

# Shoreline Farmers Market Association

## 2023 Vendor Handbook Rules & Regulations

Mission: *The Shoreline Farmers Market supports local and sustainable agriculture and small business, community building, food equity programs, and economic development efforts in the City of Shoreline.*



Seasonal Saturday Markets: June 3 – October 7, 2023

Saturday Harvest Markets: October 28, December 16

Hours: 10am – 2pm

Location: 192<sup>nd</sup> ST N & Aurora Ave N, Shoreline WA 98133 | GPS: 18821 Aurora Ave N, Shoreline | [Google Maps](#)

**Welcome, and thank you for being part of the Shoreline Farmers Market!**

Please take the time to read everything. Let us know if you have any questions at any step along the way.

The best way to communicate for non-urgent questions is through email.

**Day-of late notices should come in by text:**

206-487-3939

**Website:** [www.ShorelineFarmersMarket.org](http://www.ShorelineFarmersMarket.org)

**Email:** [director@shorelinefarmersmarket.org](mailto:director@shorelinefarmersmarket.org) or [info@shorelinefarmersmarket.org](mailto:info@shorelinefarmersmarket.org)

**Phone:** 206-487-3939 (text OK)

**Facebook:** [facebook.com/shorelinefarmersmarket](https://facebook.com/shorelinefarmersmarket)

**Instagram:** [@shoreline.farmers.market](https://www.instagram.com/shoreline.farmers.market)

### **Inclement Weather/Market Closure**

The safety of our vendors, staff, and customers is a top priority for the Shoreline Farmers Market. The market is open rain or shine, however the Market retains the right to close the market at any time. Extreme weather conditions such as high wind, hail, heavy snow, or smoke may cause the market to be cancelled or shut down. The Market will notify all vendors via email if this occurs and update social media for our customers.

***Following these policies and rules is required for all vendors. The Shoreline Farmers Market retains the right to hold vendors to these standards and will dismiss vendors if necessary.***

Rules are subject to the following fines:

- 1st violation will be a verbal warning
- 2nd violation will result in a documented warning and a minimum \$25 fee
- 3rd violation will result in additional fines, suspension, or dismissal from the market

## **MARKET RULES & GENERAL GUIDELINES**

### **ATTENDANCE & SET UP:**

- Vendors must check-in with staff for daily stall assignment. Set up may begin after 7am. Market is not responsible for the loss or theft of unattended possessions.
- Vendors must arrive by 9:15am and be set-up and ready to sell by 10am.
- Vendors are subject to a \$10 fee for late arrival to market (after 9:30am). Vendors who arrive after 9:30am without prior approval may not be allowed to set-up. Contact Market if you are running late.
- No vehicles allowed in market area after 9:30am. After 9:30am, all items must be hand-carried into market footprint.
- Market opens at 10am with the ringing of the market bell. Vendors selling before 10am and after 3pm will be reprimanded: written warning the first time, fined \$25 the second time, and suspended from participating at the Market the third time.
- Vendors may not visibly break down or leave before 2pm.
- Vendors cancelling after noon on Thursday will be charged a \$40 cancellation fee.
- All canopies must have a minimum of 24lb weight on ALL corners.

**Canopy Weights are required** and must be attached to vendor canopies and market canopies at all times. WSFMA member markets require *“all vendors who wish to erect canopies (including umbrellas) on the Farmers 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. Any vendor who fails to properly anchor their canopy will not be allowed to sell at the Farmers Market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. Each canopy leg must have no less than 24# (pounds) anchoring each leg, and market umbrellas, 50#.”*

**VEHICLES & PARKING:** All vehicles must be moved from inside the market area by 9:30am.

**STALL SPACE:** Vendors must keep stall area clean and sanitary. If you provide samples, you must provide a waste bin. Sweep your stall at the end of the day. Avoid leaving seeds, micro-trash, or vegetation behind. Vendors are prohibited from using Market waste bins for large pieces of waste.

**SCALES:** Scales must be registered with the DOL and NTEP Certified. Scales must be in clear view of the customer with weight display visible. For more information visit [www.agr.wa.gov/inspection/weightsmeasures/](http://www.agr.wa.gov/inspection/weightsmeasures/) or email [wtsmeasures@agr.wa.gov](mailto:wtsmeasures@agr.wa.gov). The Market retains the right to inspect scales and check for accuracy.

**VENDOR SIGNAGE:** Vendors are required to post signage clearly identifying the farm or business name and location. Signs must be a minimum of 24" wide by 8" tall. A-board signs are allowed with prior Market approval.

- **PRICE SIGNAGE:** All prices must be clearly displayed in plain sight for customers. Prices must be easy to read and understand.
- **GROWING PRACTICES SIGNAGE:** Vendors may only claim "ORGANIC" if certified or exempt. Claims NOT ALLOWED: No Spray, Spray Free, Organic Practices, Natural Farming, Pesticide Free, etc. YOU MAY DISPLAY SIGNAGE SUCH AS "Ask me about my farming practices". Products labeled "organic" or verbally referred to as "organic" must be certified as required by Washington State law. Farmers selling both organic and non-organic produce at the same stand must physically separate the non-organic produce from the organic produce and clearly label as nonorganic, transitional, or conventionally grown. Products which cannot be certified such as "unsprayed," "pesticide free," or "low spray" will need a notarized affidavit attesting to how these procedures are followed. Consumer queries regarding farming practices must be answered factually.
- **PRODUCT PRICING:** Product pricing is determined by each individual vendor. Vendors are encouraged to price fairly and competitively. The Market highly discourages price gouging and retains the right to point out extremely low prices which may negatively affect fellow vendors. Collective price fixing/setting is not allowed.

**STALL ASSIGNMENTS:** Market determines stall location based on attendance consistency/schedule, product, booth aesthetic, and market history.

**PETS:** Pets are not allowed in food vendor stalls. Contact the Market if you have a service animal; King County Health Dept. approval will be required.

**VENDOR BEHAVIOR & BEST PRACTICES:**

- Vendors are prohibited from openly criticizing or challenging the products, displays, or pricing of other vendors.
- Hawking is not allowed. Do not yell at/to customers.
- Costumes & promotions/coupons must be approved by the Market.
- All comments or complaints regarding fellow vendors must be given to the Market in writing.
- Shoreline Farmers Market does not discriminate and does not tolerate harassment, threatening language, or aggressive behavior. We strive to create an inclusive and safe space for all.

**SAFETY:** Vendors are required to maintain their market equipment. The Market retains the right to check equipment for safety.

**SMOKING:** No smoking, of any kind, on the market premises.

**ALCOHOL & DRUGS:** Vendors are prohibited from consuming said substances during the market day. Any vendor suspected of being under the influence will be asked to leave.

**UTILITIES:** Water and electricity are not provided. Work with Manager to determine booth placement if using a generator.

**PLASTIC BAG BAN:** The state of Washington has banned the use of single-use plastic bags. Washington's Plastic Bag Ban will reduce pollution by prohibiting single-use plastic carryout bags and charging a fee for acceptable bags in businesses beginning October 2021. The smaller, lighter plastic produce (or meat) bags are exempted.

Vendors may charge a \$0.08 fee for all recycled content paper or wheat straw paper carryout bags and for all reusable carryout bags made of thick film plastic. Vendors must provide a receipt to customers for the \$0.08 fee or include as a line item on the receipt & should report the \$0.08 fees as revenue on their B&O taxes. Vendors may NOT charge the \$0.08 fee when shoppers using SNAP (EBT), SNAP Market Match, WIC, and Senior FMNP.



For more information on the plastic bag ban visit:

<https://ecology.wa.gov/Waste-Toxics/Reducing-recycling-waste/Waste-reduction-programs/Plastics/Plastic-bag-ban>

### **MARKET FEES**

All vendors must pay a \$50 application/membership fee each season. Each vendor will pay a daily stall fee determined by their booth size and gross sales. Each base stall fee is based on 10x10 booth space. Additional space must be requested in advance and fees apply.

Vendors must accurately report their gross sales to the market. This includes, but is not limited to, cash, credit, debit, WIC, EBT/SNAP Tokens, SNAP Market Match, Senior FMNP, PoP Bucks, Market Bucks, and Gift Certificates. Failure to accurately report gross earning will complete an audit and may be deemed ineligible to return to the Shoreline Farmers Market. Your individual sales information will not be shared, only in aggregate. This information is used to secure funding, track sales trends, and support legislation.

<b>Vendor Fee based on 10x10 space (\$40 min)</b>		<b>Additional Stall Fees</b>	
Craft	7%	Additional 10x5 booth space	\$15 per market day
Farm	8%	Additional 10x10 booth space	\$30 per market day
Processor	8%	Additional 10x20 booth space	\$60 per market day
Prepared Food	9%	Cancellation – less than 48 hours **	\$40
Food Truck	\$75 (flat fee)	Late Arrival ***	\$10
Non-Profit	\$0 (no sales allowed)	Health Code Violation	\$25

Vendors are required to bring their own booth equipment including canopy, weights, table, signage, etc. These items may be available for rental with advanced notice. See Market for more details.

Weights (25lb each)	\$5 each or \$20 for all canopy corners
Canopy (10x10)	\$30 per market day
Table	\$10 per market day

\*\* Cancellations made after noon on Thursdays will be charged \$40.

\*\*\* Vendors arriving after 9:30am will be charge \$10.

### **END OF DAY CHECK OUT**

Vendors will not be allowed to check out prior to 2pm. You will receive your market receipt to complete at 1:30pm. Complete the form and include any Market currency in the envelope provided (SNAP, Market Match, PoP Bucks, Market Bucks, Bicycle Bucks, and Gift Certificates).

- WIC and Senior FMNP checks will be transitioning to an electronic benefits card in 2023. These benefits will used directly at the vendor's stall. Paper checks are no longer issued or accepted.
- We cash you out at token exchange at the end of the day. (SNAP, Market Match, PoP Bucks, Market Bucks and Gift Certificates). Vendors will be reimbursed by Market at the end of the day via check or cash.

### **VENDORS AND PRODUCTS ALLOWED AT THE SHORELINE FARMERS MARKET**

*All language taken from the WSFMA Roots Guidelines*

**FARMERS:** One who raises produce, plants or botanicals, or animals which they sell at WSFMA Member Markets on land they own, lease or rent, in the State of Washington or border counties. The definition of Farmer may also include someone who processes produce, fruit, berries, botanicals, meats, honey, etc., which is grown, raised, or harvested on their own, leased or rented property, in the State of Washington or border counties and then turned into value added product(s) such as jams, cider, salsa, vinegars, alcoholic beverages (\*), essential oils or any other botanical use. It may also include Farmers who raise the basic ingredient(s) of a product, but who must send it out for fundamental processing, either within Washington State or border counties, before creating the value-added product. Such Vendors might include those Farmers selling certain essential oils, smoked meats or fish, etc. This excludes Resellers or those who might work on or manage a corporately owned farm and have permission to dispose of surplus product.

- **SEAFOODS:** In the case of seafood, the vendor must own, lease, or operate the fishing vessel or own, lease or rent the parcel of land where the seafood is caught or harvested for sale at WSFMA Member Markets. The vendor must be a legal resident of the State of Washington.
- **\*ALCOHOLIC BEVERAGES:** Alcoholic beverages such as Mead, Cider, Beer, Distilled Spirits and Wine must be made entirely from ingredients grown in Washington, or from grapes grown in a recognized Washington appellation, except for certain additives required for processing which cannot be produced in the State of Washington, not amounting to more than 5% of the total volume of the beverage.

**PROCESSORS:** One who sells foods that they have personally prepared or processed on property that they own, lease, or rent in the State of Washington. Processors are persons offering fresh food products (such as meats, seafood, ciders, wines, baked goods, jams, nuts, 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/nuts, etc.), but have not raised the ingredients themselves. All Processors must meet all Federal, State, County and local Health Department requirements. All appropriate permits and licenses must be submitted and filed with the Market Manager. Processors must produce their products in Washington State only, or in the border counties listed in Appendix A. Processed food producers should use ingredients from Washington State farms or waters as much as possible, and WSFMA Member Markets should give stall preference to those Processors who use ingredients from Washington State farms or waters.

- **SEAFOODS:** In the case of seafood vendors, the product must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska and British Columbia.

- **ALCOHOLIC BEVERAGES:** Alcoholic beverages such as Mead, Cider, Beer, Distilled Spirits and Wine must be made entirely from ingredients grown in Washington, or from grapes grown in a recognized Washington appellation, except for certain additives required for processing which cannot be produced in the State of Washington, not amounting to more than 5% of the total volume of the beverage.

**PREPARED FOOD VENDORS:** Prepared Food vendors (Concessionaires) offer freshly made foods, available for sale and immediate consumption on-site. Prepared Food vendors shall submit and also possess and maintain all required State, County, and local Health Department permits. All appropriate permits and licenses shall be filed with the management of the market through Manage My Market. Prepared Food vendors should use ingredients produced in Washington State as much as possible. Prepared Food vendors from border counties are only allowed to sell at WSFMA Member Markets operating along the Washington State border.

**ARTISANS/CRAFTERS:** One who creates with their own hands the products they offer for sale or providers of skilled craft services at the market, such as on-site knife sharpening or tool refurbishment. To qualify as an Artisan/Crafter, a majority of the tools and equipment used to produce their products must require skill, personal handling and/or manipulation, including second-hand items that are recycled, re-purposed and/or skillfully and creatively refurbished for new or improved use. Artisans/Crafters should incorporate materials grown or produced in Washington State as much as possible and create their products in Washington State only.

### **VENDORS AND PRODUCTS PROHIBITED**

- No Commercial or Imported Items
- No Second Hand Items (Exception: Those vendors who take a second hand item and recycle that item into a new use)
- No Franchises: Those who have entered into an agreement or received a license to sell a company's products and/or use a company's packaging, logo, ingredients, and/or marketing tools under that license or any franchise agreement (interested businesses should inquire about Sponsorship Opportunities to request a space)
- No Non-Owner Operated Businesses: Only those businesses that are operated and controlled by their Washington State-based, or border county-based, owners are permitted
- No Out-of-State Processing: All processed products sold must be processed within Washington State or the border counties.
- No Resellers
- No CBD products

### **PERMITS, LICENSES, & INSURANCE REQUIREMENTS**

Vendors are required to obtain and provide market with permits, licenses, and insurance. Documents are required to be uploaded to Manage My Market. Vendors are required to keep copies of these documents at their booth for inspection. Failure to submit these documents will result in loss of Approval status.

**INSURANCE:** All Shoreline Farmers Market vendors are required to carry Commercial General Liability insurance and name the Shoreline Farmers Market as an Additional Insured. Policy limit should be a minimum of 1 million per occurrence with a 2 million aggregate limit.

Vendors must provide the Shoreline Farmers Market with a copy of the "Certificate of Liability Coverage" that shows the Shoreline Farmers Market Association as an "Additional Insured" or that the policy has a "Blanket Additional Insured" in the "Description of Operations" section. (Being only named as "Certificate Holder" is insufficient.) Please email certificate of insurance to [info@shorelinefarmersmarket.org](mailto:info@shorelinefarmersmarket.org) AND upload to Licenses

portion of Manage My Market (there will be a specific space for your Commercial Liability Insurance).

*Additional Insured Name/Address:* Shoreline Farmers Market Association, 17500 Midvale Ave N., Shoreline, WA 98133

**STATE BUSINESS LICENSE/UBI NUMBER:** The market requires each vendor to obtain a WA State Business License and UBI Number. A UBI number is a 9-digit number that registers you with several state agencies and allows you to do business in Washington State. A UBI number is sometimes called a tax registration number, a business registration number, or a business license number. To apply for a license go to: <https://bls.dor.wa.gov/faqlicense.aspx>.

**CITY BUSINESS LICENSE:** Shoreline requires all businesses to be licensed if they are:

- Located within City limits and generating \$2,000 or more per year within City limits, or
- Located outside City limits but conducting business within City limits and generating \$2,000 or more per year within City limits.
- **Exemptions** include the following:
  - Farms (agricultural product revenue).
  - Businesses that only deliver goods purchased outside of the City.
  - Retail sales at events sponsored by the City or a 501(c)(3) nonprofit that occur six (6) days or less and gross five thousand (\$5,000) or less yearly within the City.
  - Recreation instruction or performance service at events sponsored by the City or a 501(c)(3) nonprofit that gross five thousand (\$5,000) or less per calendar year within the City.
- Please file or renew your City business license on FileLocal, starting January 3, 2019.  
If you would like assistance navigating the FileLocal system, please call FileLocal directly at: 225-215-0052 or 1-877-693-4435, or email [FileLocal@e-govsystems.com](mailto:FileLocal@e-govsystems.com).

**SPECIALITY PERMITS & OTHER LICENSES:** Vendors are responsible for obtaining all necessary permits, inspections (food, agricultural & nursery plants), and paying their own taxes.

[Licenses and Permits Needed to Sell at Farmers Markets in Washington State](#)

Please visit [www.ShorelineFarmersMarket.org/vendor-requirements](http://www.ShorelineFarmersMarket.org/vendor-requirements) for more information.

- **KING COUNTY HEALTH DEPARTMENT REQUIREMENTS:** Representatives from the Health Department conduct periodic health code inspections at all farmers markets in King County. On all other market days, market staff is required by contract to check for compliance on behalf of the Health Department. If you need additional help navigating the Health Department, contact King County at 1-800-325-6165.
- **Temporary Food Establishment Permits** – Vendors required to purchase a Permit from the Health Department each calendar year include those selling fresh or frozen meat, poultry, seafood, eggs and/or dairy products, potentially hazardous processed and/or prepared foods, and anyone wishing to sample non-exempt processed or value-added products. Vendors must upload a copy of their Permit to their Manage My Market application and always have a copy on site.
- **Sampling** – King County Health Department guidelines must be followed at vendor booths for food demonstration and sampling. All vendors must have either a permit to sample or must apply for a (free) exemption from the Health Dept (as in the case of farmers only sampling raw, non-potentially hazardous produce). Vendors MUST consult with the Health Department regarding these regulations (including sneeze guards, hand-washing stations, etc.). Sampling, if permitted, must take place within the boundaries of the vendor's assigned stall space. Sampling may occur provided the vendor has hand-washing in the booth, protects the samples from contamination, and serves the samples with single

service utensils such as toothpicks. Potentially hazardous foods can be sampled as long as they are hot or cold.

- **Food Handler's Permit (Food Worker Card)** –Any person who works with unpackaged food, food equipment or utensils, or with any surface where people put unwrapped food must have a Food Handler's Permit. This includes farmers who are offering samples of fresh produce to shoppers (which requires a hand-washing setup at your booth). Vendors must upload a copy of their Permit to their Manage My Market application and also carry their card at all times when handling food. King County Health Department requires that all food be kept at least 18" above the ground (including compost).

**WASHINGTON STATE DEPT. OF AGRICULTURE LICENSES FOR FARMERS:** Some farmers may be required to provide copies of current WSDA licenses allowing them to produce and sell particular products. Required WSDA licenses include, but are not limited to: Egg Handler License, Milk Producer License, Milk Processing Plant License, Pesticide Applicator License, Honey Bee Hive Registration, and Organic Certification. These documents should be uploaded and submitted via Manage My Market.

**FISH & SHELLFISH REQUIREMENTS:** Vendors who sell fish or shellfish must have all proper licenses from the King County Health Department and the Washington State Dept. of Fish and Wildlife (such as, Commercial Fishing License, Wholesale Fish Dealer License, Direct Retail Endorsement License, and/or Aquatic Farmer Registration). Vendors selling shellfish must have additional licenses from the Washington State Dept of Health. Sale of any processed seafood products (shucked, smoked, canned, etc.) requires a WSDA Food Processor License.

**PROCESSED FOODS:** All farmers and vendors who sell processed foods MUST have a current Food Processor License from the Washington State Department of Agriculture. These foods include, but are not limited to, baked goods, dried fruits, vegetables and herbs, teas, ciders, preserves, jams, jellies, salsas, fresh cheeses, canned or dried fish and meats, and condiments. Beekeepers that process their own honey do not need a Food Processor's License, unless the honey is sold wholesale. Vendors who sell processed foods are responsible for understanding and meeting all WSDA and King County Health Dept. requirements for processing and selling food.

**ALCOHOL SALES/SAMPLING:** All businesses selling or sampling alcoholic beverages must be licensed by the Washington State Liquor and Cannabis Board (LCB). To sell at farmers markets, vendors must also acquire a Sale/Sampling at Farmers Markets Endorsement. Sampling at farmers markets is limited by the LCB to 3 sampling vendors per market day. Sampling must be pre-approved by the Market.

**FORAGING:** Each national and state park within Washington State has its own requirements, guidelines, permits and fees for foraging mushrooms and other wild growing edibles. The WSDA "Green Guide" spells out requirements for harvesting and selling wild mushrooms. Only species allowed by the WA State Dept of Health may be sold at farmers markets

## **COMMUNITY CONNECTIONS & PROGRAMS**

### **Market Gleaning:**

- The Shoreline Farmers Market vendors generously donate appx. 3000 pounds of fresh fruits and vegetables to our food insecure community. We partner with Hopelink, a Shoreline-based food bank, and they will be available to collect donations from farmers after the market ends each day.
- You are not required to participate however your community support is encouraged and appreciated.

### **Market Programs:**



- SNAP Market Match – Matching incentive program for SNAP/EBT Food Access Program participants. The color of the paper currency changes yearly and vendors may NOT accept expired currency. The 2023 season color is green.
- WIC/Senior Farmers Market Nutrition Program – The market and select vendors accept these electronic benefits (formerly paper checks). Requires authorization from FMNPTeam@doh.wa.gov.
- Market Bucks/Gift Certificates - Orange paper Market Bucks (\$1, \$5, & \$10) that can be treated as cash.
- Power of Produce (PoP) Kids Club – PoP Bucks (\$1 purple paper coupons) distributed to kids that can be used to purchase fruits and vegetables at the market. PoP hosts an educational kids activity every week.
- Musical Performances – The Market offers a space for local musicians to play music for their community.
- Find Broc – Hide and seek game for kids. A large stuffed Broccoli is hidden in vendors booths. We ask that vendors participate if asked and able.
- Bicycle Benefits – Bike Bucks (\$2 blue paper coupon) for customers that bike to market and purchase Bicycle Benefits sticker.

### **Shoreline Farmers Market Currency**

The Market will not reimburse vendor for currency from another farmers market or for expired SNAP Market Match currency. We do not accept Fresh Bucks, they are only valid in the City of Seattle. Vendors will receive a paper copy of Market Currency to be stored on site for vendors reference and it is available in Documents of Manage My Market.

## Shoreline Farmers Market Currency 2023

Record on sales sheet & redeem at the info booth upon checkout



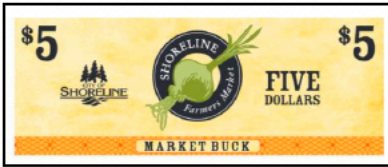
**SNAP (Supplemental Nutrition Access Program)**  
These tokens are worth \$1, \$2, \$5, \$10 each and **change cannot be given for them**. Tokens may be used to purchase: bread, cereals, meat, poultry, dairy products and produce. It cannot be used to purchase non-food items such as flowers, hot foods, or alcohol.



**SNAP Market MATCH** is a state-wide matching incentive program used by SNAP/EBT shoppers at WA Farmers Markets. These may be used to purchase fresh, dried and frozen fruits and vegetables, fresh and dried mushrooms, herbs and food-bearing plant starts only. **No change can be given.**



**PoP Bucks** are given to kids participating in the Power of Produce (PoP) program aimed at teaching kids about local fruits and vegetables. PoP bucks may be used to purchase: fruits, vegetables, herbs, and plant starts that grow fruits, vegetables, or herbs. **No change can be given.** They do not expire.



**Market Buck** can be used to purchase anything at the market, including flowers and alcohol. These should be **treated as cash**, so change may be given. They do not expire.



**Bicycle Buck** can be used to purchase anything at the market. These should be treated as cash, so change may be given. They do not expire.

**FMNP (Farmers Market Nutrition Program) WIC & Senior Checks** may only be accepted by registered growers with FMNP grower numbers. Limited to fresh produce and fresh herbs. Formerly paper coupons these have been transitioned to electronic benefits in 2023. Market Code: 0182