

2025 VENDOR HANDBOOK

Port Angeles Farmers Market

Please carefully read the following information before applying for the 2025 Port Angeles Farmers Market season. By submitting your application, you affirm that your membership with PAFM is contingent upon your agreement with and commitment to upholding all policies and guidelines contained in this handbook therein.

PORT ANGELES FARMERS MARKET MISSION STATEMENT

PAFM is a direct-sales marketplace that seeks to establish opportunities for small and growing businesses while providing quality, locally produced goods to our customers.

PAFM is an encouraging and inclusive setting for farmers, artisans, processors and food preparers to broaden access to their goods while providing opportunities for education and enrichment through community-minded programming.

The PAFM Board of Directors is committed to securing access to healthy foods and goods for our customers through work with community partnerships and engagement with local organizations and State agencies.

PAFM strives for our vendors to be a reflection of all that the Olympic Peninsula has to offer and encourages community members to work together in strengthening the PA community in a friendly and casual environment.

PORT ANGELES FARMERS MARKET VALUES STATEMENT

- 1. PAFM is committed to providing access to healthy foods and quality products for our community in an equitable manner.**
- 2. PAFM provides an equal opportunity marketplace for producers and growers in the region to sell their goods.**
- 3. PAFM honors our members right to self-determination and is dedicated to creating an accessible environment for all vendors and customers.**

PORT ANGELES FARMERS MARKET

2025 Vendor Policies and Guidelines

The following policies and guidelines are meant to assure that the Port Angeles Farmers Market is a safe and legal site for local farmers, artisans, processors, and prepared food vendors to make their products available to customers. The Market is a member of the Washington State Farmers Market Association and adheres to their “Roots” Guidelines which can be found on their website at www.wafarmersmarkets.org/

Hours, Dates, Location – In 2025, the market will operate year-round on Saturdays from 10 a.m. to 2 pm.

Summer hours are currently being finalized, but may be in effect approximately from June 7 - September 27, during which the market will open at 9:30am and close at 2:30pm, providing an additional hour for sales.

The market is located in the Gateway Pavilion on the corner of Front and Lincoln streets in Port Angeles. The physical address is 125 E Front Street, Port Angeles, WA, 98362. On market days, vendors may park under the Gateway Pavilion, preserving street parking for shoppers.

Vendor Categories

All vendors are categorized to track sales, ensure a balance of a variety of different vendor types, and to ensure market meets criteria provided by the Washington Farmers Market Association that our sales are made up primarily from the sale of local agricultural products. The vendor categories are as follows:

Farmers/Growers – A farmer vendor raises the produce, plants, or animals that they sell at the market on land they own or lease in the state of Washington or counties that directly border Washington (in OR, ID) Farmers/Growers are strongly encouraged to sell only products of good quality that they have grown themselves. Produce not grown by the farmer should be clearly labeled as such (“Yakima Peaches”) and must be approved in advance by the Market Manager.

Artisans – Artisan vendors create or significantly modify products with their own hands on their own equipment in the State of Washington or counties that directly border Washington. Artisans should incorporate materials produced in Washington as much as possible. No commercial, import, mass-produced or second-hand/resale items are permitted for sale.

Processors – Processor vendors sell processed foods which they have personally prepared on their own property or leased property, including daily or hourly rental facilities. Processors are persons or entities offering fresh food products (such as meats, seafood, ciders, baked goods, jams,

etc.) that have added value to their product through some sort of “hands-on” processing (i.e., smoked or butcher meats, handmade candies, breads and pastries, etc.). All processors must meet all federal, state, county, and local health requirements and have documentation of meeting said requirements on hand during every market they attend. Processors must produce their products in Washington or in counties that border the state of Washington. In the case of seafood vendors, products must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska, and British Columbia. Alcoholic beverages should as much as possible be made from ingredients grown in Washington, or in the case of wines, from grapes grown in a recognized Washington appellation.

Prepared Food Vendors – Prepared food vendors offer freshly made foods available for sale and immediate consumption on-site. Prepared food vendors shall possess and maintain all required state, county, and local permits. Prepared food vendors should use ingredients produced in Washington as much as possible.

Non-Profits/Community Organizations – As a service to our community, the market will offer booth space to non-profits and other community groups, subject to availability and approval by the Market Manager. **This space is not to be used for distributing political or religious information.** Organizations may request donations and hold raffles, but they are discouraged from selling items at the market. Those wishing to sell items for fundraising purposes must have them pre-approved by the Market Manager, and these items must not compete with existing vendor’s products. Non-profits are exempt from the Sales Fee - all other vendor categories are charged but are expected to pay a Daily Membership Fee as well as booth fees as determined by the size of their set-up.

Market Sponsor Booths – Market sponsorship agreements may include an opportunity to set up a booth at a pre-determined date for promotional purposes.

Cooperative Booth – Multiple vendors may cooperatively combine their products in one booth and share selling duties, if such an arrangement is wholly self-managed by participants and if gross sales are pooled and one fee is paid with a single payment. It is the responsibility of all parties to determine the proportion each vendor pays as well as which business/individual receives reimbursement in the event of a check written for a credit owed to the cooperative.

Participation Review

The PAFM Board maintains the right to perform periodic reviews of vendors including vendor performance, product quality, and product saturation at the Market. Reviews may be used to determine whether continued participation will be rescinded for our vendors. The PAFM Board may discontinue participation by vendors with multiple rules violations, unacceptable behavior, or consistently poor sales and consumer demand. The Market Manager and the PAFM Board maintain the right to determine vendor and product mix at the Market. The PAFM Board may prohibit anyone from selling, prevent any product from being sold, limit types of vendors in number and product, and regulate operations and behavior as related to the Market. Review will begin when the Board determines it is necessary and vendor will be informed that a review is taking place before any action is considered.

Seasonal Vending – The Market will offer enrollment for vendors wishing to sell during the **Winter Season** from November 1- April 30 however this does not guarantee a Year-Round place on the Vendor Roster. Vendors should indicate the frequency they are applying for on the Vendor Application and may be allowed to vend during winter, but their continued attendance is subject to change during the season between May 1 and October 31.

Membership, Sales and Booth Fees – The Port Angeles Farmers Market is incorporated as a WA non-Profit entity. Our annual operational budget is dependent on revenue generated from membership, sales and booth fees in order to operate. All transactions that involve an exchange of payment for goods that occur at the Farmers Market are subject to sales fees. If you make arrangements for a customer to collect goods from you at the market outside of market hours, and payment occurs on premises during market hours, these payments are subject to the same sales fees as spontaneous or organic sales. **Please be advised that in order for a customer to make a payment, vendors must be present at the market at the time of sale; PAFM and its employees are not available to receive payment on behalf of vendors who are not in attendance, and the Market Manager cannot and will not accept payment for a vendor who is not present.** This includes customers wishing to leave checks for a vendor, or electronic transfers of funds via credit, debit or EBT Card sales. **Payments for items that are not transferred at the time of sale obligate vendors to produce said goods in a reasonable time frame, and PAFM is not liable for a vendor’s failure to produce goods if a payment has been made but goods are not produced.** If PAFM learns that payments made at market do not produce delivery of goods to customers in a timely fashion the vendor’s membership and attendance is subject to suspension or termination.

Membership All vendors who are accepted to PAFM are considered organizational members. Membership entitles vendors to voting rights at the Regular Annual Membership Meeting, and special meetings called during the year when decisions requiring membership must be made, as well as during the election of new Board Members. Individuals who volunteer 10 or more hours at market annually are also entitled to membership rights.

Booth Fees are calculated on an “honor” system based on a percentage of gross sales and are due at the close of each market to the Market Manager at “checkout” after market has closed. Sales fees of 8% are charged on gross daily sales and are to include sales paid for via Cash, Credit/Debit cards, WIC or Senior FMNP checks, EBT Cards, SNAP Market Match currency, and other market- or state- issued currency programs. Habitual failure to comply with fee payment on market day will result in a **\$15 fine** in addition to the regular booth fees. Vendors will not be allowed to set up until past obligations have been cleared.

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DAILY BOOTH FEES

5’x5’	10’x10’	10’x15’	10’x20’	10’x25’	10’x30’
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\$4	\$8	\$12	\$16	\$20	\$24
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Sales Fee Structure and Specific Types of Sales at Market

Cash Sales – All vendors must accept USD (\$) at their booths.

Card Processing – All vendors are encouraged to process credit and debit cards at their own booths. Vendors who wish to obtain card processing should contact the Market Manager for guidance, and on a case-by-case basis some exceptions may be made at the discretion of the Board of Directors.

Vouchers, Incentives and SNAP Market Match – Any vendor selling products that are eligible for purchase with FMNP, SNAP or SNAP Market Match currencies are obligated to make the arrangements with respective entities that regulate these currencies to take these payment forms, including to have the appropriate technology related to processing FMNP Benefits Cards.

CSA/Farm Share: Refers to a seasonal subscription for farm products. In this scenario customers generally pay a deposit at the beginning of the season and in return receive a weekly allotment of produce that represents a share of the harvest. Installments and deposits on CSA/Farmshares paid at Market are subject to 8% fees. There are no additional fees for farmer vendors who use PAFM as a pickup location for the distribution of their CSA/Farmshare Goods.

Gift Certificates: When a farmer or other vendor sells a gift certificate or a pre-paid card or voucher at market, the dollar value is charged at the normal 8% sales fee.

Animal Share: PAFM will not charge 8% sales fees on whole, half and quarter animal sales purchased at market, but any other recurring payment arrangement generated at market is subject to the 8% Sales Fee. The balance on animal shares is typically paid away from the market at the time the meat is picked up, and in this case fees do not need to be paid to the market on the balance unless it is part of a recurring payment system. There are no additional fees for farmer vendors who use PAFM as a pickup location for the distribution of their animal shares.

Please Note: To remain compliant with SNAP use regulations at the Farmers Market, goods purchased with an EBT Card at a farmers market must be produced within 14 days of the time of sale and all content of the share must fall within the qualifying terms of EBT purchases as described below. Therefore, CSA and animal share subscriptions can only be paid using EBT (SNAP benefit) cards in installments; Farmers must accept EBT transactions for CSA shares on a weekly or bi-weekly basis only and must deliver the share within 14 days of the transaction.

Farmer vendors seeking to establish payment systems for CSA/Animal Shares using the Market Manager's EBT Card Processing services should contact the Market Manager in advance of their first day at market if they are looking for resources or models for such sales. Farmer vendors interested in accepting EBT cards for their business may choose to

acquire an EBT card reading device, but in this case the EBT card reader terminal is designated for use at the address registered when applying for an EBT Card terminal with FNS. Vendors who wish to use their own EBT Card terminal at PAFM must demonstrate that their EBT card terminal is registered for use at the physical location of the farmer's market (125 E Front Street, Port Angeles, WA 98362) and sales made at their booth using their own EBT card processing are subject to the 8% sales fee just like all other card processing vendors perform at their booths.

EBT Cards and SNAP Market Match – PAFM will offer EBT card processing to facilitate the purchase of eligible products using SNAP benefits at the market. Funds transferred to PAFM via EBT card swipes will be reimbursed to the vendor in-full, or less the daily sales and booth fees incurred during the course of market, at the vendor's request.

Customers who are eligible for SNAP benefits may use their EBT cards at the farmers market in compliance with the legal restrictions placed on EBT card purchases. [Items that qualify and items that are prohibited can be read about here](#). PAFM will continue to offer a dollar-for-dollar match on every purchase that is processed via the EBT Card terminal at the manager's booth in the form of the SNAP Market Match currency, which customers can use at specified vendor's booths in exchange for products at the same value as USD (\$). Vendors participating in the SNAP Market Match program must make sure the appropriate signage is always prominently displayed and visible at their booth (signage will be distributed by the Manager.)

Vendors can redeem their SNAP Market Match income with the managers booth at the time of checkout and will be reimbursed for the full value of this currency. **Vendors may only accept SNAP Market Match for qualifying items, which are restricted to fresh vegetables, fruit, mushrooms, cut fresh and dried herbs, as well as live and edible plants, seedlings and seeds.** Qualifying products are listed on the back of the SNAP Market Match currency, but please consult with the Market Manager if you are unsure if a product qualifies.

Special Currencies, Incentives, Etc – At times, PAFM may implement temporary currencies related to programming at market events, in conjunction with programming provided by affiliated agencies such as businesses running promotions or state or other entities, or in conjunction with other markets in support of affiliate programs. Vendors are obligated to accept these alternative forms of payments and will be reimbursed in full, and all income from alternative currencies are subject to sales fees.

DAY-OF-MARKET PROCEDURES

Booth Assignments – **The Market Manager has full discretion over placement of booth assignments.** The Market Manager determines vendor location, taking into consideration product mix, customer flow, special promotions, vendor seniority, space availability, and adherence to market policies. Those requesting permanent space allotments will be assigned to a space on a regular basis,

providing that attendance is consistent and arrival time is adequate prior to market open. Booth assignments, even if granted as permanent, will always be subject to change.

Market Day Set-up and Take-down – Set-up time during normal season hours is from 7:30 am to 9:30 am, and between June 7, 2025 and September 27, 2025 when the market adds an additional hour, set up runs from 7am to 9am. During set-up, vendors may enter the market area with their vehicles subject to traffic and safety considerations, for the purpose of unloading only. Carts are provided and curbside unloading is recommended. Vendors should unload promptly and then move vehicles offsite. A vendor may not begin setting up their stall spaces until their vehicle is moved offsite. The Market Manager may institute a loading/unloading schedule during the months when vendor attendance is near capacity to maintain an even flow of traffic through the space. If a vendor fails to arrive at their scheduled time, they will not be permitted to enter with their vehicle. **NO vehicles will be permitted to enter the Gateway after 9:30am during normal hours or after 8:45am during summer hours.** Set-up should be completed before the market opens.

All vendors are required to remain at their stall spaces until closing – even if they have sold all their goods (with exception). At closing time, vendors shall cease selling and promptly begin taking down their booths. Vehicles will be allowed to enter the market after the market closes. **However, vendors should not leave the market to retrieve their vehicles until they have broken down the majority of their display.**

Vendor Responsibilities and Expectations

Booth Clean up – Vendors are responsible for sweeping and cleaning their booth area and removing all waste generated by the sale of their product. Vendors must bring containers suitable for waste removal, including oily waste, and haul out their trash at the end of the day.

Booth Fees – Vendors agree to accurately report gross sales and to pay booth fees at the close of each market **before breaking down their display.**

Booth Space – Booth space is reserved for accepted reservations and cancellations should be made at least 24 hours prior to market day. Vendors who are regular no-shows may lose their right to vend at the market.

Canopies, Umbrellas and Weight – All vendors who wish to erect canopies (including umbrellas) at the market site 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. **Vendors with booth space under the roof who choose to use a tent will need approval from the Market Manager before using their tent walls as it may block visibility.**

For standard canopies, a minimum 25 pounds of weight is necessary for each leg. Gallon milk containers filled with water are not considered adequate weights. Any vendor who fails to properly anchor their canopy will not be allowed to sell at the market on that day, unless the vendor chooses to take down and stow their canopy and sell without it. The Market Manager may decide that all canopies, umbrellas, or other display items need to be removed or

disassembled on windy days. Vendors must comply with this or any other safety concern as determined by the Market Manager. **If there is an accident resulting from a vendor's booth being improperly anchored, the market reserves the right to charge the vendor the amount of the insurance deductible.**

Deck Covering – Any vendor who uses materials potentially harmful to the Gateway deck surface (ie. grease, paint, cooking oil, etc.) is required to provide adequate protection for the deck surface such as a tarp or other floor covering.

Electricity – All electrical equipment must be pre-approved by the Market Manager. Vendors requiring electrical power are responsible for providing their own outdoor extension cords and mats to cover any and all portions of the cord that lie in any area utilized by market customers. **The market cannot guarantee electricity to its vendors.**

Signage – Each booth space should strongly consider prominently displaying a sign clearly identifying the farm or business by name and location. Signs, including those indicating the names and prices of all products sold, must be in place by the opening of the market. All product descriptions must be accurate.

Smoking – Vendors are not permitted to smoke in the market area or within 25 feet of the Gateway Pavilion area.

Trailers or Carts– All carts or trailers intended for display at the market must be approved by the Market Manager and may only be used as originally proposed.

Weights and Measures – Vendors selling produce or other products by weight must provide their own scales. Scales must be “legal for trade” and are subject to inspection by the Department of Agriculture – Weights and Measures Program.

WiFi HotSpot- Vendors will be provided wireless internet access via a WiFi ‘HotSpot’. WiFi access is available for market related tasks only- please refrain from using the WiFi for anything that is not related to the daily activities of operating your stall. Please do not distribute the WiFi password to anyone.

COMPLIANCE WITH PUBLIC HEALTH & SAFETY MANDATES

PAFM reserves the right to require vendors to observe and comply with state or federally mandated health guidance. Vendors will be provided adequate documentation to support any required activities requested of them, and will honor any valid and sincere exemptions that may prohibit them from compliance with sufficient notice, provided to the Market Manager.

MARKET GOVERNANCE STRUCTURE and PERSONNEL

Market Manager - The Market Manager (or designee in the case of absence) coordinates all of the activities of the daily functioning of the market and implements and enforces market policies, including oversight of the market set-up and cleanup, daily assignments, collection of booth fees and sales

information, and assuring vendor compliance with all market policies. The Market Manager also acts as a conduit of information from the vendors and customers to the Board of Directors. The Market Manager's role is to interpret and implement market policy, and uphold market operations and to attend to vendor and customer issues. The Market Manager has the authority to grant exceptions to market policies on an individual basis when necessary.

Board of Directors – The Board of Directors is responsible for establishing the policies and overseeing the management of the business affairs of the corporation of the market, and is empowered to take all actions necessary to implement these responsibilities. The Board may hire such agents or assistants as it deems necessary or advisable for the effective management of the corporation.

The Board of Directors consists of at least nine and no more than eighteen volunteer Directors, elected annually at the Regular Annual Memberships Meeting. The Executive Officers are comprised of the Board President, Vice President, Secretary, Treasurer, and Board Member-at-Large. Executive Officers are elected annually by vote of the Board of Directors following nomination at the Regular Annual Membership Meeting.

Vendors are encouraged to attend monthly Board Meetings and are invited to join the board. Vendors interested in joining the board should speak to the manager.

MARKET POLICY

Port Angeles Farmers Market is committed to creating a safe and inclusive space for the entire community. The market has a zero-tolerance policy against any act or display of bias or discrimination by PAFM vendors, staff, board members and any individual participating in or representative of the Port Angeles Farmers Market. The market does not tolerate discrimination on the basis of race, ethnicity, religion (creed), gender identity, age, ancestry, ability, marital status, sexual orientation, or military status, in any of its functions, activities or communications.

Violations of any policies by a vendor may result in a warning, suspension or termination of participation/employment at the discretion of the Market Manager and subject to review by the Board of Directors. Customers may be asked to immediately leave the premises and may be banned from returning to PAFM if they are in violation of this policy.

Conduct – Vendors will interact with the public, the Market Manager, and fellow vendors in a manner that upholds market policy.

Display – Vendors will display their products with consideration for the other vendors and the general public. Vendors must keep their area clean during the market.

Early Departure – Full participation in each market day attended is expected. Vendors may be allowed to leave early due to weather, slow sales, or any other reason with approval by the Market Manager.

Endorsement— The market will not endorse, promote, or oppose any politically oriented organizations, parties, candidates, agenda or platforms. Signage, print, apparel or any other media that promotes the above will not be allowed at any market sponsored event or in market communications. A strict non-political policy will govern the behavior of vendors, staff, PAFM Board and anyone else while representing the Port Angeles Farmers Market in an official capacity.

Liability – The market carries property liability insurance only. It covers accidents in which the market is negligent, which cause injury to customers, vendors, or employees of the market, or which cause damage to the property where the market is held or customers' property. **The market's policy does not cover vendor product liability.** Product liability is the sole responsibility of the vendor selling the product. At this time PAFM does not require all vendors to carry individual commercial liability insurance policies, however, it may become a requirement during future seasons.

Licenses and Permits – Vendors are responsible for obtaining all required licenses and permits prior to vending at the market. Permits must be kept up to date and available for inspection by the Manager or other authorities present at market during the course of each market for every day of attendance. The Washington State Department of Licensing requires the market to verify that **all** its vendors are registered to do business in the state of Washington. **Therefore, unless a vendor is exempt by law, they must supply the market with a State Department of Revenue UBI number at the time of application. A copy of all permits issued by the health department will be prominently displayed on the booth during each market day.**

Pricing – Pricing of goods sold at the market is solely the responsibility of the individual vendor and is subject to discussion with the Market Manager, and vendors are encouraged to work cooperatively and respectfully to determine fair and relative pricing at the beginning of each market. Vendors are discouraged from selling items at costs without mutual agreements if pricing differences occur. This does not include sampling.

Quality – Vendors agree to sell only products of good quality that are allowed by these guidelines.

Criteria for New Vendor Selection

Port Angeles Farmers Market is committed to creating a diverse marketplace with the highest quality, locally produced products available. PAFM will not be bound to apply a particular set of selection criteria in every instance and must reserve unconditional discretion to accept or refuse anyone as a PAFM vendor. Admission is subject to space availability.

The Market Manager and Board of Directors reserves the right to take into account the following considerations before accepting new and returning vendors.

Agriculture

- Priority is given to regional farmers and producers who bring product to market that is 100% grown and harvested on farmland they own and/or operate.
- Farmers who use environmentally responsible growing, breeding, raising and harvesting methods will also have priority

To qualify as a seafood “farmer” vendor must own, lease or operate the fishing vessel or parcel of land where the seafood is caught or harvested and must be a resident of Washington State.

Processors and Resellers

Processors are persons offering 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 (ie. hand-filleted fish, smoked or butchered meats, handmade candies/nuts, etc.), but have not raised the ingredients themselves. **Resellers** are persons who buy agricultural products or wild products (such as produce, shellfish, mushrooms, honey etc.) from other producers in Washington State, transport it to a WSFMA Member Market, and resell it to the consumer. Processors/Resellers:

- Must have proof of appropriate permits and licenses issued by federal, state and/or local agencies and Health Department certification.
- Processed food producers should use ingredients from Washington state farms or waters as much as possible.
- Priority will be given to vendors who source ingredients from Clallam/Jefferson counties, and border counties, primarily.
- Seafood must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska and British Columbia.

Prepared Food Vendors

- Must show proof of appropriate Health Dept. licenses and permits.
- Priority will be given to vendors who demonstrate a use of locally grown ingredients produced in Clallam or Jefferson counties as much as possible.
- Priority will be given to vendors who offer foods made from fresh, healthful ingredients.

Artisans/Crafters

- Should use materials produced or grown in Washington state as much as possible.
- Product should have a high level of quality and workmanship.
- Priority will be given to vendors who create high quality, unique or unusual items not already well represented at the market.

General Guidelines for All Prospective New Vendors:

Priority will be given to vendors who demonstrate:

- High product quality with attractive labeling/packaging that adheres to applicable regulations
- Attractive displays and professional presentation
- Past successful history with the PAFM or another market
- Products that fill a niche or service not currently represented at the market
- A willingness to commit to regular participation in the market, with priority going to vendors available for year-round attendance.

Product Quality and Presentation

- Consistently high product quality
- Clean and attractive booth area and displays
- Professional presentation of vendor and staff
- Courteous, strong customer service and strong product knowledge

Conduct and Compliance

- History of compliance with market rules and federal, state and local regulations
- Positive vendor conduct toward customers, fellow vendors and market staff
- Timely submission of application, licenses and other market correspondence

Food Safety

- Adherence to high standards of safe food production and handling

Market History

- Number of years vendor has sold at market
- Number of markets at which vendor sells (year-round vendors vs. seasonal vendors)
- Attendance record
- History of compliance with market rules
- Sales record