

ORCAS ISLAND FARMERS' MARKET (OIFM)

RULES AND REGULATIONS

OIFM is a marketing and space management non-profit institution. OIFM provides a consistent, familiar, and legal structure for independent organizations, individuals, non-profits and other appropriate vendors to offer goods and services to the public. OIFM coordinates vendors, advertising, suppliers (such as San Juan County Parks Department) and others in order to provide a safe and harmonious environment for public activities consistent with the OIFM mission.

All vendors who wish to participate in the Orcas Island Farmers Market must agree to follow the rules and regulations of the Market. These rules are enforceable and mandatory; they are not advisory. As rules and regulations evolve, every effort will be made to provide notice of changes to existing vendors. Rules and regulations will always be current and posted on the OIFM web site.

The fee structure for vendors is posted on the web. There are three classes of participation: **full season vendor, partial season vendor, and drop-in.**

Full season vendors commit to weekly setup for approximately 22 weeks during the late spring to early fall.

Partial season vendors commit to weekly setup for 8 contiguous weeks of their choosing.

Drop in vendors can participate in the market on a non-consistent basis, if and when space is available.

By paying the fee and signing the application form, vendors request the right to offer their goods and services under the provisions of OIFM rules and regulations. Vendors cannot participate in the Market unless 1) all fees are paid in advance; 2) the vendor signs the application; and 3) the vendor has received confirmation that the application has been accepted by the MM. OIFM reserves the right to place restrictions on any vendor's application or to refuse to accept the application.

The Market's hours are from 10:00 a.m. - 3:00 p.m. on Saturdays from the first week in May through the last week of September that year. Check the web for any changes to this calendar. Set up can begin at 8:00 a.m. If a vendor has not arrived by 9:15am (no exceptions), his/her space can be given to an awaiting "drop-in" for the day. **Note: if a vendor has not arrived by 9:30am, they will NOT BE ALLOWED participate in the market that day.**

The Market Manager (MM) reserves the right to fill in a gap in the booth lineup created by an annual subscription vendor who is a "no show" with a current vendor who hasn't yet set up in the case that no "drop-in" was available, in order to create an unbroken line of booths. Piggybacking, in which a vendor offers booth space to a non-vendor to sell whatever they might have, is prohibited. Substitution, in which a vendor who will not be able to attend on a given day offers their booth space to a non-vendor, is prohibited. In short, the annual subscription vendor may not sublease or delegate some or all booth space to anyone at anytime without the specific written authorization of the MM.

Please unload as quickly as possible and remove your vehicle from the Green. **No vehicle traffic is permitted on site after 9:45 a.m. and before closing time (3pm).**

2. Parking: There will be no parking by Market members in the spaces along North Beach Road in front of the Market. These are reserved for our customers and visitors. There is ample parking further away.

3. The Market opens at 10:00am. Please honor this time and do not accommodate customers before then. Very likely other vendors are still in the process of setting up their booths and people in line are not going away in those few minutes.

4. It is essential that each annual-subscription vendor inform the Market Manager (MM) if he/she will NOT be attending the Market no later than Friday evening at 8:00 p.m. before the Saturday of the Market. If it is necessary to cancel the day of the Market, please call the OIFM cell phone 472 1522 and/or otherwise contact the MM. Spaces are valuable and there are many who wish for the opportunity to "drop-in". Annual subscription vendors who do not attend or communicate to the MM for three (3) consecutive weeks risk losing their assigned space.

5. Spaces: Each vendor booth space is 10'x10'. A vendor may purchase two spaces; however, the spaces must be contiguous and used for that vendor's activities only. There will be one vendor per booth (with the exception of helpers and interns). If another vendor wants to share a booth, the vendor must be family-related or co-business partners. Please try to align each vendor space with others. Be considerate of the next vendor in line so that no vendor's booth will block another's display. Spaces are arranged by seniority in the Market. There is great effort to arranging the Market so that there are NO BAD SPACES. Be of help to your fellow vendor and courteous to customers.

6. The success of the Market is each vendor's responsibility. With this in mind, please act in a safe and sane way. Keep your vending space clear of garbage and/or other potential hazards. By law, all umbrellas and tents/ canopies MUST BE SECURED or taken down on windy days. 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 remove and stow their canopy and sell without it. The Market is a NO

SMOKING ZONE. If you need to smoke, please leave the selling area. **Vendor dogs are NOT ALLOWED at the Market during market hours and must be leashed before and after market hours.**

7. Each vendor must have a valid, current, Washington State Business License. This applies even if you are selling non-taxable items. To acquire a business license, contact the Bellingham office of the Dept. of Licensing at 360-676-2114 or on-line at "dol.wa.gov". Vendors who sell taxable items are reminded that they are required to collect sales tax. OIFM neither serves as an agent of the State of Washington to enforce sales tax collections nor serves to protect vendors from any behavior they engage in which is in violation of any law.
8. If you are selling processed food of any kind, the county requires a food handler's permit and a food vendor permit. All such food products **MUST** be prepared in a certified commercial kitchen. The class for this is given on a regular basis. Call the San Juan County Health Dept. at 378-4474.
9. Vendor communications with the MM and/or the OIFM board are welcome; vendor communications are encouraged to be in writing and delivered via email. The OIFM web site will provide current information regarding the market.
10. Vendors must restrict their activities to ensure that no nuisance of any kind is created by, in or around their booth. Smoke, noise, trash, etc. if generated must not in any way disturb other vendors or any participants at the Market. Vendors whose operations create a nuisance, as defined by the MM, will be asked to immediately cease operations or entirely mitigate the nuisance.
11. All goods sold at the OIFM must conform to the product criteria document which is located on the vendor application section of the OIFM web page.
12. Vendors cannot engage in any illegal activity or operations.
13. The MM has authority and discretion to enforce these regulations and to create regulations and policies on an as-required basis to deal with issues and contingencies not explicitly noted here.

Failure to adhere to these and other OIFM regulations may result in the cancellation of your contract with OIFM. There is no refund of vendor dues for contract cancellation or other circumstances.