



Moses Lake Farmers Market
PO Box 691
Moses Lake, WA 98837

Get Fresh MOSES LAKE FARMERS MARKET

2017 Vendor Guide



Facebook.com/moseslakefarmersmarket.com

Mission Statement:

To provide a vibrant venue for sellers of fresh produce of the Pacific Northwest, quality foods, artisanal products, education, and entertainment services. The market will connect the producers, artisans, educators and entertainers to the consumers. The market will create an atmosphere of community partnership while enhancing our quality of life for our local citizens and our visiting friends.

Vision Statement:

To create a community event that enhances everyone's lifestyle and quality of life by bringing homegrown or homemade items directly to the consumer, while adding education and activities in a safe, family-friendly environment.

Contact Information:

Moses Lake Farmers Market

509-750-7831

P.O. Box 691, Moses Lake, WA 98837

moseslakefarmersmarket@gmail.com

Market Manager Hours:

Saturdays

6:00 a.m. - 2:00 p.m.

May through October

Members in attendance at the annual meeting will have the opportunity to renew their same spot as last year with submission of their application and all fees provided they met the attendance requirements of said spot. Otherwise the market VP in charge of vendor placement will determine placement based on requests, availability and date the application and fees were received.

Become Involved:

The Moses Lake Farmers Market is unique! Very few farmers' markets are owned and operated by the vendors through their membership in a market association. We are! This arrangement has one very important responsibility. Members must be willing to become involved with the decision-making activities of the market. Members need to volunteer to serve on the board of directors and committees or the market will simply cease to exist. Participation is not just encouraged, it is essential.

Tips for Success:

- Being patient and friendly increases sales.
- Avoid sitting whenever possible.
- Studies show that 75% of products purchased are displayed between elbow and shoulder height.
- Abundant displays attract attention. "Pile it high and kiss it goodbye".
- Using a combination of colors, textures, and fragrances creates interest and excitement.
- Restocking and rearranging product throughout the day keeps things tidy and attractive.
- Having enough changes, bags, and smiles keeps customers happy
- Today's consumers are accustomed to convenience.
- Displaying the WIC sign near qualifying produce increases sales.
- Taking a walk around the market shortly before opening will help you direct customers to what is available at other vendor's stalls. You will profit from this simple courtesy in the long run.
- A colorful creative sign will help people remember a vendor and become a repeat customer.

- Each vendor will pay a \$10.00 jury fee. Any new items added at a later date can be juried for an additional \$10.00 fee.
- The jury fee is non-refundable.
- Each vendor will be juried for the first three years, after that time they will be grandfathered in, except for new items.

Jury Approval:

Notifications of Jury results will be emailed/mailed to all applicants, market manager, and the board within one week of the jury date.

Craft Jurying Date for 2017 – All returning crafters with new items and New Crafters will be juried on the morning of the Annual Meeting before the meeting starts.

Off Season Markets:

- *Cupid's Market – Saturday, February 11, 2017*
- *Fools Market – Saturday, April 1, 2017*
- *Holiday Market – Saturday, December 2, 2017*

Please watch the market's website and Facebook throughout the market season for any new information.

Remember all proceeds go towards advertising which support the market vendors and its valuable customers.

Facts about MLFM:

The Moses Lake Famers Market was established in 1978.

Each year we strive harder to provide more promotions and a broader advertising campaign. The market has been growing slowly year after year, thanks in large part to the high quality of vendors, and is now one of the largest markets in Eastern Washington.

Fee Schedule:

The membership and stall fees provide vendors with an established market place, advertising, market management, inspection, and other oversight as needed. **All dues and fees are non-refundable.**

***+ Daily Stall Fee - \$20.00**

All stall fees payable on market day at the beginning of the market.

- **Membership Seasonal Dues - \$50.00**
- **Reserve fee per stall for season - \$35.00**
- **Reserve fee per stall between amphitheater and parking lot \$75.00 per stall maximum two stalls.**
- **Non-profits are not required to purchase a membership fee.**
- **There are no refunds.**
- **All fees, except the daily, are due at the annual meeting or at least two weeks before the opening of market.**

To vend, a vendor must pay the membership fee and reserve fee (if applicable). Craft vendors must pay the membership fee, the \$10.00 jury fee (to be juried prior to first market they attend) and a reserve fee (if applicable).

*Two vendors may vend in the same stall; however, each vendor must be a current market member and pay for their own separate membership fee.

***Stalls are approximately 12 feet wide.**

*Reserved stall assignments will be made by a Vendor Reserve Committee prior to the market season. Those wishing to purchase a reserve stall after the opening day of market will be filled by the market manager if available.

*The market manager will make all non-reserve stalls assignments. When assigning non-reserve stalls the manager will take into consideration the anticipated number of vendors, product mix, customer flow and special promotions.

Vendors with reserved stalls must notify the market manager by 6:30 p.m. the day before market if they will not be attending the market or will be later than market opening.

Reserved stalls will be held until 7:30 a.m. sharp, then made available to non-reserved vendors.

NO SHOWS: Reserve vendors that have indicated they would sell on a particular market day and fail to notify the market manager by noon on Friday, that they will not be able to sell on Saturday, will be charged \$10.00 for that day. If a no-show balance is due, it will be payable to the market manager before continuing to vend.

General Market Rules:

1. An attitude of cooperation, collaboration and professionalism are expected of all members at all times.
2. All vendors must receive and read this vendor guide booklet and acknowledge they have read, and agree to, by signing the appropriate area on the member application form.
3. The application form must include the vendors name, business name, location of where produce or crafts are produced, and a description of the products being sold. The manager will verify that the vendor is in compliance with the market rules before they are allowed to sell at the market.

- A. Tracings of paint by number, postcards, prints, printed materials.
- B. Ceramics or pottery from commercial molds, woodcarvings using duplicating
- C. Kits in any form, and any other items, which clearly do not reflect originality of design.

6. All craft vendors must comply with and abide by all the Rules and By-Laws of the Moses Lake Farmers Market. The market manager has the discretion to immediately remove any craft item that he/she considers objectionable. The Board of Directors must review the manager's decision within 14 business days and make an official ruling on the matter.
7. All crafts will be juried. Craft vendors who added a new category of crafts after jurying will still have to have the new category craft juried. Every item that a craft vendor wants to sell at the market must be represented at jurying. Pieces too large to be carried easily can be represented at jurying by photographs. Judges reserve the right to ask craft vendors to bring the item if it is in question. All crafts will be photographed at jurying to ensure what each craft vendor sells at market has been juried.

Jury Process and Notification:

- To be juried, vendors will set up their crafts at a designated time and will then leave the premises. Potential craft vendors will not be present at the jurying to ensure open and frank discussion. Craft vendors can pick up their crafts in one hour. The craft vendor will be notified by email or mail of their acceptance one week before the 1st market day. **There will be no crafts juried on market day.**
- The Craft Jury Committee will score each entry, with the higher scores accepted into the market, and if needed, the lower scores placed on a wait list, or until the crafter is re-juried and receives a higher score. Members with seniority will have priority over new members.
- The Craft Jury Committee will notify vendors by mail or e-mail announcing the Craft Jury dates. The notification will include the craft jury application, the time and location of the event,
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Craft Vendor Rules and Policies

Craft Jury Members:

- The Jury Committee will be comprised of six volunteer Farmers Market members and a minimum of two non-members. A minimum of three committee members will attend each evaluation session.
- Members will be appointed by the board of directors from those that volunteer.
- All least one board member will be a committee member, and one board member will attend all jury sessions.
- During the market season, a jury committee member will check the vendors for non-juried items that may have been added to the booth. The matter will be settled by the board of directors, and a penalty of \$25.00 will be assessed.

Specific Criteria:

1. All individuals whose goods are in compliance with Market rules and guidelines, who wish to participate in the market as vendors, will be required to complete a craft jury form and submit with their application all applicable materials.
2. A vendor will not be allowed to participate in the market without submitting a completed application to the market manager and obtaining approval of the craft jury.
3. Crafts must be the product of a home or cottage type industry using an intermediate type technology rather than an industrial type production. To be considered “hand crafted” the item must show evidence of manual skills obtainable only through a significant period of experience and dedication.
4. Vendors must be the original producer of all handmade items being sold, resale items will not be allowed.
5. Examples of unacceptable items would be, but not limited to:

General Market Rules (continued):

4. **Vendors must display at all times while vending at the market stating the legal name of their business. The sign must be in full view of the public at all times.** The sign must measure no less than 18” x 12” with the name of the business in a font or type no smaller than 2” in height. The sign must also state the location of the vendors business (addresses are not required). Signs are not permitted in traffic pathways. Banners, sandwich boards, and dry erase boards qualify as signs if they meet the size requirement above and must be restricted to the booth area. **Vendors who do not comply with this rule will be assessed \$5.00 penalty, payable that vending day.** Vendors offering organic produce are encouraged to include this information on their sign along with the state certification number.
5. **Vendors of prepared foods must display all appropriate State and County licenses and permits along with proof of insurance.**
6. Vendors or their immediate family are encouraged to be present in their stalls at all times. Vendors are responsible to familiarize their employees with the market rules, the rules for accepting WIC and with the market token program.
7. The MLFM strongly encourages vendors to carry their own general liability insurance. The MLFM is not responsible for loss and/or damage incurred or caused by vendors or shoppers.
8. **All products sold at the Market must be hand crafted, home grown, or locally produced by the vendor.** Vendors are required to produce 90% of items sold at the market. The market manager, for due cause, may require proof the vendor is complying with this rule. If the vendor cannot provide this proof, the manager will not allow the vendor to sell at the market that day. If the vendor wishes to continue selling at future markets, the vendor may request in writing a field/studio inspection. Field/studio inspections will be completed within one week of the request by the vendor. If the inspection proves the vendor is in compliance, then the vendor will be allowed to sell at future markets. Any decisions made based on this inspection may be appealed to the full Board of Directors during the market season; the Board of Directors might require the market manager to perform random unannounced field/studio inspections of vendor operations at no expense to the vendor.

General Market Rules (continued):

9. Commissioned brokers and/or commissioned salespersons cannot be vendors at the market.
10. Customers who have legitimate complaints about the quality of products should be given a full refund or replacement from the vendor. Vendors misrepresenting or having inferior goods will be prohibited from continuing to sell that market day. This decision can be appealed to the full Board of Directors. The vendor Quality Assurance Committee will investigate the matter and make a recommendation to the board.
11. Vendors must comply with the Grant County Health Department's requirements regarding pets. Vendors are not allowed to sell or give away animals at the market, as well as the general public.
12. Vendors are responsible for conforming to all local, state, and federal laws and regulations concerning collection, reporting, and payment of all taxes, employment rules, etc. This rule includes obtaining, if required, a Washington State UBI number for reporting sales and B&O taxes.
13. Vendors are to avoid political campaigning.
14. . All items at market must be Family Friendly, products or services that are suitable to all members of an average family. This term applies to items and music that that would be appropriate for children and adults. Everyone can enjoy the market without being exposed to items that are vulgar, salacious or lewd. When considering what you are selling, think if the item is acceptable within a conservative society.

Enforcement:

- All rules of the market are enforced by the Market Manager of his/her designee, who has on-site authority. Complaints or problems should be directed to the market manager in a timely manner.
- If a vendor does not abide by the rules of MLFM or comply with federal, state, and local regulations applicable to market participation, the market manager or designee may take any action deemed appropriate, including assessing fines or barring the vendor from selling at the market for that day and any future market days.

Nonprofit and Service Organization:

The mission of the Moses Lake Farmers Market is to provide a specialized commercial venue for our members. While we encourage nonprofit and service organizations to participate in the market, it must be with the understanding that our members' needs are the first priority. The number of nonprofit and service organizations participating during any market event will be limited. The market manager has the authority to assign which Saturday an individual nonprofit group may vend or promote their organization at the market. Nonprofit organizations must pay a daily \$20.00 stall fee if items are to be sold or fund raising activities are conducted.

1. Nonprofit organizations must fill out an application form and submit it to the market manager no less than one week prior to the date of the proposed market in which they propose to participate.
2. Applications must be signed by an officer of the organization and include proof of the IRS nonprofit status and/or a copy of the Washington State corporate nonprofit license.
3. The application must include a description of any fundraising activity (raffle, sale of prepared foods, etc.) and the intended charitable beneficiary of the fund-raising. A list of items to be sold at the market must also be included in the application.
4. One person must be designated as the contact person for the organization. The market manager will contact this person concerning scheduling market dates.
5. An adult (18 and older) must be present at all times. Youth organizations must have a person under 18 and an adult in the booth at all times.

Nonprofit organizations must comply with all vendor rules, including the requirement that craft items be handmade. Selling produce donated to the organization is not permitted.

Rules for Food Vendors and Concessionaires:

1. Concession stands must be pre-approved by the Board of Directors before use at the market.
2. Vendors must comply with all city, county, state, and federal health requirements concerning the preparation and labeling of prepared food products.
3. Vendors must have and display in plain sight a Washington State Food Handler's Permit. The market management suggests putting the permit in a small Plexiglas stand.
4. Vendors must supply the market manager a copy of the County Health Department or USDA'S approval letter or certificate of inspection of the certified kitchen where food is prepared. A copy of these needs to be sent in with application, along with proof of current insurance.
5. If power is required, bring your own power cord and adaptors for hook-up to city power.
6. Vendors **CANNOT** collect or redeem EBT tokens.

Links:

The following web sites provide valuable information concerning food handling permits and requirements:

<http://www.doh.wa.gov/ehp/food/>

<http://www.granthealth.org/Healthcardhours.html>

<http://agr.wa.gov/FoodAnimal/FoodProcessors/>

<http://agr.wa.gov/FoodAnimal/CottageFoodOperation/>

Grant County Health District contact – Todd Phillips 509-754-6060 ex 18

Scale Requirements:

Scales must be in full sight of the consumer at all times. For more information on scale requirements see:

http://agr.wa.gov/inspection/weightmeasures/info_own_operate.aspx

- If a vendor is issued a fine/fee due to non-compliance, the vendor must pay fine that day, but no later than the next vending day, or vendor will not be allowed to sell until the fee is paid.
- Customer complaints will be forwarded to vendors and kept on file. Continual complaints will be addressed by the MLFM Board of Directors and dealt with accordingly.
- MLFM reserves the right to visit and inspect any farm or business of any vendor as well as request any documents verifying employment or employee status.
- The Market manager will uphold the MLFM rules and guidelines set forth by the Board of Directors and will ensure all vendors equally comply with said rules.

City of Moses Lake Rules for Using McCosh Park:

The Moses Lake Farmers Market is located in McCosh Park. **The park is owned and operated by the City of Moses Lake.** Vendors will observe the following rules established by the City of Moses Lake and administered by the Parks and Recreation Department.

Parks and Recreation Vendor Rules:

1. All vendors must provide proof of automobile insurance, liability insurance, and any permits and licenses applicable to the sale of their products.
2. All vendors must comply with federal, state, and local laws, including Grant County Health Department requirements (hand washing for concessionaires).
3. All vendors agree to abide by the rules and regulations presented by the City of Moses Lake.
4. Market hours will be from 8:00 a.m. to 1:00 p.m.
5. Vendors will not be able to move their vehicles in or out of the Market area during times when such movement would pose a danger to people in the shopping area. All vehicles are to be off the path by 7:30 a.m. Vendors may not leave prior to closing time of the Market (1:00 p.m.) unless approved by the Market Manager. If a vendor leaves early, he/she may receive a \$10.00 fee, payable before the next vending day; all exceptions are to be at the Manager's discretion.

Parks and Recreation Vendor Rules (continued):

6. No vendors will be allowed in the park before 6:00 a.m. All vendors must vacate the park by 2:00 p.m.
7. We encourage vendors to set and secure a canopy in their assigned booth space. Vendors who wish to use a canopy during normal market operations are **required** at all times to safely secure and anchor the canopies to the ground.
8. **Vendor vehicles will not be permitted to park or drive on the turf areas of McCosh Park**, except for designated vehicle areas.
9. Vendors loading and offloading must remain on paved surfaces.
10. After offloading, vendor vehicles are to be parked in the Dogwood and “A” Street parking lot during market hours. Please do not park in the Amphitheater Parking lot unless approved by the Market Manager.
11. No generators or other portable engines are allowed on the market site without prior permission of the Market Manager.
12. Each vendor is responsible for clean stall(s) before leaving the Market premises. All spoiled produce, plants, unwanted crafts, garbage, boxes, sacks, etc., shall be removed from **McCosh Park by the vendor**. Please take it with you. The garbage cans furnished by the city are for the markets customers, not the vendors. You will be fined \$10.00 after 1st warning, payable upon next vending day. Requests for additional garbage cans and/or picnic tables are subject to addition al fee.
13. Failure to comply with the above rules will result in removal of vendor from that day’s market and possible future Markets.

Token Redemption Program:

This program offers the Farmers Market the mean to help vendors increase sales by accepting credit, debit, and EBT – Food Stamp cards. A common wireless terminal is used at the cashier’s booth where cards are swiped and tokens are given to the customer to be used to purchase product from any vendor present. Vendors then redeem the tokens that they have taken with market cashier. There will be two colors of tokens issued by the Farmers Market, red and black.

- **\$1.00**, One dollar, tokens will be issued in BLACK. They are to be purchased by participants in the EBT-Food Stamp program. No change may be given for these black tokens. There is no fee for the black EBT Tokens and will be redeemed for full value.
- EBT tokens **CAN** be used to purchase prepackaged foods, food bearing plants (peppers, tomatoes, etc.,) or herbs and produce.
- EBT **CANNOT** be used to purchase food prepared on-site by food vendors/concessionaires, including drinks.
- Black tokens are to be redeemed by the vendor at the cashier’s booth, not to be exchanged with other vendors and **not to be used as change**.
- If you are a concessionaire caught taking EBT Tokens, you will be dismissed from the market. This is a federal law and we want to keep our privilege to use this system.
- **Vendors are required to educate ALL employees on the EBT program and vending rules.**
- **\$5.00**, Five dollar, tokens will be issued in RED. They are to be given to those customers using credit or debit cards. All vendors at the Farmers Market, for all products they sell, will accept red tokens. To cover the cost of the credit/debit fees there is a 3% fee when vendors redeem tokens.
- The cashier may issue a slip for large purchases that will be stamped with a market logo and signed. Change will be made if necessary by the vendor.
- Vendors must redeem tokens weekly, minimum \$10 please. Vendors will fill out a redemption sheet, with number of each color, token dollar amount, vendor name, and date. A check will be made ready the following market that the vendor sells at.

Vendors not participating at the Farmers Market the following week may request their check be mailed to them. Checks from the last day of market will be mailed to the vendors address on file. We anticipate that this program will increase revenues. Adding card sales will allow dollars from new sources to be spent at the Farmers Market.

Please list anything else you think the jury should know about your products: _____

Jury Committee Notes: _____

CRAFTERS: please read and sign the following statement:

Verification of Production by Craft Vendor:

I certify that I hand-craft all items I offer for sale at the Moses Lake Farmers Market, and that I strive to use as many Washington State products as possible. I the components of my product. I also certify that all items I offer for sale comply with the requirement as detailed in the Moses Lake Farmers Market Crafts Rules. My product is not the result of a kit assembly, commercially available plans or transfers, or the DIRECT RESALE of an imported or other commercially available product. I understand that my workspace is subject to an inspection by the Market Manager with his/her delegates, as provided for in the MLFM Vendor Guide. Craft vendors will be contacted at least 24 hours in advance of inspection.

I have read, understand, and agree to abide by the rules.

Signature: _____ Date: _____

Jury Application Fee: cash _____ check _____

2016 Arts and Crafts Jury Application

Moses Lake Farmers Market

(MLFM Only)

Current New Re-Jury

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Name(s): _____

Business Name: _____

Mailing Address: _____

City/State/Zip Code: _____

Phone (Day) Phone: _____ (Evening) Cell Phone: _____

E-mail: _____

Years as a vendor in the MLFM: _____

Handcrafted Art Criteria

Appearance (10)	Originality of Design (10)	Craftsmanship (10)	Total (30)

Score 1-30 with 10 as highest

A minimum of three judges will appraise your product for:

Appearance: visually attractive

Originality of Design: creativity, originality, imagination

Craftsmanship: quality of construction

Product Descriptions:

Please describe the materials you use to create your craft: _____

Please describe specifically which steps of production you do by hand: _____

Moses Lake Farmers Market

P.O. Box 691, Moses Lake WA, 98837

Vendor Product Form 2016

Vendor Name: _____

Business Name: _____

Phone Number: _____

New Vendor: _____ Returning Vendor: _____

Please Specify Your Business Type for 2016:

Produce: _____ Craft: _____ Prepared/Gourmet food: _____

Do you need electricity? Yes/No _____ Do you need a vehicle stall? Yes/No _____

Please specify the kind of vehicle you will use at the market _____

Explain why you can't offload: _____

GROWERS, CRAFTERS, PREPARED/GOURMET FOOD VENDORS: Please read and sign the following statement:

I certify that I produce all items I offer for sale at the Moses Lake Farmers Market, and that I strive to use as many Washington State products as possible in the components of my products. I also verify that all items I offer for sale comply with the requirements as detailed in the Moses Lake Farmers Market Vendor Guide.

I have read, understand, and agree to abide by the rules.

Signature: _____ Date: _____

Please list the individual items that you plan to bring and are requesting to sell at market on the second page. List one item per line and be as specific as possible. Copy and attach additional pages if needed.

Vendor Fees:

Vendor Membership -	\$50.00:	_____
Reserve per each stall -	\$35.00:	_____
Main Path Reserve per each stall (max 2 ea.) -	\$75.00:	_____
Craft Jury fee (if applicable) -	\$10.00:	_____
Total Due:		_____

(Must attend 20 of 26 weeks)

Send To: Moses Lake Farmers Market, P.O. Box 691 Moses Lake, WA 98837
Phone: 509-750-7831

I have read the 2016 MLFM Vendor Guide and agree to abide by the rules and any changes made by the Board of Directors. Additionally, I have read and understand the Token Redemption Program as explained in the 2016 MLFM Vendor Guide. I agree to abide by all city, county, state and federal government laws, codes and regulations, and cooperate with the market manager. I agree to indemnify and hold harmless the Moses Lake Farmers Market, City of Moses Lake, and any other officers, employees, representatives, directors, or agents from any and all liability, claims, suits, damages, losses, costs, losses and fees including attorney fees, arising out of or related to my activities with the Moses Lake Farmers Market.

Vendor (former) signature: _____ Date: ____/____/2016

Manager approval: _____ Date: ____/____/2016

Date membership paid: ____/____/2016 Date reserved paid ____/____/2016

Moses Lake Farmers Market

P.O. Box 691

Moses Lake, Washington

509-750-7831

2016 Vendor Agreement

The Moses Lake Farmers Market is governed by a Board of Directors elected by the membership. The Board has established the 2016 MLFMA Vendor Guide governing the operations of the market. The Board has retained a market manager to operate the market by these rules. Appeals of any manager's decisions will be brought before the Board of Directors.

Business Name: _____

Owner: _____

Mailing Address: _____

City State Zip

Phone Number: _____ Cell Number: _____

Email Address: _____ Business Website: _____

Location of Business: (if different than mailing address above and/or draw map on back)

Please Specify Your Business Type for 2016:

Produce: _____ Craft: _____ Prepared/Gourmet Food: _____ Non-Profit: _____

Produce grown, Crafts created or Foods prepared (Be specific): _____

Prepared/Gourmet food vendors must have: (Please check if in compliance – must accompany application)

Current Insurance: _____, Health Permit(s): _____, Kitchen Certificate: _____

Please specify the kind of vehicle you will use at the market: _____

Do you request a reserved stall? Yes/No _____ How many? _____ Location at market _____

Dates you are likely to be selling (circle):

MONTH	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
SAT	SAT	SAT	SAT	SAT	SAT
7	4	2	6	3	1
14	11	9	13	10	8
21	18	16	20	17	15
28	25	23	27	24	22
		30			29