

# 2019 Goldendale Farmers' Market Member Guidelines

## 1. **Mission Statement**

The Goldendale Farmers' Market is a non-profit, community based association founded on bringing farm-fresh, regionally grown produce to the community; promoting healthy food choices; enhancing the economic development within the local community; promoting and supporting the formation of cottage industry; assisting our local growers in marketing their produce; and supporting local businesses.

## 2. **Market information**

Market location: Ekone Park  
Market season: 2019: May 11<sup>th</sup> through September 28<sup>th</sup>.  
Market hours: 9:00 to 2:00 every Saturday

Market manager: Rody Schilling  
Home: 509-773-3638  
Cell: 509-250-0480  
Email: rody@gorge.net

Market e-mail: [goldendalefarmersmarket@gmail.com](mailto:goldendalefarmersmarket@gmail.com)

Market mailing address:  
Goldendale Farmers' Market  
PO Box 1203  
Goldendale, WA 98620

## 3. **Types of Membership**

- a. Market Vendors
- b. Community Members

All applications submitted by prospective market vendors and prospective community members of the Market must be approved by the Farmers' Market Board of Directors. The annual membership fee must accompany the application. Once an applicant has been accepted for membership, approved by the board and has attended one market sponsored event, the membership fee becomes non-refundable. In the event that an application is denied, the membership fee will be refunded to the applicant.

#### **4. Products that may be sold at Market**

Produce: All produce must be regionally grown. It must be fresh, free of insects, and have no residue that cannot be removed by normal washing. Only quality produce will be sold at Market. Members of the Farmers' Market Board of Directors may require any vendor to remove produce that does not meet these requirements. The vendor may request a meeting of the Farmers' Market Board of Directors to appeal the decision. A vendor may act as agent for a regional grower to sell their produce. Selling regional produce other than what the vendor has grown needs to be identified with the grower's name. All vendors and growers selling produce at our market must comply with current Health Department regulations. Copies of current licenses, permits, and certifications, must be available for inspection if needed.

Other edible farm products: All edible farm products must be grown by the vendor, unless the vendor is acting as agent for a local or regional grower. In that case, the edible farm products must be identified by the name of the grower producing the edible product. All vendors and growers selling edible farm products at our market must comply with current Health Department regulations. Copies of current licenses, permits, and certifications, must be available for inspection if needed. The Farmers' Market Board of Directors may require any vendor to remove edible farm products that do not meet these requirements. The vendor may meet with the Farmers' Market Board of Directors to appeal the decision.

Processed foods, baked goods, and ready-to-eat foods: All processed foods, baked goods, and ready-to-eat foods must be made by the vendor according to current Klickitat County Health Department regulations. Copies of current licenses, permits, and certifications, must be available for inspection if needed, as well as copies of food handler cards for anyone preparing and handling the food prior to, and during the Market. Vendors are responsible for collection and filing of sales tax, if applicable.

Drinks: Commercial drinks such as bottled or canned sodas and/or juices may be sold as well as bottled water and other beverages such as iced tea, lemonade etc. that is processed (mixed up) by a vendor may be sold by all vendors.

Alcohol: Alcoholic or light alcoholic beverages may be sampled or sold within the rules and with the proper permits from the City, the Klickitat Valley Health Department, and the Washington State Liquor and Cannabis Board.

Plants, trees, flowers, herbs and vegetable starts: All must be grown by the vendor and must be of good quality. Copies of current licenses, permits, and certifications, must be available for inspection if needed. Vendors are responsible for the collection and filing of sales tax, if applicable.

Handcrafted items: All handcrafted items must be made by the vendor and be of quality craftsmanship. Items to be sold must be listed on the member application and be approved by the Board. The Board of Directors may limit the number of craft vendors at Market in order to comply with Washington State Farmers' Market Association

requirements regarding produce sales totals compared to craft sales totals at member farmers' markets. The Board of Directors may disallow any product that does not comply with the Member Guidelines, is deemed inappropriate for the venue, or is deemed contrary to the purpose and spirit of the Farmers' Market. The vendor may request a meeting with the Farmers' Market Board of Directors to appeal the decision. Copies of current licenses, permits, and certifications, must be available for inspection if needed. Vendors are responsible for collection and filing of sales tax, if applicable.

Local services: Under certain circumstances, and space permitting, a local service provider may be allowed to vend services at Market. The service must appeal to the broad, Farmers' Market customer base and be in accord with Market goals and ideals outlined in the Mission Statement. Services and necessary goods to be sold must be listed on the vendor application and be approved by the Board. Copies of current licenses, permits, and certifications, must be available for inspection if needed.

#### **5. Prohibited merchandise that may not be sold at Market**

Commercial, franchise, and imported products may not be sold.

Second hand items, with the exception of second hand items that have been "repurposed" by the vendor into a new handcrafted product, may not be sold.

#### **6. Vendor responsibilities**

Vendor must agree to the vendor guidelines in entirety and sign to that effect on the vendor application.

Before vending at the market, all vendors shall have obtained all of the necessary licenses, permits and certifications applicable to the production and sale of their products and have copies of these available at their booth during the market.

Vendors are also responsible for any sales taxes to be paid on their products they sell that do not qualify as "Exempt".

Vendor will comply with all state and local health codes and food demonstration requirements. Vendor is responsible for obtaining and understanding the Health Department regulations pertinent to their business and products.

Vendor will set up in their assigned space according to the direction of a designated Market Manager or Board Member. The Farmers' Market Board of Directors is responsible for market arrangement and vendor booth assignment.

Vendor will begin setting up no earlier than 7:30 am unless designated Board Member has given prior approval to set up earlier. Vendor will strive to be set up and ready to vend by 8:45 am.

Vendors are expected to remain open and vending until market closing at 2:00PM. Exceptions can be made if the vendor is out of product or it has been authorized in advance by the market manager or board member.

The Market Manager and/or the Board may authorize an earlier closing time, for example in the case of adverse weather.

Vendors will provide their own canopies, furniture and equipment. A canopy is encouraged, but not required. Each canopy leg should be weighted with at least 25 pounds. Please note that 25 pounds per leg is not always enough weight to keep a canopy grounded in a Goldendale windstorm! If you choose to tether your canopy to the ground, screw-in dog tethers are recommended, as they are less likely to damage the park's underground sprinkler system than pound-in stakes. Vendors may be held responsible by the city for damage to its sprinkler system. Care must be taken when securing a canopy to the ground at Ekone Park.

Driving and parking on the grass is prohibited at Ekone Park due to the underground sprinkler system.

Loading and unloading of vehicles will take place before and after market hours. Vendors will not park vehicles in the parking lot by the market; the designated vendor parking is in the field to the East of the market during market hours.

Vendor will post a sign identifying the name of the grower, business, or organization represented. Sign will be easy to read and of good quality.

Vendor will keep sales space attractive and clear of clutter and trip hazards during market hours.

Produce and food products may not be set on the ground, as per Health Department regulations.

Any pets brought to the market must be contained or constrained/leashed. Any animal that shows aggression towards customers must be removed from the market.

Smoking is prohibited within a vendor booth at any market sponsored event.

Vendor will remove all unsold products at the end of market, will thoroughly clean up the vendor space, and will remove all trash from the premises.

At the end of each Market, the vendor will report total sales for the day and other information needed on the form provided. Vendor information will be kept confidential.

Vendor is solely responsible for product liability. Goldendale Farmers' Market does not accept responsibility for consequences resulting from the use of products or services provided by Market vendors at Market events. Vendors are encouraged to obtain

product liability insurance, though it is not a requirement for market membership or to vend.

Vendors are encouraged, but not required, to incorporate locally produced ingredients, materials and services into their products, in keeping with the Market mission.

## 7. **Non-profit groups**

A non-profit group may apply to set up an informational booth at no charge, space permitting. Any products being sold shall pass product review by the Board, The Farmers' Market Board of Directors reserves the right to refuse space to any group or product deemed inconsistent with the Farmers' Market Mission Statement and Member Guidelines.

## 8. **Market fees**

The current annual farmers' market membership fee is \$30, payable at the time of application. All regular vendors and community members must join the Market and pay the membership fee annually.

Booth space fee is \$10 per market day for members for each 10' x 10' space. Booth space fees will be turned in at the end of each market day.

Two separate businesses may share a space and split the weekly fee, but each business must join the market and pay the current annual membership fee. Each vendor must fill out a separate application for their business. Once an applicant has been accepted for membership, approved by the board and has attended one market sponsored event, the membership fee becomes non-refundable. In the event that an application is denied, the membership fee will be refunded to the applicant.

To participate in a satellite market (Community days, Home & Garden Show....), you must be a paid up member of the market

## 9. **Visiting Vendor Booth**

A prospective vendor may try out vending at Market by setting up their own booth for only **one** market day in one season, space permitting. The prospective vendor must pass product review and shall comply with all Member Guidelines. A space fee of 10% will be paid if their sales are under \$100 or a space fee of \$10 will be paid if their sales are over \$100. If the prospective vendor wishes to continue after the market trial, he/she will apply to the Market for membership, will pay the annual membership fee, and will pay the weekly booth space fee. Once an applicant has been accepted for membership, approved by the board and has attended one market sponsored event, the membership

fee becomes non-refundable. In the event that an application is denied, the membership fee will be refunded to the applicant.

#### 10. **Market management**

The Market Manager is the on-site authority, operating under the direction of the Farmers' Market board of directors. The market manager is responsible to the board for upholding the member guidelines and other Market policies. The board of directors is the ultimate authority in all Market matters and reserves the right to amend these member guidelines and other Market policies at any time for the benefit of the Market.

#### 11. **Rules of Conduct for All Market Members**

Vendors and Community Members will conduct themselves according to common standards of propriety and courtesy. The Farmers' Market Board of Directors reserves the right to dismiss any market member who behaves in a manner that threatens market harmony, that drives away vendors or customers, or who otherwise damages the Market. In the event of dismissal, the annual membership and booth space fees are not refundable

Goldendale Farmers' Market Board of Directors  
February, 21,2019

Updated By:  
2/21/19 GTW