INTRODUCTION

After receiving numerous requests for a Farmers Market in Lakewood, city staff and interested citizens met in February, 2012 to explore the possibility of establishing a market to provide excellent produce, products, and services to citizens, and to complement existing businesses in the City of Lakewood.

In the first year the City of Lakewood provided oversight with input from a leadership team which would establish appropriate rules, guidelines, and operational procedures and provide market management and supervision.

The mission of the Lakewood Farmers Market is to:
Provide citizens with an opportunity to purchase fresh produce and products sold by Washington farmers and vendors.

Purpose of our market: To create a sense of community and a place to gather.

- Celebrate and highlight our uniqueness; our characteristics, our assets, our community
- Bring our community together and bring people to Lakewood
- Provide healthy options for our citizens and visitors because healthy people need healthy places and spaces.
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**Location - Hours - Dates**

**Location:** The market is located in the Lakewood Towne Center on the northwest corner of Lakewood City Hall, 6000 Main Street SW in Lakewood, WA.

**Dates:** Tuesdays – June 2, 2015 – September 15, 2015.

**Hours:** From 10:00 a.m. to 3:00 p.m.

**Contact Information**

For information regarding the Lakewood Farmer Market and its operation, please check the City of Lakewood website at www.cityoflakewood.us/farmersmarket or contact the Market Manager.

**Mailing Address:** Lakewood Farmers Market
6000 Main Street S.W.
Lakewood, Washington 98499

**E-mail:** acarney@cityoflakewood.us

**Phone:** (253) 983-7718

**Guidelines, Rules and Requirements**

**Vendor**

A vendor is an owner or operator of a business entity approved to sell at the Lakewood Farmers Market (Market) by the Market Management. A vendor may not operate under a franchise agreement. A vendor may not share stall spaces with other entities. Vendors are responsible to provide their own electrical, equipment, cords and containers. Vendor categories at the Market are **Farmer, Artist/Crafter, Reseller, Processor and Other**. The Market does not provide tables, awnings, tents, or tent weights for vendors.

**Vendor Selection**

Vendors are selected by the Market Management. Selection will be based on quality, originality, locality, seasonal versus daily, and compatibility with the existing market mix and mission statement, as well as vendor performance and seniority. No vendor will have guaranteed return rights to the Market from season to season and no specific booth space is guaranteed. If the Market Management believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry. Agriculture products will be given priority over other product categories. The number of vendors of agricultural products must be more than 50% of the total of all vendors at the Market. Vendors selling nonagricultural products may be placed on a wait list to maintain a satisfactory balance in the Market mix.

**Vendor Categories:**

**Farmer:**

Those who raise the produce, plants or animals which they sell at the Lakewood Farmers Market on land they own or lease/rent in the state of Washington, or counties which border Washington. This includes; farmers, ranchers, dairymen, apiaries, fisherman, etc. If a farmer farms on land that he or she rents or leases, they must provide the Market Management with a
copy of the signed lease agreement(s). Farmer category also includes vendors who sell value-added products made from their own farms’ products.

**Artist/Crafter:**
Artist/Crafters are persons or entities who craft with their own hands the products they offer for sale at the Lakewood Farmers Market. To qualify as a crafter, a majority of the tools and equipment used by the crafter to produce their products must require skills, personal handling and/or guidance by the crafter. Crafters should incorporate materials produced in Washington as much as possible. Crafters must create their products in Washington, or counties which border the state of Washington.

**Reseller:**
Vendors who buy produce from farmers in Washington State, or counties which border Washington State, trucks it to the Lakewood Farmers Market and resells it directly to the consumer. The reseller is expected to be the only stop between the grower and the consumer.

**Processor:**
Vendors who sell processed food which they have personally prepared on their own or leased/rented property. Processor vendors may sell processed foods, value-added foods, baked goods, and hot “ready to eat” foods. Processor vendors must provide Market Management with all applicable copies of licenses as appropriate to their product. Vendors are responsible for knowing and acquiring all necessary licenses. Processor categories include processed goods, prepared foods, and processed foods.

**Other:**
Any vendor which does not fit into, or violate, any of the above standards. Non-profit vendors are asked to provide a free craft or activity at their booth space.

### Product Sources and Acceptability

**General**
Products sold at the Farmers Market are limited to five categories, listed below as A through E. All vendors must be Washington State farms and businesses. Each vendors’ application for a Permit to Sell shall state what is grown, produced, or made by the vendor, and what products the vendor intends to sell at the Market. Each vendor may only sell products at the market listed on his/her application. If a vendor wishes to later add a new product, or discontinue a product for sale at the Market, the vendor must inform the Market Manager of his/her intent. Requests for new products will be handled on a case-by-case basis. Interpretation of this rule is at the Market Manager’s discretion.

**A. Fresh Farm Products – 50%**
Fresh farm products include fresh and wholesome products, including vegetables, fruits, berries, herbs, nuts, fresh cut flowers, nursery stock and plants, honey, seafood, meat, poultry, eggs, dairy products, and similar items. All fresh farm products must be grown or produced in Washington State, unless otherwise approved by the Market Manager. All fresh farm products must be grown or produced by the seller. Any violation of these rules will result in the product being automatically removed from the vendor’s tables and possible revocation of the vendor’s Permit to Sell. Interpretation of this is at the Market Manager’s discretion.
Only farmers, ranchers, fishers, apiaries, nurseries, and foragers may sell fresh farm products. Vendors must be active owners and operators of the farming operation and may not be operating the business under a franchise agreement. Farmers must propagate all plants and flowers from seed, cuttings, bulb or plant division. Farmers must be the owner-operators of bee hives from which they sell honey.

B. Processed goods, prepared foods and processed foods) -- 20%

**Processed goods** – Value added farm foods include preserves, jams and jellies, cider, wine, distilled spirits, syrups, salsas, smoked or canned meats or fish, dried fruit, flours, salad dressings and limited on-site processed farm food such as roasted peppers and roasted peanuts.

All value added farm foods must be made from raw products/ingredients, a majority of which are grown and produced by the seller. The seller must also be the creator of value added farm foods he/she is selling (personally doing the cooking, canning, baking, preserving, etc., to create the product or supervising his/her raw product with their own recipes produced in a permitted facility). Situations where 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 processed foods must have the proper permits and licenses as required by the WSDA, City of Lakewood and Pierce County Health Department. Vendor must be an active owner and operator of the farming operation and may not be operating under a franchise agreement. All processed value-added farm foods must carry product liability insurance. Copies of proof of insurance must be provided to the Market Manager. Wines allowable for sale at the Market must use grapes and fruit grown in the five wine appellations of Washington State. The Market Management will evaluate the products before approval for sale in the Market.

**Prepared Foods** – Allowed prepared foods are freshly made foods available for sale and immediate consumption on-site. A vendor must be an active owner/operator of the business and may not be operating under a franchise agreement.

**Processed Foods** – Processed foods includes juices, wines, preserved foods, salad dressings, jams, wines, pastries, pasta, granola, cookies, muffins, breads, pies and related take home desserts that are not prepared on site. The vendor must be an active owner/operator of the business and may not be operating under a franchise agreement.

C. Hand Crafted items – 20%
All craft products should be handcrafted in Washington State.

D. Miscellaneous – 10%
Entertainment is defined as those activities that create a family pleasant atmosphere at the Market. Community service vendors include Lakewood based organizations such as youth groups and non-profit organizations. Such organizations are encouraged to submit applications for review to participate at the market. Since space at the Market is limited, such applications shall be approved by the Market Manager on a case-by-case basis.

E. Overlapping Products
Vendors whose products or practices place them in more than one category are subject to all the requirements of each category.
Stall Assignments

A. Stall assignments are made by the Market Manager based on the following criteria:
   1. Available space in the Market.
   2. The type of products being sold.
   3. The number of spaces the vendor requires.
   4. Vendor requirements such as electricity and/or water.
   5. Full season versus daily vendor
   6. Product variety evenly dispersed throughout Market

B. The Market Manager will make every attempt to keep stall spaces consistent throughout the season. However, some crops are part-season and not all vendors participate for a full season. This means that some stall assignments may change over the course of the season in order to maximize the Market space and provide a good mix of products. Other factors such as a vendor being unable to attend on a scheduled day also affect the daily stall layout and may necessitate changes to stall assignments. Vendor stall requests will be viewed and based on date of application submittal and payment.

2015 Daily Stall Fees and Payments

A. Stall Fees
   All vendors will pay a daily or seasonal rate. Vendors who choose to pay their seasonal fees on a weekly basis will have an additional $35.00 one time administrative fee added to their total owed. This fee is non-refundable and must be paid at the time of application. Vendors registered for the seasonal fee rate must submit payment for the first three markets – in addition to the administrative fee – at time of application. Vendors who pay their entire seasonal fees prior to the first market day are not subject to the administrative fee.

   Vendors may choose to initially pay a daily rate and revert to a seasonal rate with pro-rated charges. Prepaid vendors who fail to show up on market day are not entitled to a refund for that day.

B. Daily and Seasonal Rates

   Administrative Processing Fee $35.00
   Daily Rate $25.00
   Daily Rate with power (electricity - 120v AC) $30.00
   Daily Rate for stalls with pull through slots $40.00
   Seasonal Rate (discounted) $250.00
   Seasonal Rate with power (electricity - 120v AC) $300.00
   Seasonal Rate for stalls with pull through slots (discounted) $400.00
   Daily Rate for Non-profit Vendors No fees
VENDOR RULES FOR 2015

All Vendors must complete a Vendors Application Form

A. Only Washington State Farmers, Producers and Businesses may sell at the Markets

All products must be grown or produced in Washington State. All products must be grown or produced by the seller. Any violation of these rules will result in the product being automatically removed from the vendor’s tables and possible revocation of the vendor’s Permit to Sell. Interpretation of this rule is at the Market Manager’s discretion.

“Permits to Sell” are only granted to the principal farmer/producer owner. The principal farmer/producer may send family members; partners or employees to the market in his/her place, but are responsible for having the on-site representative aware of all market rules and violation policies. All employees, partners, and family members may be asked to sign an agreement that states they understand and will comply with Market Policies and Guidelines. Market Management recommends that the principal farmer/producer be present at as many markets as feasible, and that his/her staff the booth at least once a season.

B. Weights Are Required

All vendors with tents and umbrellas are required to have at least 25 pounds per tent leg or umbrella stand, securely attached at all times, in order to sell at the markets. Failure to have proper weights means that vendor’s tents and umbrellas cannot be set up on market day. Any damage incurred by a vendor due to insufficient weights will be at the expense of the vendor.

C. Punctuality

The hours of operation of the Lakewood Farmers Market are 10:00 a.m. to 3:00 p.m. No vendors will be allowed on the site before 8:00 a.m.. All vendors must vacate the site by 5:00 p.m. All vendors must be set up and ready to sell by start time. Vendors with vehicles must arrive between 60 minutes to 2 hours before Market start time. Vendors with vehicles who arrive less than 30 minutes before the market open will have to load off from a designated vendor parking area and will be issued a verbal warning. A second violation may result in a possible termination of the vendor’s “Permit to Sell.”

Vendors must remove their vehicle from the market area within 30 minutes of start-time. Vendors who fail to remove their vehicles within 30 minutes of start time will be issued a verbal warning. Vendors who violate this policy a second time may risk possible termination of the vendor’s “Permit to Sell.”

Vendors who cannot attend on a market day should contact the Market Manager 24 hours prior to market day. Please call the Market Manager at (253) 983-7887.

If a vendor does not call or occupy the reserved booth three weeks in a row, the stall shall be declared vacant and will be available for reassignment.

D. Selling Time

No selling shall begin before the stated opening time at each market and a designated signal is to be given by the Market Manager indicating that the market is officially opened. Repeated violation of this policy will result in termination of the vendor’s Permit to Sell.
Vendors are required to stay until 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. Vendors should not leave their vehicles and possessions unattended. Vendors will be loaded up and vacate the site no later than 5:00 p.m. Any exceptions must be approved by the Market Manager.

E. Reporting Sales
Vendors must report their total gross sales to the Market Manager within one hour of closing time.

F. Signage
All vendors will post a sign identifying the name of the farm/business represented and where it is located. Vendors will have their signs displayed before sales begin. Vendors should limit their advertising of other types of market (web sites, etc.) to brochures and/or small information signs on their tables.

G. Price Signage
All goods for sale should be clearly marked with their prices. This can be done by individually tagging each item with a sign or by listing all produce and prices on a large blackboard, so that it is clearly readable.

H. Selling Space
The vendor sales area (where the produce is marketed) must not extend beyond the allotted boundaries of the stall space.

I. Vendor Vehicles and Loading/Unloading
Vendor booths and vehicles must not extend beyond the allotted booth space. All over-size or additional vehicles must be off the market site no later than 30 minutes before the market starts, and parked at a designated parking area.

X. Electricity
A limited number of power sites are available on a first served basis. Extra fees apply. Power cords must be provided by the vendor, with adequate protective covering. On-site generators must be approved by the Market Manager on a case-by-case basis.

Y. Water
Several water sources are available. Proximity to sites is available on a first served basis.

Z. Booth Clean Up
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. Each vendor is responsible for keeping his/her booth space clean during the market and for complete cleanup of the space at the close of the market. This includes removing with any trash or garbage that is generated in or around your booth and sweeping up any product debris left on the ground. Farmers are not permitted to dispose of produce waste, overripe or leftover product or boxes in any on-site garbage cans or dumpsters. Market trash cans and dumpsters are not available for vendor use.

Vendors should bring their own brooms and dustpans. Those who do not clean up at the end of the market will be issued a written warning for the first offense and a $25.00 fine for a second offense. A third offense is grounds for termination of a vendor’s Permit to Sell.
AA. Set Out Distance for Vendor Display
Displays and signs must allow clear visibility to adjoining booths. Display and selling techniques must not impair other vendors’ ability to sell, or create a hazardous situation for customers. Our intention is to create a visually enticing market for customers and enable all vendors to maximize their selling space.

AB. Pricing and Quality of Produce
1. Pricing of goods sold at the market is solely the responsibility of the individual vendor.
2. Vendors are expected to bring good quality produce to the market.
3. Vendors are responsible for the safety of their food and cannot sell adulterated food.

AC. Product Donations
At the end of the market day, vendors may donate left over produce to various charities.

AD. Scales
Vendors selling produce by weight must provide their own scales. Scales must be “legal for trade” and are subject to inspection by the Department of Agriculture’s Weight and Measures Program”. All scale displays must be readable and in easy sight to your customers during business transactions.

AE. Pets
Vendor pets will not be allowed in the vendor’s selling area. The only exceptions will be animals certified as service animals.

AF. Children
Vendors must monitor and supervise their children at all times during the market day. Set-up and take-down times can be an especially dangerous time for unattended children. Children should not be allowed to wander the grounds and adjacent properties without a parent or guardian with them. The Market can take no responsibility for their safety or whereabouts, or any injuries that may incur.

AG. Courtesy/Conduct
1. Markets are community events where many diverse people are gathered to shop and sell. Vendors and their representatives are expected to conduct themselves in a respectful, safe, courteous and harmonious manner with customers, market staff and with each other.

2. Any language or behavior that jeopardizes the normal operations of the market will be grounds for termination of the vendor’s Permit to Sell. Vendors may not threaten or use abusive language with customers, staff, community representatives or each other during market operations.

3. Customer complaints about individual vendors will be discussed with the vendor. Shoppers may also fill out the Shopper Concern Form which will be shared with Market Management. If the market receives numerous complaints about a vendor, the Market Manager will discuss the situation with the vendor and will determine if any corrective action is needed.

4. All vendors need to respect each other’s booth space and products during market hours and stay within the boundaries of this policy. Non-compliance with this basic policy can result in the termination of a vendor’s Permit to Sell.
5. Consumption or sale of alcoholic beverages or any controlled or illegal substance while at the market is prohibited.

AH. Refunds
Vendors selling at the Lakewood Farmers Market shall guarantee the quality of the products they offer. This shall apply to any food, craft, plant or any other item sold at the market. If an exchange or other arrangement is not acceptable to the customer, a refund in the same kind as the payment, usually cash, must be offered by the vendor. In order to qualify for a cash refund the customer must return the unused portion of the product in question. Refunds beyond a seven (7) day period, from the time of purchase, will be honored only at the discretion of the vendor.

Customers who have a legitimate complaint about the produce they purchase should be given a full monetary refund or replacement of equal value. If a customer wishes to exchange a partial bag of produce, only partial credit is due. It is the Market’s policy to satisfy the customer and to promote good will by being generous with produce and food products. If produce is overripe and must be consumed the same day, the customer must be informed in advance. Complaints that seem unfounded or excessive may need to be mediated by Market Management.

AI. Hawking
Hawking (calling attention to your products in a loud, repetitive, public manner) during the market day is discouraged and may be limited or prohibited by the Market Manager.

AJ. Vendor Dress
Vendors are required to wear shirts and shoes at their booths during the market hours.

AK. Vendor Music
Vendor music/radio in or about his/her booth space is prohibited.

AL. Safety
Vendor vehicles, tables and overhead shades must be maintained and used in a safe manner. Table legs must be firmly locked into place. Tables must have smooth edges and remain stable when loaded with produce. Tent poles, canopy legs, boxes, umbrella stands must not obstruct foot traffic flow and care must be taken when setting up or taking down displays. All tents and umbrellas must be weighted and properly tied down.

AM. No Smoking
The Lakewood Farmers Market is a tobacco free area. Smoking is not allowed anywhere on the market site at any time.

AN. Vendor or Shopper Concerns
Vendors or shoppers who have concerns regarding market operations and policies should complete an evaluation form. Forms are available from the Market Management. Each evaluation form will be read and responded to by the Market Management. Forms are also available at the market booths or on-line at the cityoflakewood.us.

AO. Farm Visits
Market Managers and staff may inspect or visit any farms or establishments used by vendors. Farm visits will be conducted with at least a 24-hour notice. Vendors should provide help during a visit in identifying the crops listed on the application for Permit to Sell.
APQ. Booth Inspection
Market Management may conduct random booth inspections at any given vendor’s stall during the market day. These audits may be carried out by third party observers.

AQ. The Market Manager reserves the right to prohibit anyone from selling or any product from being sold, based upon the intended purpose of the market. This may include, but not limited to any legal restrictions on a product whether local, state, or federal.

ARS. The Market is not responsible for loss of property or damage.

AS. There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age or nationality.

LICENSES, PERMITS AND SPECIAL REQUIREMENTS

A. On-Site Food Storage Requirements
The Tacoma-Pierce County Health Department (TPCHD) requires that all food must be kept at least 18" above the ground.

B. Taxes
Retail sales taxes and Business and Occupation taxes are the responsibility of the individual vendor. Most vendors are required by law to have a Washington State Master Business License Number and must supply this tax number when application is made to sell at the Market. (Note: the vendor’s application will not be processed without this number.)

C. Insurance
All vendors must show proof of current automobile insurance for on-site vehicles, and provide the Market with policy numbers, which will be kept on file. Liability insurance, including products completed operations coverage is required for all processed and prepared food vendors. This insurance should list the City of Lakewood as an additional insured.

D. Proof of Permits, Licenses and Insurance
All vendors shall provide at the time of application current copies of any permits, insurance and licenses applicable to the sale of their products. This will include the vendor’s Washington State tax number, and where applicable, City of Lakewood Business License, Pierce County Health Department permits, Washington State Nursery License, Washington State Dept. of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, Washington State Liquor Control Board Endorsement for sale of Washington State wines at Farmers Markets, or Department of Fisheries Wholesale License, Vehicle Insurance, Product Liability Insurance, and Processors Insurance. Vendors selling shellfish must have additional licenses from the Washington State Dept. of Health. All vendors must have a City of Lakewood business license. Form is attached. Turn in with your vendor application. The City of Lakewood Business License Fee will be waived for the 2013 market season.

E. Processed Foods
All farmers and vendors who sell processed foods must be licensed by the Washington State Department of Agriculture. These foods include baked goods, breads, dried fruits, dried or mixed herbs, teas, cider, wines, distilled beverages, preserves, jams, jellies, salsa, canned fish and meats,
dried fish and meats, condiments, salad dressings. Beekeepers who process their own honey do not need a Food Processor’s license, unless the honey is sold wholesale. Vendors who sell processed foods are responsible for understanding and meeting all WSDA requirements for processing and selling food, and must provide copies of all permits and licenses to the Market Manager with their application to sell.

F. Labeling
Processed foods, including honey, have Washington State Labeling requirements. Labels on processed foods must meet State requirements.

G. Sampling
Special Health Department guidelines must be used at vendor booths for food demonstration and sampling.

H. Food Handler’s Permits
All prepared foods and baked goods vendors must have a current Tacoma-Pierce County Health Department (TPCHD) Food Handler’s Permit, and keep a copy of this permit at their market stall at all times.

I. Vendor Contributions
Vendors may be asked to contribute products to the Market’s promotional and education events such as chef’s demos, produce tasting, rainy day baskets and special events. Please consider contributing to market events. The local Food Bank may also solicit food contributions every week. Please consider that the local Food Bank is the best resource for distributing your unsold products to the local community in need.
LAKEWOOD FARMERS MARKET – BOOTH LAYOUT

*Layout Subject to Change*
The Lakewood Farmers Market
How to Get Here?

Lakewood is located in the heart of Pierce County, Southwest of Tacoma and North of JBLM. Interstate 5 forms part of Lakewood's Southeast border. Lakewood’s Farmers Market is located at **Lakewood City Hall** in the Lakewood Town Center. The Towne Center is served by Pierce Transit bus routes.

**Directions to Lakewood City Hall - 6000 Main Street SW, Lakewood, WA**

From Interstate 5, City Hall may be reached easily from exit 125 to Bridgeport Way SW, then North to 108th St. SW, and then left on 108th to Davisson/Main. Turn right on Main then left into the City Hall parking lot.

From exit 127 follow SR512 to South Tacoma Way (which becomes Pacific Highway S) to 108th St. SW. Turn right on 108th and continue across Bridgeport to Davisson/Main as described above.