

VENDOR RULES TO REMEMBER

Make sure you and your sales staff are familiar with all NFM rules and guidelines before selling at our markets.

CONCERNS: If a vendor has a concern about Market policies or other vendors, please contact the Manager and fill out a Vendor Concern Form (available at the Market Information Booth).

TENT WEIGHTS: Tents and umbrellas must be securely weighted down with 25 pounds per tent leg or umbrella stand. **Vendors cannot set up tents or umbrellas without proper weights.** Any damage incurred by a vendor due to insufficient weights will be at the expense of that vendor. The market will charge \$20 to borrow a tent and \$5 per tent weight.

PUNCTUALITY: Vendors must be at the Market site at least 30 minutes before the Market opens and be **ready to sell** at the opening bell. Vendors are not allowed to set up until the Market area has been chalked and the Market Manager gives permission. Vendors who arrive fewer than 30 minutes before Market opening will load off from the street and find other parking for their vehicle. **Vendors must pay their daily fee no later than one hour after the Market is closed.**

SELLING TIME: **Selling starts at opening bell, no selling before.** All vendors are required to stay until closing. Vendors who sell-out early should post a sign, "Sold Out," and not leave their vehicles or possessions unattended.

SIGNAGE: **Vendors must post a sign identifying the name of the farm/business represented and where it is located.** Signs should be at least 24" wide by 8" high. Signs must be displayed before sales begin. *The NFM can assist vendors in obtaining signs.*

PRICE SIGNAGE: **All goods for sale must be clearly marked with their price.**

LOCAL SOURCING SIGNAGE: **All prepared food vendors are required to display at least one sign that identifies farms and ingredients which they are currently sourcing.**

DISPLAY/SELLING SPACE: Booths and/or vehicles must not extend beyond allotted booth space. Signs and displays must allow clear visibility to adjoining booths. Display and selling techniques must not impair other vendors' ability to sell, nor create a hazardous situation for customers.

STALL SPACE CLEAN UP: Vendors are required to maintain their individual selling space in a clean, safe and sanitary manner (protect the pavement from vehicle/cooking drips). Each vendor is responsible for complete clean up of their space at the close of the Market (haul away trash/garbage, sweeping up any product debris). **PACK OUT ALL TRASH.**

SAMPLING: To sample, vendors must have the appropriate King County Health Department permit(s), a hand-wash set up (including waste water bucket), and sneeze-guards protecting the samples. All non-farmer vendors must have a food handler's permit in order to sample.

REPORTING SALES: Report daily gross revenue accurately. This data is integral in the NFMA's efforts to acquire necessary support from local governments and the communities that host our markets. We only share this information in the aggregate; your data will never be shared.

USE OF HOT WATER: Vendors must bring hand-wash containers full of hot water. Vendors may fill up hand-wash containers on-site in cases of emergency.

FOOD BANKS AND GLEANING PROGRAM: Food banks are scheduled around closing to collect donations. Please talk to the Market Manager about any issues and avoid donating to non-scheduled groups.

VENDOR PARKING: Vendors may park in designated parking areas as directed by the Market Manager.

First time violation of each of the above rules will result in a verbal warning from the Market Manager. Additional violations will result in fines of varying amounts (as specified in the NFM's Policies and Guidelines) and the possible termination of the vendor's Permit to Sell.