



2020 Chelan Evening Farmers Market Vendor Application

Vendor Name _____ Date _____

Farm/Business Name _____

Mailing Address _____ City/State/Zip _____

Home Phone # _____ Cell # _____

Email _____ Website _____

Emergency Contact _____ Phone # _____

I am a: ___ Farmer ___ Food Processor ___ Food Concessionaire ___ Crafter ___ Non-Profit

(If more than one category is applicable, please fill in the percent of estimated seasonal sales of each.)

I plan to sell: _____

(Please provide a detailed list on the back of this page if necessary.)

Farmers: Location where produce is grown: _____

Processors: Location of commercial kitchen: _____

Crafters: Location of studio/workshop: _____

I plan to sell at the following markets (4:00 pm - 7:00 PM):

- | | | |
|-------------|--------------|------------------|
| ___ June 4 | ___ July 9 | ___ August 13 |
| ___ June 11 | ___ July 16 | ___ August 20 |
| ___ June 18 | ___ July 23 | ___ August 27 |
| ___ June 25 | ___ July 30 | ___ September 3 |
| ___ July 2 | ___ August 6 | ___ September 10 |
| | | ___ September 17 |

**EXTENDED DAYS
NEW TIMES
3-6**

___ **September 24**

___ **October 1**

___ **October 8**

___ **October 15**

Please submit a current copy of all licenses and permits you are required to have to operate your business with this application.

There is an annual vendor membership fee of \$25.00, which is due before a vendor may sell at the Market. Stall fees are \$10 week. We encourage payment at this time, but you may also choose to pay by the week. **Vendors may ONLY choose a permanent booth space when pre-paying for the season.** Vendors with seniority have first choice of their space from last year.

Any vendors choosing to only sell at a few (3-4) mid-season: will not be charged the membership fee, but their daily fee will be \$15 each time.

I have received and read the 2020 Chelan Evening Farmers Market Rules & Guidelines (attached) and agree to comply with them. I understand and agree to comply with all licensing and certification requirements of city, county, state, and federal agencies for the products I will sell. I agree to indemnify and hold harmless the Chelan Evening Farmers Market and the City of Chelan against any and all claims for alleged injuries to person or property on or off the premises arising out of the use or occupancy of the premises by me or my representatives. I shall defend at my own expense any legal action resulting from my alleged actions or those of my representatives during participation in any activity associated with the Chelan Evening Farmers Market.

Required agreement (2020 season) **Initial each item**

- I have read and agree to abide by the Chelan County Health Guidelines for Farmers Markets * See last page for details.
- I understand that I am required to be at the market to set up by 3pm to assure my space at the market. *see page 2 of rules.
- I understand that the last 4 weeks of the season will have earlier hrs (3-6) and I will arrive by 2pm if I want to participate

Vendor Signature _____ Date _____

Send this application and payment to (your fees will be returned if your application is rejected for any reason)

Chelan Evening Farmers Market
PO Box 594
Chelan, WA 98816

Questions may be directed to
Market Manager April Leaf, at 206-920-2619
email: manager@chelanfarmersmarket.org

LAKE CHELAN EVENING FARMERS MARKET 2020 RULES AND GUIDELINES

I. THE CHELAN EVENING FARMERS MARKET

The Lake Chelan Evening Farmers Market is a community-based, non-profit organization committed to supporting local farmers and consumers by operating a vibrant Farmers Market where local farmers and value-added producers can sell their products directly to the public at fair market value.

Membership in the Market is open to potential vendors and supporting community members. Membership Fees are \$25/year.

Members nominate and elect a Board of Directors, which governs the Market.

There are five seats on the Board, plus one alternate Board member. Two seats on the Board are reserved for a farmer and one for a non-farmer Vendor. The other seats may be held by a community Member, city representative, or Vendor. The Board will appoint a Manager who manages the operations of the Market.

The Manager is responsible for overseeing Vendor participation and booth assignments, Market set-up and clean-up, collection of fees, and assuring Vendor compliance with Market rules. The Manager also acts as a conduit of information from Vendors and customers to the Board.

Mailing Address:

Chelan Evening Farmers Market
PO Box 594
Chelan, WA 98816

Website: www.chelanfarmersmarket.org

Facebook: www.facebook.com/chelanfarmersmarket

Email: board@chelanfarmersmarket.org

manager@chelanfarmersmarket.org April Leaf, Market Manager

II. DATES, HOURS, AND LOCATION

The Market operates in Emerson Street between Riverwalk Inn Hotel and Riverwalk Park in downtown Chelan. In 2020, The Market will run from June 4th through October 15th. Hours from 4:00 pm to 7:00 pm.

EXTENDED MARKET – EARLIER HRS : September 24 - October 15th (earlier hrs) 3:00 pm to 6:00pm

III. ELIGIBILITY REQUIREMENTS

A. All Vendors must fill out a written Vendor Application, which includes a list of all products they intend to sell. Additional products must be approved before the Vendor brings them to Market.

B. All products sold must be grown or produced by the Vendor within Chelan, Douglas, and Okanogan Counties.

C. When the Board determines that their presence at the Market furthers the mission of the Market, producers from outside Chelan, Douglas, and Okanogan Counties may be granted permission to sell.

D. Family Members or employees of the producer may represent the producer at the Market.

E. Producers may apply to Vend for one another at a cooperatively-managed booth.

F. FARM VENDORS: Farm Vendors shall sell only agricultural, horticultural, or food items that they

themselves have grown, produced, or processed. Vendors may not sell products grown by others. No wholesale brokers will be allowed. A Vendor's Farm is subject to inspection by the Market Manager, to ensure that the Vendor is growing his products himself.

G. PROCESSED FOOD VENDORS: Processed foods, such as jams, wine, and baked goods, must be made by the Vendor. All processed foods must have the proper permits and licenses as required by the WSDA and local Health Department. Preference will be given first to Vendors who use ingredients grown themselves, and second to Vendors who source local ingredients.

H. PREPARED FOOD VENDORS: Prepared, ready-to-eat foods such as take-away meals and snacks, must be made on-site at the Market. Preference will be given first to Vendors who use fresh food from the Market, and second to Vendors who source local ingredients.

I. CRAFT VENDORS: All crafts products must be handcrafted by the applying Vendor. Crafters must present their products for Jurying to the Board or a designated committee, who will decide whether to grant permission to sell. Selection will be made on the basis of quality and originality.

The Market will retain a three-to-one ratio of Farm Vendors to Craft Vendors at any given market. Craft Vendors who are approved by the jury will be granted stalls as space becomes available, based on seniority.

J. COMMUNITY GROUPS: Non-profit groups, art groups, and civic groups may be given stall space at the discretion of the Board. Application must be made to the Board and approved before the group may be assigned a stall. The application should include the purpose of the organization and an explanation of the activities the group plans at the booth. The purpose of the community group must be in harmony with the mission of the Market and the requested stall must serve the community and enhance the Market. Political advocacy, proselytizing, and promotion of an ideology will not be allowed. Vendors have priority for stall space over community groups. Both the \$25 membership fee and daily stall fees are waived for community groups.

K. MUSICIANS & ENTERTAINERS: Entertainers must coordinate with the Entertainment Wrangler or Market Manger for scheduling times and performance locations within the market. Learn more about our Pre-scheduled Guaranteed funds for performers! Learn more at <http://www.chelanfarmersmarket.org/perform-at-the-market>.

L. In the event that there are more eligible Vendors than space available, Farm Vendors will be given priority. Such decisions will be handled by the Board.

IV. STALL ASSIGNMENT AND FEES

A. VENDOR RESPONSIBILITY: To maintain an attractive market and good customer flow, vendors need to be at market or **TALK** to manager by 3pm or your space may be given to another vendor. Thank you.

B. STALL ASSIGNMENT: The Manager will assign each Vendor a space on or before Market day on the basis of seniority. Seniority is defined as number of markets attended (in any year).

C. VENDOR FEES:

Stall fees in 2020 will be \$10/week per 10'x10' stall.

\$15/week for short term vendors coming 5 times or less ~ No \$25 membership fee required.

The Market encourages regular vendors to pay stall fees for the entire season at the beginning of the year. Fees not paid in advance must be paid to the Market Manager before the end of each Market day.

V. VENDOR RULES

A. SIGNAGE: All Vendors will post a sign identifying the name of the farm/business represented and where it is located. All goods for sale must be clearly marked with their prices.

B. PRICING: Radical price-cutting is prohibited. Vendors are expected to price goods in a way that doesn't give the appearance of a "loss leader" product as used in large grocery stores. Vendors are not allowed to give produce or other items away for free or to offer it at below-cost pricing, thus undercutting the potential sales of other Vendors. While pricing of goods sold is the responsibility of the individual vendor, the Manager has the right to determine if a Vendor has violated this Rule and take appropriate action as outlined in Section VII.

C. HAWKING: Calling attention to your products in a loud, repetitive, public manner is prohibited.

D. SET-UP & SHUT-DOWN:

Vendors may arrive and begin setting up no earlier than 2:30 pm.

A bell will officially open and close the market.

Vendors must stay until the final bell, even if they sell out of product.

Vendors are responsible for complete clean up of their space at the close of Market. This includes collecting all trash that is generated in or around your stall and sweeping up any product debris left on the ground. Do NOT dump ice or water onto park lawn. Vendors are not allowed to dispose of produce waste or unsold produce in any on-site garbage cans or dumpsters. Vendors should bring their own brooms, dustpans, and waste bags. Market trashcans are not available for Vendor use. Pack it in, pack it out.

Vendors must exit the area by 7:45 pm.

Canopies, umbrellas, tables, etc. are all the responsibility of the Vendor. Canopies and umbrellas are required to be weighted with at least 25 lbs per tent leg.

Vendors may sell out of their vehicles, with approval from the Manager.

E. PROHIBITIONS: No firearms. No open alcoholic beverages except in authorized and designated areas. No drugs. No discourteous conduct. Vendors may not bring a dog to the Market, with the exception of service dog.

F. SECURING YOUR CANOPY: 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. (see more information about canopy weights on page 17 of the handbook)

VI. LICENSES, PERMITS, AND SPECIAL REQUIREMENTS

A. HEALTH REGULATIONS: All Vendors must comply with the Chelan-Douglas Health District requirements. (see below)

B. ORGANIC PRODUCTS: Vendors who are selling their product "Organic" must be certified as required by Washington State Law and must display their current Certification document.

C. SALES TAX: Each Vendor is responsible for collecting his/her own sales taxes where applicable.

D. HOLD HARMLESS CLAUSE: All Vendors hereby agree to indemnify and hold the Manager and the Board harmless from any loss, cost, damages, and other expenses, including attorney's fees, suffered or incurred by the Market by reason of the Vendor's negligence or that of its agents or employees.

E. INSURANCE: All vendors are responsible for their own insurance.

Some products require additional permits and licenses: It is the **vendors responsibility** to have any necessary permits required to sell at the market.

Washington State Business License and UBI Number

Washington State Nursery License (sellers of plants, seeds or bulbs for planting.)

WSDA Food Processors license

Washington State Egg Dealers License

Certification of Organically Grown Produce

Grade A Dairy permits

Department of Fisheries wholesale license

Food Service Establishment Permit

Exemption from Food Establishment Permit Application

Chelan/Douglas Temporary Food Establishment Permit

Washington State Department of Health Food Workers Permit

Pesticide Applicators License (cherry sales)

Washington State Business License/Resellers permit

Product Liability Insurance (policy amount minimum \$1,000,000)

VII HEALTH PRACTICES

HEALTH PRACTICES: All vendors must comply with sanitary procedures per Chelan – Douglas Health District, or other governing body. Any vendor found selling contaminated, unfit, or illegal foodstuffs, produce, or plants shall be suspended from selling at the Market until satisfactory clearance has been obtained from The Chelan-Douglas Health District, or other governing body. All vendors must wear shirts and shoes.

SAMPLES: Samples cut or prepared at the Market require the vendor (or at least one person at the stall) to have a Chelan Douglas Health Board Food Workers Permit and to have an **approved** warm-water wash station and otherwise comply with applicable health district regulations. Either a plastic or glass cover must protect all food samples. Single serve items (i.e. toothpicks, small cups) must be used. Please consult with the Chelan Douglas Health District, 509-886-6450. The only time produce may be given free is at the end of the market to an established non-profit organization (i.e. Food Bank) and a record of this donation **must** be listed on the Market Daily Sales Form.

VII. MARKET RULE VIOLATIONS

A. Vendors who fail to comply with these rules will be issued a verbal warning for the first offense. A second offense will result in a written warning of termination and a \$25 fine. A third violation will result in the termination of the Vendor's permission to sell.

B. Vendors have the right to a hearing before the Board within two weeks of any disciplinary action.

VIII. MODIFICATION OF RULES

A. The Board reserves the right to revise these rules as necessary at any time they deem appropriate.

B. Any Market Member or Vendor may appeal for a modification to these rules in writing or in person at a Board meeting

COVID-19 Guidelines for Farmers Markets Providing Essential Services

Farmers markets are a valuable resource for food supplies during times when social distancing is required. They are considered **essential businesses**, similar to grocery stores. Farmers markets are encouraged to operate if they are able to implement required social distancing and sanitation measures to prevent the spread of COVID-19. Contact your [local health department](#) for additional information specific to your farmers market.

Farmers Market Operations

Operating during a pandemic is not business as usual. The following operational guidance may help lower the risk of COVID-19 exposure for the vendors and visitors at your market.

- **Limit your vendors:**
 - Only allow vendors that provide **essential services** at this time. This includes vendors that provide food and supplies needed to maintain health, safety, and sanitation. Check the [Washington essential business list](#) for more information.
 - Do not schedule non-essential services such as musical bands, activities, or entertainment.
- **Put vendor safety plans in place:**

Ask your vendors to complete a safety plan with the following information:

 - A description of the essential service they are providing.
 - How they plan to protect their own health (such as hand hygiene and sneeze barriers).
 - How they plan to protect customers from exposure while at their booth.
 - Their plans to reduce touchpoints in the booth, including:
 - Keeping designated “Display Only” items for customers to view or handle, when possible.
 - Pre-bagging/pre-packaging/pre-weighing food when possible.
 - Discontinuing all product sampling and self-serve areas.
- **Anticipate and communicate change:**
 - The market season will be dynamic and subject to change. Keep a log with notes on what works well and what needs to change before the next market event (such as providing more handwashing sinks).
 - Prior to making major changes, communicate with your local health department for guidance.
 - Use social media, email, or other methods to share updates on operating standards and expectations at the market. For example:
 - Encourage pre-ordering and “single shoppers” (one member of a family shops the market while others stay home) if possible.

Social or Physical Distancing

Staying at least 6 feet away from others can help prevent the spread of COVID-19. Use the following strategies to ensure physical distancing in all areas of the market:

- **Modify the market layout.**
 - Prevent visitors from gathering in groups. Remove, block-off, or stack tables and chairs in customer seating areas.
 - Define and limit entrances and exits by posting signs at entrance.
 - Space vendor booths at least 6 feet apart. Keep the empty spaces unoccupied.
 - Arrange booths and tables in a single line, rather than a U shape.
 - Provide signs or spacing markers to promote 6 feet of distance between visitors.
 - Do not allow visitors to dine on the premises.
 - Consider allowing visitors to enter the market early if lines develop before you open.
 - Consider prohibiting pets (except for service animals) to help minimize congestion.

- **Implement management practices to reduce crowding and maintain social distancing.**
 - Create a plan for how to respond when people aren't in compliance with social distancing measures.
 - Train market staff on social distancing requirements and ways to educate or correct others to maintain a safe environment.
 - Ask your vendors to help ensure social distancing plans are followed.

Exclude People with Illness

A key way to help prevent the spread of COVID-19 is to watch for symptoms, and stay home if ill.

- Use a written checklist to assess the health of market staff and vendors before they enter the market. See [Recommended Guidance for Daily COVID-19 Screening of Employees and Visitors](#) for more information.
- Visitors should self-screen for symptoms before they enter the market. Post signs at entrances that outline the symptoms of COVID-19 (see below), with a reminder not to enter if they have symptoms.

Use the following information as a checklist when assessing market staff and vendors at the entrance.

1. Individuals with **any** of the following symptoms **should not work in or visit the market:**
 - A fever (100.4°F or higher)
 - Cough
 - Shortness of breath
 - A sore throat
 - Muscle aches

2. Individuals with any of the above symptoms should:
 - Self-isolate at home.
 - Visit the Department of Health website for information about what to do next:
 - [Testing for COVID-19](#)
 - [What to do if you were potentially exposed to someone with confirmed COVID-19](#)
 - [What to do if you have symptoms of COVID-19 and have not been around anyone diagnosed with COVID-19](#)

- Contact their health provider by phone if they need medical assistance.
3. Anyone with symptoms should isolate until:
- They have been free from fever for at least 3 days (72 hours), without having used fever-reducing medications; AND,
 - They no longer have respiratory symptoms (e.g., cough, shortness of breath); AND,
 - At least 7 days have passed since symptoms first appeared.

Cloth Face Coverings

There is limited evidence to suggest that cloth face coverings (masks) help reduce COVID-19 transmission. However, these coverings can reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes. The Washington State Department of Health and the Centers for Disease Control and Prevention recommend that people wear cloth face coverings when they are in public settings where they cannot maintain 6 feet of distance from others. To preserve PPE for the medical community, surgical masks or N-95 respirators should not be used by the public. View the full Department of Health guidance on [cloth face masks](#).

Gloves

Encourage vendors to use poly or vinyl food service gloves when needed. This helps preserve nitrile or latex gloves for the medical community.

COVID-19 & Food Safety

Food, including fruits and vegetables, is not known to be a source of COVID-19 spread. Follow standard food safety guidelines to help reduce the risk of common foodborne illness. It is ok for your vendors to donate extra products to local food recovery systems.

Handwashing

Ensure all market staff and attendees have the means to wash or sanitize their hands.

- Install temporary, portable handwashing stations or hand-sanitizing dispensers for market staff, volunteers, and visitors.
 - Handwashing stations must have soap; running, potable warm water; and single-use towels.
 - Antiseptic hand rubs must have at least 60% ethyl alcohol.
 - Designate staff to check and replenish hygiene supplies.
 - Use posters, flags, and announcements to ensure vendors and attendees are aware of sanitation stations.
- Consider requiring vendors to provide their own individual handwashing stations or antiseptic hand rubs for their personal use.

Cleaning and Sanitizing

Each shift, designate a market worker to ensure that cleaning and sanitization procedures are completed. These procedures should meet the [environmental cleaning guidelines set by the CDC](#).

- Establish procedures for cleaning and sanitizing touchpoints, temporary handwashing stations, merchandise, shelving and displays, and other surfaces.
 - Use routine soap and water to clean surfaces with visible dirt.

- Use an EPA-registered disinfectant per the instructions on the label to disinfect touch points in the market.
- At least once an hour, disinfect high touch areas such as payment devices and restrooms.

Payment Handling

Money has not been linked to the spread of coronavirus, but it is still important to reduce direct hand contact with shoppers.

- After handling payment, a person should not touch their eyes, nose, or mouth until they have washed their hands.
- When possible, allow mobile, credit card, or other cash-free payment options. Encourage customers to pre-order/pre-pay when possible.
- When handling cash, tokens, checks, or change:
 - Designate a money handler separate from the worker handling products.
 - Ask for exact change to help limit additional handling.
 - Collect payment in a container rather than directly into hands.
- To disinfect wooden tokens, consider the following:
 - “Quarantine” tokens by holding in a container until the next week. Tokens held should not need additional disinfection for COVID-19.
 - Use a cloth wetted with disinfectant to clean wooden tokens or laminated paper, then air dry. Wash hands after disinfecting objects.

Reusable Grocery Bags

It is unlikely for a person to get COVID-19 by touching reusable shopping bags. According to the CDC, touching surfaces that may have the virus on them is not the main way the virus spreads. The following recommendations can help address additional concerns:

- Encourage customers to bag their own items when using reusable shopping bags.
- Encourage customers to wash their reusable bags before shopping.
- Remind vendors to wash their hands or use hand gel often, and to avoid touching eyes, nose, and mouth. See the Department of Health’s [Food Worker and Establishment Guidance on COVID-19](#) for more information.

Resources & Posters

- [WA State Coronavirus Response for Essential Businesses](#)
- [WA State Printable Posters for Essential Services](#)
- [CDC COVID-19 Signage and Posters](#)
- [Dining Area Closures: Guidance for Food Establishments \(PDF\)](#)
- [FDA Frequently Asked Questions](#)
- [DOH Food Worker and Establishment Guidance on COVID-19](#)
- [WA State Department of Health 2019 Novel Coronavirus Outbreak \(COVID-19\)](#)
- [WA State Coronavirus Response \(COVID-19\)](#)
- [Find Your Local Health Department or District](#)
- [CDC Coronavirus \(COVID-19\)](#)
- [Stigma Reduction Resources](#)
- [WA L&I COVID-19 Resources](#)