



PORT ORCHARD FARMERS MARKET (POFM) 2020 MEMBER / VENDOR GUIDE

PO Box 8247, Port Orchard, WA 98366

www.pofarmersmarket.com

360-602-1022

Market Manager – Melissa Brodhead
President – Michelle Schmittler
Secretary – Laura Pittman-Hewitt

manager@pofarmersmarket.org
president@pofarmersmarket.org
secretary@pofarmersmarket.org

This guide is an official publication of the market and is designed to help you have a successful market season. We are glad you have chosen to be a member of our market. It is each members responsibility to know the contents of this guide and follow all Market Policies, Procedures, Rules and Bylaws.

<u>Page</u>	<u>CONTENTS</u>
2	ABOUT THE PORT ORCHARD FARMERS MARKET LOCATION, HOURS, DATES MEETINGS MARKET ORGANIZATION & OPERATION
3	APPLYING TO BE A VENDOR APPLICATION, SCREENING, WATER, ELECTRICITY, LIABILITY, ETC. VENDOR CATEGORIES FEES, SPACE SIZES
4	MARKET DAY PROCEDURES CHECK IN/OUT, SET UP/TEAR DOWN, VEHICLES, ETC. POLICY GOVERNING CANOPIES & UMBRELLAS VENDOR PARKING – WHERE TO PARK, WHERE NOT TO PARK
7	TYPES OF VENDORS & PRODUCTS ALLOWED PRODUCTS NOT ALLOWED WHO IS ALLOWED TO SELL & WHAT CAN BE SOLD FARMERS, PROCESSORS, RESELLERS PREPARED FOOD, ARTISANS/CRAFTERS
9	YOU DON'T HAVE TO BE A VENDOR TO PARTICIPATE COMMUNITY MEMBERS, VOLUNTEERS COMMUNITY GROUPS – FREE SPACE
10	MARKET RULES
12	MARKET BYLAWS

ABOUT THE PORT ORCHARD FARMERS MARKET (POFM)

Since 1978, the Kitsap Regional Farmer's Market Association has operated the Port Orchard Farmers Market. POFM has been a place where families and people of all ages and backgrounds come to buy food, farm products and crafts, interact with community groups at the market, and enjoy local entertainment and events. Our market is on the beautiful Port Orchard waterfront and the vendors and community are friendly and fun. The market is near downtown shops and restaurants, the Bremerton foot ferry, Marina, Waterfront Park, and public transit. There is a public boardwalk and walking path along the waterfront just outside the market space. The market averages 40 vendors during the peak of the season, with less during the early and late season. We support state and federal nutrition assistance programs and educational activities for children. We've always been a WA state non-profit organization and in March 2020 were granted federal 501c3 non-profit status.

MARKET LOCATION

Port Orchard Farmers Market (POFM) is in the parking lot behind Peninsula Feed Store, just off Bay Street & Harrison, next to Waterfront Park. Please note, as our market is on a public waterfront with a walking path and near a public park, it is a popular area for people to walk their leashed dogs.

2020 POFM HOURS AND DATES

Saturdays rain or shine from 9am to 3pm April 18th through October 17th. There is NO market on July 4th.

MARKET BUSINESS MEETINGS Our members decide how many Member Meetings to have at our Annual Meeting. Meetings are held at the Active Club Facility 1025 Tacoma Ave., Port Orchard, usually on the third Wednesday of the month. Members are encouraged to attend Executive Committee Meetings. Meetings are open to everyone, but only Members have voting rights. Please contact the Secretary if you have something for the agenda.

2020 Meeting Dates <i>(3rd Wed.)</i>	Executive Committee Meeting	Council Meeting Aka "Membership Meeting"
February 19		ANNUAL MEETING 7:00-8:00pm
May 20	6:00-7:00pm	7:00-8:00pm
July 15	6:00-7:00pm	7:00-8:00pm
October 24 - Saturday	tbd	tbd
Other Dates tbd	tbd	To be called by President as needed

MARKET ORGANIZATION AND OPERATION

The Kitsap Regional Farmers Market Association ("KRFMA") operates the Port Orchard Farmers Market ("Market" or "POFM"). It is a private, member owned and operated 501c3 non-profit. Each member has 1 vote. You must be a member of the market to be a vendor, but you may be a member without being a vendor. We welcome community members! Our members elect Executive Committee officers (aka "the board") and vote on the annual operating budget at our Annual Meeting. Subsequent business is handled at regular Council Meetings (aka "Member Meeting"). The all-volunteer Executive Committee oversees the budget and management of the market on behalf of the membership, and holds regular meetings, which are open to all.

The POFM is a member of and adheres to the guidelines set forth by the Washington State Farmers Market Association (WSFMA) and incorporates those guidelines herein. WSFMA regulations can be found in their "Getting Back to Our Roots Guide" on their website www.wafarmersmarkets.com

Market Business is conducted at Executive Committee and Council Meetings, not at Market. Our Manager runs the market on Saturdays and has the final authority on any decision during market hours. Vendors are required to follow the Market Manager's instructions, or they may lose their vending privilege. If a member disagrees with a decision of the Manager, he/she must follow the grievance procedure as outlined in the Bylaws.

APPLYING TO BE A POFM VENDOR

Acceptance - Vendors are accepted based on residency within the Greater Kitsap Peninsula boundaries, market product balance, and seniority.

Application - Online All Market Application or contact the Manager or Secretary for printed forms. All members reapply each year. The Manager determines product fit within the market, to assure the best balance and variety of products. At times, a product category may be full, and the market maintains waiting lists when that happens.

Licenses and Permits - For more information also see "Vendor Resources" document on our website

- Each Vendor is responsible for obtaining all necessary Federal, State and Local permits and licenses & will provide copies to the Market Manager. Even kid vendors must follow regulations.
- Vendors will provide proof of auto liability insurance for any vehicle brought into the market at any time.
- Vendors will display licenses / permits at their booth as required by law / regulation.
- Any Vendor selling anything other than fresh produce they grew themselves must have a valid WA State Master Business License (UBI #).
- The City of Port Orchard has waived their city business license requirement for our market vendors that do not sell anywhere within the City of Port Orchard other than at the farmers market.

<https://www.cityofportorchard.us/search-site/?term=farmers+market+business+license>

Product Screening – Artisan & craft vendors must have their products reviewed by our screening committee prior to vending. New product lines are also to be screened and approved before selling them. Once approved, products don't need to be screened every year.

Equipment & Supplies - Each vendor is solely responsible for providing their own canopy, tables, etc. for vending. The market only supplies space.

Liability - The KRFMA / POFM disclaims any and all liability that may arise from the sale of goods by the vendors or by the conduct of the vendors. The KRFMA / POFM in no way guarantees the marketability or fitness of the vendors' goods, nor does KRFMA / POFM guarantee the success of the vendor's efforts. Vendors agree to hold the KRFMA / POFM harmless for any problems that may arise from the vendors' use of the property occupied by the farmers market.

Insurance – The POFM does not provide liability or property damage insurance coverage of any kind to any vendor.

Taxes - Each vendor is an independent business owner and is responsible for collecting and paying any taxes.

Water - There is a water faucet to fill buckets and on site (back of Peninsula Feed) and electrical outlets (by Waterfront Park). Bring buckets.

Electricity - available for \$5 daily fee – outlets at Waterfront Park end of market space. Vendor supplies outdoor extension cord (long one needed) and must secure it to the pavement to avoid tripping hazard.

Generators - must be approved by the Manager before use (noise level check).

Site Visits - All vendors agree to have a POFM Site Visit Committee visit vendor's physical production or farm locations to verify they are producing or growing their products per WSFMA and POFM policies.

Policies - All vendors agree to familiarize themselves with, and follow the policies and procedures in this Member/Vendor Guide, including POFM Market Rules & ByLaws and also ensure helpers and employees do as well.

VENDOR CATEGORIES & FEES:

Policies, Rules and ByLaws in the Member / Vendor Guide and state and local regulations apply to all vendors.

Apply as a new or renewing vendor using All Market Application - <https://form.jotform.com/193598551838072>

Vendor: All vendors except Backyard Farmers and Kid Vendors.

May use canopy for 10x10 size space or market umbrella for either space size

Fees: \$25 Annual Dues, have voting rights.

Daily Vending Fee of \$18 for a 5' wide x 10' deep space (no canopy) or \$28 for each 10' x 10'space

Electricity - \$5 per day.

Backyard Farmer / Home Gardener: Sell their own excess farm / garden products up to 5 x year.

May NOT use a canopy but may use a Market Umbrella.

Fees: \$0 Annual Dues, have voting rights.

Daily Vending Fee of \$6 for a 5' x 10' space. If you need a larger space, apply as Vendor

Kids under 16: Make or grow what they sell with their own hands. The market staff is unable to watch over children.

Parents or older siblings may help them at market. Kids can be "backyard farmers" too.

May NOT use a canopy but may use a Market Umbrella.

Fees: \$0 Annual Dues, no voting rights.

Daily Vending Fee of \$5 for a 5'x5' (card table size) space.

MARKET DAY PROCEDURES

CHECK-IN:

- 6:15am-8:00am - NON-RESERVED VENDORS arrive (see Market Rules Reserved Space Guidelines)
Do NOT bring your vehicle into the market area until you have your stall assignment from the Manager. You may park your vehicle outside the Market OR drive up to the vendor check-in entrance, where the manager will be.
- 7:30am or before - RESERVED VENDORS arrive - except
- 8:30am or before - RESERVED HARVESTING FARMER VENDORS (*produce, fresh flowers, eggs, fresh meat & seafood*) arrive *early enough to unload and remove vehicle by 8:45, unless you have on site parking privileges*
 - After these times, reserved spaces may be assigned to non-reserved vendors at the Market Manager's discretion. The reserved vendor may be reassigned to a different space for that market day.
 - Reserved Vendors go directly to your pre-assigned space and begin setting up without checking in with the manager.

VEHICLES and PARKING:

- 8:45am-3:15pm - for public safety reasons, vehicles are not allowed in the market.
3:15pm AND only after the manager gives the "OK" - vehicles are allowed in for loading.
- At 3pm, Vendors pack up and have everything ready to load before bringing their vehicle into the market. Bringing vehicles in before your stall is ready to load is not allowed.
- Parking/Waiting is NOT permitted, AT ANY TIME, for vendors/family/helpers in public or private parking zones, any areas surrounding Peninsula Feed Store. We need to be courteous to adjoining business.
- Vendors whose stalls are in the center lane (the normal driving lane) should immediately load up and exit the market so that vendors on the side aisle can enter.
- Vendors who park in the NO VENDOR PARKING ZONE (see map) are subject to a two (2) week suspension from Market without refund of any fees already paid. Please see the Manager if you need to park on site for health or other reasons.
- If you are parked behind the first row of market canopies, to avoid potential accidents please let the manager know if you need to move your vehicle or leave so the empty parking space can be blocked.

STALL SET UP & BREAK DOWN:

- All vendors shall be set up and be ready to sell by Market opening (Saturday at 9 am), with appropriate weights on canopies and umbrellas.
- All produce and uncovered food of any kind are to be a minimum of 24 inches off the ground. (We do have dogs come into the market so higher is better)
- Do not begin breaking down your stall until the market closes. Have everything ready to load before bringing your vehicle into the market.

MARKET TOKENS:

All vendors must accept the wooden credit/debit tokens that come in values of \$5 and \$1. Vendors are reimbursed 100% of the value via check in the vendor's pouch the following week. POFM pays card processing costs.

CHECK-OUT:

At the end of the day, before leaving, turn in to the Market Booth:

- Completed Vendor Daily Sales Report (see your vendor envelope)
filled out completely and legibly please
If you have questions or don't understand anything, ask the Manager for help.
- Vending Fee for the day, by cash or check only, NO TOKENS. Vendors who do not pay fees on time may have vending privileges suspended.
- Electricity Fee for the day, if applicable
- tokens, vouchers or coupons received (it's OK to hold these for a week or so if you don't have many)

To help prevent errors, market staff will count money & tokens in front of you and you both initial the report.

You can pack up first or check out first but do not bring your vehicle into market until you are all packed up.

MARKET MANAGER:

- ALL VENDORS AGREE TO FOLLOW MARKET MANAGERS INSTRUCTIONS ON MARKET DAY. The Market Manager, may, at his/her discretion, make operations decisions for safety reasons or to ensure a smoothly operating and visually appealing market.
This may include but is not limited to:
 - o Closing the market early due to safety issues such as weather or other dangerous and/or uncontrolled activity.
 - o Requesting Reserved and non-reserved vendors to move places for the day to better fill empty spaces
 - o Changing Market layout due to special events happening in the market or in the general area by outside enterprises.
 - o On occasion other special events occur downtown or on the waterfront and our market may be moved slightly and/or market hours may be extended. Vendors can choose whether to vend regular market hours or extended hours. If the vendor chooses to leave and not stay for the extended time, a specific time for exit will be decided on and vendor must pack items out without bringing in a vehicle. The decision to leave needs to be given to the manager before setting up in the morning so that the manager may place them in a position to exit safely.

BEHAVIOR:

- Vendors will be respectful and courteous to each other, Market Staff, and market shoppers always. Our purpose is to provide a safe, pleasant, fun place for our vendors to sell and the public to shop. See also Market Rules.

GENERAL SAFETY and LIABILITY:

If you have a dispute or grievance with a member of the community, customer, other vendor, volunteer or staff (criminal acts, bad behavior, etc.) report it to the Manager or President immediately so it can be resolved.

- Animal exposure is not covered under the markets insurance. No dogs or animals shall ever be brought to the market by a vendor unless it is a service animal or covered by a \$1,000,000 liability insurance policy. This is non-negotiable.
- If you observe a hazard, tell the Manager so it can be dealt with immediately. If you can safely remedy it, please tell the Manager so it can be notated.

POLICY GOVERNING CANOPIES & UMBRELLAS

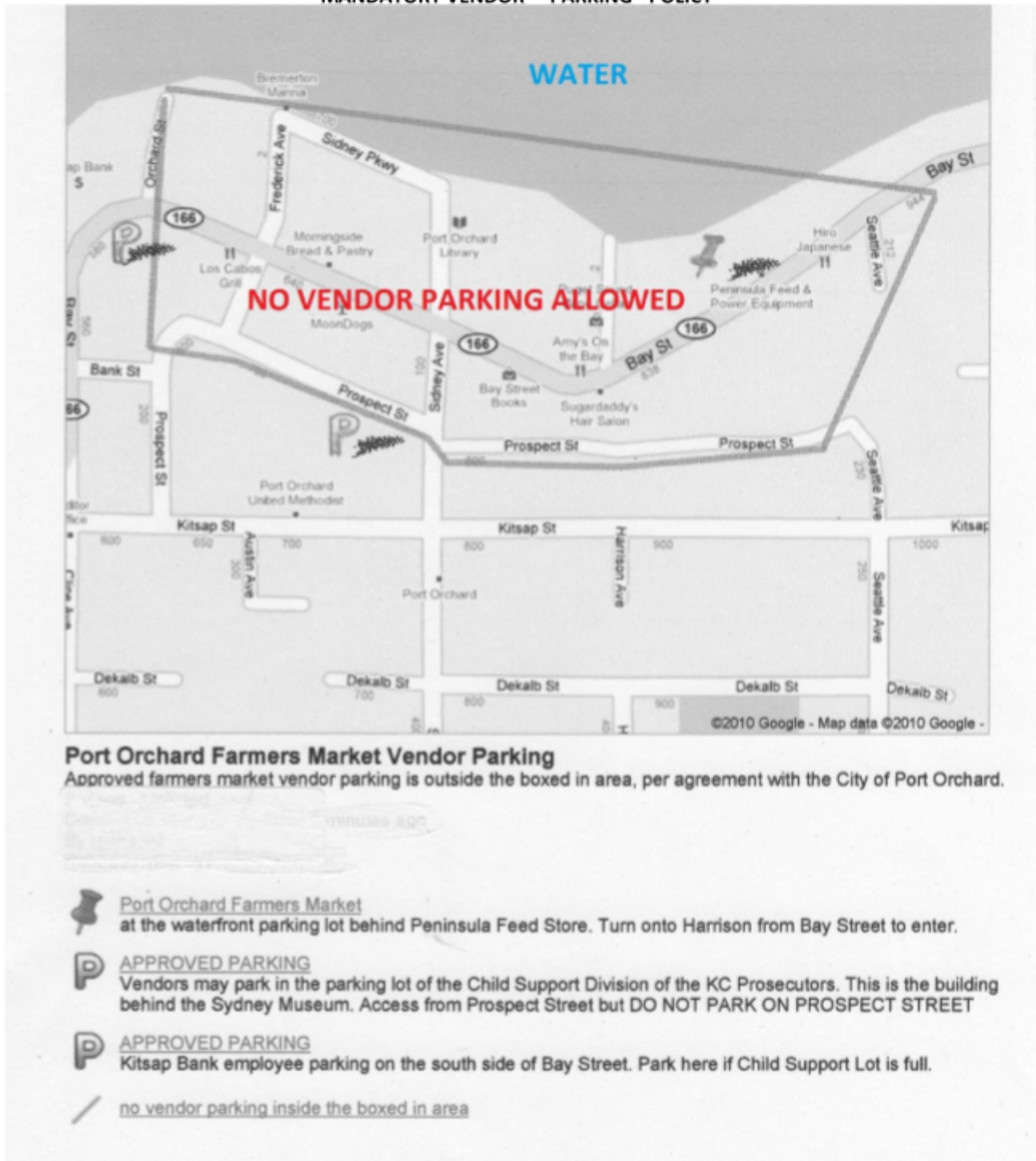
WSFMA Requirement: "All vendors who wish to erect canopies (including umbrellas) on the Farmers Market site during a normal period of market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy 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 lbs. (pounds) anchoring each leg."

For examples of recommended safety methods pertaining to canopy weights, please refer to "Canopy Safety 101" document located at www.wafarmersmarkets.com.

Our WSFMA membership requires all vendors follow this rule always, no exceptions. WSFMA suggests a minimum of 24 pounds, but that may not be enough. Our market, being on the water, does experience extreme wind gusts. We do not guarantee 24 pounds will be sufficient. It is the Vendors responsibility to sufficiently secure his/her own canopy or umbrella. If in doubt, use more weight.

If the legs of your canopy are angled or you use rough concrete blocks for a tie-down: you MUST trip-proof these by displaying around them or otherwise blocking them off.

MANDATORY VENDOR PARKING POLICY



Note that the Kitsap Bank Employee lot can be used by another organization at any time without notifying us. If it is being used, please find a different place to park, above Prospect Street.

WHERE NOT TO PARK: Parking in these areas violates our agreement with the City and local merchants and you may be suspended or expelled if you do: 1) anywhere inside the bordered area on the map 2) anywhere on Prospect Street 3) anywhere on Bay Street 4) anywhere between Prospect Street and the water 5) in local businesses customer or reserved parking spaces.

* If available the Manager will allow some parking in extra spaces inside the Farmers Market, priority will be given to elderly and handicapped vendors. This is at the Manager's discretion only.

TYPES of VENDORS and PRODUCTS ALLOWED

Products not allowed

- **No Commercial or Imported Items**
- **No Second-Hand Items**
(Exception: Those vendors who take a second-hand item and recycle that item for 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 owners are permitted
- **No Out-of-State Processing:** All processed products sold must be processed within Washington State.

Who Is Allowed to Sell at the Farmers Market and what can be sold

No person, organization or business entity having a commercial/retail business location may be a vendor at the Market, except a food vendor (see Market Rules 2 for more information)

□ FARMERS (Producers) - must live and farm within Washington State.

Farmers raise produce, plants or botanicals, or animals which they sell at The Market on land they own, lease or rent, in the State of Washington. 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 owned, leased or rented property, in the State of Washington 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.

- **"BACKYARD FARMERS":** of any age are invited to sell their own farm products at our Farmer's Market up to 5 times per year at greatly reduced Fees. Backyard Farmers must grow all the farm products they sell themselves on their own property. This category is mainly for home gardeners and small farms with excess harvest.
- **SEAFOODS:** *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. 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.*

LICENSING & PERMITS - Farmers who only grow fresh produce (fresh fruit, vegetables & herbs) to sell are exempt from state business licensing if they sell less than \$12,000 annually. All other farm products (flowers, plants, honey, fish, dairy, meats, processed products, wild harvested, etc.) require a valid WA State Business License (UBI #). Farmers and farm processors may be required to hold other permits and licenses and should contact their local health department and the State of Washington for these. Fresh salad mixes & sprouts must meet local & state requirements for production. Farmers selling produce by weight must use a valid registered commercial scale.

□ PROCESSORS - must reside on the Kitsap Peninsula.

Processors sell foods that they have personally prepared or processed on property that they own, rent, or lease. Processors offer 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. Processed food producers should use ingredients from Washington State farms or waters as much as possible, and the market will give stall preference to those Processors who use ingredients from Washington State farms or waters. Bakeries must be family owned and staffed.

- ❖ *SEAFOODS: Seafood vendors products must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska and British Columbia.*
- ❖ *ALCOHOLIC BEVERAGES: Alcoholic beverages (currently wine only) 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.*

LICENSING & PERMITS - 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. At a minimum, processors will need a valid Washington State Business license, and may need a Food Handlers card and a valid Temporary Food Establishment Permit if Sampling. (Contact local Health Dept to determine if you are required to have a WSDA Certified kitchen or License). Processors must meet all food safety & health requirements. All appropriate permits and licenses shall be displayed.

□ RESELLERS - must reside on the Kitsap Peninsula.

Resellers must obtain approval in advance from the Manager for each product they wish to bring to Market. Resellers buy produce from farmers in Washington State and resell it directly to the consumer. Resellers are allowed to sell at WSFMA Member Markets, but do have strict criteria to follow:

- ❑ Resellers are expected to be the only stop between the grower and the consumer. The product they buy must not come from shippers, warehouses, jobbers or wholesale distributors.
- ❑ They must not sell any produce not grown in Washington State (For example: oranges or bananas).
- ❑ They may sell any produce they grow themselves on their own property (see Farmers).
- ❑ Resellers are sellers of crops that cannot be grown reliably, or are not offered for sale in sufficient quantity, by Farmers selling at Market.
- ❑ 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 our local Farmers.
- ❑ 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.
- ❑ 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.

LICENSING & PERMITS – Resellers must have a WA Master Business License.

☐ **PREPARED FOOD VENDORS** - must reside on the Kitsap Peninsula.

Prepared Food vendors (Concessionaires) offer freshly made foods, available for sale and immediate consumption on-site at Market. Prepared Food vendors should use ingredients produced in Washington State as much as possible and the Market will give preference to those vendors using ingredients produced in Washington State farms or waters.

- Prepared Food Vendors must have their product screened by the Executive Committee or approved by the Market Manager. Any trailers or generators must be approved through the Executive Committee or Market Manager.

LICENSING & PERMITS - Prepared Food vendors shall submit and possess and maintain all required State, County, and local Health Department permits and file copies with the Market Manager. A \$1,000,000 liability insurance policy is required, as well as a valid Washington State Business license, a Food Handlers card and a valid Temporary Food Establishment Permit (these are minimum requirements). Sampling requires a separate permit. (Contact local Health Dept to determine if you are required to have a WSDA Certified kitchen or License)

☐ **ARTISANS / CRAFTERS** - must reside on the Kitsap Peninsula.

One who creates with their own hands the products they offer for sale at the Market. 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. Artisans/Crafters should incorporate materials grown or produced in Washington State as much as possible and the Market will give priority to those Artisan/Crafter vendors who use materials from Washington State.

All products (including new products for current vendors) are reviewed by our Screening Committee for quality and to verify they are locally made. Screening occurs at Council Meetings and every Saturday at 7:30 am (contact the manager if you need to arrange an alternative screening or to screen by email). Bring representative samples of your product with you. Check in at the Market Information Booth. Crafters do not set-up on the day they are screened. A postcard or email with screening results is sent to applicant within a week of screening. The Market Manager approves and product(s) with the goal of balancing various product offerings at the market and farmer / crafter vending ratio.

LICENSING & PERMITS - Artisan / Craft vendors must have a valid Washington State Business license.

YOU DON'T HAVE TO BE A VENDOR TO PARTICIPATE

COMMUNITY MEMBERS: Are supporters and members but do not vend at market.

Application used: Community Member – fill out and download from <http://www.pofarmersmarket.com/join-us.html>

Fees: \$25 Annual Dues, have voting rights. Receive market emails.

VOLUNTEERS: We can always use help even if you can't become a member! Please see the Volunteer Application or contact the Market Manager with questions. <http://www.pofarmersmarket.com/join-us.html>

COMMUNITY GROUPS: Our market offers space at no cost to non-profit community groups as available, however we do not grant space for political campaigning or religious proselytizing. See the Community Free Space Application at <http://www.pofarmersmarket.com/join-us.html>



THE KITSAP REGIONAL FARMERS MARKET (KRFMA)
OPERATING THE PORT ORCHARD FARMERS MARKET (POFM)

MARKET RULES

Amended May 15, 2019

1. KRFMA is a Member of and abides by the bylaws and guidelines of the Washington State Farmers Market Association (WSFMA), unless otherwise stated in the KRFMA By-Laws or Market Rules. The Vendors Guide and Member Newsletter are official publications of KRFMA.
2. No person, organization or business entity having a commercial/retail business location may be a vendor at the Market, except a food vendor. Food vendors will be considered on an individual basis with preference given to individuals with access to certified kitchens without a commercial/retail business location. The Market Manager shall examine the required credentials of the food vendor with or without a commercial/retail business location and approve that vendor's application on an "as needed" basis for the Market. CSA farms, home delivery farms, sell on site farms and u-pick farms are not considered to have commercial/retail business locations. Crafters and Processors who sell as a cottage industry from their home are also not considered to be a commercial/retail location.
3. Vendors agree to sell products of good quality. The Market will not permit spoiled produce, diseased plants, or shoddily-made articles to be sold at the Market.
4. Vendors will conduct themselves courteously at the Market. It is The Market's intent to win friends and to serve the public, thereby benefiting both vendors and customers.
5. Barker style sales pitches, baiting, pestering or pleading are not acceptable. Misrepresentation of your product or degradation of a fellow vendor's product, in order to make a sale, are unacceptable.
6. The Market is not a forum for political or religious activities. Vendors are asked to refrain from campaigning or proselytizing. Space will not be granted for these purposes.
7. Pricing of goods sold at the Market is solely the responsibility of the individual vendor. However, the Market Manager does reserve the right to conduct Market research and set a low-price limit, and vendors will not be allowed to sell below this price. Vendors are discouraged from giving produce or merchandise away for free or at below-cost pricing, as this undercuts potential sales for other vendors. This does not include sampling.
8. Any vendor wishing to bring a pet to market is required to provide a certificate of liability insurance naming the KRFMA as Additional Insured.
8.a. Anyone driving a vehicle into the market must provide proof of valid auto liability insurance.

Vendor Spaces

9. A standard stall can be a front foot measurement of 5' or 10'. Upon request, additional front footage may be granted by the Market Manager if space is available.
10. Each vendor's sales area is confined to his/her assigned space plus the aisle(s) directly adjacent to it. Venturing out into the Market with sales pitches, samples, etc. is not allowed.

11. Vendors are responsible for keeping their stalls attractive during Market hours and for cleaning up their space after Market hours. Vendors will furnish their own trash receptacle and clean up any smoking or other litter and take it with them at the end of Market. On-site trash receptacles are not to be used by vendors.

12. Non-reserved craft vendors missing three consecutive markets without notice will have their membership status revised to "other". They will have to re-screen and may be placed on the waiting list for space available.

Reserved Space Guidelines

13. A space location can be reserved ½ of the Market season at a time. The first reservation period starts the first Saturday in May. The second reservation period will start the first Saturday of August for the remainder of the Market. Vendors may declare up to four (4) Saturdays in the Market year as exempt from reserved payment.

14. If the location is wanted by more than one vendor, the space will go to the vendor who reserved it in the last reserved period, otherwise to the vendor occupying it on reservation day. Reservations must be paid in check or money order, not cash.

15. The vendor who reserved the space in the last reservation period may reserve it the week prior to the reservation period.

16. Reserved craft vendors missing five consecutive markets without notice will have their membership revised to "other" status at the end of the reservation period. They will have to re-screen and may be placed on the waiting list pending space available.

Grievance Procedure

17. Any grievance regarding conduct of a vendor, products being sold or complaints regarding Market Rules or Market Operational Policies should be brought to the Market Manager. If the complaint is not resolved by the Market Manager, or does not pertain to Market Rules or Market Operational Policies, the Grievance may be addressed as outlined in the KRFMA Bylaws.

Changes to Market Rules

18. These Market Rules may be amended or suspended at any Council Meeting by majority vote of attending Active Council Members.



THE KITSAP REGIONAL FARMERS MARKET (KRFMA)
OPERATING THE PORT ORCHARD FARMERS MARKET (POFM)

BYLAWS

Effective January 1, 2018

Article I STRUCTURE

The Kitsap Regional Farmers Market Association (hereafter referred to as KRFMA or the corporation) is a non-profit corporation organized by the citizens of the Kitsap Peninsula area for the benefit of its members.

As long as KRFMA retains Membership in the Washington State Farmers Market Association, KRFMA will abide by the Market Membership Guidelines and policies of the Washington State Farmers Market Association, unless otherwise stated in these KRFMA By-Laws.

The updated Roberts Rules of Order shall govern all business, unless otherwise specified in these By-Laws.

Article II PURPOSE

To provide a forum for Washington State Farmers and Kitsap Peninsula artisans to offer their products for sale to the public for the benefit of its members. To provide management and promotion of the Kitsap Regional Farmers Market.

Article III AUTHORITY

The government and the management of all funds, properties and affairs of KRFMA shall be vested in the Executive Committee on behalf of the Market Council, which is comprised of Voting Members in good standing.

Article IV MEMBERSHIP

Section 1: TERM - Membership becomes effective and a member is considered to be in good standing upon acceptance of new or renewal application by KRFMA and payment of Annual Dues in full. Membership expires on the day prior to the first KRFMA market day of the following year.

Section 2: VENDOR MEMBER - Comprised of persons and organizations who have been accepted for membership and have paid annual dues for the purpose of selling a) agricultural food products (produce, berries, fish, meats, eggs, dairy, honey) grown and produced in Washington State by the member, or b) other agricultural products, food items, home arts & crafts produced by the member, who is a resident of the Kitsap Peninsula.

Section 3: COMMUNITY MEMBER— A person or organization other than a Vendor Member who pays annual dues as established by KRFMA and supports the interests and goals of KRFMA.

Section 4: HONORARY MEMBER— Comprised of persons who, by unanimous vote of members present at a regular or duly-called meeting, have been deemed to have provided notable service to KRFMA or agricultural interests in general. Honorary members shall pay no dues and do not vote, unless they are also a Vendor or Community Member.

Section 5: ANNUAL DUES - Annual membership dues shall be determined by a majority vote of members present at the Annual Meeting of the Market Council.

Section 6: PAYMENT OF DUES - Dues are payable in full at the time of application for membership and expire the day prior to the first market day of the following year. Upon payment of dues, applicant is considered a member in good standing.

Section 7: VOTING - Vendor and Community Members in good standing shall be entitled to one vote per membership at any Annual, Regular or Duly-Called meeting of KRFMA. Votes must be cast in person; proxies will not be recognized at any meeting. A simple majority vote will decide all actions, except vendor expulsion.

Section 8: EXPULSION - The Market Manager or Executive Committee (by majority vote) is empowered to expel members who don't abide by the Rules, Bylaws and policies of the market. Such expulsion may be reversed by a two-thirds vote of members present at any Council or Duly-Called meeting of KRFMA.

Section 9: SENIORITY - is defined as the number of consecutive years as a member of KRFMA.

Section 10: GRIEVANCE PROCEDURE

1. During the Market Day - The Market Manager is responsible for and empowered to resolve any grievance occurring during The Market Day. Any member may appeal the Managers decision to the Executive Committee per Section 10.2.
2. Addressing a Grievance to the Executive Committee - If a member has a grievance that pertains to the Manager or other staff, or another member(s), the member may submit the grievance by mail or email to the President of the Executive Committee. The Executive Committee will review the grievance and determine a resolution by majority vote.

Prior to their vote, if the Executive Committee deems that further investigation is necessary, they may appoint a temporary committee comprised of 5 Market Members that do not include Executive Committee Members. The committee will present their findings to the Executive Committee.

3. Any Executive Committee decision may be overturned at any Council or Duly-Called meeting by majority vote of the members.

Article V MEETINGS

Section 1: ANNUAL - There shall be an Annual Meeting of KRFMA to be held during the first three months of the calendar year; date, time and place to be determined by the Executive Committee. In addition to any regularly scheduled business, this meeting shall be for a) elections b) receiving of annual committee reports c) vote on proposed annual budget d) set Council Meeting Schedule.

Written Notice of the Annual Meeting shall be mailed or emailed to the last recorded address or email of each voting member at least ten (10) days but not more than fifty (50) days before the date appointed for the meeting.

Section 2: REGULAR MARKET COUNCIL - Meetings will be set by a majority vote of the council. Nine (9) members present at any Regular Market Council meeting shall constitute a quorum.

Section 3: DULY-CALLED - The Executive Committee President may call meetings as needed to conduct the business of the membership. Written Notice shall be mailed or emailed to the last recorded address or email of each voting member at least seven (7) days before the meeting and shall give the reason(s) the meeting is being called.

Section 4: EXECUTIVE COMMITTEE - The Executive Committee shall meet a minimum of five times annually, or as deemed necessary. Special meetings may be called by the President of the Executive Committee. Any action required or permitted to be taken by the Executive Committee may be taken without a meeting if a written consent setting forth the action to be taken is signed by a majority of the Executive Committee. Any such written consent shall be inserted in the minutes.

Section 5: ATTENDEES - Any person may attend any KRFMA meeting but only Vendor and Community Market Council members in good standing shall have voting rights.

Article VI EXECUTIVE COMMITTEE

Section 1: NUMBER - The Executive Committee shall consist of the immediate Past President, President, Vice-President, Treasurer, Secretary, and two or more Market Representatives.

Section 2: ELECTION and TERM OF OFFICE - At the Annual Meeting of KRFMA, the Executive Committee shall be elected by the Market Council by a paper ballot, except for the immediate Past President, who automatically assumes the office. Executive Committee members shall be Vendor or Community members of KRFMA. Each Executive committee member shall hold office until his or her successor has been elected, except in the case of Removal or Vacancy per Section 3. Persons not at the Annual Meeting may be nominated and elected for office if they agreed to the nomination before the election.

Section 3: REMOVAL and VACANCIES - Any Executive Committee officer may be removed by the Market Council or by the Executive Committee by two thirds vote of members present at any Council or duly-called KRFMA meeting. A vacancy in office because of death, resignation, removal, or otherwise may be filled by the President for the unexpired

portion of the term. If the President's position becomes vacant, the Vice-President shall assume the duties of the President until the Market Council Elects President.

Section 4: DUTIES - The Executive Committee administers the business and financial affairs of KRFMA. The Committee shall report to the Market Council at its next regular meeting on any decisions made or money spent.

The committee shall be empowered to act in the absence of the Market Council, but shall be limited to spending \$100.00 in monies at any meeting. Proposed expenditures approved by the Executive Committee but not already allocated in the KRFMA Budget for projects, salaries or contracts or other expenses are to be approved by the Market Council before implementation, excepting expenses required to be paid by law.

The committee will appoint an auditing committee annually to audit the corporate records, which shall be done during the first three months of the calendar year with a report made at the Annual Meeting.

The Executive Committee shall be empowered to hire/fire Market Managers and Assistant Managers on a temporary or annual basis and shall determine compensation within the budget allowed under the KRFMA budget. Costs in excess of previous Council approved budget is to be approved by the Market Council. Market Employees operate under the direction of the Executive Committee.

The Executive Committee shall be empowered to negotiate and execute contracts for services rendered for the benefit of KRFMA.

Section 5: QUORUM - Three (3) Executive Committee members shall constitute a quorum.

Section 6: PRESIDENT - The President shall be the executive officer of the corporation and shall preside over meetings. Further, he/she shall be an ex-officio member with the right to vote on all committees except the nominating committee.

Section 7: VICE-PRESIDENT - In case of the absence of the President, or a vacancy in that office, the Vice-President shall assume the duties of President until the return of the President or until such vacancy is filled by election of the Market Council. If requested by the President, the Vice-President may assume temporary duties in the absence of any Executive Committee member from a meeting.

Section 8: SECRETARY - The Secretary shall keep a manual of procedure for conducting the business of the corporation; shall attend and record minutes of all Executive Committee and Market meetings; maintain corporate documents and records; shall conduct or delegate all correspondence; shall keep a list of all KRFMA members.

Section 9: TREASURER - The Treasurer shall keep a detailed account of all monies received and the sources thereof, and all disbursements authorized by the Council or the Executive Committee. The Treasurer shall submit all required tax and employment filings and payments.

All sums received shall be deposited in such bank as approved by the Council, and the Treasurer shall make a report at the annual meeting or when called upon by the President. Funds may be drawn by the signature of the Treasurer or by the President in the absence of the Treasurer.

Section 10: MARKET REPRESENTATIVE - The Market Representatives will attend public meetings and serve as liaison with other community groups as requested and possible; will serve as market vendor liaison.

Article VII STANDING COMMITTEES

The President shall appoint the following standing committees: Market Promotions; Site Visits; Screening. Committees shall consist of a minimum of 3 members. Membership shall be informed of the names of the committee members.

Section 1: NOMINATING COMMITTEE - Solicit from membership nominations for officers for election at the annual meeting and prepare ballots for the election. The nominating committee as a standing committee is not appointed by the President and must be made up of volunteers.

Section 2: MARKET PROMOTIONS COMMITTEE - Coordinate all market promotions and advertising. Organize events to promote community participation in the market. Keep records of contacts.

Section 3: SITE VISITS COMMITTEE – Visit vendor’s physical production or farm locations to verify they are producing or growing their products per WSFMA and KRFMA policies.

Section 4: SCREENING COMMITTEE - Will screen new craft and artisan vendors and current craft and artisan vendors new product lines according to guidelines and rules of the market.

Article VIII OTHER COMMITTEES

The President may from time to time appoint such standing and ad-hoc committees as he/she deems advisable. Membership of these committees shall include Executive Committee members and other interested individuals and Council Members and consist of at least 3 members. Duties of such committees shall be determined by the Executive Committee.

Article IX MINUTES

All committees shall keep minutes of their meetings, report at regular Executive committee meetings, and file their committee minutes as attachments to the minutes of the next regular Executive Committee meetings minutes. The Secretary shall keep minutes of Executive Committee and Regular Market Council meetings.

Article X AMENDMENT OF BYLAWS

These By-Laws may be repealed, amended or altered in whole or in part by a majority vote at any KRFMA Council or Duly-Called Meeting. The proposed change is to be stated in any official KRFMA publication or other written notice made to the membership at least 30 days prior to the Council or Duly-Called Meeting at which it shall be read and considered. The Market Council shall vote on the proposed change at the next Market or Duly-Called Council following the one at which it was read.