

Application for Temporary Uses

Current Use/Vacancy Information:

Former Read All About it Newsstand. Temp Use approval for Guest Vendor Program

Written Description of Proposed Use:

Pike Place Market – **Meet the Producer:** Guest Vendor Program

Due to the overwhelming success of the Guest Vendor pilot program we would like to apply for a permanent change in use. The Guest Vendor program provides a new opportunity for locally based small business to introduce their products to customers at the Pike Place Market. The Market is well known as a place that supports small business and locally produced goods. It is also well known for how difficult it is to open new business here, due to lack of space and regulations that presume a long term commitment. These challenges represent a significant barrier to the introduction of new small businesses and products.

The Guest Vendor program will provide up to four (4) short term “pop up” selling spaces for local producers who have independently developed specialty products but have not established a fixed brick and mortar retail location. Vending locations at the entry to the Market will provide up to four (4) vendors with a small retail display area including a table and grids for display. Spaces will be rented for short term (2, 4 or 6 weeks) to encourage continuing variety and maximize opportunities for exposure of new business ventures.

The pop ups will provide small businesses with a chance to meet with customers, display their products and test market acceptance. The pop up stalls will provide maximum exposures with minimal set up requirements. We also hope that these pop ups will also help the Market identify good prospects for longer term commercial spaces. To date two participants in the guest vendor program Bite Society and Magpie Mouse have "graduated" to become Market commercial tenants.

Who can qualify? We are looking for small locally producers with an emphasis on hand crafted goods and the use of locally grow or produced ingredients/materials or materials that have been up-cycled.

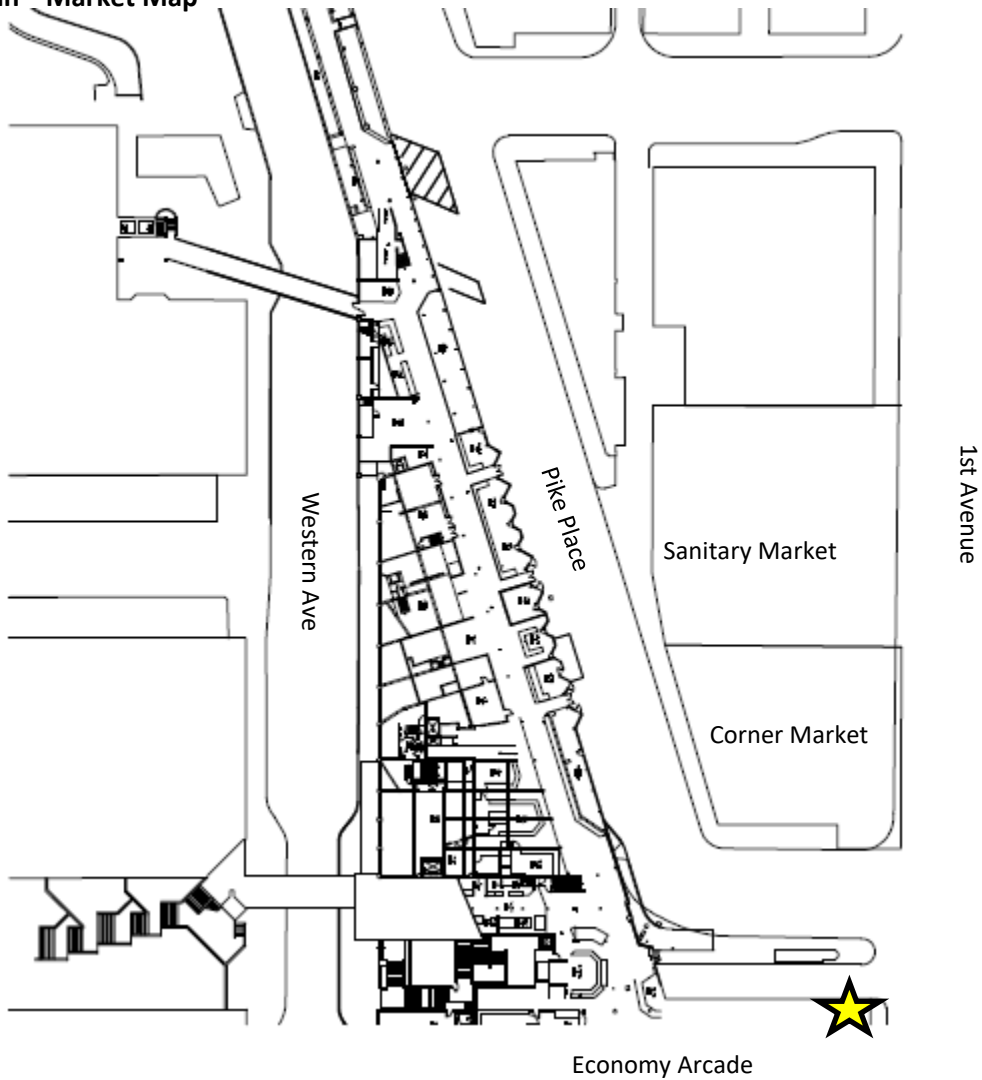
Why now? As we seek applicants for new spaces we are finding a large interest, especially from micro businesses whose owner-operators have created distinctive products. Many of these entrepreneurs represent communities that have been historically disadvantaged. The pop up program will provide an alternative, low cost point of entry opportunity for these business, with promotional assistance from the Pike Place Market. Tenants will be able promote and demonstrate their products and test their business model. The opportunity we provide will also add to the diversity of the Market’s already diverse mix of over 500 businesses in shops, crafts and farm based products. (See Attachment A)

Written Description of Proposed Use:

PDA requests permanent approval of the Guest Vendor program to test out and help incubate new businesses to potentially move to Market Daystalls or commercial spaces as they come available.

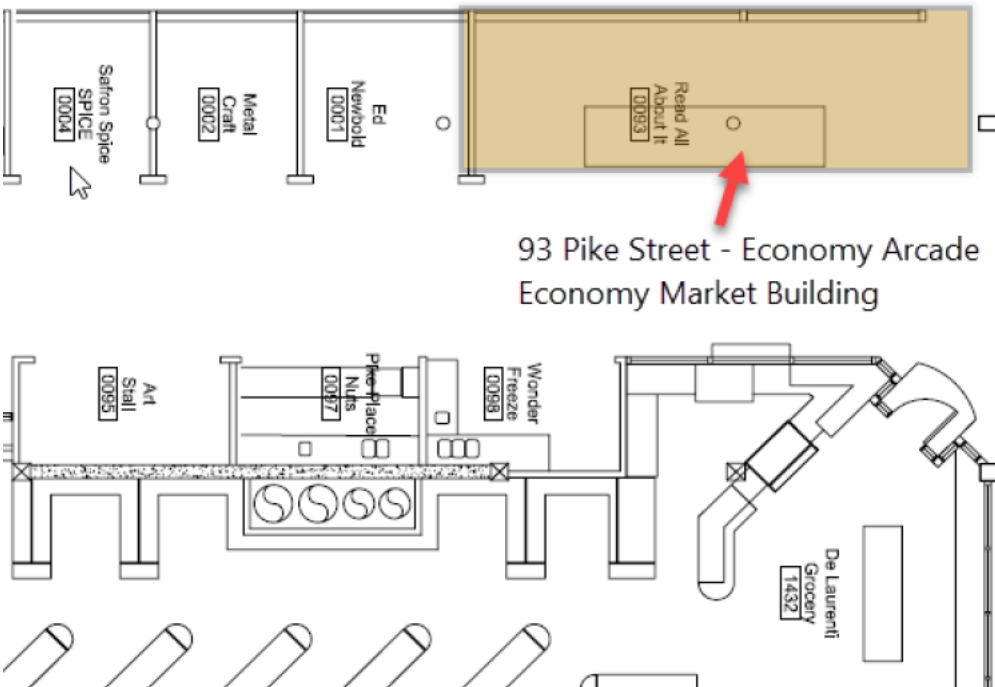
Attachment B

Site Plan—Market Map



Attachment C

Site Plan—Guest Vendor Area



93 Pike Street - Economy Arcade
Economy Market Building

Who Can Qualify?

We are looking for creative, innovative producers of specialty artisan food products and personally designed, handmade goods produced in Washington State using locally sourced ingredients when possible.

Qualifications Include:

- Vendors may not have an established storefront location, but preferably have established a business identity at farmers markets or through on-line merchandising of their product. Vendors may have a fixed location rented or owned for production / studio / manufacturing but this location must not also operate as a retail storefront.
- Vendors must commit to operating their stall Thursday through Monday (5 days) and be personally present as the producer 3 of those days.
- All vendors must have a current Seattle Business License. Those offering processed food products must have appropriate Health Permits and produce in a licensed kitchen or cottage-kitchen. Processed food items must be prepackaged in an approved facility and be shelf stable.

Please Review the Qualification Criteria (2)

Selection Criteria

In order of priority:

- Vendor does not have an established retail business location in a fixed storefront.
- Vendor is not currently selling in the Market (including other pop-up programs).
- Product sold is unique to vendor through design and/or production process.
- Vendors must qualify as a local farmer, processor, or artisan/crafter as defined by the [WSFMA Roots Guidelines](#).
- Food-related products must be shelf-stable and wrapped for display. Foods must be exempt from [Seattle-King County Health Department](#) permits.
- Product demonstration, sampling, packaging conforms to local codes and regulations.
- Vendor is from a historically under-represented group.

Not Allowed

- No commercially sourced finished merchandise or imported items.
- The facilities do not permit on site food preparation, nor access to sinks.
- Agricultural products including wines or other alcoholic beverages or cannabis are not permitted.
- The primary and significant value of items displayed or sold must be entirely produced in the State of Washington.
- No second hand items (Exception: Those vendors who take a second hand item and “up-cycle” that item into a new use)
- No solicitation of charitable donations or selling of products for fundraising activities.
- No non-owner operated businesses.
- No out of state processing.
- No use of PDA trademarks, “Pike Place Market”, Public Market Center sign image, etc.
- No promotional giveaways (business cards permitted)

OPERATING HOURS

- Available Daily – 9 am to 5 pm. Minimum operating days required are Thursday through Monday (onsite by 9am open by 10am).
- Pop-up “weeks” begin on Wednesday and end on Tuesday.
- Turn-overs for new vendors – move outs on Tuesday evenings, move-ins on Wednesday morning.



Pike Place Market Preservation & Development Authority (PDA)

info@pikeplacemarket.org • P: 206.682.7453 • F: 206.625.0646

PIKEPLACEMARKET.ORG • 85 PIKE STREET, ROOM 500 • SEATTLE, WA 98101

Guest Vendor Rental Agreement – 2024

This rental agreement is between _____, holder of a Guest Vendor Program permit at the Pike Place Market (hereafter referred to as "the vendor") and the Pike Place Market Preservation and Development Authority (hereafter referred to as "the PDA"). The effective dates for this agreement shall be from _____ to _____ and the total amount due for the rental period shall be \$ _____. Payment of the base rent must be received prior to the start of the rental period and any %rent due must be received within 15 days of the close of the rental period. The vendor agrees to abide by the following:

OPERATION HOURS

- Available Daily – 9 am to 5 pm. Minimum operating days required are Thursday through Monday (onsite by 9am open by 10am)
- Pop-up “weeks” begin on Wednesday and end on Tuesday
- Turn-overs for new vendors - move outs on Tuesday evenings, move-ins on Wednesday morning

RATES: Rates vary by season and for periods of 2, 4 or 6 weeks

- Peak (May – September, Thanksgiving – New Year) – \$250 per week
- Off Peak - \$100 (October to Thanksgiving, January to April)
 - Note- specific seasonal rates will be identified on a calendar, effective each Wednesday)
- After a vendors first 2 weeks, additional rent of 5% of sales over \$3,000 per week.
- Vendors must submit weekly sales reports.

CANCELLATIONS / TERMS AND CONDITIONS:

- *There are no refunds for cancellations or non-attendance.*
- If vendors do not give a 12 hour notice before a no show, open late, or close early, they may incur a \$50 charge for each day affected. Vendors must receive written approval from the Market for any alterations in hours.
- Any food items sold must be exempt from King County Health permit
- Tenants will be issues a bathroom FOB. There will be a \$25 charge for any missing FOBs
- The Market reserves the right to relocate stall assignments for a better fit and mix of use.
- No sub-leasing allowed.
- While the Economy Arcade is secured after regular business hours, the PDA assumes no responsibility for damage or loss of vendor inventory, equipment, or fixtures. Vendors are responsible for securing their own property.
- Vendors must have a valid city of Seattle business license and current liability insurance
- Vendors must adhere to standards of behavior for business tenants as outlined in the program Terms and Conditions: customers shall be treated in a courteous manner, no mislabeling of products, post a refund policy, no alcohol or drug use, no pets at stall, and no smoking. Failure to respect these rules will result in loss of selling privileges and requirement to vacate the space.



Pike Place Market Preservation & Development Authority (PDA)
info@pikeplacemarket.org • P: 206.682.7453 • F: 206.625.0646
PIKEPLACEMARKET.ORG • 85 PIKE STREET, ROOM 500 • SEATTLE, WA 98101

PDA TRADEMARK USAGE GUIDELINES

Guest Vendor acknowledges PDA’s ownership and authority over use of our registered and common law trademarks. Guest Vendor acknowledges that the Market Historical District and the PDA Trademarks are famous, and Guest Vendor agrees to observe and abide by the terms of this Section and Exhibit I. This Agreement gives the Guest Vendor the right to occupy the Premises as provided herein but does not constitute an express or implied license to use any PDA Trademarks for any purpose except as provided below.

Guest Vendor is permitted to use the names “Pike Place Market” and/or “the Market” solely to inform the public of its temporary location in the Market Historical District, and for no other purpose whatsoever. Guest Vendor shall not use PDA Trademarks (including without limitation images or depictions of any signs or other features of the Pike Place Market) in, or as, brand identification for Guest Vendor or its products or services of any kind without Landlord’s prior written permission which may be withheld in Landlord’s sole discretion. This restriction precludes print and digital use of PDA Trademarks in Guest Vendor business name, slogans, trademarks on websites, social media pages, emails, promotional materials, and product packaging or labeling.

Guest Vendor: _____

Date: _____

PDA Staff: _____

Date: _____

Guest Vendor Program Terms and Conditions

Tenant agrees to abide by the PDA Guest Vendor Program Terms and Conditions as cited herein.

SHOP COVENANTS

Tenant acknowledges that Landlord desires to establish and maintain a high standard for the image and reputation of the Pike Place Market and that the nature, character and manner of use of the Premises and the nature and character of the occupant(s) therein will have a significant impact on Landlord's ability to establish and maintain the unique character and image of the Pike Place Market. Accordingly, Tenant covenants and agrees to promptly take the necessary steps to remove any cause of Landlord's dissatisfaction with respect to the following items and matters, which Tenant agrees are subject to Landlord's approval:

- (i) the decor, design, materials and signage used in the tenants display
- (ii) the nature, kind, and quality of merchandise and/or services offered, and the manner of merchandising, displaying, and advertising by the tenant

Tenant further covenants and agrees that it will at its expense and at all times comply with the following:

- (i) maintain personal property insurance having a limit of not less than the full replacement value of Tenant's personal property located on the Premises including, without limitation, all inventory and displays;
- (ii) keep the Premises clean and in a neat, sanitary condition
- (iii) maintain regular business hours by keeping all portions of the Premises open for business during the Business Hours established by Landlord, with a sufficient number of employees and amount of inventory to properly service and operate the business being conducted at the Premises;
- (iv) not use, play or operate or permit to be used, played or operated any sound making or sound reproducing device in the Premises
- (v) not create, or permit to be created, any ground vibration that is materially discernible outside the Premises;
- (vi) cause all rubbish, garbage, waste and other debris generated on the Premises to be removed to such reasonable location and in such manner as may be specified by Landlord from time to time;
- (vii) not create, or permit to be created, any noxious odor that is disruptive to the business operations of any other tenant of the Campus;
- (viii) adhere to those rules and regulations which Landlord shall establish from time to time including, without limitation, merchandising and customer service standards.

MERCHANDISING STANDARDS

Landlord shall be entitled to adopt, from time to time, merchandising standards setting forth minimum merchandising standards, including but not limited to methods of display, presentation, weighing, and conduct relative to purchasers.

- (A) Hawking

Tenant shall not engage or permit any employee or tenant to engage in the following:

- i. Calling aloud to passers-by who have not yet expressed interest in vendor's goods or services.
- ii. Advertising, demonstrating, selling, or displaying merchandise or attempting to sell goods or services outside of the leased Premises without obtaining prior approval of Landlord.
- iii. Other activities deemed by Landlord to routinely interfere with the ability of others to conduct business in the Pike Place Market.

(B) Refund/Exchange Policy

Tenant agrees to adopt and post in clear public view a written policy regarding merchandise refunds and/or exchanges.

(C) Display Guidelines

Landlord and Tenant agree that the Premises shall be considered the interior area as described in the vendor agreement.

MINIMUM STANDARDS FOR ALL BUSINESS

- Business hours shall be clearly posted on the business frontage and business hours shall be consistently maintained.
- Refund and exchange policies must be clearly posted near locations where money is exchanged or sale conducted.
- On request, customers shall be given a receipt with their purchase.
- All customers shall be treated in a courteous manner. Profane and/or vulgar language and gestures shall not be tolerated.
- Merchants shall employ staff knowledgeable about the products they sell.
- Customer complaints that cannot be resolved amicably on-site shall be immediately referred to the Landlord's main office for resolution.



The City of Seattle

Pike Place Market Historical Commission

Mailing Address: PO Box 94649, Seattle WA 98124-4649
Street Address: 600 4th Avenue, 4th Floor

CERTIFICATE OF APPROVAL FOR USE

Date: April 29, 2022

MHC 20/22

Applicant: Zack Cook

Business: PDA

Address: 93 Pike St, 85 Pike St Arcade #2, 85 Pike St Arcades #5-#6 Seattle, WA 98101

Building: Economy Building, Fairley Building

At its meeting of April 27, 2022, the Pike Place Market Historical Commission approved the following:

Proposal for temporary use of spaces through December 31, 2022 as follows:

Arcade #2: Retail food sales by Bonnie B's Peppers according to existing approved use for Bonnie B's.

Arcade #5-6: Fresh produce sales by WA state farmers to be recruited by PDA.

93 Pike St: Pilot rotating guest vendor program administered by the PDA.

Businesses or vendors with existing physical retail locations may not participate in Arcade #5-#6 or 93 Pike St projects sites.

(This action is categorically exempt from SEPA by the provisions of WAC 197-11-800.)

The Certificate is issued with the understanding that the applicant will obtain all other permits and approvals that may be required.

Lisa Martin, Commission Chairperson

By:

A handwritten signature in black ink, appearing to read "Min Chau Le". The signature is written in a cursive, flowing style.

Minh Chau Le, Commission Coordinator
Pike Place Market Historical Commission



The City of Seattle

Pike Place Market Historical Commission

Mailing Address: PO Box 94649, Seattle WA 98124-4649
Street Address: 600 4th Avenue, 4th Floor

CERTIFICATE OF APPROVAL FOR USE

Date: January 13, 2023

MHC 9/23

Applicant: Zack Cook, PDA

Property Owner: Zack Cook, PDA

Business: Not Applicable

Address: 93 Pike St Seattle, WA 98101

Building: Economy

At its meeting of January 11, 2023 the Pike Place Market Historical Commission approved the following:

Extension of approval for temporary use of space for public seating and rotating guest vendor programming to be managed by Pike Place Market PDA. Prior approval: MHC 20/22

Programming to be administered according to attached plans.

Approval granted for one year; expiration date: January 13, 2024.

The Commission considered the following District Guidelines when making the decision:

- 2.1 General Principles for Uses in the Market
- 2.9 Temporary Uses

(This action is categorically exempt from SEPA by the provisions of WAC 197-11-800.)

The Certificate is issued with the understanding that the applicant will obtain all other permits and approvals that may be required.

Administered by the Historic Preservation Program Seattle Department of Neighborhoods

"Printed on Recycled Paper"

Grace Leong, Commission Chairperson

By:

A handwritten signature in black ink, appearing to read "Min Chau Le". The signature is written in a cursive, flowing style.

Minh Chau Le, Commission Coordinator
Pike Place Market Historical Commission

SPECIAL DISTRICT AND LANDMARK REVIEW

Property or District: Pike Place Market Historical District

LPB Document No.: MHC 9/23

Reviewed By: Minh Chau Le

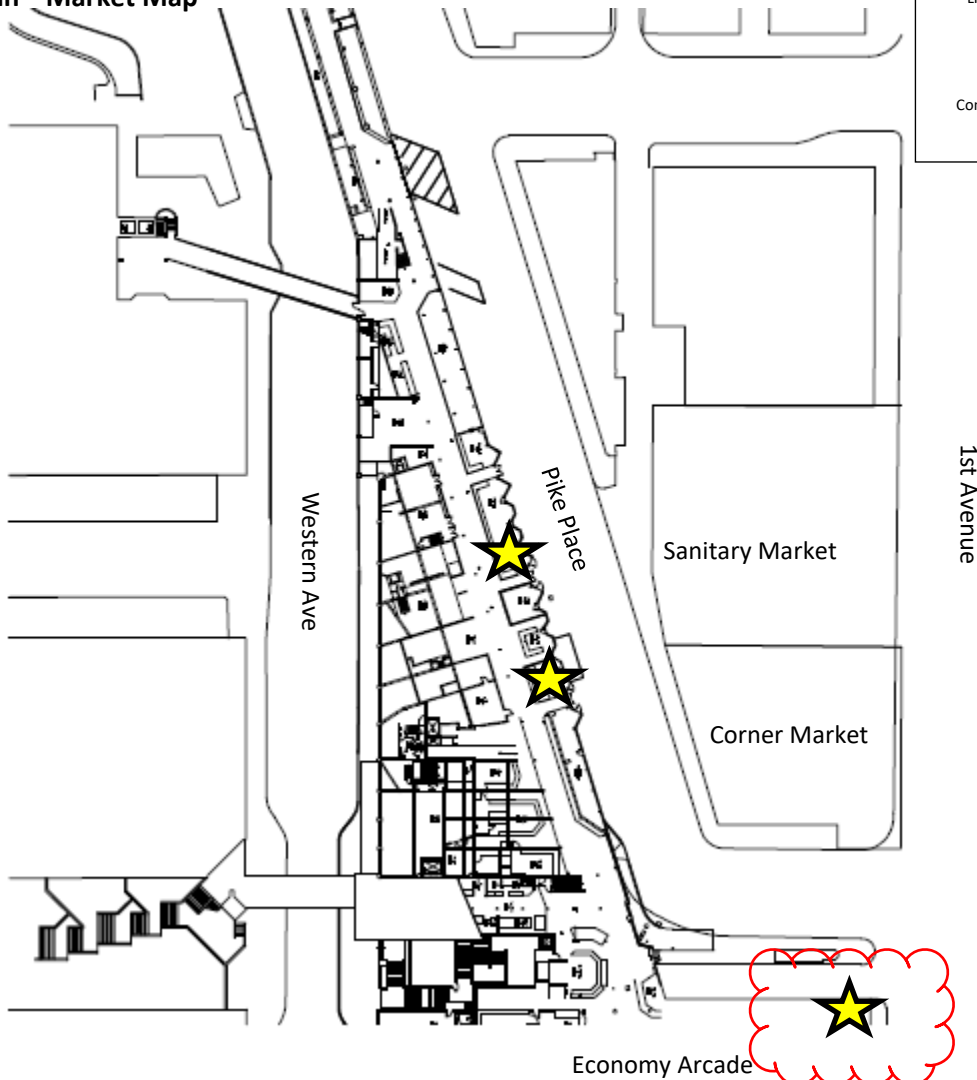
On: January 13, 2023

Comments on Pages:

Total Pages: 12

Attachment B

Site Plan—Market Map



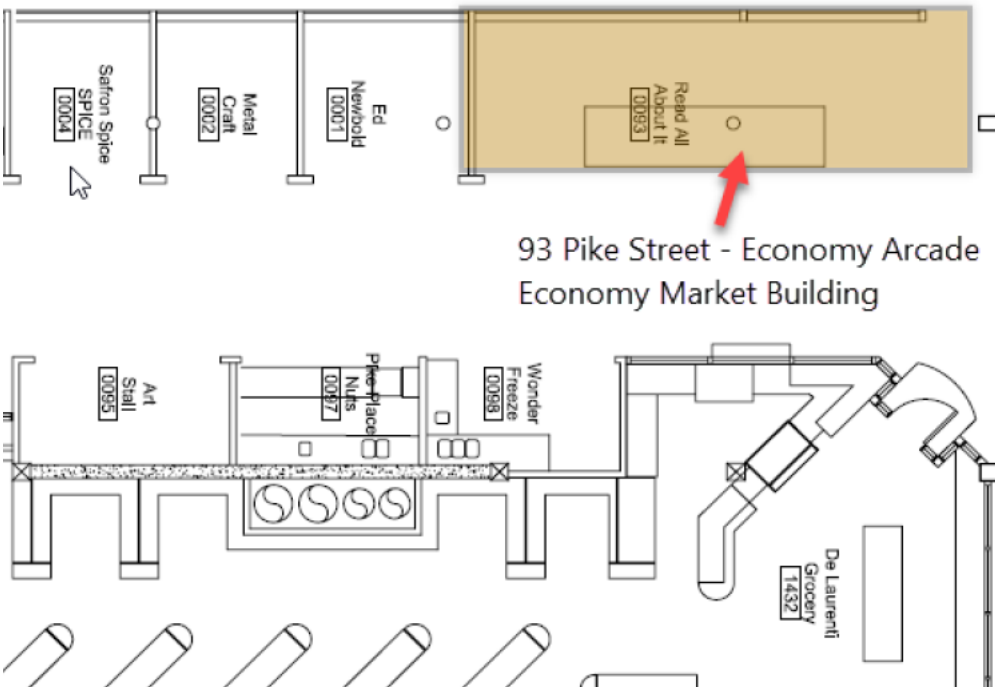
SPECIAL DISTRICT AND LANDMARK REVIEW

This page: APPROVED

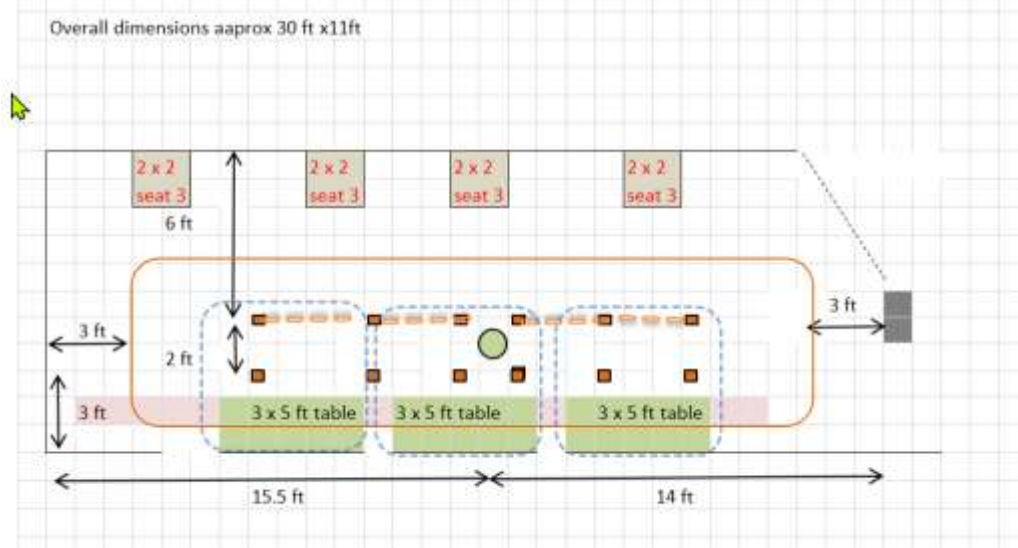
By Minh Chau Le

Attachment C

Site Plan—Guest Vendor Area

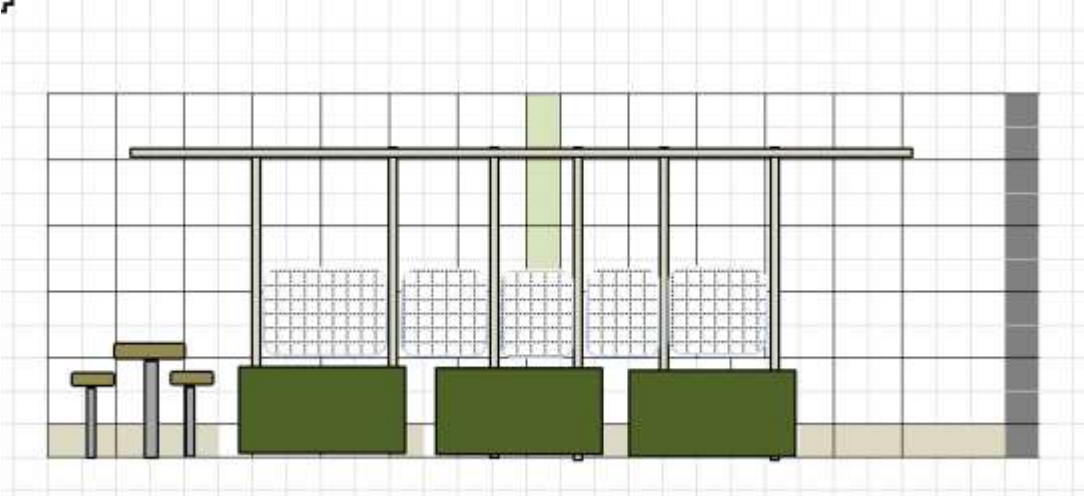


Layout:

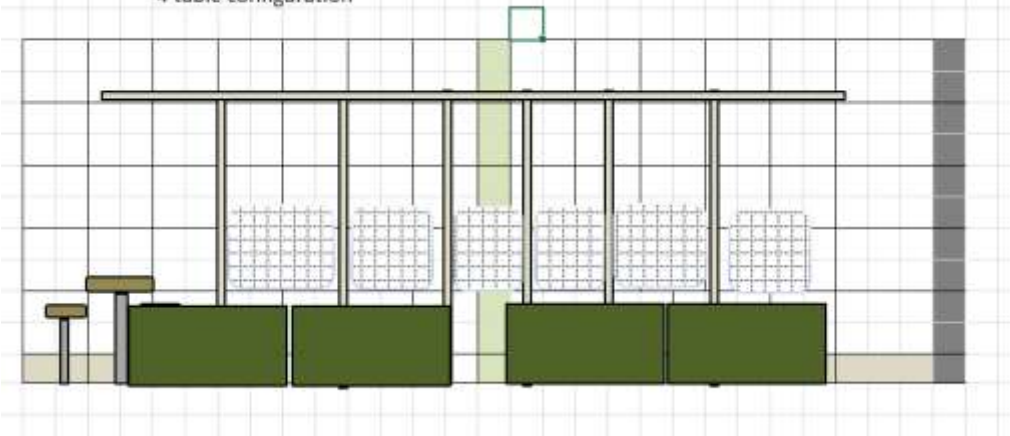


Elevations:

2/3 /4 table configurations



4 table configuration



We are looking for creative, innovative producers of specialty artisan food products and personally designed, handmade goods produced in Washington State using locally sourced ingredients when possible.

Qualifications Include:

- Vendors may not have an established storefront location, but preferably have established a business identity at farmers markets or through on-line merchandising of their product. Vendors may have a fixed location rented or owned for production / studio / manufacturing but this location must not also operate as a retail storefront.
- Vendors must commit to operating their stall Thursday through Monday (5 days) and be personally present as the producer 3 of those days.
- All vendors must have a current Seattle Business License. Those offering processed food products must have appropriate Health Permits and produce in a licensed kitchen or cottage-kitchen. Processed food items must be prepackaged in an approved facility and be shelf stable.

Selection Criteria**In order of priority:**

- Vendor does not have an established retail business location in a fixed storefront.
- Vendor is not currently selling in the Market (including other pop-up programs).
- Product sold is unique to vendor through design and/or production process.
- Vendors must qualify as a local farmer, processor, or artisan/crafter as defined by the WSFMA Roots Guidelines.
- Food-related products must be shelf-stable and wrapped for display. Foods must be exempt from Seattle-King County Health Department permits.
- Product demonstration, sampling, packaging conforms to local codes and regulations.
- Vendor is from a historically under-represented group.

Not Allowed

- No commercially sourced finished merchandise or imported items.
- The facilities do not permit on site food preparation, nor access to sinks.
- Agricultural products including wines or other alcoholic beverages or cannabis are not permitted.
- The primary and significant value of items displayed or sold must be entirely produced in the State of Washington.
- No second hand items (Exception: Those vendors who take a second hand item and “up-cycle” that item into a new use)
- No solicitation of charitable donations or selling of products for fundraising activities.
- No non-owner operated businesses.
- No out of state processing.
- No use of PDA trademarks, “Pike Place Market”, Public Market Center sign image, etc.
- No promotional giveaways (business cards permitted)

OPERATING HOURS

- Available Daily – 9 am to 5 pm. Minimum operating days required are Thursday through Monday (onsite by 9am open by 10am).
- Pop-up “weeks” begin on Wednesday and end on Tuesday.
- Turn-overs for new vendors – move outs on Tuesday evenings, move-ins on Wednesday morning.



RATES

- Rates vary by season and for periods of 2, 4 or 6 weeks
- Peak (May – September, Thanksgiving – New Year) – \$250 per week
- Off Peak – \$100 (October to Thanksgiving, January to April)
- Note- specific seasonal rates will be identified on a calendar, effective each Wednesday)
- After a vendors first 2 weeks, additional rent of 5% of sales over \$3,000 per week.
- Vendors must submit weekly sales reports.
- A \$300 damage/late fee deposit will be charged (or placed on credit card hold) when space assignment is confirmed and will be refundable upon compliance with booth rental agreement.



Washington State Farmers Market Association

ROOTS GUIDELINES FOR MEMBER MARKETS

MISSION STATEMENT

The Washington State Farmers Market Association's mission is to support vibrant and sustainable farmers markets in Washington State through member services, education and advocacy.

PREAMBLE

Across the State of Washington, Farmers Markets operate in every type of community—cities, suburbs, and rural areas. They vary in size and business structure according to their location and their community. Regardless of the Market's location or the number of vendors, Washington State consumers have the same expectations, and it is these expectations that every Farmers Market should meet if it truly intends to be successful in its goals:

1. A Farmers Market is where a grower can sell directly to the consumer and is most likely the small farmer's best opportunity to profit from their land and efforts; and
2. A Farmers Market is a marketplace where consumers can talk directly to the grower, purchase the freshest produce possible, and experience the health-giving effects of that freshness.

WHAT IS REQUIRED TO BECOME A MEMBER?

The WSFMA is committed to an agriculturally based market system. Membership is based on meeting the following requirements.

1. Market Vendor Roster

All Member Markets are required to maintain a Vendor Roster, which shows an average of five (5) Farmers* per market day. Vendors who are Resellers* should not be counted in the Farmer* category, but be listed in a separate Reseller* category.

- a. Vendor Rosters should include the following contact information for vendors who are going to participate in your market during the upcoming season:
 - Name of Owner
 - Business Name
 - Category of Vendor
 - City, State, Zip, County (for farmers, include cross streets for each owned, leased, or rented property)
 - Phone number, email address, website address (public information only)

(Note: First year markets will be asked to submit their vendor roster to the WSFMA prior to the Market's start date.)

2. Vendor Sales

All WSFMA Member Markets are required to collect, and report, at the time of submitting their application, total vendor, gross sales from the previous season according to each category below.

- a. Total combined gross annual sales of all **Farmers***
- b. Total combined gross annual sales of **Processors*** and **Resellers***
- c. Total combined gross annual sales listed in **Others*** category.

(Those with (*) refer to definitions listed below.)

WSFMA Gross Sales Formula

- ▶ Total Farmers Sales must be greater than (>) Processor + Resellers gross sales combined.
- ▶ All Farmers + Processor + Resellers sales must be greater than (>) Artisan/Crafter + Prepared Food.

3. Market Documents

In order to understand the organization and structure of Member Markets, each new market is asked to provide the WSFMA with as many of the documents from the list below as possible. Established markets are encouraged to send copies of new and revised materials to the WSFMA for inclusion in the Association's market document collection that serves as a resource for market managers and industry professionals.

- a. Market Bylaws
- b. Vendor Rules/Guidelines/Policies, Vendor Handbook
- c. Vendor Application Form
- d. Blank Vendor Sales Report Form
- e. Business or Strategic Plan
- f. Market Manager's Job Description
- g. Sample Newsletter

4. Canopy Weight Requirements

Canopy Weights must be attached to vendor and market canopies at all times. Member markets shall agree to, and enforce, the following language and shall include the following paragraph in all market contracts, guidelines, and vendor handbooks or policies regarding canopy use.

"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 their canopy and sell without it. Each canopy leg must have no less than 24# (pounds) anchoring each leg, and market umbrellas, 50#. Alternatively, canopies may be secured on grass or unpacked soil by steel auger anchors or spiral tent stakes of at least ½" thickness and 12 – 15" length, properly installed and secured. Non-spiraled, straight tent stakes are not an acceptable canopy anchoring system. Holding capacity of auger anchor systems is dependent on soil conditions and density and may not be adequate in rocky soils."

For examples of recommended safety methods pertaining to canopy weights, please refer to ["Canopy Safety 101."](#)

5. Market Inspection/Assessment

An onsite visit by a WSFMA Board Member, or appointed Inspection Committee, will occur bi-annually in order to assess the degree to which the Member Market is meeting the requirements of the WSFMA according to the "Roots Guidelines for Membership", as well as assess any and all market needs.

WHAT IS NOT ALLOWED AT WSFMA MARKETS?

Member Markets are not allowed to have the following vendors selling in their market, unless said vendor falls within an 'Exception'. In all cases, these items are restricted from being sold in a WSFMA Market because the products are either not produced, processed, or created in Washington State by the vendor, or funding, marketing, or other assistance given to vendors comes from a source separate from the vendor. However, vendors who are not allowed to sell at WSFMA Markets are allowed to sponsor market events/activities, as long as they are not selling or taking orders to sell.

- ▶ **No Commercial or Imported Items**
- ▶ **No Second Hand Items** (Exception: Those vendors who take a second hand item and recycle that item into a new use);
- ▶ **No Franchises:** Those who have entered into an agreement or received a license to sell a company's products and/or use a company's packaging, logo, ingredients, and/or marketing tools under that license or any franchise agreement;
- ▶ **No Non-Owner Operated Businesses:** Only those businesses that are operated and controlled by their Washington State-based, or border county-based, owners are permitted at WSFMA Markets; and
- ▶ **No Out-of-State Processing:** All processed products sold at WSFMA Markets must be processed within Washington State, or the border counties listed in Appendix A.

LIABILITY INSURANCE

All WSFMA Member Markets are required to hold [liability coverage](#) either through the company(ies) recommended by WSFMA or an equivalent policy with another insurance agency. Those markets with liability insurance provided by another carrier must provide the WSFMA with a copy of their Liability Certificate with the WSFMA named as an additional insured. The minimum required limits of liability must be equivalent to those of the WSFMA recommended policy(ies). The carrier must have a minimum Insurer Credit Rating of A.

WHO IS ALLOWED TO SELL AT WSFMA MEMBER MARKETS?

PRODUCERS

FARMERS

One who raises produce, plants or botanicals, or animals which they sell at WSFMA Member Markets on land they own, lease or rent, in the State of Washington or border counties (Please see "Appendix A: WSFMA Approved Bordering Counties"). The definition of **Farmer** may also include someone who processes produce, fruit, berries, botanicals, meats, honey, etc., which is grown, raised, or harvested on their own, leased or rented property, in the State of Washington or border counties and then turned into value added product(s) such as jams, cider, salsa, vinegars, alcoholic beverages(*), essential oils or any other botanical use. It may also include **Farmers** who raise the basic ingredient(s) of a product, but who must send it out for fundamental processing, either within Washington State or border counties, before creating the value added product. Such **Vendors** might include those **Farmers** selling certain essential oils, smoked meats or fish, etc. This excludes **Resellers** or those who might work on, or manage a corporately owned farm and have permission to dispose of surplus product.

SEAFOODS: In the case of seafood, the vendor must own, lease, or operate the fishing vessel or own, lease or rent the parcel of land where the seafood is caught or harvested for sale at WSFMA Member Markets. The vendor must be a legal resident of the State of Washington.

**ALCOHOLIC BEVERAGES: 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. Because at this time there appears to be no beer made in Washington State that meets these requirements, WSFMA recommends that its Member Markets only apply to be authorized for wine sales by the State Liquor Control Board.*

PROCESSORS

One who sells foods that they have personally prepared or processed on property that they own, lease, or rent in the State of Washington. **Processors** are persons offering fresh food products (such as meats, seafood, ciders, wines, baked goods, jams, nuts, etc.) that have added value to their product through some sort of "hands-on" processing (e.g., hand-filleted fish, smoked or butchered meats, handmade candies/nuts, etc.), but have not raised the ingredients themselves. All **Processors** must meet all Federal, State, County and local Health Department requirements. All appropriate permits and licenses must be submitted and filed with the Market Manager. **Processors** must produce their products in Washington State only, or in the border counties listed in Appendix A. Processed food producers should use ingredients from Washington State farms or waters as much as possible, and WSFMA Member Markets should give stall preference to those **Processors** who use ingredients from Washington State farms or waters.

SEAFOODS: In the case of seafood vendors, the product must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska and British Columbia.

***ALCOHOLIC BEVERAGES:** 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, but which cannot be produced in the State of Washington, not amounting to more than 5% of the total volume of the beverage.*

RESELLERS

One who buys produce from farmers in Washington State, or the border counties listed in Appendix A only, transports it to a WSFMA Member Market, and resells it to the consumer. Resellers are allowed to sell at WSFMA Member Markets, but do have strict criteria to follow:

1. Resellers are expected to be the only stop between the grower and the consumer.
 - a. The product they buy must not come from shippers, warehouses, jobbers or wholesale distributors.
2. They must not sell any produce not grown in Washington State or the border counties listed in Appendix A (For example: oranges or bananas).
3. They may sell any produce they grow themselves on their own property (see **Farmers**).
4. Resellers are sellers of crops that cannot be grown reliably, or are not offered for sale in sufficient quantity, by **Farmers** selling at a given WSFMA Member Market, as determined by the individual WSFMA Member Market's governing body.
5. Resellers must have all crops pre-approved by the Member Market's governing body before delivering the crops to market for sale. Approved, resold crops must be specifically limited, so as not to compete with the crops of **Farmers** within the geographic vendor boundaries of the WSFMA Member Market, as defined by the Market's policies and by-laws.
6. All Resellers, or **Farmers**, must label their products as being resold if they are not selling products which they have grown, raised, or harvested themselves on property that they own, lease, or rent.
7. All information declaring which products are resold must be available and displayed for the consumer to easily read. Signage must clearly state which farm(s) produced the products; other terms synonymous with "resold" may be substituted.
8. Resellers from border counties are not allowed to sell at WSFMA Member Markets.

OTHER VENDORS

PREPARED FOOD VENDORS

Prepared Food vendors (Concessionaires) offer freshly made foods, available for sale and immediate consumption on-site at WSFMA Member Markets. **Prepared Food** vendors shall submit and also possess and maintain all required State, County, and local Health Department permits. All appropriate permits and licenses shall be filed with the management of the market. **Prepared Food** vendors should use ingredients produced in Washington State as much as possible. Further, when selecting **Prepared Food** vendors, WSFMA Member Markets are

encouraged to provide a good variety of healthy foods and to give preference to those vendors using ingredients produced in Washington State only. **Prepared Food vendors from border counties, listed in Appendix A, are only allowed to sell at WSFMA Member Markets operating along the Washington State border; WSFMA Member Markets should give priority to those Prepared Food vendors who use ingredients from Washington State farms or waters.**

ARTISANS/CRAFTERS

One who creates with their own hands the products they offer for sale at WSFMA Member Markets or providers of skilled craft services at the market, such as on-site knife sharpening or tool refurbishment. To qualify as an Artisan/Crafter, a majority of the tools and equipment used to produce their products must require skill, personal handling and/or manipulation, including second-hand items that are recycled, repurposed and/or skillfully and creatively refurbished for new or improved use. Artisans/Crafters should incorporate materials grown or produced in Washington State as much as possible and create their products in Washington State only. **Artisan/Crafters from border counties, listed in Appendix A, are only allowed to sell at WSFMA Member Markets operating along the Washington State border; WSFMA Member Markets should give priority to those Artisan/Crafter vendors who use materials from Washington State.**

ROOTS GUIDELINES POLICIES (adopted 2/2014)

The purpose of the Roots Guidelines is to ensure that WSFMA Member Markets operate by a consistent set of standards to meet the consumer's expectations of a Farmers Market (see preamble). From time to time, the WSFMA is asked to review, clarify or modify the Roots Guidelines. Members may request clarification and/or recommend changes by using the Roots Guidelines Review Procedure (Appendix B).

Any changes to the Roots Guidelines will require a majority vote of the WSFMA Board of Directors.

Proposed changes may be amended, accepted, rejected or tabled indefinitely at the board's discretion.

WSFMA Member Markets will have until the next year's WSFMA application deadline to adopt any new Roots amendments to remain eligible for WSFMA membership.

A Member Market may request a temporary exemption to the Roots Guidelines if barriers exist that make it difficult to comply within the first year. Requests for exemption must be approved by a majority vote of the WSFMA Board of Directors and must include an adoption plan and an extension deadline of no longer than 2 years.

WSFMA Membership may be revoked if adoption of the Roots Guidelines does not occur within the approved timeframe.

Appendix A

WSFMA APPROVED BORDER COUNTIES

Those Member Markets operating in counties bordering the States of Oregon and Idaho may allow **Farmers and Processors** from outside of Washington State whose farms—either owned, leased, or rented—are located in the counties on the lists below.

Prepared Food vendors and **Artisan/Crafter** vendors from border counties are allowed to participate at WSFMA operating Members Markets along the State lines; however, priority should be given to vendors from, and using, ingredients and materials in Washington State as much as possible. **Resellers** from border counties are not allowed to sell at any WSFMA Member Markets.

<u>Oregon</u>	<u>Idaho</u>
Clatsop	Boundary
Tillamook	Bonner
Columbia	Kootenai
Washington	Benewah
Yamhill	Latah
Multnomah	Nez Pearce
Clackamas	Lewis
Hood River	
Wasco	
Sherman	
Gilliam	
Morrow	
Umatilla	
Union	
Wallowa	

Appendix B

ROOTS GUIDELINES REVIEW PROCEDURE (adopted 2/2014)

The WSFMA “Roots Guidelines for Member Markets” will be reviewed annually by the WSFMA Board of Directors & Staff.

WSFMA Member markets, board members or staff may submit proposed changes to the Roots Guidelines by completing the [Proposed Roots Guideline Changes form](#). The form may be submitted electronically, via mail or in person to the WSFMA office no later than October 1st, to be considered for the following market season.

Proposed changes will be reviewed by the Executive Committee and coordinated with the WSFMA Secretary.

Proposed changes vetted by the WSFMA Executive Committee and reviewed and amended as necessary by the WSFMA Board of Directors & Staff will be posted to the WSFMA website and sent to all

WSFMA members so that all members will have an opportunity to comment on the proposed changes up to and including the annual WFSMA meeting.

A summary of the proposed changes and comments will be presented at the annual meeting where membership comments will be heard and discussed.

Changes will again be reviewed and amended as necessary by the WFSMA Board of Directors & Staff at the early season board retreat, voted on at the following regular board meeting and, if adopted, will be included in the annual membership packet mailed each spring.

Revised February 2014

Updated March 2015