

## **Winlock Saturday Market Policies and Procedures**

**Please read these Policies and Procedures carefully before signing your application.**

Failure to observe these policies may result in charges and/or termination of selling privileges.

Return only the Application to WSM, retain the Policies & Procedures

### **Winlock Saturday Market**

Winlock Saturday Market (WSM or “the Market”) is a project of the Winlock Improvement Network (WIN). The mission of WSM is to promote local businesses and the City of Winlock by providing a community gathering place for local farmers, artisans, chefs, craftsmen and producers to sell their products. By bringing people together for a Saturday market, we promote a greater sense of community and encourage local business development. The Market has been established for the benefit of the community, the vendor, and the consumer.

WIN and the WSM hold regularly scheduled meetings and the meetings are open to the public. Email [Winlockmarket@gmail.com](mailto:Winlockmarket@gmail.com) for meeting dates and times. Only paid WIN members have voting privileges. The 2019 WIN yearly membership fee is \$12.00 and is not prorated.

### **Winlock Saturday Market – Location, Dates and Times**

WSM is located at 305 E. Walnut (Hwy 505), across the street from the Cedar Village IGA, in Winlock. The 2019 Winlock Saturday Market is open to the public from 10:00 a.m. to 3:00 p.m. every Saturday from June 1st through September 28<sup>th</sup>, 2019, with the EXCEPTION of June 15<sup>th</sup> when the Market will be closed to use the Market property for parking for the Egg Days Festival. On Market days, vendors are kindly asked to be open to the public during all Market hours and to stay for the full Market day. Vendors must set up at 9:00 a.m. and be ready to sell by 10:00 a.m. Vendors may not use the property after Market hours unless a Market Manager or Market Committee member is present.

### **Balanced Market**

WSM committee is responsible for running the Market. Ultimate decisions are made by the WIN membership. The WSM committee will try to balance the needs of the Market (supplying customers with a complete, competitive selection of products) with the needs of new vendors applying to Winlock Saturday Market without overloading the market with particular products.

## **Vendors**

### **Expectation of Vendors:**

- Good product quality, display and signage
- Ability to follow market rules and manager's directions at the Market such as (although not limited to):
  - Punctuality
  - Clean up at the end of the market
- Market fees paid
- Meet all local, county and state laws for all of its products and services and possess and maintain all required permits.
- Follow all Policies and Procedures of the Market.

### **Vendors wishing to share stall space**

- Each vendor must submit their own application
- How the vendors share the stall fee is not the responsibility of the Market
- The Principal Vendor shall pay the full vendor fee

**Vendors** are categorized by the following description or product offerings and the manner in which they are grown and/or produced:

**Farmers** – one who raises the produce, plants or animals that they sell at WSM on land they own or lease/rent; exceptions may be granted by the committee. This is meant to exclude those who might work on or manage a corporately owned farm and have permission to dispose of surplus product. Vendors might include someone who processes produce grown on their own property into a value-added product such as jams, cider, salsa or alcoholic beverages. It may also include farmers who raise the basic ingredient(s) of a product, but who must send it out for fundamental processing before creating the value-added product. Vendors might include those farmers selling mint oils, emu oils, smoked meat or fish, etc.

**Processors** – One who sells processed foods that have been personally prepared on their own lease/rented property dependent on local health regulations and requirements. Processors are persons or entities offering fresh food products (such as meats, seafood, ciders, baked goods, jams, etc.) that have added value to their product through some sort of “hands-on” processing (e.g., hand filleted fish, smoked or butchered

meats, handmade candies, etc.). All processors must meet all federal, state, county, and local health requirements. All appropriate permits, licensing, and certifications shall be displayed whenever a processor is selling at WSM.

**Artisans and Crafters** – persons or entities who craft with their own hands the products they offer for sale at WSM. To qualify, a majority of the tools and equipment used to produce their products must require skills, personal handling and/or guidance by the crafter.

**Prepared Food Vendors** – (Concessionaires) Prepared Food Vendors offer freshly made foods available for sale and immediate consumption on-site at WSM.

**Swap Meet Vendors** – Any vendor selling used items or reselling items.

**Miscellaneous** - Any vendor which does not fit into above categories or standards.

**FEES – 2019 Market fees are as follows: \$20.00 flat rate per market day; OR if paying at the beginning of month for a full month of markets, vendor will get one week free; Or if paying for the entire season, vendor will pay a discounted rate of \$240.00, which is a \$100 discount. Vendor fees are non-refundable.**

### **Vendor Rules**

- Principal Vendor may send family members, partners, or employees to the Market in their place, but the Principal Vendor is responsible for having his/her on-site representatives aware of all Market Policies and Procedures.
- If a Principal Vendor sends someone in his/her place, the representative must sign a liability waiver before selling on behalf of the Principal Vendor.
- A Vendor, whether a Principal Vendor or representative, must be over the age of 18.
- Vendors must comply with the Policies and Procedures as set forth herein.

### **Punctuality – Hours of Operation: 10:00 a.m. to 3:00 p.m.**

- Vendors must arrive at the Market at 9:00 a.m. to begin setting up their tables, booth, canopies, etc. and be ready to begin selling when the Market opens at 10:00 a.m. Repetitive tardiness and/or not ready to sell at the beginning of the Market could lead to potential loss of vending privileges as determined by the WSM Committee.
- The Market fee is due on Market day as determined by the Market Manager that date but not later than 2:00 p.m.

## **Selling Time**

Please do not begin selling until 10:00 a.m. It is essential that all vendors adhere to this courtesy. Vendors are required to stay until closing. Emergencies are an exception. Vendors who sell out early should post a sign letting customers know they have sold out. Staying until closing promotes camaraderie between vendors and illustrates cohesion of the Market to the community.

## **Vendor Vehicles and Loading/Unloading**

Vehicles are to be parked in the designated parking area immediately after unloading.

## **Assisting Vendors**

If you need help in setting up your canopy or tables, please go to the WSM booth for assistance. Your assistance of other Vendors in setting up or down is not required but is appreciated by those Vendors.

## **Booth Space & Stall Placement**

Maximum booth space is 12'x12'. If you would like more than one space, you must indicate that in the application and pay for the additional space. Canopies will be placed in position according to WSM requirements. Placement will not be reserved, but will be on a first-come, first-serve basis. Canopies will be placed next to each other in an effort to maximize convenience for shoppers and to create positive market energy. Canopy placement is subject to change or become reservation allotment based on market needs and growth. No vendor or his/her property shall remain on the Market property after Market hours.

## **Business Signage**

All vendors will post a sign identifying the name of the business represented and where it is located. Signs should not be smaller than 24" wide by 8" high. Vendors must have their signs displayed before sales begin. Vendors holding WIC permits must prominently display the associated signage.

## **Price Signage**

Produce and other allowable Market products should be clearly marked with their price. This can be done by individual tags on a product, by pricing products with a sign or by listing all produce and prices on a sign or blackboard. Prices must be legibly written to avoid customer confusion.

## **Selling Space**

Please confine your products to be sold to your Market space. Plant vendors may exceed the 12x12 space, within reason, to accommodate plants. Plant vendors must allow ample room for customers to pass between their plants, and between their plants and their canopy, without having to go around all of the plants to get to the next vendor. Vendors must not display their products so that it causes a tripping hazard.

### **Booth Clean-up**

Vendors are required to maintain their individual selling space in a clean, safe and sanitary manner. Each vendor is responsible for keeping his/her booth clean during the Market and for complete clean-up of his or her space at the close of the Market day. This includes hauling away any trash or garbage that is generated in or around the booth and sweeping up any product debris left on the ground. Farmers are not permitted to dispose of produce waste, overripe or leftover produce or boxes in any on-site garbage cans or dumpsters. Market trash cans and dumpsters are not available for vendor use. Vendors are required to bring their own trash cans, brooms and dustpans. The intent is to leave the area clean, or cleaner, than upon arrival. The image of the Market relies on cooperation of all vendors.

### **Set Out Distance for Vendor Display**

Displays and signs must allow clear visibility to adjoining booths. Display and selling techniques must not impair other vendors' ability to sell, nor create a hazardous situation for customers.

### **Pricing**

Pricing of goods sold at the Market is solely the responsibility of the individual vendor. Vendors are expected to bring quality products to the Market. Vendors may not intentionally undercut prices of other vendors of like or similar products.

### **Scales**

Vendors selling produce by weight must provide their own scales. Scales must be "legal for trade" and are subject to inspection by the Department Of Agriculture – Weights and Measures Program.

### **Pets**

No pets will be allowed in the vendor's selling area. The only exception will be registered service dogs.

### **Children**

Vendors need to keep a watchful eye on their children at all times on Market day. Set-up and tear-down times can be an especially dangerous time for unattended children.

Children should not be allowed to wander the grounds without a parent or guardian with them. Please do not allow your children to run on the grounds, play in the parking area or be up on the stage. WSM and WIN take no responsibility for the safety or whereabouts of your children.

### **Courtesy/Conduct**

Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the Market. Any language or behavior considered harmful to the normal operation of the Market will be grounds for denial of the vendor's permission to sell.

### **Harassment by Vendors**

The Winlock Saturday Market expects a high standard of behavior from its vendors and expects vendors to be aware of how their behavior can affect others. To achieve this standard it is expected that all vendors, or their representatives or guests, of the Winlock Saturday Market, will behave in an acceptable manner, treating others with courtesy, respect, and consideration, and conducting themselves in a friendly and professional manner when interacting with other vendors and customers. WSM is fully committed to creating and sustaining a positive and mutually supportive environment where vendors can work collaboratively and productively together, and where customers are equally valued and respected.

### **Harassment by Customers**

The same expectations of orderly conduct apply to customers of the Market as to vendors at the market.

### **Consequences of Harassment**

Any vendor or customer who fails to comply with orderly conduct, shall be immediately asked to vacate the premises and, if illegal conduct has occurred, law enforcement will be notified.

### **Hawking**

Hawking is described as "calling attention to one's own products in a loud, repetitive, public manner" and is prohibited by the Market.

### **Vendor Dress**

Vendors are required to wear clothing and shoes at their booths during the Market hours. Remember, each individual represents the whole of the Market and image is an important element for success.

### **Vendor Music**

Vendors may play individual music in their booth space, but should be aware of the volume and your neighbor's ability to transact business without any audio interference. If there are complaints regarding individual music, you will be asked by the Market Manager to turn down or turn off your music.

### **Market Manager**

A Market Manager will be present at each Market. The Market Manager's job is to implement the Market policies. This includes Market set-up, collection of fees, providing information on membership and Market policies.

### **Products Not Allowed**

The following products are not allowed at the Market, whether for personal use or offered for sale: THC, THC products and paraphernalia, illegal drugs or paraphernalia of any kind, firearms, or weapons of any nature. An exception to this policy is a vendor who is a blacksmith who may be selling knives, hatchets, etc., or a cook at the Market who may use knives in the preparation of food. If there is a question as to whether a vendor may or may not have a weapon on Market grounds, please speak with the Market Manager.

### **Safety**

Producer tables, shelving, tents, canopies and overhead shades must be maintained and used in a safe manner. Legs must be firmly locked into place on the shades. Tables must have smooth edges and remain stable when loaded with produce. All vendors who wish to erect canopies (including umbrellas) on the Market site during a normal period of Market operations, including the set-up and break-down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. **Each canopy leg must have no less than 24 pounds anchoring each leg, and market umbrellas, 50 pounds.** In addition, any poles used must be positioned so as not obstruct traffic flow. Care must be taken when setting up or taking down displays. No ground stakes are allowed.

### **Taxes**

Retail sales taxes and Business and Occupation taxes are the responsibility of the individual vendor.

### **Insurance**

Vendors assume the risk to themselves, their representatives, their family, children, partners, employees and their customers. It is strongly recommended that each vendor obtain insurance. WSM and WIN do not provide insurance to any vendor. You are operating your own business and at YOUR OWN RISK.

### **Permits and Licenses**

It is the responsibility of the vendor to obtain all necessary permits and licenses prior to selling at WSM. Refer to the “WSDA Handbook of Regulations for Direct Farm Marketing (Green Book) at <http://agr.wa.gov/Marketing/SmallFarm/Greenbook/> and if applicable, contact the Lewis County Public Health Department at (360) 740-1222 to help determine what licenses and permits your business needs.

### **USDA Food Stamp Program**

WSM does not participate in the USDA Food Stamp Program.

### **Credit and Debit Card**

WSM encourages individual vendors to accept credit and debit cards but at this time does not offer a centralized debit and credit card “token” system available at other farmer’s markets.

### **Vendor Contribution**

Please consider that the local Food Bank is the best resource for distributing your unsold product to the local community in need.

**By signing the Application, you have agreed to comply with the foregoing Policies and Procedures of the WSM. Please keep these Policies and Procedures for your reference.**

**WIN and WSM are not responsible for the quality of goods and products sold and by signing the application the vendor agrees to hold WIN and WSM harmless.**