

Jefferson County Farmers Market

2017 Vendor Information and Market Guidelines



OVERVIEW:

Thank you for your interest in our markets. Spaces for the 2017 Market Season are limited. Please review table below before beginning application process. Applicants must review **all** guidelines thoroughly before submitting application.

VENDOR APPLICATION PROCESS/TIMELINE

RETURNING VENDORS *		
VENDOR TYPE	ADMISSION PROCESS	DUE DATE
FARMER	Accepted if Retention Criteria are met	February 1 st
FOOD	Accepted if Retention Criteria are met	February 1 st
ARTS AND CRAFTS	Accepted if Retention Criteria are met	February 1 st
NON PROFITS	See guidelines	N/A
SERVICE	Very limited, see guidelines	February 1 st
*YOU WILL BE CONSIDERED A RETURNING VENDOR ONLY TO THE MARKET AT WHICH YOU WERE ADMITTED TO IN THE PRIOR SEASON. IF YOU WISH TO VEND AT AN ADDITONAL MARKET, YOU MUST APPLY TO THAT MARKET AS A NEW VENDOR.		
NEW VENDORS		
VENDOR TYPE	ADMISSION PROCESS	DUE DATE
FARMER	Limited Spaces Available, see guidelines	February 1 st (some exceptions)
FOOD	Limited Spaces Available, only Jeff Co. local food-based businesses, see guidelines	February 1 st
ARTS AND CRAFTS	Limited Spaces Available, only Jeff Co. businesses, see guidelines	February 1 st
NON PROFITS	See guidelines	N/A
SERVICE	very limited, see guidelines	February 1 st

MARKET SEASON

Jefferson County Farmers Market 2017 Vendor Info and Market Guidelines

Saturday Market
Apr 1– Oct 28,
9am- 2pm
Nov 4-Dec 23, 10-2pm
Uptown on Tyler Street
(btwn Lawrence & Clay)

Wednesday Market
June 14 – Sept 20,
2– 6pm
Uptown on Polk Street
(btwn Lawrence & Clay)

SUNDAY MARKET
June 4- Oct 29
10am-2pm
Chimacum Corner
Rhody Dr and Center

Table of Contents

ABOUT JCFM	4
JCFM MISSION:.....	4
MARKET GOVERNANCE.....	4
MARKET MANAGEMENT.....	4
VENDOR CATEGORIES	4
1. FARMER	4
2. FOOD VENDOR.....	7
3. ARTS/CRAFTS.....	8
4. NON-PROFIT	9
5. SERVICE.....	9
NEW VENDOR SELECTION PROCESS	9
REQUIRED LICENSES AND PERMITS.....	10
VENDOR LICENSES/PERMITS CHECKLIST:	10
DUES AND FEES.....	11
MARKET OPERATIONS.....	121
Stalls or Booths	11
Dimensions	11
Assignments:.....	11
Setup.....	12
Arrival to market.....	12
Vendor Parking.....	12
Canopies, Umbrellas & Weights.....	13
Generators & Electricity.....	13
TAKEDOWN.....	13
Early Departure	13
Vehicles in Market.....	14
VENDOR CONDUCT	14
GENERAL CODE OF CONDUCT:	14
CANCELLATIONS	14
QUALITY	15
CAMPAIGNING AND PROSELYTIZING.....	15
CLEAN-UP	15
FINES AND GRIEVANCES	16
WARNINGS AND FINES.....	16
GRIEVANCE POLICY.....	16
MARKET CONTACTS.....	16

Jefferson County Farmers Market 2017 Vendor Info and Market Guidelines

ABOUT JCFM

The Jefferson County Farmers Market (JCFM) is a non-profit organization that operates the Port Townsend and Chimacum Farmers markets. It began in 1992 in Port Townsend with a dozen farmers in a downtown parking lot on Saturday mornings. After a few location changes, the Saturday market settled in its current location, uptown on Tyler Street, in 2003. The Wednesday Market, uptown on Polk Street, was added soon after. The PT Saturday Market has since grown into one of the largest small town farmers markets in the nation, with over 100 vendor members and up to 2500 customers a day. The Chimacum Market was started on Sundays in 2008 by the Chimacum Grange to provide more opportunity to purchase local food in the unincorporated county. In 2010 the JCFM took over operation of the market and helped it find a larger space and customer base at its current location at the Chimacum Corner.

JCFM MISSION:

The mission of the Jefferson County Farmers Market is to support the development of local, sustainable farming by cultivating vibrant farmers markets that serve as community gathering places and celebrate local farmers, food producers, and artisans as well as provide access to healthy food for our community.

MARKET GOVERNANCE

The JCFM is governed by a volunteer Board of Directors consisting of vendors and community members. The JCFM Board meets on the third Thursday of each month at the Bishop Hotel Basement unless notification is given otherwise. Meetings are open to all market members and market members may join any Board committee. Together the Board and committees craft policies and implement By-Laws that govern the market. All information about the Board members, policies, and by-laws are available on the JCFM website.

MARKET MANAGEMENT

The JCFM employs 2-3 full and part time staff who carry out the day-to-day management of the market and its business. The Market Director is the primary staff person and serves as liaison between the Board, its vendors, and the community. It is the responsibility of the Market Director to coordinate all the activities of the day-to-day functioning of the market and implement Board policies. Other duties include: maintaining market permits and licenses, promoting and advertising of market activities, overseeing market set-up and booth assignments, collecting fees and dues, providing membership information to vendors, assuring vendor compliance with market guidelines, and answering questions about the market and its policies.

It is the Market Director's responsibility to respond to public concerns and complaints regarding any vendor. The Director has the authority to interpret and implement policy and the right to impose disciplinary action on-site. The Director has authority to grant exceptions to market policies on an individual basis for just cause. Vendors have the right to appeal the Director's discretionary decisions to the Board and/or may register any grievances they may have as provided in the JCFM Grievance Procedures which can be found on the market website

VENDOR CATEGORIES

All vendors who sell at the Jefferson County Farmers Market must live in either Jefferson County or one of its approved adjoining counties (Clallam County, Island County, Kitsap County, and Mason County) and make or grow with their own hands the products they offer for sale. All vendors are strongly encouraged to staff their booths with the people who make or grow the product rather than salespeople.

The JCFM allows five vendor types in limited numbers. All New and Returning Vendors must apply for the Vendor Category or Categories that fit their product line. If a Vendor wants to sell new products that s/he did not list on the annual application, the vendor must get permission from the Market Director prior to bringing that item to market. Vendors may be approved to bring some but not all of the items they apply to vend.

Priority of admission and placement in the market is weighted according to type. Ranking priority and market eligibility are listed below (1 being greatest priority, 5 lowest) and explained in the following sections.

Rank	Vendor Type	Sat. and Sun. Market	Wednesday Market
1	Farmer	Eligible	Eligible
2	Food	Eligible	Eligible
3	Arts & Craft	Eligible	Ineligible
4	Non Profit	Eligible	Limited
5	Bodywork/Service	Eligible	Limited

In cases of emergency situations such as illness, fire, or changes in family, vendors may request up to one year off from the Market. If the Board approves this request, the vendor will retain his/her seniority and returning to the Market without re-jurying their products, provided that they met the current sales threshold (set annually) during their most recent market year and have not added new products. New products must be reviewed by the Board. Vendors wishing to take a year off must notify the Market Director in writing of their intention to return. If the vendor does not return to the Market after the agreed-upon period, all seniority will be forfeited and they must re-apply and re-jury to be eligible for membership in future years.

1. FARMER

Descriptions and Admission Priorities

DEFINITION: *One who raises the produce, plants or animals, or animal products on land they own, rent or lease in the state of Washington, or harvests seafood* or other approved wild edibles, which they sell at the market. This is meant to exclude those who might work on or manage a farm and have permission to dispose of surplus product.*

** In the case of seafood, vendor must own/lease and operate the fishing vessel or tidelands where the seafood being sold was sourced, and vendor must be a legal resident of the state of Washington.*

SUBCATEGORIES:

Jefferson County Farmers Market 2017 Vendor Info and Market Guidelines

1.1 Fresh Farm Product

This includes fresh fruits and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms (grown or foraged), meats, fish* and shellfish*. Also included in this category are fresh flowers, nursery stock, and plants. All fresh farm products must be grown by the farmer. The resale of fresh farm products is not allowed at JCFM markets.

1.2 Value Added Farm Foods

May include someone who processes produce *grown on their owned or leased property* into a value added product such as jams, cider, salsa, smoked meats or fish, cheese, bottled milk, pickles, dried or dehydrated fruits and vegetables, or alcoholic beverages** like wine or cider. May also include farmers who raise the basic ingredient(s) of a product, but who must send it out for fundamental processing before creating the value added product. This might include those farmers selling fresh, frozen, cured or smoked meat, poultry or seafood*, etc. **All vendors in this category must be able to prove that 75% (by weight) of the edible contents of their product are grown on their own land or sourced from vessels or tidelands which they own or lease.**

Processors of value-added farm foods must meet all federal, state, county and local food safety and health requirements. All appropriate permits and licenses must be up to date and copies must be provided to the Market Director before the farmer processor may sell at the JCFM. All applicable Licenses and Permits must be available for display whenever a processor is selling at the market.

*** Alcoholic beverages must be made entirely from ingredients grown by the producer, except for certain additives required for processing, which cannot be produced by the grower, not amounting to more than 5% of the total volume of the beverage.*

1.3 Processed Farm Products

These are non-edible items that must be grown, foraged and produced by the vendor using ingredients grown or raised on the vendor's own farm. May also include farmers who raise the basic ingredient(s) of a product, but who must send it out for fundamental processing before selling the product. Examples include herbal products and tinctures, dried flowers, oils, bath & body products, candles and fiber products. New vendors wishing to sell majority Processed Farm Products will be admitted on a case by case basis.

Farmer Admission Priorities:

Due to space limitations, the JCFM cannot guarantee a place for all applicants. Admission and placement for all new farmer applicants is considered on a space available basis. We will not accept new non-Jefferson County mixed vegetable growers. We will consider specialty crop or processed farm product producers from approved adjoining counties if their products are underrepresented, uniquely presented, and/or particularly desired by customers. JCFM Board and staff will make these distinctions when evaluating applications. The JCFM Board encourages all farmers to consider specialty crops that are not currently represented in the market.

2. FOOD VENDOR

Descriptions and Admission Priorities

DEFINITION: *Food vendors are those offering fresh food products that they have processed themselves into products being offered for sale at the market. These products may be ready-to-eat and intended for consumption at the Market (for example, ready to eat tamales, brewed coffee, ready to drink chai, seafood chowder, pastries, bagel sandwiches, cookies, hand pies, live desserts, sausages, and pizza) or for home consumption (for example, cheese, pickles, salsa, hard cider, wine, jam, pasta, bottled chai, pesto, bread, frozen tamales, dried chile powders, salad dressings, and whole bean coffee).*

Food Vendors must meet all federal, state, county and local food safety and health requirements. All appropriate permits and licenses must be up to date and copies must be provided to the Market Director before the Food Vendor can sell at the JCFM. All applicable Licenses and Permits must be available for display whenever a Food Vendor is selling at the market. This includes all applicable alcohol licenses and permits.

Alcoholic beverages 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.

Alcohol products may be sampled at the all of the JCFM markets; no more than 3 vendors per market session are allowed by State law. A sampling schedule for 2017 will be developed and followed at a later date.

New Food Vendor and New Product Selection:

Space is limited. JCFM strives to provide a place where fresh and wholesome products are sold, prioritizing the interests of local agriculture.

The JCFM board and Market Director will consider applications for market spaces based on the following criteria:

- Salability—the product should do well in a farmers’ market setting
- Healthy Food—the product should represent well-made healthy food.
- Enhancement of the Market—the product should be unique, and /or fill a niche in the Market’s product mix.
- Use of locally sourced products – when possible, Food Vendors should use ingredients sourced from local sources in Jefferson County.
- Sustainable or socially-responsible purchasing—the product should be made with larger environmental and social issues in mind.
- No pre-existing retail space-- It is the goal of the JCFM to serve as an incubator to small local businesses. Thus, Vendors are prioritized who do not have a preexisting retail space

Admission and placement for all new Food applicants is considered on a space available basis.

Jefferson County Farmers Market 2017 Vendor Info and Market Guidelines

We will prioritize applicants whose products are underrepresented, uniquely presented, and/or particularly desired by customers. JCFM Board and staff will make these distinctions when evaluating applications. Priority and stall preference is given to Jefferson County based Food Vendors and new products that use sustainably- grown and -produced ingredients. For example, ingredients that are certified organic, GMO-free, humanely raised, or farm direct. Priority is also given to Food Vendors who source the majority of their ingredients as available in the following order:

1. From Jefferson County
2. From adjoining counties
3. From Washington farms or waters

3. ARTS/CRAFTS

Descriptions and Admission Priorities

The JCFM accepts Craft Vendors for the Port Townsend Saturday and Chimacum Sunday Markets.

DEFINITION: The JCFM defines Craft Vendors as persons who make with their own hands the product they sell at the market and include visual artists along with makers of useful and aesthetically pleasing objects. Items for sale must be hand-crafted and show evidence of manual skills obtainable only through a significant period of experience and dedication.

Crafts must be the product of a home or cottage-type industry, using an intermediate-type technology, rather than an industrial production mode. In other words, each item is made by hand individually -- not mass-produced. To be considered "hand-crafted," the item must show evidence of manual skills obtainable only through a significant period of experience and dedication. Examples of unacceptable items may be, but are not limited to tracings of paint by number, printed materials, ceramics or pottery from purchased molds & patterns, embroidery or knitting machines, preprinted fabric craft panels, wood carvings using duplicating machines, kits in any form.

Admission is only granted to Craft Vendors residing in and crafting in Jefferson County. The JCFM does not accept vendors that comprise a franchise business.

New Arts/Crafts Vendor and New Product Selection:

Stall spaces are limited. The JCFM board and Market Director will consider new applications for Arts/Crafts market spaces based on the following criteria:

- Fine craftsmanship
- Enhancement of the Market—the product should be unique, and /or fill a niche in the Market's product mix.
- Salability—the product should do well in a farmers' market setting
- Market history
- Use of materials that are locally sourced or grown as available
- Use of socially-responsible purchasing

Jefferson County Farmers Market 2017 Vendor Info and Market Guidelines

- Use of sustainable production techniques
- No pre-existing retail space-- It is the goal of the JCFM to serve as an incubator to small local businesses. Thus, Vendors are prioritized who do not have a preexisting retail space

4. NON-PROFIT

Descriptions and Admission Priorities

DEFINITION: an entity, organization, or corporation who has obtained non-profit status from the federal or state government, or is sponsored by an organization that has achieved said status.

Non-Profits must meet the following criteria to be considered for acceptance into the market:

- Must be based in Jefferson or Clallam County. (Some exceptions granted)
- Must be non-partisan (no political or religious proselytizing allowed)
- Must have a mission that is complementary to the interests of the JCFM and its customers
- Must be able to supply volunteer labor to JCFM set-up and take-down

A maximum of five booths are available to non-profits on a rotating basis at the market in exchange for providing two volunteers on their market day. These spaces are generally available every month except during the height of the season (July and August). Permits will not be issued to persons or organizations wishing to campaign or proselytize.

5. SERVICE

Descriptions and Admission Priorities

Service vendors- such as knife sharpeners, bodyworkers, and other vendors providing direct hand-based services consistent with the JCFM's stated mission shall be admitted on a case by case basis as space is available. Permanent Spaces will not be allotted to Service Vendors.

One or two spaces will be available to body workers per week at the Saturday and Sunday markets as long as they are offering different services. More than one body worker may share a booth. Priority will be given to returning vendors.

NEW VENDOR SELECTION PROCESS FOR ALL VENDORS

The Market Director and JCFM Board work in tandem to review all applications and will award new spaces as available. Because booth space at the Saturday Market is so limited, there are many factors that go into determining which applications are awarded spaces, which are detailed in the previous descriptions. The Market Director and JCFM Board will review all applications in the first two weeks of February. Potential New Vendor Candidates may be invited to present their products at the February JCFM Board Meeting. New Vendor selections will be announced no later than March 1st. All new vendors are especially encouraged to attend the annual meeting.

Waitlist

Applicants, who are deemed by the Board to be a good fit for the markets but who, due to space limitations, cannot be admitted to the PT Saturday market will be placed on a wait list. The Market Director will inform applicants of wait list status by March 1st. Applicants are not

Jefferson County Farmers Market 2017 Vendor Info and Market Guidelines

guaranteed a vending space during the season. However, applicants are encouraged to be ready should a vending space become available.

Mid-Season Applications

JCFM accepts a mid-season round of applications due on July 15th for late summer and fall season vendors. Spaces will be limited and the JCFM may not accept any applicants, but we will consider applicants on a space-available basis. Vendors who were denied for the full season may apply for the mid-season, but it is a new application and all application fees and standards apply. Vendors already on the waiting list do not need to reapply, however they will be considered along with new applications for their fit with the market. Vendors accepted at mid-season will not be automatically considered returning vendors for the next season, and must reapply by the application deadline.

VENDOR RETENTION CRITERIA FOR SATURDAY MARKET

All returning vendors (farm, food, craft, service) must meet both of the following two criteria:

- Exceed an average daily sales amount of \$150 or more (total sales divided by number of sessions attended)
- Attend more than 80 percent of the Saturday markets from April through October. (If a vendor experiences an emergency that would prohibit the vendor from meeting this criteria, written communication with the Market Director is needed to obtain an exemption.)

Vendors who do not meet either of these criteria or whose applications are late will be considered as NEW vendors and will be evaluated as such. They may not be automatically accepted.

REQUIRED LICENSES AND PERMITS

ALL VENDORS MUST PROVIDE PHOTOCOPIES OF CURRENT UP TO DATE APPLICABLE LICENSES TO THE MARKET DIRECTOR **BEFORE** THEY CAN SELL ANY PRODUCTS.

Vendors must provide their own product liability insurance. It is the responsibility of the vendor to have all required licenses and permits before selling at the market.

ORGANIC

Only those vendors who have been certified by a third-party certifier as an organic farmer or processor may use the phrase "Organic" unless otherwise permitted by law. All vendors are required to advertise truthfully and to respond to customers' questions in a like manner. Vendors who advertise their products as Organic must provide the market with a copy of their Organic Certification.

VENDOR LICENSES/PERMITS CHECKLIST:

Jefferson County Farmers Market 2017 Vendor Info and Market Guidelines

- State of WA Business License- UBI
 - Required for all vendors
- Third-Party Organic Certificate
 - Required if you advertise products as organic
- WSDA Egg Handlers License
- Jefferson County Health Permit
 - All vendors selling eggs
- WSDA MILK PROCESSORS LICENSE
 - All dairy products
- City of Port Townsend Business License
 - Required all vendors SAT/WED only
- USDA or WSDA Food Processor License
 - All food processors
- Jefferson County Food Service Permit
- Jefferson County Food Handlers Permit
 - All prepared food, sampling
- WSDA Shellfish/fish tag
 - All seafood vendors

For more information about required licenses and permits for your business, see the Washington State Business Licensing Office at <http://bls.dor.wa.gov/startbusiness.aspx> or call (800) 451-7985. You can also contact the Jefferson County Health Department at (360) 385-9444 or the WSDA (360) 902-1876.

DUES AND FEES

JCFM NEW APPLICATION FEE

- \$20 administrative fee for processing new vendor applications.
**new to the season, would also apply to old vendors coming back after a year or more absence in membership.* No application fee for returning vendors.

SATURDAY MARKET

- VOTING VENDOR REGISTRATION FEE: \$50 annual
- WEEKLY BOOTH FEE:
 - Farmers: \$10/half or irregular, \$20 single, \$40 double, \$60 triple, etc.
 - All other vendors \$10/half or irregular, \$25 single, \$50 double (very very limited)
- WEEKLY PERCENTAGE FEE: 4% of gross sales, waived for vendors grossing under \$100, no percentage fee assessed in December.

WEDNESDAY AND SUNDAY MARKETS

- VENDOR REGISTRATION FEE: \$20 annual each
- VOTING MEMBER FEE: \$50 (\$20 plus \$30 membership) annual each
- WEEKLY BOOTH FEE: \$20 with no increase for double booth.

ELECTRICITY: An extremely limited number of electrical outlets are available for an additional \$5 fee per market to vendors. This will be arranged on a space available basis and must be arranged with the Market Director prior to attending the market.

MARKET OPERATIONS

Stalls or Booths

Dimensions

Standard single booth spaces are 10' wide by 10' deep. Double booth spaces are 20' wide by 10' deep. Half booths are 10' wide by 5' deep. Irregular Stalls are spaces given to vendors who do not need a canopy and are charged as half booths. Vendors using trailers, wagons or other irregularly-shaped or over-sized booths for vending will be assessed a booth fee based on linear footage of frontage, which will be determined on a case-by-case basis by the Market Director. Vehicles are not allowed in the booth space except when pre-approved by the Market Director, additional fees may apply. Saturday vendors on the Printery side of the street will need to keep the sidewalk clear to allow access to the retail storefronts on Tyler Street.

Assignments:

The Market Director will make every effort to accommodate the stall placement needs and preferences of each vendor and to maintain the same stall placement for all vendors throughout the season. Priority in stall assignments is awarded to vendors based on vendor type, product importance or seasonality, seniority, consistency of attendance, or adherence to the cancellation deadline policy. While efforts are made to keep vendor stalls consistent, the Market Director reserves the right to make last minute changes as he/she sees necessary. Vendors are strongly

Jefferson County Farmers Market 2017 Vendor Info and Market Guidelines

encouraged to participate as regularly as possible to support a robust market and minimal changes to the site plan.

Stall placements for different vendor types will be prioritized as follows:

1. Farmers selling fresh Farm Products and Value-Added Farm Foods
2. Farmers selling Processed Farm Products
3. Food Vendors
4. Arts /Crafts vendors
5. Service / Body workers
6. Non-profit booths

NOTE ON CENTER AISLE:

In order to maximize the number of vendors that are able to fit into the market, the center aisle is reserved for half booths and double facing stalls. Vendors that have limited product and display are encouraged to share one side of a center aisle stall for a reduced stall fee. Vendors who can adequately sell from multiple sides will receive secondary consideration.

Setup

Arrival to market

Vendors must be at the market site at least 1/2 hour before the market opens and **MUST** be ready to begin selling when the Market opens. Vendors not arriving 1/2 hour before market opens forfeit their assigned space. Vendors may not give their assigned space to others. Vendors who will not be attending the following week must notify the market director by **PHONE** or **EMAIL** by the deadline or risk losing their stall placement.

Vendors who are not present at the opening market must contact the Market Director via email or phone at least three days prior to the date on which they plan to attend market.

Unloading

In order for the market management to complete their set up before the market opens, all vehicles must be fully unloaded and out of the site at least 15 minutes before the market starts. Saturday vendors are strongly encouraged to completely unload their vehicles before setting up, and are encouraged to park their vehicles before setting up. Failure to do this may impede other vendors and can result in warnings and fines.

Vendor Parking

After unloading their vehicles, Saturday market vendors are required to park no less than 2-3 blocks from the site to allow for more customer parking. Chimacum Market vendors are required to park in the designated vendor parking section behind the market.

SATURDAY VENDORS ARE NOT ALLOWED TO PARK IN THE COMMUNITY CENTER PARKING LOT. Please be respectful of our market neighbors and do not park in front of mailboxes or block driveways.

Jefferson County Farmers Market 2017 Vendor Info and Market Guidelines

Canopies, Umbrellas & Weights

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 his or her canopy will not be allowed to sell at the farmers market on that market day, unless that vendor chooses to take down and stow his/her canopy and sell without it. Weights attached with strings extending beyond the base of the canopy or umbrella will not be allowed.

Each canopy leg must have no less than 24 lbs (pounds) anchoring it, as required by the Market's Liability Insurance.

The Market Director may decide that all canopies, umbrellas or other display items need to be removed or disassembled on windy days. Vendors must comply with this or any other safety concern as determined by the Market Director. If there is an accident causing death or injury to a person or persons or property damage resulting from a vendor's failure to safely set up and maintain its booth, the vendor shall indemnify and hold JCFM, including without limitation its agents, employees, Board members, volunteers, and all other representatives, harmless from any and all liability, cost or expense, including attorneys' fees, which JCFM or any of its agents, employees, Board members, volunteers or other representatives may incur as a result thereof.

Generators & Electricity

Due to the noise, electrical needs, and pollution caused by generators, generators are not allowed at the market site. An extremely limited number of electrical outlets are available for an additional fee to vendors on a space available basis and must be arranged with the Market Director prior to attending the market. See Dues & Fees above for cost of electricity.

TAKEDOWN

Early Departure

Full participation in each market day attended is expected. Vendors are encouraged to make every effort to bring enough product for a full day of active sales or to team up with other vendors to share a stall space for the duration of the market. Vendors will not be allowed to leave early due to weather, slow sales, lack of product, or any other reason unless pre-approved by the Market Director. If granted permission to leave early, vendor must walk their stall contents out of the market.

Vehicles in Market

NO VEHICLES ARE ALLOWED IN THE MARKET AREA UNTIL 15 MINUTES AFTER MARKET CLOSING. Vendors must break down stalls and canopies and prepare everything for loading **before** bringing vehicles in to load. Failure to do this may impede other vendors and can result in warnings and fines.

VENDOR CONDUCT

Vendors selling at any JCFM market are required to abide by all market guidelines. The guidelines on Vendor Conduct, which follow, are agreed upon when a vendor signs his/her application (which is required in order to sell at any JCFM market). Vendors violating any of the Vendor Conduct rules are subject to fines as outlined in the following section (Fines and Grievances).

GENERAL CODE OF CONDUCT:

1. Practice patience and understanding
2. Demonstrate sensitivity to people of all ages, ethnicities and diversities
3. Treat customers, vendors, and market staff with courtesy, understanding, respect and honesty in public and during the market
4. Assist other vendors whenever possible
5. Notify Market Director immediately of any unsafe conditions
6. Resolve conflicts in an unobtrusive manner
7. Do not treat any person in a manner that is rough, menacing, vulgar, profane or abusive.
8. No vendor may be under the influence of illegal drugs or alcohol while participating at the market

Time of Sales

No sales will be allowed before the Market Director gives the signal that the market is open. This is to allow for uninterrupted set-up time for all vendors, to reduce the number of people in the market site while vehicles are still present, and to prevent the slippery slope of shoppers arriving earlier and earlier to buy at the market. We ask vendor cooperation in respectfully informing customers of the reasoning behind this rule. If an unusual circumstance arises, please ask the Market Director's permission to sell to a particular customer before doing so. Please note that it is okay to sell to other vendors before the Market opens. (PASTRY AND COFFEE VENDORS EXEMPT)

CANCELLATIONS

Saturday Vendors must call or email the Market Director to cancel their space no later than **noon on Thursday**; Wednesday Vendors must call or email by noon on Tuesday; Sunday Vendors must call or email by Friday evening. The advance notification will allow the Director to fill vacant spots, thereby ensuring a "full market" and giving as many people as possible an opportunity to sell. All cancellations must be made by phone or email, and NOT on the sales report sheet. Failure to follow the cancellation policy will result in penalty fines (See WARNINGS AND FINES). **ANY CANCELATIONS DUE TO EMERGENCY MUST BE MADE BY PHONE OR TEXT MESSAGE AND NOT EMAIL. 360-379-9098**

Exception to Cancellation Deadline – "Fair Weather Vendors"

An exception to the above cancellation deadline will be made for vendors whose products would be damaged by or who are otherwise unable to sell in inclement weather. To become a "Fair Weather Vendor" you must indicate this on your vendor application or send a written request to the Market Director. You will be assigned outer stalls for the season so that, in the event of cancellation, your absence will create minimal disruption to the site layout. Fair Weather

Jefferson County Farmers Market 2017 Vendor Info and Market Guidelines

Vendors will be permitted to wait until 7 a.m. on market day to call to cancel due to bad weather. **These cancelations must be made by phone or text message to the Market Director.** A Market Fine will be assessed against Fair Weather Vendors who fail to meet that deadline. (See WARNINGS AND FINES)

QUALITY

Vendors agree to sell only products of good quality. The Market Director will not permit spoiled produce, diseased plants or shoddily made articles to be sold. Vendors will sell only those products allowed by the guidelines. Commercial bottled water may be sold only in addition to prepared foods and shall not comprise the majority of a vendor's sales. No other commercial beverages may be sold. Products not covered under these guidelines will only be allowed after individual consideration by the Board.

CAMPAIGNING AND PROSELYTIZING

The Market is not a forum for political or religious activities. Vendors and customers shall not campaign or proselytize. Space will not be allotted for this purpose.

SCALES

Vendors must provide their own scales if they wish to sell produce by weight. Scales must be "legal for trade" and are subject to inspection by the Department of Agriculture Weights and Measures program.

VISIBILITY AND SALES TECHNIQUES

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

NO GIVEAWAYS

There will be no space made available to people wishing to give away free produce or other food at the market. If you have free food to give away the Market Director can recommend places in the community where you may do this. This does not include product samples.

LIVESTOCK

Vendors selling poultry or livestock must take special care to confine animals in clean quarters and clean up straw or litter associated with their animals.

PETS

Vendors are not allowed to have pets at the Saturday Market. The only exceptions will be registered service dogs and animal rescue non-profits.

CLEAN-UP

All vendors are responsible for keeping their booth spaces clean during the market, and for complete clean up of their space at the close of the market. This includes sweeping up and hauling away any trash, compostables, or garbage generated in or around your booth. Market fines may apply if your space is not adequately cleaned up.

Jefferson County Farmers Market 2017 Vendor Info and Market Guidelines

Sales from Orders taken at Market

Vendors who take product orders at the market should report these as part of their gross sales on the day that they receive payment. Exceptions to this rule are made for Community Supported Agriculture (CSA) orders. Payments received at the Market for CSA orders are not to be included as part of the vendor's gross sales as part of the Market's mission is to promote the development of local, sustainable farming. EXCEPTION: CSA payments that make use of the market credit card processing machine must report the sale on the daily sheet as all credit card purchases will pass through the Market's bank account.

FINES AND GRIEVANCES

WARNINGS AND FINES

The Market Director will work with the vendors as much as possible to resolve problems. However, vendors who fail to abide by the Market Guidelines may be fined at the Market Director's discretion. All fines assessed against a vendor must be paid before the vendor will be allowed to return to sell at the market. The fines will be applied as follows:

- First, a verbal reminder
- Second, written reminder
- Third, a \$20 fine and the possibility of expulsion from the market.

GRIEVANCE POLICY

It is the policy of the JCFM that all staff, vendors, and market members and customers be treated in a fair and equitable manner. Should any of the aforementioned parties feel that they have been treated unfairly they may file a grievance with the JCFM Board of Directors. For more information, download the policy from the JCFM website, or request one from market board or staff.

MARKET CONTACTS

Mailing Address:

JCFM
P.O. Box 1384
Port Townsend, WA 98368

Market Office:

1027 Lawrence Street
Port Townsend, WA
Upstairs above Sweet
Laurette's Café

Market Director:

Amanda Milholland
phone: (360) 379-9098
Email: info@jcfmarkets.org

Email: info@jcfmarkets.org

Website : <http://jcfmarkets.org/>

Social Media:

<http://www.facebook.com/pages/PortTownsendFarmersMarket>

<http://www.facebook.com/chimacumfarmersmarket>

Twitter: [@PTfarmersMarket](https://twitter.com/PTfarmersMarket)