

# **MUKILTEO FARMERS MARKET**

*Send Completed Application to:*

Mukilteo Farmers Market  
P.O. Box 1021  
Mukilteo, WA 98275  
or e-mail to: [www.mukilteofarmersmarket.org](http://www.mukilteofarmersmarket.org)

*The Mukilteo Farmers Market begins on the first Wednesday in June. The last market is the last Wednesday in September. We do not have a market if the Wednesday falls on July 4<sup>th</sup>. Canopy weights are mandatory at **all times** for those that use umbrellas/canopies. Don't hesitate to call if you have any questions, 425-320-3586.*

*As a member of the Washington State Farmers Market Association, we must follow all rules of the association. These rules can be reviewed at [www.wafarmersmarkets.com](http://www.wafarmersmarkets.com). Under Farmers Market Management see WSFMA "Roots" Guidelines. Only those applicants who comply with these regulations can become vendors at the Mukilteo Farmers Market.*

## **Application Materials**

### **Hours and Dates**

The Mukilteo Market operates Wednesdays, 3pm until 7pm, June through the end of September. The Mukilteo Market is located at: Lighthouse Park (next to ferry), 609 Front St.

Vendors must be on location no later than 2pm. After 2pm stalls may be assigned to a drop in vendor.

### **Registration, Fees, and Space Assignment**

The fee for a booth space measuring approximately 10x10 is a flat \$25. No percentage of sales is charged.

Have your payment ready when the Market Manager comes around.

Fees collected the day of the market.

Vendors may not sublet or transfer space to others.

### **Canopy Weights**

All vendors who wish to erect canopies or 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 their canopy and sell without it. Should an accident occur from an insufficiently anchored canopy, the owner of such canopy will assume full responsibility for paying any and all insurance deductible claims resulting from the accident.

Canopies must be anchored at each ground contact point. Anchoring is defined as "keeping it from moving." Suggested weight per corner is 20-25 lbs. The canopies will be on an asphalt surface. Should an accident occur from an improperly anchored canopy the owner/user of that canopy will be held responsible for paying any Mukilteo Farmers Market insurance deductible resulting from the accident. For more information on anchoring your canopy you can visit the Washington State Farmers Market Association web site at [www.wafarmersmarkets.com](http://www.wafarmersmarkets.com) and click on "services & market info" then click on "canopy 101".

### **Required Licenses to Sell**

All vendors must possess a valid Washington State Business License also referred to as a UBI number.

Non-exempt (non-farmer) vendors pay \$2.18/week fee to the City of Mukilteo to conduct business inside the City Limits. This fee is included in the \$25/week fee collected.

## **Product Liability Insurance**

PRODUCT LIABILITY INSURANCE IS REQUIRED FOR ALL VENDORS SELLING FOOD. This includes ready to eat foods, processed foods, prepackaged foods and all produce. The insurance company and policy number is to be included on the market application and requires minimum coverage of \$1,000,000 with Mukilteo Farmers Market/City of Mukilteo being named as an additional insured on your policy (sometimes referred to as Certificate Holder). Please include a copy with your application.

For a quote or more information check with your own personal agent or contact Larry Spilker at 800-730-7475 ext203 or online at [www.campbellriskmanagement.com](http://www.campbellriskmanagement.com) Campbell Risk Management is the company WSFMA has selected to provide their own market liability insurance.

## **Keeping the Market Clean**

Vendors are responsible for keeping their space clean and attractive during market hours and must clean up their space after the market closes, including sweeping up any debris and removing trash. Vendors whose products generate waste (samples) must provide a trash receptacle at their booth for customers to use. All vendors must haul out their trash at the end of the day. On site trash receptacles are for customer use only. A fine of \$25 will be assessed to vendors who do not clean up their assigned space before leaving the market.

## **Etiquette**

Vendors are responsible for informing themselves and complying with all federal, state and local health regulations and licensing requirements which govern the production, display, distribution, sampling and sale of their products. Vendors are responsible for collecting and reporting their own sales tax. Vendors who provide samples of their products must comply with the rules and procedures of the Snohomish Health District. For information on health permits and requirements contact Brent French ([bfrench@snohd.org](mailto:bfrench@snohd.org)) Snohomish Health District, 3020 Rucker, Suite 104; Everett, WA, (425) 339-8779.

Vendors are responsible for making sure that all persons working at their booth are familiar with and adhere to all market rules.

Vendors' booths, tables, signs and canopies shall not be a hazard to the public or to other vendors.

The Market operates rain or shine. If you set up you are committed to operate for the duration of the Market. Early departures are not permitted. Insurance parameters prohibit traffic movement on the Market sight during open hours. Be prepared! Bring rain gear, sun screen and plenty of change.

Each booth space must prominently display a sign clearly identifying the farm or business by its name and location. All product descriptions must be accurate.

Vendors and their representatives are not allowed to smoke in the market area. Smoking will only be allowed in designated areas.

Vendors are not allowed to bring dogs due to the proximity of food and children. Service dogs are permitted.

There is no hawking of goods. This will not be tolerated and may be grounds for dismissal from the market.

Booth Set-up is not permitted before 12 pm and vendors are not allowed to begin disassembling booths before 7 pm.

Vendors may be put on probation (prohibited from selling) at the discretion of the Market if they fail to arrive by 2pm for their reserved space or fail to communicate via phone call to the Market Manager their inability to be at the market.

All vehicles must be parked in designated areas.

Determination of space designated will be made by the market manager and subject to change.

No refunds will be given.

## **Enforcement and Disputes**

All rules of the market are enforced by the Market Manager or his/her designee, who has ultimate on-site authority. Complaints or problems should be directed to the Market Manager in a manner that is not disruptive to the market. Vendors may be asked to put serious complaints in writing.

If a vendor does not abide by the rules of Market, the Market Manager or his/her designee may take action deemed appropriate, including assessing fines or barring the vendor from selling at the market for that day and any future market days.

A vendor may appeal any decision of the Market Manager concerning violation of these rules. An appeal must be presented in writing to the Mukilteo Farmers Market Board. A decision by the board shall constitute a final decision of any appeal.

The Market reserves the right to make exception to these rules at its discretion.

## **Product Guidelines**

*The Mukilteo Market is a producer based market.*

All products must be grown, raised or produced by the vendor in the State of Washington, except as otherwise provided for below. Products which can be sold at the market include: vegetables, fruits, berries, herbs, nuts, flowers, honey, plants, seafood, meat, poultry, eggs, dairy products and some value added items which are grown and/or made by the vendor, such as cheese, sausage, preserved foods and baked goods.

The Market may allow some non-food products such as goat-milk soaps and beeswax candles made from local farm components that are grown or raised by the vendor or vendor family member. Vendors may be asked to provide a written affidavit as to the source of the components of any non-food products.

There will be absolutely no dumping. The market is a retail establishment. Selling inferior products or selling significantly below, established Puget Sound area retail prices is not allowed.

Plants, produce and foods grown or processed outside of Washington will not be permitted.

The Market reserves the right to inspect your farm and workplace for compliance. Violation of these rules may result in suspension of selling at the Market until compliance is achieved.

Vegetable starts, bedding and landscape plants and flowers (live or cut) must be propagated by the vendor from seed, cuttings, bulbs, plugs or plant divisions within Washington.

The Market does not offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having a choice.

If the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.

All products shall be of the highest quality. The Market reserves the right to prohibit anyone from selling or to prohibit any product from being sold.