



SEATTLE NEIGHBORHOOD FARMERS MARKETS

FOOD + FAMILIES + FARMS

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2024 Neighborhood Farmers Markets Locations + Schedules

<p>University District Farmers Market University Way NE between NE 50th and NE 52nd St Saturdays, Year-Round, 9:00 am – 2:00 pm</p>	<p>Market Manager Contact 206-769-6572 UDFM@seattlefarmersmarkets.org</p>
<p>West Seattle Farmers Market California Ave between SW Alaska and SW Oregon Sundays, Year-Round, 10:00 am – 2:00 pm</p>	<p>Market Manager Contact 206-851-1716 WSFM@seattlefarmersmarkets.org</p>
<p>Capitol Hill Farmers Market E Barbara Bailey Way between Broadway and 10th Ave E Sundays, Year-Round, 11:00 am – 3:00 pm</p>	<p>Market Manager Contact 206-841-2374 CHFM@seattlefarmersmarkets.org</p>
<p>Capitol Hill Tuesday Farmers Market E Barbara Bailey Way between Broadway and 10th Ave E Tuesdays, 3:00 pm – 7:00 pm, June 4 – September 24</p>	<p>Market Manager Contact 206-841-2374 C2FM@seattlefarmersmarkets.org</p>
<p>Columbia City Farmers Market Edmunds Street between 36th and 37th Ave S Wednesdays, 3:00 pm – 7:00 pm, May 1 – October 9 Second Saturday Markets, 10:00 am – 2:00 pm, Dec. – April</p>	<p>Market Manager Contact 206-428-8230 CCFM@seattlefarmersmarkets.org</p>
<p>Phinney Farmers Market 67th Ave N at the Phinney Neighborhood Center Fridays, 3:00 pm – 7:00 pm, June 7 – September 27 Harvest Market November 22</p>	<p>Market Manager Contact 206-218-2919 PHFM@seattlefarmersmarkets.org</p>
<p>Magnolia Farmers Market W McGraw St between 32nd and 33rd Ave W Saturdays, 10:00 am – 2:00 pm, June 1 – October 12 Harvest Market November 23 Holiday Market December 7</p>	<p>Market Manager Contact 206-591-1528 MGFM@seattlefarmersmarkets.org</p>
<p>Lake City Farmers Market NE 125th St & 27th Ave NE (Lamb of God lot) Thursdays, 3:00 pm – 7:00 pm, June 13 – October 3 Harvest Market Saturday November 2, 10:00 am – 2:00 pm</p>	<p>Market Manager Contact 206-371-7427 LCFM@seattlefarmersmarkets.org</p>

About the Neighborhood Farmers Markets

The Neighborhood Farmers Markets (NFM) was founded in 1993 with a mission to support and strengthen Washington’s small family farm businesses while educating consumers about seasonal eating, local agriculture, and the importance of supporting our local farm economy. From early volunteer-powered days at the University District Farmers Market to today, the NFM has worked for the benefit of the community, the vendor, and the consumer alike. Today, the NFM’s programs include eight producer-only markets, food access programs that ensure equal access to fresh food for all income levels, and the Good Farmer Fund. Since 2008, the Good Farmer Fund has awarded over \$745,000 in grants to help farmers recover from emergency situations such as unavoidable crop loss, fire or weather-related disasters.

The NFM is a registered 501c3 charitable organization powered by a committed community of farmers, vendors, and Seattle neighborhoods.

Governance

A Board of up to 15 directors governs the NFM and plays an important role in guiding the organization. The role of the board is to provide mission-based leadership and strategic governance, including setting policies to ensure the organization and the markets run effectively, legally, and in a financially responsible manner. The NFM Board includes four Farmer Representatives who are elected at the Annual Vendor Meeting. Other board members are volunteers who support the goals of the NFM and have vital professional experience. Each member can serve up to three two-year terms. For a complete list of current board members, please visit the NFM website.

Elected Farmer Board Representatives

In addition to the duties of the NFM board members, elected Farmer Representatives are responsible for awarding requests for emergency assistance from the Good Farmer Fund, providing issue analysis, and discussing policy or concerns related to our vendor community and financially sustainable markets.

Christina White
Elected February 2021
Native Candy
nodinx23@uw.edu
509-823-7884

Jeremy Foust
Elected March 2022
Left Foot Farm
info@leftfootfarm.com
253-370-6884

Genine Bradwin
Elected February 2020
Kirsop Farm
kirsopfarm@gmail.com
360-402-5028

David Mackie
Elected February 2021
Skinny Kitty Farm
skinnykittyfarm@gmail.com
206-366-5276

NFM Staff

Jennifer Antos	Executive Director
Janet Hurt	Programs Coordinator
Laura Titzer	Director of Farmers Market Operations
Katherine Boury	Director of Development & Communications
Nicole Dade	Bookkeeper
Josie Hinke	Marketing & Communications Manager
Joey Lu	Food Access Coordinator
Ray Borelli	Development Coordinator
Justine Beres	Market Manager, Vendor Outreach & Support Specialist
Molly Burke	Market Manager, Programming Specialist
Shane Clyburn	Market Manager, Community Engagement Specialist
Sarah Cohn	Market Manager, Programming Specialist
Valerie Franzen	Market Manager, Vendor Outreach & Support Specialist
Dannette Lombert	Market Manager, Vendor Outreach & Support Specialist
Dylan Olson	Market Manager, Personnel Specialist
Madison Silva	Market Manager, Operations Specialist

NFM to Vendor Communication

The NFM primarily communicates with Vendors through email. Vendors are required to read all email communications thoroughly and share relevant information with market staff, as they contain important and time-sensitive information. Market staff are encouraged to contact the Market Manager and sign up to receive weekly updates. Regular email communications from NFM include the following:

1. **Weekly Vendor Emails:** Market Managers will send a weekly vendor update email prior to each market. This email includes layout changes, operational updates, food access information, and any other time-sensitive updates related to the upcoming market. Weekly emails should be shared with all staff working the market.
2. **Monthly Vendor Newsletter:** The NFM circulates monthly vendor updates on important all-market, org-wide updates and information for all Vendors.

Criteria for Vendor Participation

General Requirements for All Vendors

1. All Vendors must be the owner and operator of the business named on their application. No Vendor may operate under a franchise, corporate ownership, or multi-level marketing agreement, or engage in resale of any kind.
2. All farms and businesses must be located in Washington State.
3. The NFM uses the market management platform Marketspread to coordinate vendor applications, scheduling, layouts, and invoicing. All Vendors are required to create a Marketspread account in order to participate in NFM markets.
4. Vendors may only sell products listed on their application and approved by the NFM. All Vendors must include a detailed list of products each year during the application process, clearly noting if they are intending to add or omit products that they sold the previous year. To ensure that each market has a balanced product mix and does not

become oversaturated with a certain item, the NFM may need to limit one or more products listed on a Vendor's application.

5. Vendors must inform the NFM as soon as possible if they will not be able to bring their full roster of approved products to a market. All requests or updates regarding adding, discontinuing, or making any other changes to a Vendor's list of products after the Vendor has been approved to sell must be updated in Marketspread and reviewed for approval by the NFM.
6. Vendors must apply each year to participate in markets annually. Acceptance does not entitle Vendors to particular locations within a market; the NFM has full discretion to determine a market's layout and stall space assignments. Change in stall space assignment for Vendors may occur at the NFM discretion.
7. Vendors must abide by all local, state and federal labor and wage laws. This includes Seattle's Minimum Wage Ordinance, which establishes minimum wage standards for employees working within Seattle city limits.

Pre-Admission Inspection

New applicants who wish to sell at NFM markets will not be granted full admission until the NFM completes an onsite farm visit or ingredient sourcing audit and is satisfied with the results. New applicants, however, may be admitted on a provisional basis pending a satisfactory onsite inspection. The NFM will contact, as appropriate, new applicants who wish to sell to schedule an on-site inspection.

Evaluation Criteria for Vendor Applications

Vendor participation in markets is determined by the NFM staff, whose job is to operate successful markets that offer Washington farmers a viable place to sell their products. Vendors will be accepted to markets with these goals in mind:

- Creating a ratio of at least 70% farmers and approximately 20% processors and 10% prepared food Vendors
- Providing a well-balanced mix of high-quality products.
- Meeting the unique demands of each market neighborhood's customer base.
- Creating a healthy mix of experienced Vendors while also providing opportunities for new Vendors.
- The NFM is committed to supporting and developing small startup food businesses and new farms. Processors and prepared food Vendors whose businesses have grown to include multiple sales outlets and brick & mortar operations are given lower priority than startup businesses.

The NFM makes decisions about who will sell based on, but not limited to, the following factors and preferences, in no particular order:

- History of successful participation in markets including punctuality, satisfactory stall and site inspections, consistent attendance, and absence of consumer or vendor complaints.
- Enrollment in all eligible food assistance programs in alignment with NFM's goals of increasing food access.
- History of constructive, respectful, and courteous interactions with Market Managers and other NFM staff, including compliance with directions onsite.
- History of acting respectfully and courteously towards shoppers and other Vendors
- Effective enhancement of consumer knowledge of products being sold and how they were produced, as measured by the Vendor's presence, staff knowledge, and the quality of stall displays, brochures, and/or handouts.
- Timeliness of payments to the NFM.
- Adherence to NFM policies and applicable state and local laws.

- Preference given to farmers who are making value-added goods from raw agricultural products they grow themselves.
- Farmers who use environmentally responsible and sustainable growing, breeding, raising, and harvesting methods. The NFM looks to add new farms who are stewards of the land and contribute positively to their farms and the environment.
- Direct sourcing from Washington farms for value-added products and hot food.
- Preference given to non-agricultural producers whose product offerings do not directly compete with nearby brick-and-mortar businesses.

Limitations on Participation

Participation privileges are market-specific and may be limited by duration or product offering. For example, a Vendor may be approved to sell strawberries and blueberries year-round at one market but may be permitted only to sell strawberries in the summer at another market. Participation privileges may be limited, suspended, or terminated for noncompliance with the rules laid out in this handbook. Participation privileges may be limited, suspended, or terminated between seasons as required to support the success of any market.

Transfer of Space

1. The NFM does not contract or guarantee market space to any farmer or business outside of the current year.
2. Vendors may not sublet or loan stall space to others.
3. Vendors who sell their business cannot transfer their market spaces or their market acceptance to the new owner. The new owner must submit an application for review and meet all other criteria for acceptance, and the NFM does not guarantee acceptance.

Vendor Categories

All Vendors approved to sell in NFM markets belong to one of the following three categories and must observe the applicable product requirements. The NFM maintains full discretion to determine which category that a Vendor belongs to based on their overall business operations. Products sold at market do not solely determine a Vendor's category.

Farmers

This category includes Washington State farmers, orchardists, ranchers, fishers, wild harvesters, flower growers, beekeepers, mushroom cultivators, and nursery stock growers.

- Farmers may sell only what they have grown, harvested, and produced from their own farm. This includes all fresh fruits and vegetables, dairy, meats, poultry, honey, nursery stock, cut flowers, fish, shellfish, and foraged items.
- Farmers and nursery operators must propagate all plants and flowers from seed, cuttings, bulbs or plant division.
- Honey vendors must be the owner-operators of bee hives from which they sell honey; hives must be registered with the WSDA.
- Farmers may sell value-added products for which they grow more than 51% of the primary ingredients.
 - Examples of value-added products include: preserves, jams, jellies, juices, cider, wine, beer, syrups, salsas, ferments, smoked or canned meats or fish, dried fruit and herbs, flours, vinegars, sauces, and dressings.
 - Farmers may supplement with raw ingredients from other Washington farms if they are unable to sustain production of their value-added products with their own ingredients. Based on seasonality of product ingredients, NFM will work with farmers on a case-by-case basis, but out-sourced ingredients should not exceed 50%.

- Value-added products for which the farmer is not producing the primary ingredients may be allowed upon approval by the NFM and may not exceed 20% of total displayed inventory (e.g., scones to support sales of berries and berry jams).
- Preference is given to farmers who are personally cooking, canning, baking or preserving their processed products with their own equipment, and secondarily to those personally supervising their own raw ingredients used in accordance with their own recipes in a permitted facility. Situations in which third-party processing is deemed necessary (e.g., fish that is canned by a third party) will be considered on a case-by-case basis.
- All of the following items are intended as a supplement to edible products & nursery/flower inventory and cannot exceed 20% of total displayed inventory on market day; however, during the winter season this percentage may vary upon prior approval by the NFM.
 - Non-edible crafted farm products (such as wreaths, roping, arrangements of dried flowers and vegetation, decorative gourds) are allowed and must be created by the grower/producer of the raw materials.
 - Beeswax products are allowed from honey producers only.
 - Other non-edible crafted farm products will be considered on a case-by-case basis.

Processors

This category includes Vendors that are creating processed or value-added foods not adequately represented in the markets by farmers. Examples include preserved foods, fermented foods, bread and baked goods, confections, pasta, and other packaged foods not prepared at market for ready-to-eat consumption.

- Processors can only sell foods produced and cooked by the Vendor from raw ingredients. No commercially prepared dough mixes, crusts, shells, or fillings are allowed.
- The NFM requires all processors to purchase at least 20% of their raw ingredients from Washington farms. Priority is given to those who center local sourcing in their products (above the 20% minimum) and purchase ingredients from NFM farms.
- Beer or cider in this category must use Washington farm ingredients. The NFM prioritizes processors who are processing alcohol as a value-added product to their farm product mix.
- All processed food offered for sale at markets must have been processed at a facility with a current food processing license. "Processing" means canning, extracting, fermenting, distilling, pickling, freezing, baking, drying, smoking, grinding, cutting, mixing, coating, stuffing, packaging, bottling, or any other process to treat, preserve, or package food.
- Vendors must provide copies of all necessary licenses for the production of the processed product to the NFM before offering any processed product for sale.
- Processors must retain proof of purchase for locally sourced ingredients and be able to produce them at the request of the NFM. Failure to comply may impact acceptance into markets.

Prepared Food Vendors

This category includes vendors who prepare ready-to-eat foods at the markets for immediate consumption, and who are not farmers. Examples include: tamales, crepes, empanadas, sandwiches.

- The NFM requires prepared food Vendors to purchase at least 20% of their basic ingredients from Washington farms. Priority is given to those who center local sourcing in their products (above the 20% minimum) and that purchase from NFM farmers.
- Based on market needs and offerings of neighboring businesses, prepared food Vendors may be permitted to sell brewed coffee as a complement to their menu. Brewed coffee may be permitted only as a supplemental product and

must not impact a vendor's ability to meet the NFM's local sourcing requirements. Coffee must be Direct Trade Certified and roasted in Washington State.

- Selling bottled water or mass-produced sodas/beverages is not allowed, but beverages made by the vendor may be approved (such as lemonade with seasonal market berries).
- Prepared food Vendors must retain proof of purchase for locally sourced ingredients and be able to produce them at the request of the NFM. Failure to comply may impact acceptance into markets.

Product Eligibility

Eligible Product Requirements

- All products sold at market must contain, at minimum, 20% of the product's basic ingredients from Washington farms. This includes secondary products that may complement a Vendor's primary product (e.g. pita bread that is sold with hummus must contain grain from Washington farms/mills). Priority is given to those who center local sourcing in their products (above 20%) and that purchase from NFM farmers.
 - Exceptions to this rule may be approved by the NFM on a case-by-case basis, if a product's primary ingredient cannot be grown or produced in Washington (e.g. kombucha).
- NFM requires samples of all value-add products. Samples must include a list of ingredients, specifying which ingredients are locally sourced.
- Vendors may only sell products listed on their application and approved by the NFM. All Vendors must include a detailed list of products each year during the application process, clearly noting if they are intending to add or delete products, they sold the previous year.
- Products sold at market do not determine which vendor category a business is assigned. The NFM maintains full discretion to determine which category a Vendor belongs to based on their overall business operations.

Ineligible Products

NFM does not allow the sale of the following:

- Products produced outside of Washington.
- Resale or second-label products of any kind.
- Crafts, pet food, and non-food items. Craft-like items grown and processed by the producer such as: flowers, tinctures, beeswax candles, wool products, are allowable.
- Products not grown and/or processed by the Vendor.
- Nationally/Internationally distributed products (defined as distribution to 10+ states OR determined by percentage of total business sales).
- Genetically modified crops and products treated with growth hormones.
- Recreational or medicinal cannabis and marijuana products, or other products containing THC or CBD.

Local Sourcing Requirements

The NFM and all operators of farmers markets in Seattle require processors and prepared food Vendors to purchase at least 20% of their basic ingredients by cost from Washington farms. If a Vendor does not meet local sourcing requirements, the Vendor's market acceptance may be revoked. All locally sourced ingredients must be clearly listed in a Vendor's application and should be communicated truthfully to the NFM and to the public thereafter.

The NFM defines local sourcing as the direct purchase of products grown/raised/caught/gathered/foraged in Washington or purchased from an approved third-party distributor whose products are sourced from Washington farms. Third-party

distributors must be able to reliably confirm that products are sourced from Washington farms (e.g. Charlie's Produce is not an approved distributor).

- Local Sourcing audits will be conducted during the summer months when Vendors will be required to provide proof of purchase of ingredients from Washington farms. Acceptable proof of purchase includes receipts, invoices, or written confirmation from an NFM farmer verifying purchase.
- Processors and prepared food Vendors are required to provide market booth signage highlighting locally sourced ingredients. Additionally, Vendors are strongly encouraged to visibly promote local sourcing practices through their preferred marketing and outreach strategies (newsletters, social media, etc.).

NFM evaluates local sourcing by reviewing a product's primary ingredients. "Primary Ingredient" is defined as an ingredient (raw) of a product that represents more than 51% of that product.

- Primary Ingredient Examples:
 - Bread must contain grain from Washington farms/mills.
 - Jam must contain berries from Washington farms.
 - Pies/pastries/pupusas will center the filling ingredients and/or flour as the primary ingredient. Some pastries may have a combination of flour and other ingredients like added fruit to comprise primary ingredients – these will be determined on a case-by-case basis.

Promotional Merchandise + Other Products

All vendors are encouraged to sell reusable produce bags without prior approval from the NFM. Additional promotional merchandise products (such as t-shirts, large totes, hats, or aprons) are limited to one product for sale at any given time and must be approved by the NFM. The NFM markets are intended to be food and farm-only markets.

Market Attendance + Cancellations

Attendance Expectations

1. Once approved, Vendors are obligated to attend and pay for all scheduled market days. Exceptions may be made on a case-by-case basis for seasonal delays for farmers. Vendors who fail to keep their scheduling commitments to their permitted market dates jeopardize the success of the markets as a whole and may have their market acceptance revoked.
2. Vendors are expected to attend all market days for which they have been approved. If the NFM suspects that a Vendor is not attending a given market solely because of poor weather or anticipated slow sales, the NFM may take such conduct into account when reviewing an application renewal; such conduct may also result in disciplinary action.
3. Ability to staff markets should be planned out before Markets begin. Vendors are responsible for ensuring they can commit to their market dates. If staffing has become an issue, please reach out to the specific Market Manager to discuss options.
4. The NFM recognizes that not all Vendors have the product capacity to attend weekly. The NFM will make arrangements with any Vendor under these circumstances to allow for rotations to support each Vendor's needs and capacities.

Cancellation Policies

1. All market cancellations require a minimum of 48 hours' notice. Vendors who cancel less than 48 hours before market opening may incur a late cancellation fee equal to the daily base stall fee.
2. If a Vendor must cancel with less than 48 hours before market opening, the Vendor must call the market cell phone to notify the Market Manager.
3. If a Vendor must drop a market for the entire season (including seasonal markets before Opening Day), they must give as much advance notice as possible — four weeks is preferred. The NFM understands that this may not be possible in emergency situations.
4. Vendor cancellations of market dates due to health, business failure, or other extraordinary circumstances will be taken into consideration regarding any fees due.
5. Any Vendor who fails to attend three of their scheduled market dates during the season without proper advance notice may lose their approval to sell at all markets.
6. Any Vendor that has two or more “no call/no shows” at a Market in a 30-day period may have their selling privileges suspended for the remainder of the season. A Vendor is assessed a “no call/ no show” if they did not attend the market and did not notify the Market Manager of their absence prior to market opening.
7. Absences in the first three weeks or final three weeks of a seasonal market, regardless of compliance with other rules, may impact a Vendor's participation in markets in subsequent seasons.

Holiday Market Cancellations

Vendors must provide at least 14 days' notice if they must cancel the following markets during the 2024 season:

- UDFM: November 30, December 21, December 28
- CHFM: December 1, December 22, December 29
- WSFM: December 1, December 22, December 29

Market Day Operations + Management

The NFM has worked with the vendor community and Market Managers to develop rules that ensure a safe, successful, and efficient market day for everyone. The NFM reserves the right to prohibit the sale of any product and/or deny anyone the privilege of selling at any NFM markets at any time.

Market Managers

Market Managers have authority to interpret, apply, and enforce all policies within this handbook. Market Managers' roles include making admissions decisions related to a Market they oversee, determining the products that may be sold, making Market closure and adjustment decisions, overseeing setup and cleanup, making stall assignments, and handling disagreements.

Market Managers have full discretion to (a) evaluate whether poor weather, air quality, protests, or other factors or conditions in the area should result in a change in market operations and (b) adjust market operations, including, without limitation:

- Cancelling a market
- Changing setup or departure procedures
- Changing stall locations
- Evacuating the market

- Opening the market at a different time
- Closing the market early

Vendors will comply with all such Market Manager decisions. If the NFM decides in advance not to operate a market, the NFM will use reasonable efforts to notify relevant Vendors as promptly as possible.

Stall Sizes + Locations

Stall sizes and locations within each market are assigned by NFM staff based on the following considerations. On a case-by-case basis, the NFM will also consider shared booth spaces between two or more Vendors. Stalls not occupied 30 minutes prior to opening may be reassigned to a different Vendor in order to create a full market appearance.

- Available space
- Product type, quality, and customer demand
- Vendor's history of following NFM policies, rules, & guidelines
- Vendor's history of complaints and /or reported incidents
- Commitment to NFM markets and consistent attendance
- Commitment to local sourcing
- Reported sales history
- Whether or not the Vendor is primarily a direct-market business
- A record of no outstanding balances payable to the NFM

Punctuality + General Market Rules

1. Vendors must be set up and ready to sell by market opening time.
2. Vendors are allowed onsite up to 3 hours before the market start time. No Vendor should begin setup before the Market Manager arrives and finishes preparing the site. Market Managers have full discretion to vary arrival times based on local site conditions and regulations.
3. Vendors must arrive no less than 30 minutes prior to market opening time. If a Vendor fails to arrive at least 30 minutes prior to market opening time, Market Managers may refuse to allow the Vendor to set up and sell and charge a late cancellation fee for the Market day, reassign the Vendor's stall space, require the Vendor to off-load their products in or outside the Market, and/or revoke the Vendor's stall space reservation for up to two weeks.
4. Vendors may not sell prior to market opening or after market closing without Market Manager approval.
5. Vendors should not leave their booths, vehicles, or possessions unattended. Vendors that must temporarily leave their stall (e.g., for a restroom break) should post a sign indicating their expected return time. Neighboring market Vendors may sell for other Vendors in their absence. The NFM staff are not permitted to sell for market Vendors.
6. Vendors are required to stay until market closing. Vendors who sell out early must keep their stall set up until closing time and should post a sign letting customers know they have sold out. Booth disassembly (specifically a Vendor's tent, tent weights, and business banners) is not permitted until the market closes, without exception.
7. Individuals staffing stalls for Vendors must be an owner, a family member of an owner of the business, or an employee of the business, and in all cases a lawful authorized representative. Stall staff must comply with all relevant health and safety protocols, including those related to COVID-19 or other infectious diseases.
8. Vendors will report gross sales and vacate the site no later than 1.5 hours after the market is closed. Any exceptions must be approved by the Market Manager.

Stall Space Setup, Safety, + Clean Up

The NFM's intention is to support Vendors in creating a visually enticing, legal, safe market for customers, and to enable all Vendors to maximize their selling space. All Vendors are responsible for creating and maintaining clean, attractive, welcoming, and safe booth spaces.

1. All Vendors must set up their stall under a full canopy covering. Vendors must provide their own canopies, tables, and other necessary stall equipment. Equipment must be in good repair and not pose any hazard to the public or other Vendors.
2. Vendor stalls, selling space, signage, and vehicles must not extend beyond allotted boundaries of the stall space. Displays, canopies, tent walls, and signs must be in good repair and must neither obstruct visibility nor otherwise impair other Vendors' ability to sell nor create a hazardous situation for shoppers.
 - Tent walls should not be used between adjacent vendor stalls, as this obstructs visibility and overall continuity of the market. Exceptions may be made in certain circumstances (such as when weather conditions may affect integrity of a Vendor's product), but must be approved by the Market Manager.
3. Properly weighted canopies are critical for everyone's safety and Market Managers are required to enforce the following:
 - 25 lbs. non-variable weight must be attached to each and every canopy leg and/or umbrella stand during the entire duration of the market. **Vendors who do not come to the market with appropriate weights will be required to rent weights from the NFM and charged the current rental fee.**
 - Two canopies side by side require 50 lbs. of weight where the canopy legs meet.
 - Acceptable weights include sandbags in good repair and metal weights. No glass containers or other hazardous items can be used.
 - Vendors are responsible for ensuring that canopies are adequately weighted during inclement weather.
 - Damage incurred by a Vendor due to insufficient weights will be at the expense of that Vendor. In addition, if the NFM's liability insurance comes into play, the \$1000 deductible will be charged to the responsible Vendor.
4. Some Vendors may be allowed to use generators with Market Manager approval. Generators must be in good working condition (low emissions) and minimally disruptive to shoppers, other vendors, and the neighborhood at large.
5. Vendors are required to maintain their individual selling space in a clean, safe, and sanitary manner, including protecting the pavement from drips from any part of the Vendor's vehicle or stains from products and cooking.
6. Vendors with spaces on grassy areas, or who use grassy areas for storage, are encouraged to set up on a tarp to prevent damage to the grass. Ground tarps are also encouraged for Vendors selling berries, stone fruit, or other products that could stain the pavement.
7. Vendors are responsible for the complete cleanup of their space at the close of the market. This includes collecting all trash or garbage that is generated in or around the stall and sweeping up any product debris left on the ground.
8. Vendors are not permitted to dispose of produce waste, overripe or leftover produce, boxes, or unused prepared foods in any onsite garbage cans or dumpsters. Vendors must bring their own tarps, brooms, dustpans, and waste bags.

Vehicles, Parking, + Loading

Vendor parking is arranged differently at each market and may change throughout the season at the discretion of the Market Manager. In general, farmers are given priority for onsite parking, and parking is not guaranteed for any Vendor. Please reference individual Market Profiles for information on parking locations at each market.

1. Vehicles that are not parked onsite must be parked at least three blocks away from the market site or at the site designated for Vendors.
2. Unreliable vehicles (vehicles with any mechanical problems) are a safety hazard and will not be allowed onto market sites.
3. Vendors are required to cooperate with market staff when requested to move their vehicles or change parking arrangements.
4. Vendors who are not assigned onsite parking must unload all supplies and products in their designated space, park vehicle, and then return to unpack products and set up the booth space. **All vehicles must be offsite no later than 30 minutes prior to market start time.**
5. No moving vehicles are allowed on the market site until 15 minutes after closing time. Vendors must tear down and pack up their space as much as possible **before** bringing their vehicle on site.
6. Vendors may be required to pay parking fees to the NFM and/or parking lot owners.

Booth Signage + Labeling

Proper signage and labeling are essential to marketing vendor businesses, raising consumer awareness, and demonstrating transparency. Vendors must adhere to all labeling requirements specific to their products or as stated by the NFM, and must abide by the following:

1. All Vendors are required to post a sign identifying the name of the farm/business represented and where it is located (city and/or county). Signs must be a minimum of 24" wide by 8" high.
2. In keeping with Food Safety Modernization Act (FSMA) requirements, all farms should also display the complete business address of the farm where the produce was grown, and all Vendors should include their business contact information at their market booth. This information can be displayed on a banner, sign, product labels, or in any manner that ensures the business name and address is clearly visible to shoppers.
3. Vendors must limit their advertising of other types of marketing (CSA, other markets, wholesale venues, etc.) to brochures and/or small information signs next to their sales area.
4. Vendors who utilize A-Boards must keep the A-Boards out of shopper aisles and within the boundaries of their stall space.
5. All products for sale must be clearly marked with prices. This can be done individually or by posting one price sheet.
6. Vendors that accept food access currencies (SNAP Market Match, Fresh Bucks, FMNP, etc.) must display signage for each of these programs. The NFM can provide signage for these programs upon request.
7. Vendors that sell any product – including fresh fruits, nuts, and vegetables – in closed containers, including closed bags of any type, must clearly and conspicuously label such containers with the name, address, and ZIP code of the Vendor, and a declaration of identity and net quantity of the commodity in the package.
8. Vendors must fully and truthfully disclose all farming practices to consumers. This includes disclosure regarding greenhouse and hydroponic produce and plant production. The NFM connects a wide variety of producers and

consumers in the markets. Consumer trust relies heavily on good labeling practices, clear and honest communication, and transparency about how and where products are grown. Written and/or verbal declarations regarding farm practices which do not have a certifiable standard or accreditation such as “Unsprayed, Pesticide Free, Low Spray, Chemical Free” should not be used. Consumer queries regarding farming practices should always be answered factually and truthfully.

Fair and Honorable Marketing + Pricing Practices

1. Pricing of goods sold at market is solely the responsibility of the individual Vendor. Collective price setting is not allowed, as per the Attorney General, and may represent an illegal activity.
2. Vendors are discouraged from giving produce or other items away for free or at wholesale pricing, thus undercutting potential sales for other vendors. This does not include sampling.
3. Vendors must accept U.S. currency and all food access currencies for which their products are eligible.
4. Vendors must conspicuously post a clearly legible price per unit for each product available for sale. Posted prices must remain clearly visible to shoppers at all times.
5. “Hawking” or calling attention to products in a loud, repetitive, aggressive, public manner is strictly prohibited.
6. Sampling, if permitted by the King County Health Department, must take place within the boundaries of the Vendor’s assigned stall space.

Product Quality + Seconds

Quality fresh produce must be consistently and reliably available to the public in order for farmers markets to maintain or expand their place in local food systems. Low quality, inappropriately under/overripe, or otherwise inferior products, are noticed by shoppers and can undermine efforts to bring shoppers to farmers markets.

1. All Vendors are expected to bring the highest quality of produce and products to the market.
2. Foods that require special considerations (such as elderberries, mushrooms that must be cooked, parts of a plant that are toxic) must have appropriate signage and/or the Vendor must verbally inform all customers of these considerations. This also includes information about ripeness (e.g. if a fruit is very ripe and must be consumed immediately, or fruit that needs several shelf days to fully ripen).
3. Bulk discounts and “seconds” pricing are encouraged and must be labeled accordingly.

Theft Prevention

Farmers markets are bustling public places that create a prime environment for theft of goods or money. While it may be impossible to prevent losses entirely, the following are some basic precautions that Vendors should take in order to minimize loss. Vendors who observe suspicious behavior should alert the Market Manager or NFM staff immediately.

1. Secure Booth Setup
 - Consider any blind spots in your booth setup and rearrange your layout so that you can easily see products.
 - If you use a cash box or have a tip jar, secure them to your booth so they are not easily removed.

2. Minimize Opportunity

- If you need to leave your booth for any reason: Ask a neighboring Vendor or a market staff to watch your booth.
- If you are required to leave your booth unattended, be sure to take all of your cash, electronics, and valuables with you.
- Do not leave any valuables in your vehicle.
- Keep large bills in your wallet, money belt, or hip pack, etc. instead of your cash box.
- Regularly empty your tip jars.

3. Do Not Pursue a Thief

- The NFM understands how damaging and hurtful that theft of money or product can be to a Vendor, but keeping NFM staff and Vendors physically safe is paramount to all other losses. Under no circumstances does the NFM encourage chasing a thief. It is impossible to determine what will happen if a thief is apprehended and we do not believe that the risks associated with confronting a thief are worth any amount of money. Vendors should alert NFM staff immediately if there has been a theft in the market in order for the NFM to take action to reduce future loss.

Standard Operating Procedures + Safety Protocols

Market Profiles

In addition to this Vendor Handbook, the NFM also produces individual “Market Profiles” which provide important standard operation procedures and other information about each market, including setup and teardown procedures, traffic flow and parking, health & safety measures, and other topics. At the beginning of each season, the NFM will distribute paper and/or electronic copies of the Market Profiles for the markets in which a Vendor participates.

Safety Protocols

The NFM Safety Team has created a series of safety protocols that address a variety of potential scenarios in the market. Categories covered are listed in the table below. Vendors may request to review any of the established safety protocols by directly contacting the Market Manager. If a Vendor identifies any safety concern at the market, the Vendor should report it to the Market Manager immediately.

General Safety	Emergency Situations
Aggressive Shopper	2-way Radio Protocol
Bodily Fluid Clean Up	Active Shooter
Disoriented Behavior	Cars in the Market
Equipment Theft	Dog Attack
Extreme Weather (Heat, Smoke, Snow, Wind)	Earthquake
Free Speech	Gas Leak
Public Nudity	
Separated Persons	
Sharps Disposal	
Sick/Injured Persons	
Unhoused Persons (In Need of Food, Sleeping in Car/on Street)	

Inclement Weather

NFM markets are open rain or shine. Vendors are expected to attend all markets for which they are assigned, irrespective of weather. However, certain weather conditions (high winds, heavy snow/rain, smoke, etc.) may necessitate the official closure of a market (with or without prior notice). If it is determined that severe weather conditions could compromise the safety of vendors and shoppers, this closure will be at the discretion of the Market Manager with consultation from NOAA (National Weather Service), NFM Administrative Staff and NFM Farmer Board Representatives. All Vendors and shoppers will be notified as far in advance as possible that the market has been “officially closed due to weather conditions.” The NFM will not be responsible for any injury or loss of property when a market is officially closed due to weather conditions.

Sales Reporting + Online Invoicing

Reporting Gross Sales

Vendors must report their daily gross sales plus any redeemable currencies to the NFM at the end of each market day. Gross sales include total sales + sales tax, but not gratuity. Gross sales include all cash/credit/debit and cash equivalent sales plus the value of any:

- Onsite CSA pick-ups, pre-orders, special orders
- Bulk/wholesale orders, invoiced orders
- Revenue from Farm Bucks, SNAP Market Match, wooden tokens, WIC & Senior FMNP checks, Helping Harvest vouchers, Fresh Bucks, NFM Gift Certificates & other coupons.

Vendor-to-vendor wholesale orders are not included in gross sales. Vendors who fail to report accurate sales may be audited and may forfeit their right to sell at NFM Markets.

Vendors are expected to accept all food access currencies for which their products are eligible.

Online Invoicing + Auto Pay

The NFM utilizes electronic invoicing for all market fees. To reduce administrative overhead costs, and promote efficient and timely recordkeeping and payments, the NFM now requires all Vendors to enable a method of auto payment in Marketspread. This will need to be enabled individually for each market in which the Vendor participates. After Vendors report their gross sales to the NFM, Vendors will automatically have their card on file charged for any amounts owed to the NFM and will receive an emailed receipt from Marketspread. If the amount of redeemable currencies exceeds the Vendor’s stall fee, the NFM will issue a payment to the Vendor via ACH.

If the auto payment fails, and the card on file is unable to be charged for the fees due, Vendors will automatically be sent an email informing them of the payment failure. Vendors are expected to update the card on file within seven days of receipt of the payment failure notice and notify the NFM as soon as the card has been updated. Vendors who fail to update their auto payment with a valid card within seven days will be removed from the market schedule and will not be permitted to sell at the NFM the following week and until a valid auto payment method has been verified.

Vendor Courtesy + Code of Conduct

Vendors are expected to treat others (NFM staff, shoppers, Vendors) in the market in a civil and respectful manner and may not treat any person in a manner that is demeaning, rough, menacing, vulgar, profane or abusive, or in a manner that involves discrimination or harassment based on race, ethnicity, gender, sexual orientation, age, disability or national origin.

The safety and well-being of NFM employees, shoppers, volunteers, Vendors, and visitors is of utmost importance. Harassment, threatening behavior, acts of violence, hate speech and discriminatory actions at NFM's markets, office or by electronic means will not be tolerated.

Additional conduct guidelines:

1. Vendors may play music in their stall space during setup and teardown, but music must be turned off during market hours and/or at the Market Manager's request.
2. Vendors may not disparage other Vendor businesses or market products.
3. Vendors are requested to wear appropriate attire and appear neat and tidy at the markets. Vendors must wear shirts and shoes at all times.
4. Shopper questions regarding farming practices should be answered factually and knowledgeably.
5. Vendors and/or their staff under the influence of alcohol or any controlled or illegal substance may not be on the market premises. Any violation may result in the termination of the Vendor's approval to sell at all of the NFM markets.

Anti-Harassment and Non-Retaliation Policy

The NFM strives to create a safe and enjoyable environment for staff, Vendors, and community members, and prohibits any harassment, behavior that creates a hostile environment, and retaliation for reporting such behavior, based on race, color, national origin, immigration or citizenship status, religion, sex (including but not limited to sexual orientation, gender identity, gender expression, sexual stereotypes, pregnancy, childbirth and breastfeeding), disability, age, genetic information or characteristics, military or veteran status, familial status, or any other basis protected by applicable law.

Additionally, all Vendors are encouraged to adopt and enforce anti-harassment and non-retaliation policies and train their staff accordingly, and all NFM staff are required to report incidents of suspected harassment. Any retaliatory action for reporting suspected violations of this policy is strictly prohibited. The NFM will promptly investigate all reports.

Any harassing, abusive, hostile, or threatening behavior toward an NFM staff member or other Vendors may result in the suspension of the Vendor's permit to sell for that day and/or permanently. Vendors may report a violation of this policy by contacting the NFM Executive Director at 206-632-5234.

The NFM defines the following terms as such:

- bully: seek to harm, intimidate, or coerce.
- threaten: state one's intention to take hostile action against someone in retribution for something done or not done.
- abuse: any action that intentionally harms or injures another person.
- harassment: aggressive pressure, intimidation, or making repeated small-scale attacks.

Addressing Concerns in the Market

It is the job of NFM staff and Market Managers to implement NFM policies, rules and procedures. This includes overseeing vendor participation and booth assignments, market day set-up, providing information on market policies, and ensuring vendor compliance with those policies. The NFM's top priorities are safety and maintaining the integrity of the markets. NFM staff and Market Managers are responsible for processing both public concerns and vendor concerns.

Vendors who observe a public problem at the market (e.g., intoxicated or unruly persons, interpersonal conflicts, or medical emergencies) should immediately notify Market Staff.

Vendor Concern Process

Vendor Concern Forms are available by request from Market Managers, elected Farmer Representatives, or by emailing nfma@seattlefarmersmarkets.org.

The following procedure is in place for facilitating Vendor concerns, particularly for those regarding product integrity or market policies:

1. The Market Manager, in consultation with the Director of Farmers Market Operations, will review the Vendor Concern Form. Vendor Concern Forms will receive a written acknowledgement, including an indication of next steps, within a week of receipt.
2. Members of the NFM Board, including elected Farmer Representatives, may be consulted on matters that affect market policies.
3. Farmer Representatives are available to serve as advisers for concerns but will direct vendors to communicate directly with Market Managers or other vendors. The role of Board members and Farmer Representatives is to act as consultants and support a resolution that best meets the needs of the vendor while maintaining a commitment to the NFM's overall viability and success.
4. All Vendor Concern Forms will receive a written response from the Director of Farmers Market Operations or the Executive Director.

Oversight + Enforcement of NFM Policies

In addition to complying with the rules and guidelines established by the NFM, all Vendors agree to comply with local, state, and federal laws. Because NFM markets take place on both public and private property, Vendors must also abide by any lawful policies or restrictions set forth by private property owners or entities.

1. All rules of the market are enforced by Market Managers and NFM Leadership (when necessary). Complaints or problems should be directed to the Market Manager in a timely manner.
2. Market Managers will regularly evaluate Vendors using the onsite Market Compliance and Health Department checklists. The NFM will take corrective action at the market and/or contact the business owner to address any breach of compliance and corresponding consequence as needed.
3. The NFM will schedule a farm visit before admitting any new farm vendors to a market, and reserves the right to visit and inspect a farm periodically or as deemed necessary to verify production. Processors and prepared food Vendors are required to provide proof of purchase verifying local sourcing requirements upon request.
4. Shopper complaints will be forwarded to Vendors and kept on file. Complaints may result in disciplinary action if a Vendor is found to be in violation of the NFM's Code of Conduct or other rules laid out in this handbook.
5. If a Vendor does not abide by the rules set out by the NFM, comply with federal, state, and local regulations, or engage in any activity that could compromise the reputation of the market, the NFM 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.
6. NFM reserves the right to make exceptions to these rules and enforcement policies at its discretion.

Noncompliance-based Fees

Failure to comply with any of the rules described in this handbook are subject to the following fees and consequences:

1. The first violation will result in a verbal or written warning from the Market Manager. Depending on the infraction, a fine may also be applied.
2. A second violation will result in a written warning and a \$25 fine. Fees are applied per market and per market day.
3. Third and subsequent violations may result in the suspension or termination of the vendor's approval to sell, the suspension or expulsion of the responsible individual (owner or staff), and/or further fees.

A few "at-market" examples of non-compliance include:

- Selling before the market officially opens without Manager approval.
- Selling a product that does not meet NFM's requirements or has not been approved.
- Selling a product that is not grown or produced by the Vendor.
- Unsafe product storage and handling.
- Unresolved customer or vendor complaints.

A few "non-market" examples of non-compliance include:

- Failing to provide NFM with copies of mandatory licenses, permits and insurance policies.
- Failing to pay appropriate stall fees or late payments.
- Failing to pay fines imposed due to non-compliance.

Stall Inspections

Health Department Compliance

The NFM is required by Public Health – Seattle & King County (PHSKC) to regularly check vendor compliance with PHSKC policies at each market. Health Inspectors typically visit markets twice each season to inspect Vendor operations. Certain infractions found by the PHSKC will result in receiving "points" that affect NFM's overall Health Department permit as well as the business's permit.

NFM staff perform weekly health department checks to reduce and/or eliminate the number of points the market receives from PHSKC. These checks are an important part of ensuring public safety and health. Categories to check will depend on whether the Vendor is selling produce, hot prepared food, frozen food, eggs, meat, etc.

Market & Fire Department Compliance

NFM staff will also conduct a general monthly "Compliance Check". This checklist is a way for the NFM to make sure Vendors are following NFM and Fire Department market policies. This includes:

- Visible business name, local sourcing (as applicable), and pricing signs
- Tent weights
- Fire permit and extinguishers

Licenses, Permits, Insurance, + Other Requirements

All Vendors shall provide, with their application to sell, current copies of any permits and licenses applicable to the sale of their products, such as those detailed below. Vendors are responsible for knowing and obtaining all required market permits. Copies of these permits must be present and available for inspection at the market. Meat and poultry Vendors must provide names of processing facilities used and may be asked to provide documentation of transactions for processing services.

Insurance

Proof of General Liability Insurance is required of all Vendors. Additionally, all Vendors who sell consumable products must have Product Liability Insurance included in their General Liability policy. Vendors' insurance policies must have a \$1 million minimum coverage and must specifically list the Neighborhood Farmers Markets as an additional insured party.

Business Licenses

The following licenses are required:

1. State Business Licenses & Tax Number: All Vendors are required to have a current Washington State Master Business License Number and must supply this tax number with the application to sell at the markets. Retail sales taxes and Business & Occupation taxes are the responsibility of the individual vendor.
2. Specialty Licenses: Farmers selling nursery products, alcohol or other taxable items, eggs, or any products by weight are required to have specialty licenses or addenda to their master business licenses.
3. City Business Licenses: All processors and prepared food Vendors must carry a current City of Seattle Business License. Farmers are exempt.

Public Health – Seattle & King County (PHSKC) Permits and Inspections

Representatives from the Health Department conduct periodic health code inspections at all farmers markets in King County. On all other market days, market staff are required by contract to check for compliance on behalf of the Health Department.

1. PHSKC Temporary Food Establishment Permits: Required of vendors selling fresh or frozen meat, poultry, seafood and/or dairy products, potentially hazardous processed and/or prepared foods, and anyone wishing to sample non-exempt processed or value-added products.
2. Sampling: PHSKC guidelines must be followed at vendor booths for food demonstration and sampling. All Vendors must have either a Health Department Temporary Event Permit in order to sample or must apply for a free exemption from the Health Department (as in the case of farmers only sampling raw, non-potentially hazardous produce). Vendors must consult with PHSKC regarding these regulations (including sneeze guards, handwashing stations, etc.).
3. 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 handwash setup at the booth). All Vendors and staff handling food at the market must carry their Food Worker Cards with them.
4. The Health Department requires that all food (including compost) be kept at least 6" above the ground.

Washington State Department of Agriculture (WSDA) Licenses for Farmers

Farmers are required to provide copies of all applicable WSDA licenses that allow 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, Poultry Processing License, Pesticide Applicator License, Apiary Registration, and Organic Certification.

Fish and Shellfish Licenses

Vendors who sell fish or shellfish must have all proper licenses from the King County Health Department, the Washington State Department of Health, and the Washington State Department of Fish and Wildlife (e.g., Commercial Fishing License, Commercial Shellfish License, Fish Dealer License, Aquatic Farmer Registration, NOAA Commercial Fishing Permit). Fishers may also be asked to provide the following:

- Landing tickets or "Fish tickets"
- Documentation of fish pulled from cold storage to processor
- Invoices from the processing facility documenting the weight of the finished product
- Wholesale receipts for all sales other than direct
- NMFS log book
- HACCP plan for seafood (Hazard Analysis & Critical Control Points)

Sale of any processed seafood products (shucked, smoked, canned, etc.) requires a WSDA Food Processor License.

Food Processor License

All farmers and Vendors who sell processed foods must have a current Food Processor License from the Washington State Department of Agriculture (WSDA). These foods include, but are not limited to, baked goods, dried fruits, vegetables and herbs, teas, ciders, fermented foods, 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 License unless the honey is sold wholesale. Vendors who sell processed foods are responsible for understanding and meeting all WSDA and King County Health Department requirements for processing and selling food. WSDA requirements pertain to, but are not limited to cooking, labeling, facility permits, oversight, liability insurance, acidity, and Brix levels.

Label Requirements for Processed Food

All processed foods must meet Washington State requirements for labeling and include the following:

- Product name
- Company name
- Address
- Net weight in ounces and metric units, on bottom third of label
- Ingredients listed in decreasing order of predominance.

All organic products must be labeled accordingly. Vendors may be required to provide copies of labels for all processed foods they plan to sell prior to bringing them to the markets. Labeling may also be required for on-farm processed, value-added, non-edible products. Foods not properly labeled cannot be on display and may not be sold at the market.

Scales

Scales are regulated and inspected by the Washington State Department of Agriculture's Weights and Measures Program and ensure marketplace transparency. The NFM and state law require that:

1. Vendors selling produce by weight must bring their own NTEP Certified ("legal for trade") scales.
2. Vendors must register their scales annually as part of their WA State Business License.
3. All scale displays must be readable and clearly visible to shoppers during business transactions. Market staff may check the visibility and accuracy of scales.

Foraging + Wild Harvesting Permits

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 Handbook for Small and Direct Marketing Farms spells out requirements for harvesting and selling wild mushrooms:

1. Foragers must obtain written permission and proper permits from the owner/manager of the land prior to harvesting (including private owners, DNR, USFS, BLM, etc.). Copies of these must be provided with the application to sell.
2. Only species allowed for harvest by the Washington State Department of Health may be sold at farmers markets.
3. Wild harvested mushrooms must always be tagged with the following information: Common & Latin name of the mushroom; name, signature, business name, mailing address, email & telephone of the mushroom identifier; county where harvested; date(s) of harvest.
4. Tags and information as well as date of sale and amount of product by weight must be kept for 90 days by the permit holder after shellfish or mushrooms are sold.

Alcohol Sales + Sampling

- All businesses selling or sampling alcoholic beverages must be licensed by the Washington State Liquor and Cannabis Board (LCB).
- Vendors must also acquire a Sale/Sampling at Farmers Markets Endorsement in order to sell at farmers markets.
- Alcohol sampling at farmers markets is limited to three vendors per market day by the LCB, and the NFM gives priority to farmers when creating sampling schedules.

Seattle Fire Department Permits

- Vendors using propane-fueled appliances to cook food onsite must acquire an Open Flame or LPG (propane) permit from the Seattle Fire Department and must follow all Fire Marshal rules spelled out in the permit, including possession of proper fire extinguishers in market booths. Failure to comply with the Fire Marshal's permit conditions is a serious safety hazard and Vendors cannot operate heating equipment without properly tagged fire extinguishers and other required conditions.
- Use of propane-fueled heaters at winter farmers markets fall under the NFM's blanket permit and require an annual charge of \$15 per Vendor at each market. 3A-40-BC fire extinguishers are required by each Vendor using a propane-fueled heater.

Communicating Growing Practices

The NFM connects a wide variety of producers and consumers in the markets. Consumer trust relies heavily on good labeling practices, clear and honest communication, and transparency about how and where products are grown. Written and/or verbal declarations regarding farm practices which do not have a certifiable standard or accreditation such as "Unsprayed, Pesticide Free, Low Spray, Chemical Free" should not be used. Consumer queries regarding farming practices should always be answered factually and truthfully.

Organic Certification

Organic is a federally regulated term with specific requirements. In order to make claims such as 'organic' and 'certified organic,' farmers, processors, and handlers must adopt organic practices, apply for organic certification, pay fees, and be inspected each year for compliance with USDA organic regulations. Farms grossing under \$5,000 annually who comply with all organic regulations may use the term 'organic,' but do not need to be certified. Exempt farms must still keep records and follow organic practices and regulations.

In order to use the term or label organic (written or verbal), farmers must comply with the following:

1. Have a current organic certificate from the WSDA.
2. Be listed publicly on the USDA/WSDA's list of certified organic operations.
3. If the organic term is displayed above crops, all crops must be produced organically.
4. Submit all appropriate documentation as part of the NFM application process.

Other Third-Party Certifications

Other verifiable, third-party certifications such as Salmon Safe or Certified Naturally Grown are also valid and should only be claimed by appropriately certified farms or businesses.

Appendix

1. 2024 Daily Base Stall Fees + Equipment Rental Fees

2024 – Neighborhood Farmers Markets												
Daily Base Stall Fee Table All vendors pay a minimum daily stall fee OR a percent of sales (if greater than the minimum) Plus, any additional market fees (parking and/or user fee).												
Market + Season	CHFM (Tues) June-Sept	CHFM (YR) April-Dec	CHFM (YR) Jan-Mar	CCFM May-Oct	CCFM Nov-April	LCFM	PHFM	MGFM	UDFM April-Dec	UDFM Jan-Mar	WSFM April-Dec	WSFM Jan-Mar
Min stall fee	\$35	\$50	\$40	\$45	\$35	\$40	\$40	\$40	\$55	\$40	\$50	\$40
Parking	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10
User Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5	\$5	\$0	\$0
Sales Percentage Fee Table All vendors pay a minimum daily stall fee OR a percent of sales (if greater than the minimum) Plus, any additional market fees (parking and/or user fee).												
Category	10x10	15x10	20x10 25x10	30x10 20x20	Premium Stalls							
Farmer	7	8	9	10	15x10 = 9%							
Processor	9	10			20x10 = 10%							
Prepared	10	11			20x20 = 11%							
Cancellation Fee: Vendor's Daily Base Stall Fee												

Vendors must provide their own market equipment (canopies, weights, tables, etc.) for each market. For occasional and/or unusual circumstances in which a Vendor is lacking necessary equipment, the Vendor may rent equipment from the NFM, subject to availability, at the following rates. The Vendor is fully responsible for handling, caring for, and returning the rented items.

Equipment	Rental Fee
Canopy Weights	\$30 per set (4 weights) per market day
Handwash Station	\$15 per market day
Tables	\$15 per market day
Umbrellas	\$15 per market day
Canopies	\$25 per market day
Scales	\$15 per market day

2. Essential Market Rules Checklist

Market Concerns + Cancellations

- Use the Vendor Concern Form to communicate concerns to the Market Manager
- If you need to cancel a market, give a minimum of 48 hours' notice. If you need to cancel a market within 48 hours of market opening, you must notify the Market Manager by calling the market cell phone.

Market Setup + Safety

- Be punctual and listen to direction from the NFM staff. Arrive no more than 3 hours and no less than 30 minutes prior to market opening.
- Remove your vehicle from the market no later than 30 minutes prior to market opening.
- Drive carefully and safely during setup and teardown. Park in designated parking areas as directed by market staff, or a minimum of 3 blocks away from the market.
- When unloading, drop off your equipment and product first, and then move your vehicle before setting up your stall.
- Always set up a canopy with proper weights.
- All vendors must use compostable food containers, straws, and utensils. Plastic produce bags are allowed. Vendors may also sell reusable produce bags.
- Sampling is allowed with proper permits, handwash station, & sneeze guards. No "hawking" is allowed at any time.

Market Stall Appearance

- Display your farm or business name on a sign or banner at least 24" wide and 8" high.
- Ensure product pricing is clear and obvious.
- Keep your display, signage, and sampling within your allotted booth space.

Market Cleanup

- At the end of the day, bring your vehicle back onsite after you have packed up your equipment and product and are ready to load your vehicle.
- Report your sales and vacate the market site no later than 1.5 hours after closing time.
- Remove and pack out all garbage and clean your stall space thoroughly.
- Gleaners may be scheduled to collect donations at market closing time. Please do not donate to non-scheduled groups.

Market Manners

- Do not sell to the public before the opening bell or after closing time without Market manager approval.
- Be a good neighbor to your fellow vendors. Communicate respectfully, be proactive about solving problems, and support each other to have a successful market day.
- No smoking or consumption of alcohol by vendors is allowed anywhere in the market.
- Do not bring pets to the market.
- Supervise your children at all times, especially during setup and teardown.

3. Packing List for A Sane and Successful Market Day

Careful planning and packing for market day is essential to your success. The following are examples of items to include on your market day checklist – NFM recommends that you create your own checklist based on your business needs.

- Market Manager cell phone number.
- Canopy with 25 pounds of weight minimum for each leg.
- Stall structure: tables, table covering, racks, shelves, and other display infrastructure and containers to create an attractive display.
- Cash box and bank. Be prepared to make change for \$20 bills. Bring plenty of small bills and coins.
- Licensed scale, if you sell products by weight.
- Handwashing station if you are sampling or serving ready-to-eat food.
- Compostable serving plates, utensils, & packaging.
- Pencils, pens, calculator, sales record/receipt book, card reader, power bank, charging cords, notepad, produce bags, boxes, flats, chalk, paper, cardboard, markers, scissors, tape, price tags, pocket knife, duct tape.
- Trash bags/can, broom, dustpan – pack it in, pack it out.
- Signage, including farm/business name banner, local sourcing information, menus, promotions.
- Individual product names and pricing, clearly listing how the item is sold (by weight, piece, quantity). Highlight different varieties, heirlooms, product qualities (sweet, spicy, bitter), storage and usage tips, etc.
- Educational/promotional media: handouts with recipes, how-to's, seasonality information, new items, product information.
- Information about your business, farm, CSA, or other on-farm activities, business cards.
- Personal comfort items: weather gear, gloves, hats, rainwear, water bottle, snacks, a rubber standing mat, propane heater for cold weather markets, etc.



2024 Seattle Neighborhood Farmers Markets Product Guide

Product	Accepted Currencies
Fresh Vegetables and Fruits	
Herbs	
Mushrooms	
Edible Plant Starts	
Frozen, canned, or dried fruits and vegetables with no added salts, fats, or sugars	
Dairy	
Eggs	
Nuts or seeds	

Meats	 
Honey	  
Flowers	
Bread	 
Baked goods	 
Take-home ready-to eat foods (e.g. hummus, tortillas)	 
Hot, prepared foods	
Alcohol	

Key:



EBT Tokens



SNAP Market Match



Fresh Bucks



Farm Bucks

**Must be a farmer*



WIC FMNP

Approved vendors only



Senior FMNP



NFM Gift Certificates