow the market governing board access to my farm or place of production for the purpose of verifying that the products sold at the market have been grown on the farm by the vendor or hand produced by the crafter.

Signature

Date