

Pullman's Fresh Food Market

Mission: To provide local food growers and producers an effective direct market sales site and to provide consumers with a source for local fresh produce and products.

Sponsorship: Pullman Chamber of Commerce

Location: Spot Shop Lot, 240 NE Kamiaken, Pullman, WA 99163

Time: Wednesday afternoons, 4:00-6:00 p.m. 3rd Wed in May through third Wed in October

Marketing and promotion/Insurance coverage: Pullman Chamber of Commerce

Products sold at the Fresh Food Market

Products sold at the Market are limited to four categories, listed below as A through D. All vendors must be Washington State or neighboring county farms and businesses. Each vendor's application for a permit to sell shall state what is grown/ produced/made by the vendor, and what products the vendor intends to sell at the Market.

A. Fresh Farm products: Includes fresh fruit and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats and fish. Also included in this category are fresh grown flowers, nursery stock and plants. All fresh farm products must be grown or produced by the seller.

B. Value added Farm Products: Includes preserves, jams and jellies, cider, wine, beer, 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, nursery stock and plants. All value added farm foods must be made from raw products/ingredients, a majority of which are grown and produced by the seller. Nursery stock and plants must have value added from original state.

C. Dried flowers, Crafted Farm Products: Allowed are bouquets, wreaths, roping, arrangements and displays of fresh and dried flowers, vines and gourds. These items must be grown, foraged and produced by vendor on vendor's land. These items are intended as a supplement to fresh produce or other fresh farm or value added products.

D. Processed Foods: Includes juices, wines, preserved foods, salad dressings, jams, beer, pastries, pasta, granola, cookies, muffins, breads, pies and related take home desserts, not prepared on site. Vendor must be an active owner/operator of the business and may not be operating under a franchise agreement. Processed foods must be produced by the vendor from raw ingredients. Vendors in this category are those who have cooked, baked or otherwise treated the product they sell. No commercially prepared dough mixes, crusts, shells or fillings are allowed. All processed foods must have the proper permits

and must carry product liability insurances. Copies of proof of insurance must be provided to market manager.

How stall assignments are made

Stall assignments are made by market manager based on the following criteria: Available space, number of spaces needed, vendor performance. Performance includes good product quality, good display and signage, ability to follow rules and directions regarding punctuality, clean-up, market fees paid with checks that don't bounce.

The manager will make every attempt to keep stall spaces consistent throughout the season. However, some crops are seasonal and not all vendors may participate for the full season. Market space assignments will be adjusted as needed.

Vendor fees and rules

Vendor fees: **REVISED 3-15-2011**

Season's Pass-\$140 for season May-Oct/ Vendor's Pass-\$40 for 4 market days/
Day Pass \$15

Booth size is 10' wide by 12' long (length of parking space). Additional space may be purchased.

Fees will go to the Chamber for market promotion/operation purposes.

Fees must be paid prior to set up of stall. Pre-paid vendors who fail to show up on Market day are not entitled to a refund for the day unless special arrangements have been made prior to that day.

Vendors who cannot attend on Market Day must contact the market manager 48 hours prior to be considered for refund.

The Market does not provide tables, awnings, tents, or tent weights for vendors. All vendors who wish to erect canopies (including umbrellas) on the 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 market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it.

Punctuality

Hours of the market are 4:00 to 6:00 p.m. Vendors are not allowed onsite prior to 3:00 p.m. Vendors must vacate the site by 7:00pm.

All vendors must be set up and ready to sell by start time. Vendors with vehicles must arrive 30 minutes to 1 hour before market start time. Vendors with vehicles who arrive less than 30 minutes before the Market opens run the risk of having to load off from the parking area and transport items to the assigned stall. If this happens vendors will be issued a verbal warning. Second late offense will result in a written warning of termination and a \$25 fine. A third offense will result in termination.

Vendors who offload onto their stall must remove their vehicle from the Market area within 30 minutes of start time. Failure to do so will result in a verbal warning. Second warning/offense will result in a \$25 fine, and third offense/warning, possible termination.

Vendors are required to stay until closing. Vendors who sell out early must keep their stall set up and post a sign letting customers know they have sold-out. Vendors who attempt to leave before the close of the market will be issued a verbal warning. Repeated attempts or leaving before closing time will result in vendor not being allowed back.

Cleanup

Vendors are required to clean up after themselves and to provide receptacles for garbage from consumers. Vendor space must be maintained in a clean, safe and sanitary manner. Vendors are responsible for taking with you 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 produce or boxes in any onsite garbage cans or dumpsters. Vendors who do not clean up at the end of the Market may receive a \$25 fine or termination.

Signage

All vendors will post a sign identifying the name of the farm/business represented and where it is located. Signs should not be smaller than 24-inches by 8-inches high. All goods for sale should be clearly marked with their prices. This can be done individually or on a larger sign that is clearly readable.

Space

The vendor sales area must not extend beyond the allotted boundaries of the stall space. Avoid blocking neighboring stalls with large signs etc.

Pricing and quality of produce/products

Pricing of goods sold at the Market is solely the responsibility of the individual vendor. Vendors are not allowed to give produce away for free or at below-cost pricing, thus undercutting potential sales of other vendors.

Vendors are expected to bring good quality produce to market.

Vendors are responsible for the safety of their food and cannot sell adulterated food.

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 Weights and Measures program. All scale displays must be readable and in easy sight to your customers during business transactions.

Pets: No pets will be allowed in the vendor’s selling area. The only exception will be seeing-eye dogs, dogs for the hearing impaired or other disability guide dogs.

Children: Vendors must monitor and supervise their children at all times during Market day. Set-up and take-down time can be an especially dangerous time for unattended

children. The Market can take no responsibility for their safety or whereabouts, or for any damages they may cause or incur.

Courtesy/Conduct

Vendors and their representatives are expected to conduct themselves in a respectful, safe and courteous and harmonious manner with customers, market staff and each other.

Any language or behavior that jeopardizes the normal operations of the Market will be grounds for termination of the vendor's permit to sell. Complaints of any kind should be written up and given to the market staff.

Customer complaints about individual vendors will be discussed with the vendor. If the market receives numerous complaints about a vendor, the market manager will discuss the situation with the vendor and determine if any corrective action is needed.

Customers who have a legitimate complaint about the produce they purchase should be given a full monetary refund or replacement of equal value. It is the market's policy to satisfy the customer. Complaints that seem unfounded or excessive may need to be mediated by market manager.

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

No Smoking/drinking: Smoking is not allowed anywhere in the Market sites at any time. Consumption of alcohol or any controlled or illegal substance while at the Market is prohibited.

Taxes, Insurance, Licenses, Permits and special requirements

Taxes: Retail sales taxes and B & O taxes are the responsibility of the individual vendor.

Insurance: All vendors must show proof of current automobile insurance for on-site vehicles.

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.

All prepared foods and baked goods vendors must have a current County Health Department Food Worker Cards and applicable operating permits issued by the Whitman County Health Dept. and keep a copy of these permits at their market stall at all times.

Vendors Contributions are accepted and encouraged for the Markets promotional campaign.

Pullman's Fresh Food Market Application Form

Name: _____

Farm Name (if applicable): _____

Address: _____

City, State, Zip Code: _____

Phone Number(s): _____

E-mail:

Is the best way to contact you by (circle one): phone e-mail either

Please list the products you wish to sell: (ex. vegetables, fruit, eggs, bread, flower bouquets)

In case of emergency, please contact:

Name: _____ Phone Number(s): _____

You are requesting a (circle one) Season Pass-Single Space (\$140) One time space (\$15)
Vendor Pass (\$40) Punch card for 4 market dates

Checks may be made out to Pullman Chamber of Commerce with "Farmers Market" on the memo line. Please send or drop off the application and payment to:

Pullman Chamber of Commerce
415 North Grand Avenue
Pullman, WA 99163

Season Pass holders will be guaranteed a space every Wednesday. In order to request a one time spot, you must email market manager: pullmanfreshfarmmarket@gmail.com no later than the Monday before your desired market day to see if space is available.