



# Ellensburg Farmers Market

## 2025 RULES, GUIDELINES, & POLICIES

**PLEASE READ THESE REGULATIONS CAREFULLY AND PRINT FOR YOUR RECORDS. THERE ARE SEVERAL UPDATES FOR 2025.**

To uphold the integrity of our market, all vendors and their representatives are responsible for knowing and abiding by the rules. If you cannot print a copy, one can be provided for you.

### EFM BOOTH LOCATION AND SPACE ASSIGNMENT

#### **BOOTH ASSIGNMENTS**

Participation in the Ellensburg Farmers Market is based on a **priority of products** in the following order:

1. **Fresh Farm products**
2. **Value-added farm products**
3. **Processed foods** - with preference given to vendors using ingredients from local farms (or if not available locally, from Washington State).
4. **Prepared foods** - with preference given to vendors using ingredients from local farms (or if not available locally, from Washington State).
5. **Crafter/Artisans** - with preference given to vendors using ingredients from local farms (or if not available locally, from Washington State).
6. The **need for a specific product** and your ability to produce it.

#### **BOOTH LOCATION**

Placement of your booth will be assigned and reserved using the following criteria:

1. Returning Vendors
2. Attendance from prior seasons
3. Sales history reporting
4. Date Vendor submitted a complete application
5. Number of spaces required. (The more space required, the more challenging it is to place the vendor. Trailers are the most limiting, as they require the ability for vehicle maneuvering in addition to space. We have a very limited amount of space for trailers.)
6. Electric Use. (A limited number of outlets are available in specific areas only and will determine placement). Generators are prohibited.
7. Any exceptions to these rules will be considered on a case-to-case basis; at the discretion of the Market manager and/or the Board of Directors.

## VENDOR RULES

**A. ONLY WASHINGTON STATE FARMERS AND OTHER PRODUCERS, AS LISTED, MAY SELL AT THE MARKET:** A principal farmer/producer may send family members, partners or employees to the market in their stead, but are responsible for having their on-site representatives aware of all Market rules and policies.

**B. Ellensburg Farmers Market HOURS OF OPERATION: 9:00 a.m. – 1:00 p.m.** No vendor vehicles will enter the street after 8:15 a.m. and all vehicles must be removed by 8:30 a.m. No vendors will be allowed on the site before 6:30 a.m. All vendors vacate the site by 2:30 p.m.

**C. SIGNAGE:** All vendors are required to post a sign identifying them or the name of the business represented at their booth. All farmers are required by the State of Washington to clearly display prices on signs.

**D. PRICE SIGNAGE:** Vendors are required by the State of Washington to clearly mark the prices of their items. This can be done by individually tagging each item or by listing all of your items and prices on a large sign or blackboard. Displaying prices invites customers to your booth and builds trust between vendors and customers.

**E. SELLING SPACE:** To keep everyone safe and to keep the integrity of the market as well as to comply with local fire code, you must be completely unloaded into your booth space, with your vehicle off site by 8:30 AM. Repeat violators will be fined or asked not to return to the market.

Your assigned booth space will be numbered and marked. Please be considerate of other vendors and the surrounding downtown businesses and sidewalks. Please set up and store your things only within your marked space. The vendor sales area and signage must not extend beyond the allotted boundaries of the booth space. Displays and signs must allow clear visibility to adjoining booths. Display and selling techniques must not impair other vendors' ability to sell, nor create a hazardous situation for customers.

Canopy sidewalls can't be erected, except for days of inclement weather at the discretion of the Market manager. Normal Kittitas Valley winds do not count as inclement weather. The Ellensburg Farmers market prohibits the use of generators.

**F. VENDOR VEHICLES AND LOADING/UNLOADING and PARKING:** Please be very considerate of other vendors and "thru-traffic" when you are loading and unloading. Please pull to the side as far as possible and do not park in a way that blocks other vendors from getting by your space or vehicle. There will be no blocking of alleys with vehicles at any time. Parking in the alleys is also prohibited at all times.

If you are using your vehicle as part of your vendor space, you must have permission from the market manager prior to arrival. Your vehicle must not extend beyond allotted booth space, or you will have to pay for additional booth space. Several market booth spaces have been designated with on-site vendor vehicles in mind. If you have a second vehicle or a load off space, please have it off the market site no later than 8:30 a.m.

## **Continued... F. VENDOR VEHICLES and LOADING/UNLOADING and PARKING:**

After the market closes at 1:00 p.m. Vendors must first pack up all belongings and have all items ready to load before entering the street with vehicle. VENDORS MAY NOT ENTER THE STREET WITH VEHICLES UNTIL AFTER 1:15 pm AND CUSTOMERS are no longer in the street. The street must be vacated no later than 2:30 p.m.

Do not park in downtown Ellensburg Customer Parking Spaces Vendors must leave the street parking spaces for customers. *Vendors shall not park between Main and Ruby, or 3rd and 5th Avenues, or within two blocks of the market unless it is in one of the aforementioned lots between 9:30 a.m. and 12:30 p.m.* We encourage vendors to park in the parking lots of Bank of the West, City of Ellensburg, Consolidated Communications or US Bank parking lots. If you have any questions regarding parking options, you are welcome to ask the market manager.

Vendors violating loading/unloading and parking rules, will face fines or suspension of membership at the discretion of the Market Manager.

**G. BOOTH CLEAN-UP and GARBAGE REMOVAL:** Vendors are responsible for keeping their space attractive during Market hours and for cleaning up their space after the market closes. Vendors are responsible for taking their trash and garbage out of the market. The garbage and trash receptacles owned by the surrounding businesses should not be used.

All vendors who provide food, a napkin, a toothpick, cup or anything that might need a garbage bag, MUST provide a trash receptacle in the front of their booth for customers to use.

**H. TABLECLOTHS:** Tablecloths should be plastic or vinyl and wiped down regularly. THE MARKET DOES NOT PROVIDE TABLES, CANOPIES, UMBRELLAS OR OTHER EQUIPMENT, such as canopy weights.

**I. UMBRELLA and CANOPY RULES:** All vendors who wish to erect canopies or an umbrella on the farmers market site during a normal period of market operations, including the setup and breakdown period, are required to have their canopies or their umbrellas sufficiently and safely anchored/weighted to the ground from the time their canopy or umbrella is put up to the time it is taken down. Any vendor who fails to properly secure his or her canopy or umbrella will not be allowed to sell at the farmers market on that market day, unless that vendor chooses to take down and store their canopy or umbrella and sell without it. According to WSFMA guidelines, a canopy must have no less than 24 pounds anchoring each leg. For examples of recommended safety methods pertaining to canopy weights, *please refer to "Canopy Safety 101" document located at <https://wafarmersmarkets.org/vendor-resources/>.*

## **NEW TO 2024: ALL CANOPIES AND UMBRELLAS MUST COMPLY WITH THE LOCAL FIRE CODE.**

Tents, canopies, membranes, tarps must be made of fire resistive material. A tag must be present on the canopy confirming the material meets minimum NFPA 701 or California State Fire Marshal Seal. If there is no tag, look for a fire compliant certificate provided by the manufacturer.

**J. CLEANING PRODUCE:** Produce should be washed and prepped for sale at home or on the vendor's farm. Vendors should not wash produce at Market.

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**K. NO DUMPING ALLOWED:** Vendors are not allowed to give produce or other items away for free or at unreasonably low prices during market hours. Do not leave behind/discard unwanted produce at the market.

**L. SAMPLES:** Vendors must have any required permits from KCHD; <https://www.co.kittitas.wa.us/health/services/food.aspx>

Sampling may take place provided the vendor has water, soap, and paper towels to wash cutting implements after each use. Disposable rubber/plastic gloves are encouraged. Vendors must provide single service utensils, such as toothpicks. Vendors will be responsible for their own trash. All vendors who provide food, a napkin, a toothpick, cup or anything that might need a garbage bag, MUST provide a trash receptacle in the front of their booth for customers to use.

**M. PETS:** Pets belonging to vendors will not be allowed in vendors booths during the hours of the market.

**N. VENDOR DRESS:** Vendors are requested to dress appropriately at their booths during market hours.

**O. CHILDREN:** Vendors need to keep a watchful eye on their children at all times during Market day. The Market will take no responsibility for their safety or whereabouts.

**P. COURTESY:** Vendors will conduct themselves courteously. It is the Market's intent to win friends and benefit the vendors, consumers and the community.

The Ellensburg Farmers Market has a ZERO TOLERANCE for any behavior that is deemed to be offensive to other vendors, market staff or customers. Conflicts will be resolved in an unobtrusive manner. Vendors who behave in an unprofessional manner will be asked to leave immediately and their membership immediately suspended pending board reviews at the next regularly scheduled board meeting. If the market is already open for business at the time of the incident, they will be expected to return at the end of the market day at 1:15 p.m. to retrieve their things.

The expectation is that all people who are at the market will be treated with courtesy, dignity and respect.

**Q. HAWKING:** Hawking (calling attention to your products in a loud repetitive, public manner) during the Market day is not allowed.

**R. NO SMOKING:** Smoking is not allowed in the vendor sales area.

**S. MARKET MANAGER:** The Market manager's job is to implement Ellensburg Farmers Market policies. This includes, but is not limited to, overseeing Market set-up, space assignments, and collection of fees, providing information about applications and Market policies, and assuring vendor compliance with all market policies. The Market manager will make booth assignment decisions based on available space in the Market and the need for specific products. The Market manager will be responsible for public concerns and vendor complaints. The Market manager is also the conduit between vendors and customers to the Market board.

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**Continued... S. MARKET MANAGER:** The Market manager has complete authority to interpret and implement policy on the Market site; including the authority to rescind booth space for just cause. Vendor grievances will be taken to the board. The Market Manager has the discretion to immediately remove any item that they consider objectionable from a vendor's booth. The Board of Directors will review the manager's decision within 14 days and make an official ruling on the matter.

**T. MARKET RESPONSIBILITY:** The Ellensburg Farmers Market is not responsible for loss of property or damage to property.

**U. EQUAL OPPORTUNITY:** There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age or nationality.

**V. LICENSES, PERMITS AND SPECIAL REQUIREMENTS: NEW TO 2024:** All applications must include a current copy of insurance before they will be processed. Retail sales taxes and Business and Occupation taxes are the responsibility of individual vendors. Vendors who are required to charge sales tax (i.e. artisans, prepared food and processors) are required by law to have a Washington State Tax ID number and must supply this tax number when you apply at the Market. Vendor applications will not be processed without this number. All vendors shall provide, at the time of application, copies of all permits and licenses applicable to the sale of their products. By July 1, each vendor required to have a City of Ellensburg business license will give a copy of his or her renewed license to the Market Manager.

If a vendor is organically certified, a copy of their organic certification must be displayed at their booth.

All breweries/microbreweries, wineries and cideries must have their Washington State Liquor and Cannabis Board (LBC) Farmers' Market endorsement (cost: \$75/year) and meet all qualifications.

All bee keepers must have hives registered with the Washington State Department of Agriculture.

**W. LABELING:** All processed and baked foods require a label which follows the regulations of the WSDA. It is up to each vendor to ensure compliance with all laws, rules and regulations related to their specific product(s). See below for additional information. The market is inspected by the health department regularly.

**X. ON-SITE FOOD STORAGE REQUIREMENTS:** All prepared foods must be kept at least 18" above the ground.

**Y. FOOD VENDORS and APPROPRIATE HEALTH DEPARTMENT PERMITS:** Food vendors must use eco-friendly containers. As to comply with Washington State Policy, absolutely NO STYROFOAM OR POLYSTYRENE will be permitted at the market. Vendors must have the current Kittitas County Health Department permits for all prepared foods and baked goods. These permits must be submitted to the market and also posted in the vendor's booth at all times. Please check with The City of Ellensburg Fire Department for propane tank requirements.

**Z. FARM VISITS:** The Ellensburg Farmers market has the right to 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 the visit in identifying the crops listed on the application for permit to sell.

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**AA. AUDIO/VIDEO:** Use of audio equipment (stereo/speakers) and musical instruments are prohibited from use in vendor space during Market hours, 9:00 a.m. to 1:00 p.m., without prior Market Manager approval. Video playback equipment is not permitted.

**BB. JURYING:** All artist/craft vendors (including returning vendors) shall have their work juried prior to being allowed to sell at the market. All products sold must be completed by a single artist/craftsperson in the state of Washington. Products must be of the highest quality, handcrafted, and shall not be imported or kit work. Artisans must submit photos with their application that are representative of the work they plan to sell at the market. An artisan may not sell anything that has not been juried prior to the day of the market. Some review items considered are: craftsmanship; quality; percentage of raw material used; percentage of product that is handcrafted versus non-handcrafted; and originality. Once a product has been accepted, selling at the market will be granted based on the above guidelines, space availability and compatibility with current product mix. Returning vendors will be juried every three years.

**CC. CANCELLATIONS OR NO SHOWS: NO-SHOW/CANCELLATION POLICY:** "No-shows" hurt the credibility of the EFM and negatively impact all vendors. Vendors are responsible for their attendance as indicated on the application. Should a vendor need to cancel or alter attendance, the vendor shall notify the EFM manager as soon as possible, via phone or email, (please not by social media) but no later than 24 hours prior to that week's Market. Should EFM not be notified of a cancellation, it is considered a "no-show" and will be charged the daily booth fee, due to EFM at the next attended Market. If a Vendor does not call or occupy their booth three weeks in a row with no communication to EFM, the booth will be declared vacant and given to another Vendor.

**DD. LIABILITY INSURANCE:** Minimum \$1,000,000. Vendors are required to submit a current Certificate of Insurance naming EFM as an additional named insured when they submit their application, or there will be a delay in processing their application. This certificate must also specify what you are insured to sell, your liability limits and the dates of the coverage. The Ellensburg Farmers Market reserves the right to prohibit anyone from selling or any product from being sold.

**EE.** The Ellensburg Farmers Market does not have room for: out-of-state agricultural products, wholesale or resale products of any kind; carnival or fair-type foods (hot dogs, sno-cones, cotton candy).

## FF. MARKET CURRENCIES

**EBT, SNAP Market Match, E-FMNP (WIC and Senior):** The Market Managers Booth provides credit card services at no cost to you. Customers can swipe their Credit/Debit or EBT to use at the market. For consistency of the program and clarity for the customer, EFM requires that ALL Vendors accept appropriate tokens for their product.

In order to be valid, any wooden tokens (green or red) must say "Ellensburg Farmers Market."

Currently we offer \$5.00 green wood tokens that can be used for ANYTHING you sell!

The \$1.00 EBT red wood tokens are used for specific food or food growing plants. EBT tokens can be used to purchase fresh fruit and vegetables, eggs, meat, fish, poultry, dairy, and seeds and plants that are intended for growing food. Non-food and prepared (hot) foods are not eligible for this program. There is no cost to vendors to participate in this program.

SNAP Market Match is an annually renewed grant program, in which each SNAP/EBT transaction is matched with a paper "SNAP Market Match" currency. Eligible items include fresh produce (fruits, vegetables, mushrooms), plant starts. Market Match cannot be used for hot/prepared foods, processed foods, eggs and dairy, meats, alcohol, and bread/baked goods.

Vendors will be responsible for submitting both types of tokens and Market Match coupons to EFM at the end of each market, and EFM will pay vendors by check the following week.

*Token Refund Checks must be deposited or cashed within 90 days or the check will be voided and funds held by EFM.*

The Farmers Market Nutrition Program (WIC and Senior vouchers) is a USDA (USDA-FNS), Washington State Department of Health and DSHS interagency program. The program provides vouchers to eligible members of the community, which are redeemable for specific food items at the market. Each eligible vendor must be signed up ahead of time, in order to accept the vouchers and redeem them. Eligible vendors can sign up to accept vouchers through the Washington State Department of Health using this link: <https://doh.wa.gov/you-and-your-family/wic/farmers-market/growers-markets-and-farm-stores>

**NEW FOR 2024:** the program will change to a digital format.

Please refer to a copy of the **Market Currencies Reference Sheet** to clarify any questions regarding acceptable currencies. If there are any further questions regarding market currencies, please ask the market manager for clarification.