

OUR MISSION

“Sunnyside Farmers Market is an event that promotes and supports our community which fostering the growth of our farms, vendors, local businesses and our families.”

Happy Valley's Sunnyside Farmers Market Vendor Rules and Requirements

2016 Season

Duration and set up of market:

1. SFM will run on Saturdays from May 7th through October 8th.
2. The market times will run from 9:00am to 2:00pm, rain or shine.
 - a. Vendor set up time will be between 7:00am and 8:45am not a minute before due to the city regulations and respect to our neighborhood.
 - b. Between 1:55pm and 2:00pm please wrap up all last minutes sales but do not use this time for extra sales it's just for closing.
 - c. Vendor clean up time will be from 2:10pm to 3:00pm sharp. Please clean up all supplies, breakdown structures, clean up all debris around your area and leave area just as it was given to you
 - d. All Vendors must check in with the Market Master before setting up, everyone has an assigned spot for the day. This may vary week by week depending on the circumstances, only season paid Vendors have a permanent booth space.
3. There will be written contract between SFM and all vendors
4. All vendors will be responsible to adhere to all Market, City and State laws
5. We will charge a onetime application fee per vendor at \$25.50, this is for new Vendors.
6. The vendors will be charged \$35 per Saturday for rent; rent is due by 1pm to the Information booth.
7. All Vendors must arrive and check in with the Market Manger before setting up, the Market lane will close by 8:45am.
8. There will be no breaking down before 2pm. A bell will ring several times at 2:00 to let everyone one know the market is closing but no vehicles are to enter the market until 2:15pm..

9. All season paid vendors must comply with the Tuesday 5pm rule, no credit will be issued for not participating on a Market day nor will a credit be issued to next season or any other Market event.

How to apply:

Each Vendor may apply via www.managemymarket or find our application online on our website www.sunnysidefarmersmarket.com , please do not send payment until you get the approval from the Market manager.

Attendance and emergencies:

The Market map is complete by Tuesday evenings prior to the upcoming Saturday; if you cannot attend we must be notified not later than Tuesday 5pm.

This is a curtesy, we ask that this is not abused. All Vendors are required to be the the Market to the days you have scheduled through the season on your application, our Tuesday 5pm deadline is for emergencies only.

1. First cancellation by the deadline we will move your rent forward as a curtesy
2. Second cancellation will be moved forward but you will receive a warning
3. Third cancellation you will lose your rent and will have to pay \$35 to return
4. Fourth you will be removed from the Market.

Cancellations are for emergencies only, this is not to be abused.

Failure to attend without notifying the Market Manager will result in your booth fee not to be credited back; Second violation will result in a \$50 charge along with your booth fee for the loss of the day. Third violation you will be removed from the Market, resulting in not returning for the 2016 Season.

Weather, employees cancelling, alarm not going off etc....are not considered emergencies.

We do ask for everyone to have a backup to run your booth in case of emergency, everything can be taken on a case by case basis but we do ask that you have someone to attend your booth if an emergency does occur. If we are notified the morning of the Market, your booth fee will not be credited back to you, it is very important to the Market, Vendors and customers that we stay consistent and reliable.

Your booth must attendant at all times unless it's going to the restroom or talking to a neighboring vendor. You can't put up your booth, put information out and leave the market this will result in fines and loss of rent. There is absolutely no exception to this rule. If for any reason you have to leave you will need to notify the Market Manager and find someone to sit in your booth for the time you are out, it must be someone at least 18 years or older

We understand days can change, we ask that you work with the Market manger to change your schedule days.

Arrival, parking, unloading and on-site driving

- All Vendors are required to check in each Saturday morning with the market manager
- The market map will be emailed with newsletter each Friday morning
- All Vehicles must exit the Market site 20 min prior to opening
- All vehicles must park across the street unless you have a handi-cap sign and/or granted permission by the Market manager.
 - Vendors should off-load their packaged products and supplies in their space, park their vehicles, and then return to unpack

their product and set the booth space. The reverse should be true for load-out.

• **When driving on streets near the market or onsite at the market:**

- Do not drive on the grass.
- Do not drive into the market until the specified time.
- Follow street driving and parking laws: No driving or parking on the wrong side of the street.
- No reckless driving.
- **PLEASE MAKE SURE YOU ARE NOT PARKED IN CUSTOMER PARKING AREA WHICH IS THE ROW RIGHT BELOW THE MARKET ON THE NORTHSIDE. If you are parked in customers parking area YOU WILL BE ASKED TO MOVE YOUR VEHICLE TO THE WESTSIDE PARKING LOT. UNLESS YOUR VEHICLE IS NEED FOR POWER OF SOME SORT THEN THAT MUST BE AUTHORIZED BY THE MARKET MANAGER.**

Breakdown

All Vendors must breakdown their booth after 2pm, vehicles will not be allowed to enter the market until 15 minutes after closing all your booth must be 100% broken down and ready to load. Please do NOT line up, you will be asked to move. This blocks customers from being able to leave, this happened several time and causes a pile up.

Pay structure:

App fee of \$25.50 is required by all new applicants along with the form, please do not send payment unless you are approved by the market manager.

Booth fee and space size:

Space size is 10x10

\$35.00 for a single space

\$60 for a double space

\$80 for triple space

Season paid Vendors:

If you wish to become a season paid Vendor it is \$690, you will be given a discount at \$30. This payment is required upfront, this is non-refundable and you must pay for all 23 days regardless if you are missing a day. Season paid vendors will be able to remain in the same location all season, they must comply with the rules and regulations of attendance as well.

Same rules apply for half season paid Vendors as well, no refunds will be given.

Rent:

Rent is due by 1pm to the market manager at the information booth, anytime after there will be a \$5 fine due that day. All vendors are required to make rent on Saturdays, no excuses. Each vendor is responsible to pay rent at the Information booth, we will have your receipt ready for you. All vendors will be prepaid by a week, this is how your spot is held. Failure to pay rent on the market day will result in a late fee of \$10, due before the next Saturday Market.

Termination/quitting

Any Vendor who quits the Market will not receive a refund, regardless of how ahead his/her payment is. A Vendor who is terminated will not receive a refund, this is due to the length of advertising that has been done and Website updating.

Weights/requirements:

One of the most common causes of injuries at the Market is canopies flying, this is due to the Wind. The only way to prevent this from happening is Weights, each Vendor canopy must be secured. Market Manager will check each morning to make sure every canopy has weights, if you don't not you will be asked to breakdown and this will result in a loss of rent for the day. No exceptions.

Weight requirements, a minimum of 25 lbs. per Tent leg to keep them anchored to the ground, regardless of the weather this is a must. A total of 100lbs, gallon of water will not be accepted as weights.

Any Tent that comes loose the Vendor will pay a fine of \$50 fine to the Market, this will be required to be paid on the spot.

Market closure/weather conditions:

If weather conditions become severe we will make a decision to shut down the Market 24 hour prior to Saturday, we are a rain or shine market. If it is a windy day we will host an open air market, we will be up and running so vendors are required to attend unless given permission by the market manager. If it's determined that severe weather

conditions could compromise the safety of vendors and shoppers we will shut down. Please note the following: If during a Market we need to shut down due to extreme weather warning, all Vendors at the Market will be issued credit for the day. Those who cancel due to weather and we are running the Market will lose rent, noted above our Market will run as an open air market day.

Trash:

Vendors are responsible for removing their own trash, please have a trash can at your booth.

The trash cans at the market are for the use of the customers only.

Vendors must provide their own broom and leave their space swept and clean, Market manager will check at the end of the day. If your area is left unclean a warning will be issued, if this happens again you will receive a \$20 fine that must be paid before the next market.

Smoking:

The Market is a NO SMOKING area, those wishing to smoke need to be off the Market premises.

PRODUCT EXCLUSIVITY:

The Market does not guarantee any vendor the exclusive right to sell any one product, the Market will determine to let in similar or alike products into the Market if it will benefit the Market. If we feel that a commodity has reached its peak we will put the vendor applying on our waiting list, if a space becomes available or the product is needed we will allow them in. This is all based on space availability and customer demand, several important factors will determine how many Vendors will be allowed to sell similar items.

Vendor conduct:

Vendors may be warned, fined, suspended, or removed from the market, or have selling privileges revoked for failure to obey or conform to market, local, state or federal rules and regulations. Vendors shall be honest and

conduct themselves at all times in a courteous and businesslike manner. All Vendors will maintain a positive friendly atmosphere, vendors should bring concerns about the market to the Manager, NOT to customers or other Vendors.

Not following HVFSM rules will result in termination of the Market season, if you are a season paid vendor you will lose your payment.

Dog Policy

If Vendors bring Dogs to the Market they must be on a leash at all times, from the moment you enter the market to the time you leave. If you are a Food Vendor or your Booth is next to a food vendor you cannot bring pets, if at anytime we find this rule broken you will be asked to leave and you will lose your rent for the day. We had a few incidents that forced our hand to make this decision.

Following the rules benefits everyone

As a valued SFM vendor, you are responsible for informing yourself and your staff about and following all applicable market rules, policies and regulations pertaining to your business category, as well as regulations and policies set by local and state agencies. By following the rules, you help keep SFM a vibrant, viable community asset.

Staying in compliance with the rules also makes you a “*Vendor in Good Standing.*” Actions and behavior that may put you out of compliance with market rules will result in a range of consequences, including warnings, fines, probation and suspension. We appreciate your cooperation.

Certified organic vendors must:

Provide SFM with copies of their organic certification and must post their organic certification in their stalls if vendor claims organically grown product. Vendors are required to produce the written statement about production methods for any consumer who requests it and should have copies of the statement available in his/her stall.

Compliance with health, safety, and related laws

- Vendors and their employees are responsible for informing themselves about and complying with federal, state, and local health regulations and

licensing requirements governing the production, display, distribution, sampling, and sale of their products.

- Vendors providing samples of their products must comply with the rules governing market sanitation and health issues. *ODA Food Safety Guidelines*.

Site set-up and safety

- All electrical equipment must be pre-approved by Market Management. Vendors requiring electrical power are responsible for providing their own outdoor extension cords and mats to cover all portions of the cord that lie in any area used by market customers. SFM can't guarantee electricity to its vendors.

- Booth equipment:

- Tables-Vendors must supply their own booths or tables. Booths and tables must not be a hazard to the public or other vendors.

- Canopies- Vendors with on-premise prepared foods and baked goods are required to have a full canopy covering their booth. An umbrella is satisfactory if it is sufficiently weighted and covers the entire table area.

Courtesy and customer service

- While at the market, vendors are expected to behave courteously toward customers, other vendors, and volunteers, and to conduct themselves professionally at all times.

- Vendors may not publicly disparage other vendors, products, or markets.

Permits and licenses

- Vendors shall provide SFM with copies of any permits and licenses applicable to the sale of their products. Some examples are nursery licenses for bedding plants, organic certification, scales, meat seller licenses, and licensed kitchens for processed foods.

Employment practices

- On-site sales personnel: Family members or verifiable employees paid hourly, on commission, or by salary may sell vendor's products at the market. If employees are used, the Market may request proof of employment. Vendors are responsible for making sure that all persons working at their booths are familiar with and adhere to all Market rules,

regulations, and guidelines. On-site sales personnel do not set the price, nor retain ownership of the product.

Limits on market participation

- **Approval of Selling Privileges.** The Market's approval of selling privileges for a vendor is always for a specified period and never exceeds one market season. You MAY NOT add items to your booth unless you have the written approval from the Market Manager this way you have it in writing and are given the OK. If you do add items that you have not been given permission for you will be asked to remove them immediately if it happens more than once per vendor consequences will apply.

- **Reselling.** Buying products from another farmer, wholesaler, store, or other food operation and then selling those products is not permitted at the market, except as provided for under the Product Representative guidelines.

- **Transfer of Space.** Vendors may not sublet stall space to others. Prepaid fees are non-transferable to other market dates or vendors. If a vendor sells his or her business, he/she may not transfer his or her market spaces to the new owner.

POTENTIAL ENFORCEMENT SEQUENCE

Fine/s Probation Suspension Expulsion

1. Non-compliance: A vendor that includes products in his/her stall not listed on the original SFM application.

Consequence:

1st offense: Noncompliant product pulled plus \$50 fine.

2nd offense: 1-week suspension plus stall fees forfeited.

3rd offense: Season suspension plus stall fees forfeited.

2. Non-compliance: Three legitimate concerns regarding the vendor are found by or reported to SFM. Concerns may include customer complaints, written vendor concern forms, lack of compliance with any SFM rules, disparaging public comments, any combination of or other concerns brought to SFM's attention. SFM will investigate to assure legitimacy of complaints.

Consequence:

Probation. When probation is necessary, SFM will send a letter to the vendor letting them know of the situation and asking them to sign a letter of acknowledgement.

3. Non-compliance: Legitimate complaints greater than three.

Consequence:

SFM may suspend the vendor for one or more market dates. Severe infractions may cause SFM to evict the vendor. Eviction may be for the remainder of a market season or permanent. Some eviction notices may allow a vendor to reapply after 12 months from date of eviction notice.

4. Non-compliance: Physical violence.

Consequence:

Immediate suspension.

5. Non-compliance: Combination of At-market and Non-market violations.

Consequence:

Probation of. Additional violations may lead to suspension or eviction from the market.

General rules/overview:

1. All applications, licenses and certificates are turned in and up to date.
2. Each canopy leg is secured with weights 25lbs or greater per leg, holding the canopy regardless of the weather.
3. Booth is set up with regard for public safety, clean and no hazards that can cause tripping.
4. Each booth will have proper signage indicating the name of the business and area is to be kept clean at all times, each table is required to have a Table cloth.
5. Prices of product clearly and accurately posted, visible.
6. Fire extinguishers present (if applicable) for food booths.
7. Vendor's booth fee is due by 1pm to the information booth, this will result in a fine if not paid by this time.
8. Each Vendor is responsible for their own trash, each vendor is to exit their area with it clean. The trash cans are for customers only.
9. All Vehicles must exit the Market area 20 min prior to opening, no vehicles will be allowed in after 8:30am.
10. During breakdown Vehicles will not be allowed in until 15 min after closing, all booths must be 100% broken down.
11. If you are unable to attend the upcoming Market we must be notified by Tuesday 5pm prior to the upcoming Market, any Vendor failing to contact the Market manager will lose rent. This is not to be

abused, each Vendor will be monitored and issued warnings before dismissal of the season is issued.

The Sunnyside Farmers Markets (SFM) reserves the right to refuse rent to anyone we deem unfit, make last minute changes to schedule and or changes mid-season to the market.