

Lopez Island Farmers Market Vendor Guidelines 2016

Changes to the Lopez Farmers Market Vendor Guidelines will be approved by two-thirds of the members present and voting at the Annual Meeting

The purpose of the Lopez Island Farmers Market (LIFM) is to provide a colorful and festive environment for the sale of local farm products and locally produced arts and crafts. We hope that the provision of this sales venue will offer financial opportunity for our present and future farmers, processors, artists, and crafters. We want the Farmers Market to benefit our community's economy and to increase the bio-diversity of our island. We envision market day to be a rich event of intriguing sights, smells, flavors and sounds. We intend the Farmers Market to offer our community a unique gathering place for local residents and visitors to come together and find common interest, diverse experiences and new discoveries.

PRODUCT GUIDELINES

A. Produce

1. Farmers

- a. Agricultural products must be grown or gathered by the farmer on land he/she owns, leases, or rents, in the State of Washington or border counties.
- b. First priority is given to farmers on Lopez Island, Second priority to farmers in the San Juan Islands, and last priority to farmers in the State of Washington.
- c. Exceptions may be made for resold produce with strict criteria, in the effort to cultivate the spirit of local identity and promote local agriculture.

2. Resellers

- a. Resellers are expected to be the only stop between grower and consumer (the product must not come from shippers, warehouses, jobbers, or wholesale distributors).
- b. Product must be grown within the State of Washington.
- c. Product must be something that is not offered for sale in sufficient quantity elsewhere in the market.
- d. Product must be pre-approved by the manager on the day of market before being put on display. Approved, resold crops must be specifically limited, so as not to compete with the crops of farmers within the market.
- e. Resold products must be labeled as such. 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.
- f. Resellers must be a Lopez Island resident.

B. Processed Foods

1. The major ingredients of the product must be grown or gathered in San Juan County and/or the product must be processed by the vendor.
2. A current annual State Department of Agriculture or San Juan County food-processing permit must be displayed at the booth.

C. Food Served On-Site

1. All vendors serving food on-site must have and display a current, annual Temporary Food Establishment permit issued by the San Juan County Health Department
2. At least one person in a food booth must hold a valid Food Handler card.
3. Food must be prepared by the vendor.

D. Live Plants and Animals

1. Live plants must be propagated by the vendor from seeds, cuttings, bulbs or plant divisions or have been under the vendor's control for a minimum of 60 days.
2. Animals must be in good health and contained while at the market.

E. Art and Craft Items

1. The product must meet 2 of the following 3 criteria:
2. Item is original in conception and design. Item may not be made from a commercial kit unless modified in design by the vendor.
3. Item is handcrafted by the vendor. A commercially made piece may not be central to the design. Items created by the vendor and reproduced elsewhere, (books, CD's, original art) are allowed.
4. Item is produced from raw materials grown or gathered in San Juan County

F. Services

1. Vendors offering services such as massage, astrology, Reiki, henna tattoos and face painting are encouraged.
2. Performing arts and acoustic music are welcomed. Artists and musicians are welcome to busk and are not required to pay a daily use fee. They are asked to move around the market so that they will not be in the same spot for long periods of time.

G. Decision Making

If there is any question as to whether or not a product meets guidelines, the site manager and at least one board member, if present, will make a decision on the market day. If the vendor disagrees with the decision, the vendor may finish selling for that day and submit an appeal in writing to the Board. The Board will make a final decision before the next market day.

H. Community Groups

Community groups may represent organizations or projects that directly benefit the Lopez Community and/or groups supported by community members actively involved in organizations that benefit the global community.

1. All fees will be waived for groups providing information only.
2. A community group that is raising money is required to pay the Daily Use fee.
3. A community group may become a full member by paying the annual membership fee and may also purchase a season-long table space.
4. A community group raising funds shall be encouraged to sell locally made items. Those wishing to sell items not normally allowed may request special permission from the Board.
5. Community groups are required to conform to Vendor Obligations

VENDOR ELIGIBILITY AND OBLIGATIONS

- A. Only Lopez island residents may become members of the Lopez Farmers Market. A Lopez island resident is defined as a person with a physical address on Lopez Island. Non-Lopez residents may participate as guest vendors if space is available. A guest vendor is defined as a vendor who pays a daily use fee and is assigned a booth space if one is available. After Lopez vendors, first priority is given to San Juan County residents, second priority to all others.
- B. To sell out of the back of a truck, vendors must request a truck space at the beginning of the season. There are a limited number of truck spaces.
- C. Vendors must arrive by 9:15 AM or their space may be assigned to another vendor for that day, unless prior arrangements have been made with the market manager.

- D. Booths must be set up and taken down on Market day – not before, or after. Vendors must unload their vehicles quickly, park, and then return to set up. Vehicles must be out of the selling area by 9:30 AM. Make every effort not to block access to the market site while loading or unloading. For the safety of all market-goers, no vehicles will be allowed to drive back onto the market site until 2:30PM.
- E. Parking for vendors is available on the road west of the clinic. Do not park on the streets bordering the market.
- F. Vendors must notify the Market Manager well in advance if they do not plan to attend the market on a specific day so their space may be utilized if needed.
- G. Vendors must dispose of their own trash. Garbage cans on-site are for the customers only.
- H. Vendors are responsible for making sure their setup will be safe under pressure of wind and children.
- I. Vendors are discouraged from bringing dogs to the market. All dogs must be on leash or constrained at all times.
- J. Vendors must make sure that they and their products are properly insured. Lopez Island Farmers Market carries site liability insurance only and does not insure vendor products.
- K. No radios, tapes or CD players shall be used by vendors unless using headphone for individual listening.
- L. Our lease with the Lopez Center for Community and the Arts (LCCA) requires that no trees, shrubs, or obstructions shall be altered without written consent of LCCA. Vendors may take concerns regarding trees, shrubs or obstructions to a Farmers Market Board Member.

FEES

The Farmers Market Board annually establishes fees to cover current budgeted costs.

- A. Lopez Island vendors may become members of the Farmers Market by paying the annual membership fee. Members are entitled to vote in election of the board member and on other issues. Members may also purchase a season-long table space in advance of the season.
- B. Vendors who pay the membership and season-long table space fees will be assigned a selling space for the season. Due to increased membership, a new vendor may not be assigned a permanent space and will “float” to available spaces throughout the season.
 - 1. Vendors may request a different space assignment by completing a green change form obtained from the Market Manager.
 - 2. Vendors must use their assigned space at least four (4) times during the market season, or forfeit their space.
- C. Members who do not purchase a season-long table space may pay a Daily Use Fee.

Adopted at April 14, 2016 Annual Meeting

2014 SEASON FEE SCHEDULE

Annual Membership	\$50 (Lopez Island residents only)
Table Space for the Season	\$75 (Available to Adult and Child Members)
(Season Table Fees Waived for Board Members)	

There is a limit of one (1) space per member, as determined by the Farmer's Market Board. If more than one member is sharing a booth space, each member must purchase a membership fee but only one table space fee is required per site. Extra space may be granted based on need and availability.

Table Space for one Saturday: (Daily Use Fee)

Member	\$10
Children 12 & under	\$1- spaces (card table size) in the center are for kids
Ages 13-18	\$5 - spaces (card table size) in the center
	\$10 - on the perimeter in regular 10-foot spaces
Non-Member	\$20
Non-resident	\$35