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ACHD FARMERS MARKETS VENDOR RULES

To ensure the integrity and success of the Delridge and SeaTac Farmers Markets for our vendors, customers, and community members, we have created a set of rules and policies to be followed by vendors. Please review this document in its entirety before applying to markets in 2024. If you have questions or concerns about any of these rules, please contact Daniel via email at daniel@achdo.org before completing your application to discuss further.

These rules are baseline standards that we have developed to ensure we are all accountable for the same expectations. Our reputation and success as a Market relies upon consistency and commitment from all parties, and our amazing Vendors play a very critical role in this for the life of our Market. **Any Vendor found in violation of these rules may be asked not to return to future Markets. Both Vendors and Market staff reserve the right to terminate this working relationship for any reason.**

1. **CONDUCT:** In creating a welcoming, inclusive, and safe Market space for all, any behavior that creates a hostile environment is strictly prohibited. Harassment, abusive, threatening, or hostile behavior of any form and on any basis is prohibited, as is retaliation for reporting such behavior. Market staff will promptly investigate all reports and act accordingly to protect our Vendors, community members, and the Market as a whole.
2. **CONCERNS:** If a Vendor has a concern about Market rules, Market proceedings, or any other Vendors or customers, please inform Market staff as soon as possible, and document your concerns in writing (daniel@achdo.org).
3. **PUNCTUALITY:** Vendors must arrive early enough to be entirely set up and ready to vend by the time the market opens at 10am. Any Vendor who arrives late more than three times during the season and is not ready when the market opens may be asked not to return to future markets.
4. **CANCELLATIONS:** Vendors are expected to commit to market dates once confirmed with market staff and must contact market staff at least 72 hours in advance in the event of a cancellation. Last-minute cancellations will not be tolerated except for in the case of illness or emergency.
5. **BOOTH SPACE:** It is the Market's responsibility to organize a vibrant, well-rounded Vendor mix and physical booth arrangement to ensure excellent customer experiences. Booth space will be offered upon the discretion of the

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Our Mission: To provide opportunities for African Diaspora immigrant and refugee communities, families, and individuals in King County to attain health and housing stability, economic development, high-quality education, and referrals to legal services.

Market staff, only on dates that have been confirmed in writing with Vendors.

Vendors must set up in the space they are assigned, which may change weekly.

6. **BOOTH SET-UP:** An attractive, well-organized, and displayed booth is a major key to success as a Market vendor! Vendors must make an effort to keep a tidy, organized booth space. This may include the use of elements such as tablecloths, wooden crates, or other decorations to attract customers. Empty boxes, personal items, garbage, etc. should be kept out of sight when possible.
7. **BOOTH PRESENCE:** Vendors are expected to be present at their booths during market hours unless taking a break or using the restroom. Vendors must inform Market staff when they are leaving their booth unattended for more than 5-10 minutes. Standing up, smiling, making eye contact, and staying off your phone are all encouraged to engage Market customers at every opportunity.
8. **SIGNAGE:** All Vendors are required to have signage at their booth identifying the name of the business. Signs must be displayed before sales begin. Per Food Safety Modernization Act (FSMA) rules, all farm Vendors must conspicuously display the farm address where the food was grown, and contact information of their business within their market stall (i.e. on cash box, stall banner, business cards, bags, etc.). All prepared, packaged, or processed food Vendors must also display their business contact information clearly.
9. **PRICING:** All Vendors are required to have their prices clearly listed for each item for sale. This can be done with any type of menu board, hanging sign, or individual placards. Signs should clearly communicate what the item and associated price is.
10. **FOOD SAFETY:** Food items must be at least 6 inches off the ground – this can be accomplished with pallets, empty totes layered underneath full ones, etc.
11. **PRODUCT QUALITY:** Low quality, inappropriately over/underripe, or otherwise inferior products are noticed by consumers and the media and undermine efforts to bring shoppers to markets. All Vendors are expected to bring the highest quality of produce and products to the market. For lower quality produce, “Seconds” pricing is encouraged, and must be labeled and priced as such.
12. **LOCAL SOURCING:** The intent of farmers markets is to promote and uplift locally sourced products from our farmers and artisans.
13. **SCALES:** Vendors selling produce by weight must provide their own scales. Scales must be “legal for trade” (NTEP certified), subject to inspection by WSDA’s Weights and Measures Program. All scale displays must be readable and in easy sight to your customers during business transactions.
14. **SELLING TIME:** Our Market hours are from 10 am - 2 pm. If vendors are ready to sell before 10 am and customers have arrived, they can begin selling. Vendors must be willing to accept customers until 2 PM and must not begin breaking down their booths before closing time, unless sold out.

15. **SELLING OUT:** Vendors who sell out may begin packing up their materials before 2 pm but must stay on site and leave their canopy standing with all branding elements including banners, product lists, pricing, etc. clearly visible. Vendors may choose to post a “SOLD OUT” sign if desired, which may help to build future customer interest.
16. **ALTERNATIVE CURRENCIES:** All Vendors are required to accept all applicable alternative currencies for their products, including ACHD vouchers, SNAP-EBT, Market Match, Fresh Bucks, and WIC/Senior FMNP programs. Vendors will be reimbursed via physical check mailed in the week following the Market date.
17. **END-OF-DAY REPORTS:** All Vendors are expected to fill out end-of-day reports with all applicable data, accurately reported, signed, and dated. Reports and currency counts will be verified by Market staff. Vendors must track and report daily sales accurately at each Market. This data is integral to acquiring the support necessary from local governments, donors, and communities that host the market. This data is only shared in the aggregate.
18. **PRODUCE BUYBACK:** As available, the Market will offer full retail pricing to produce Vendors for their leftover produce when Markets close. Product Quality standards listed above (#10) extend to the produce buyback program. Buyback rates and limits are subject to change with one week’s notice by Market staff.
19. **LICENSES & INSURANCE:** Vendors are required to maintain applicable business licensing from WA state and City of Seattle, and obtain general liability insurance with a minimum \$1M/event, \$2M aggregate coverage, with African Community Housing & Development listed as additionally insured. Please contact daniel@achdo.org for insurance recommendations if needed.
20. **PERMITS:** Vendors selling prepared or processed food must maintain applicable King County Public Health Temporary Food Service/Mobile Food Unit, and/or WSDA Food Processing/Cottage Food permits, as well as Food Worker cards for all employees working at the Market.
21. **VENDOR FEES:** Vendors will pay no fees or cut of sales to the Market for their booth space. Everything you sell is yours to keep.
22. **EQUIPMENT RENTALS:** Vendors may rent equipment including a canopy, weights, one (1) folding table, and two (2) chairs at a rate of \$10 per Market. Equipment rentals are available on a first-come, first-serve basis. In the event that extra equipment is available after all vendors have received their needed materials, Vendors may be able to utilize extra chairs or tables. In the event that Market staff capacity is limited, Vendors may be asked to set up and/or tear down their own booth materials.
23. **CLEANLINESS:** Vendors are expected to clean up their booth spaces after Market ends, including any garbage, food, or plant residues on the ground,

and/or dirt, food, etc left on any equipment rented from the Market. Market staff will supply brooms, dustpans, trash cans, paper towels, and sanitizer spray.

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