



## Cascade Community Markets 2022 Rules and Regulations

Thank you for your interest in the Leavenworth and Cashmere Community Farmers Markets. The following guidelines apply to both Market locations except where one market or the other is specified. These rules are established by the Cascade Community Markets (CCM) Board of Directors and upheld by CCM Staff.

### Summary of Rules and Regulations

#### Market Info:

- Leavenworth Market: Jun 2 - Oct 13; Thursdays 4-7 pm; 330 Evans St, Leavenworth
- Cashmere Market: May 8 - Oct 10; Sundays 9am - 1pm; 600 Cotlets Way, Cashmere

**Allowed Products:** All vendors are strictly prohibited from the resale of products at our Markets. Non-farm products must be crafted, processed, or enhanced in Washington State. Farm products must be grown or raised in Washington State or bordering counties. (See Article 2)

#### Summary of Fees:

| Application Fees*   |      | Daily Market Fees                |  |
|---|------|----------------------------------|--|
| <b>Leavenworth</b>  | \$40 | <b>Farm</b>                      | Single booth: 6% of sales, \$15 minimum                |
| <b>Cashmere</b>   | \$30 | <b>Non-Farm</b>                  | Single booth: 10% of sales, \$15 minimum               |
| <b>Both</b>   | \$60 | <b>Additional Booths</b>         | + \$15/day/10' tent, available at Manager's discretion |
| <b>Guest Vendor</b><br>(Attending only one Market Day/season) | \$10 | <b>No-Show/Late Cancellation</b> | \$15   |

\*Qualified **not-for-profit** vendors are excluded from all fees (See Article 2, Section 5)

\*Application fees are fully refundable if your application is denied.

#### Important Vendor Rules:

1. Vendors must arrive 45 minutes early and stay set up until the market closes.
2. **Tent weights are mandatory.** Minimum of 25# per tent leg, 35# is suggested.
3. Vendors may not bring pets to market; **only service animals** are allowed.
4. **Pricing signage must be clear and reflect the unit prepared** (\$6/bag if bagged).



## **Full Rules and Regulations**

### **Article 1: General Market Information**

#### **Section 1. Leavenworth Community Farmers Market (LCFM)**

Season: June 2nd-October 13th, 2022; Thursdays 4-7 PM (subject to change due to weather and daylight)

Location: Cascade School District Offices Play Field, 330 Evans Street, Leavenworth, WA, 98826

Annual Vendor Meetings: Thursday May 26th, 4pm, Via Zoom

#### **Section 2. Cashmere Community Farmers Market (CCFM)**

Season: May 8th - October 10th, 2022; Sundays 9am - 1pm (subject to change due to weather and daylight)

Location: Chief Harmelt Park, 600 Cotlets Way, Cashmere, WA, 98815

Annual Vendor Meetings: Sunday May 1st, 12pm, Via Zoom

#### **Section 3. Contact Information & Staff**

PO Box 2184  
Leavenworth, WA 98826  
Market Office: 509-885-3474

Executive Director & Market Manager: Cali Osborne, [cali@cascademarkets.org](mailto:cali@cascademarkets.org)

### **Article 2: Who Sells at the Farmers Market?**

#### **Section 1. Farmers**

One who raises the produce, plants or animals on land they own or lease/rent in the State of Washington, or counties that border Washington State (refer to WSFMA Roots Guidelines for a list of said counties). It may include someone who processes produce grown on their own property into a value added product such as jams, cider, salsa, or alcoholic beverages. It may also include farmers who raise the basic ingredient(s) of a product, but who must send it out for fundamental processing before creating the value added product. Such Vendors might include those farmers selling mint oils, emu oils, smoked meat or fish, etc.

#### **Section 2. Processors**

One who sells processed foods that they have personally prepared on their own or on leased/rented property. **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 (e.g., hand-filleted fish, smoked or butchered meats, handmade candies, etc.).

All **processors** must meet all Federal, State, County and local Health Department requirements. All appropriate permits and licenses shall be provided to the market manager and displayed whenever a processor is selling. **Processors** must produce their products in Washington State or in those counties that border the State of Washington. Processed food products should use ingredients from Washington State farms or waters as much as possible, and stall preference will be given to processors using ingredients from Washington State farms or waters. In the case of **Seafood** vendors, product must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska and British Columbia.

### **Section 3. Crafters**

**Crafters** are persons or entities who craft with their own hands the products they offer for sale. To qualify as a crafter, a majority of the tools and equipment used by the crafter to produce their products must require skills, personal handling and/or guidance by the crafter. **Crafters** should incorporate materials produced in Washington State as much as possible and they must create their craft products in Washington, or in counties that border the State of Washington.

### **Section 4. Prepared Food Vendors (Concessionaires, Hot Foods)**

**Prepared Food Vendors** offer freshly made foods, available for sale and immediate consumption on- site at the market. **Prepared Food Vendors** shall possess and maintain all required State, County and local Health Department permits. Prepared Food Vendors should use ingredients produced in Washington State as much as possible. When selecting Prepared Food Vendors, CCM strives to provide a good variety of healthy foods, and to give preference to vendors using ingredients produced in Washington, particularly those locally sourced. No commercial items allowed, which includes but is not limited to: bottled water, soda, candy, etc. Food vendors are encouraged to use earth friendly or biodegradable food packaging. CCM staff can assist in locating these products.

### **Section 5. Not-For-Profits**

Not-For-Profit entities, including but not limited to 501(c)3's, booster clubs, public info booths, and educational booths, may attend the markets free of all application fees and daily fees. They must abide by all other Market rules, including application requirements, regional relevance, non-resale compliance, and conduct standards. Political entities, such as candidates or policy lobbyists, for any cause, are strictly prohibited.

### **Section 6. Miscellaneous**

Vendors who do not fit in the above categories but who have items or services for sale that are not contrary to the mission of CCM will be admitted for vending at the discretion of the Board of



Directors.

## **Section 6. Not Allowed at CCM Markets**

No commercial or imported items

No Second Hand Items (Exception: Those vendors who take a second hand item and recycle that item into a new use)

No Franchise: Those who have entered into an agreement or received a license to sell a company's products and/or use a company's packaging, logo, ingredients and/or marketing tools under that license or any franchise agreement

No Non-Owner Operated Businesses: Only those businesses that are operated and controlled by their Washington State-based or border county-based owner.

No Out of State Processing: All processed products must be processed within Washington State and

No Brokers/Resellers are allowed to sell at CCM markets.

CCM reserves the right to prohibit anyone from selling or any product from being sold.

## **Article 3: Fees**

### **Section 1. Application Fees**

- A. Leavenworth-Only Application:** \$40
- B. Cashmere-Only Application:** \$30
- C. Both Leavenworth and Cashmere Application:** \$60
- D. Guest Vendor (Attending only one Market Day/season):** \$10

\*Application fees are fully refundable if your application is denied.

### **Section 2. Daily Stall Fees**

- A. Farmers:** 6% of total sales for the day with a minimum fee of \$15.
- B. Non-Farmers:** 10% of total sales for the day with a minimum fee of \$15.
- C. Double Booths:** Additional 10'x10' stall spaces, when available and at the discretion of the market Manager, are \$15 per vending day in addition to fees as stated above.
- D. Shared Booths:** Shared booths are allowed with the prior consent of the CCM director. Fees will be established by the CCM Board. Separate tills are required.



### **Section 3. Reporting Sales & Paying Daily Fees**

- A. Sales Reports and Daily Fees are due within 24 hours** of each market and are collected via online forms. A link to the form will be emailed to vendors at the end of the market. **Vendors who are paying via cash or check must do so before leaving.**

#### **Article 4: Cancellation Policy**

On every Monday of the season, vendors who are scheduled that week will receive a schedule reminder via email. This is vendors' final reminder that they are expected to attend the market that week.

CCM will be holding vendors accountable for failure to give more than 24 hours advance notice of cancellation or schedule changes. In this case, vendors will be invoiced via Paypal for a **\$15 No Show Fee**. This fee must be paid prior to setting up at following markets.

CCM understands that circumstances and plans often change throughout the market season. We ask that you contact the appropriate Market Manager as far in advance as possible for these changes.

If an emergency should occur within 24 hours of the market and you are not able to make it that day, please contact the market Manager as soon as you are able. If we are not notified that an emergency occurred, it will be assumed that you are a no-show. No-show fees may be waived at the discretion of the Director; this will be considered for emergencies only.

#### **Article 5: Market Staff**

Market managers and the director are employees of CCM and will uphold CCM's mission, values, rules and regulations while remaining open to the needs, concerns and well-being of the vendors and customers of the market.

**Managers:** The manager will enforce and implement CCM policies at all times. This includes overseeing Market set-up, booth assignments, collection of fees, providing information on Market policies, and ensuring vendor compliance with all Market policies. The manager will make booth assignment decisions based on available space in the market and the needs of specific products.

**Director:** The director oversees all market managers, assists with enforcement of market policies, and will be responsible for public concerns and vendor complaints. The director is a conduit between vendors/customers and the CCM Board of Directors. The director has complete authority to interpret and implement policy on the market site; including the authority to rescind stall space for just cause. Vendor grievances should be directed to the director first, so that we can attempt to resolve any issues together. However, if your grievance is about the director, please direct your comments/questions to the Board President either via email at [lauren@riseupconsultingwa.com](mailto:lauren@riseupconsultingwa.com)



## **Article 6: Vendor Rules**

**Section 1. Business Hours:** Vendors must arrive for set up no later than 45 minutes prior to the opening of market. If a vendor does arrive after the 45 minute window they will have to unload and carry their wares in from the parking lot or street. No vendor may begin selling or exchange money more than 10 minutes before the market opening. The Market Manager will signal the opening of the market.

15 minutes before opening, all vendors are invited to a brief meeting. At this time we will introduce new vendors, give any applicable announcements, and vendors may share any new product they hope to promote.

Vendors are required to stay until closing. Vendors who sell-out early should post a sign letting customers know they have sold-out and should not leave their booth unattended. No Vendor is allowed to pack up or tear down their booth space early. If having to leave due to an emergency, then the Vendor shall notify the market Manager immediately so that Volunteers may assist in your loading and departure to ensure safety for our customers and other vendors.

### **Section 2. Stall/Booth Rules:**

**A. Selling Space:** The allowed selling space is 10' x 10,' with the option of purchasing additional spaces for \$15 if there is room available. The vendor's sales area and signage must not extend beyond the allotted boundaries of the booth space. Displays and signs 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.

**B. Canopies, Umbrellas, Equipment:** All vendors who wish to erect canopies (including umbrellas) on the farmers market site during a normal period of market operations, including the setup 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 25 lbs (pounds) anchoring per leg (35 lbs is suggested) and each umbrella must have no less than 50 lbs (pounds) anchoring. The market does not provide canopies, umbrellas, or tables. Tables, and overhead shades (canopies), and required weights must be maintained and used in a safe manner. Legs must be firmly locked into place on the shades. Tables must have smooth edges. If using plywood for table tops, please place a vinyl cloth over table to protect edges. Table must be stable when loaded with produce or heavy items.

CCM is not responsible for loss or damage of property.

**C. Cleanliness:** Vendors are responsible for keeping their space attractive during market hours and for cleaning up their space after the market closes. Produce should be washed and prepped for sale at home or on the vendor's farm. Vendors should not wash produce at the market. All vendors must pack out their own trash. Use of municipal dumpsters is not allowed. Vendors are



encouraged to use earth friendly or biodegradable food packaging. CCM staff can assist in locating these products.

**D. Vendor Conduct:** Vendors are requested to dress appropriately and conduct themselves courteously. It is the market's intent to maintain an open and supportive relationship with friends and patrons of the market that benefit the vendors, consumers and the community.

Vendors may not:

- Play pre-recorded music
- Hawk (calling attention to your products in a loud, repetitive, public manner) during the market
- Smoke or consume alcohol anywhere in the market area
- Bring their pets to the market
- Leave children unattended during the market. CCM will take no responsibility for their safety or whereabouts.

**E. No Dumping Allowed:** Pricing of goods sold at the market is solely the responsibility of the individual vendor. The Market Manager does not have the authority to fix prices. However, the market Manager does reserve the right to conduct market research and set a minimum price, and vendors will not be allowed to sell below this price. Thus, vendors are prohibited from giving produce or items away for free or below market value, as this unfairly undercuts potential sales of other vendors. However, sampling is permitted in accordance with Article 7, Section 7 of CCM rules. Bargain boxes (i.e. #2's, etc.) need to be clearly labeled as such. Please consider that local food banks and shelters are the best resources for distributing your unsold product to the local community in need. Please see the market Manager if you are wishing to donate.

**Section 3. Who Can Sell:** Only Washington State farmers and other producers as listed may sell at the market. A principal farmer/producer may send family members, partners or employees to the market in their stead, but are responsible for having their on-site representatives aware of all CCM rules and policies. Vendors residing in Oregon or Idaho counties bordering Washington may be admitted to CCM markets at the discretion of the market Manager.

**Section 4. Farm Visits:** CCM staff or board members have the right to inspect or visit any farms or establishments used by vendors. Farm visits will be conducted with at least a 24-hour notice. Vendors should provide help during the visit in identifying the crops listed on the application for permit to sell.

**Section 5. Jurying:** All artist/craft vendors shall have their work juried prior to being allowed to sell at the market. All products sold must be completed by a single artist/craft person in the state of Washington. Products must be of the highest quality, handcrafted and not imported. Artisans must submit pieces to be juried that are representative of the work they plan to sell at the market. An artisan may not sell anything that has not been juried prior to the day of the market. The jury criteria are: craftsmanship, quality, percentage of raw material used, percentage of product that is handcrafted vs. non-handcrafted and originality. The decisions of the jury are confidential and



final. Once a product has been accepted, selling space at the market will be granted based on space availability and compatibility with current product mix.

**Section 6. Setup and Breakdown:** No vendor will be allowed on the site more than two hours prior to market opening. All vendors must evacuate the site by 1.5 hours after closing time. Vendors with spots along the edge of the parking lot may park one vehicle directly behind their tent, all other vendors may use loading/unloading spaces briefly and then must find their own parking either in the lot or in the neighborhood.

### **Section 7. Signage and Labeling:**

**A.** Vendors must post a sign identifying him/her or the name of the business/organization represented. All vendors are required to clearly mark the prices of their items. This can be done by individually tagging each item or by listing all of your items and prices on a larger sign or blackboard.

**B.** Pricing signage must be forthright, accurate, and reflective of the unit prepared (\$6/bag if bagged). Per-pound pricing is allowed only if the guest is able to self-select the quantity.

**C.** Labeling must follow the regulations of the WSDA. All processed and baked foods must have a label that states the name or business name and phone number of the processor. The labels must be on each individually packaged item. Each individual item that contains nuts must have a label attached stating: "Contains nuts." A list of all ingredients in each food item must be placed on the label or next to those items for sale. Items that do not follow this rule may not be sold.

**Section 8. Scales:** All scales are subject to inspection by the USDA Weights and Measures program. All vendors must supply their own scales if selling a product by weight. All scales must be "Legal for Trade" licensed, registered, and certified by the USDA and have a current sticker. Vendors using scales must also have a valid Scale License for the State of Washington Business Licensing Service.

## **Article 7: Licenses, Permits, and Special Requirements**

### **Section 1. Onsite Food Storage Requirements**

All prepared food must be kept at least 18 inches above the ground and must also comply with Chelan County Health Department requirements.

### **Section 2. Taxes**

Retail sales taxes and Business and Occupation taxes are the responsibility of the individual vendor. Unless exempt by law, vendors are required to have a Washington State Master Business License Number and must supply this tax number when applying to sell at the market. (Note: Vendor's application will not be processed without this number.) Vendors are responsible for





compliance with any applicable city business licenses.

### **Section 3. Insurance**

Vendors are required to have liability insurance applicable to outdoor events. CCM's insurance does not protect individual vendors.

### **Section 4. Permits and Licenses**

- A. All vendors shall provide, at the time of application, copies of any permits and licenses applicable to the sale of their products. These will include the vendor's Washington State tax number, and where applicable, the Washington State Nursery License, Washington State Dept. of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, Pesticide Applicator's License, or Department of Fisheries Wholesale License. Proof of testing is required to substantiate product claims.
- B. All CBD-Hemp vendors must provide, in advance, a lab test showing raw CBD content of all cannabis used to make a product. This test must comply with the following and be readily available if asked for when vending at any CCM market.
  - a. THC content at .03% or below
  - b. CBD-Hemp must be from Washington State or bordering counties.
  - c. No Consumable CBD-Hemp products (including tinctures, teas, drink infusers, dietary supplements or powders marketed for consumption).
  - d. No packaging that is appealing or catering to minors.
  - e. No inhalable CBD-Hemp (flower, vapes, pre rolls).

Please submit a copy of lab tests to CCM before the first Market you attend.

### **Section 5. Organic Products**

If a product is labeled "certified organic," it must be certified in accordance with Washington State law (WSDA) or other recognized certifying agency. Verbal or written declarations of certified organic status not verifiable as such will result in suspension and review of vendor's permit to sell. When an organic producer is also selling non-organic produce at the same stand, the non-organic produce must be clearly separated from the organic produce and clearly labeled as non-organic or conventionally grown. Consumer queries regarding farming practices must be answered factually.

### **Section 6. Labeling**

Processed foods, including honey, shall comply with Washington State labeling requirements. Labels on processed foods and any and all bath, beauty and health products must meet State requirements and include:

1. The name of the product
2. Company name
3. Address (if not found in the phonebook)
4. Net



weight on bottom 1/3 of label 5. Ingredients listed in decreasing order of predominance

### **Section 7. Sampling**

Vendors offering samples must follow all Health Department regulations regarding sampling. Any vendor displaying samples must follow all appropriate food handling requirements and have a hand washing station in place. No exceptions. Farmers sampling fruits and vegetables must also comply with Chelan County Health Department requirements.

### **Section 8. Food Handlers Permits**

All prepared foods and baked goods vendors must have a current Chelan County Health Department Food Handlers Permit or WSDA Cottage Foods Permit and disclose the Commercial Kitchen where food has been prepared.

### **Article 8: Violation of Market Policies**

A vendor in violation of any market policy will be asked to correct it immediately. Repeat violations of the same policy will be reviewed and addressed by the Director and Board of Directors. Egregious or continued violations of policy may result in probation or exclusion from future markets at the discretion of the Board of Directors. Application fees will not be refunded in an instance of exclusion due to policy violation.

### **Article 9: Gleaning at the Market**

Please consider that the local Food Bank or Shelters are the best resource for distributing your unsold product to the local community in need. MEND Gleaning representatives may ask for donations at the end of market days. Please see the market manager if you are wishing to donate or have questions.

### **Article 10: Market Currencies**

**No Change** can be made from any of the following Market Currencies.

\*In the interest of conserving finances, we will continue to use “Leavenworth Community Farmers Market” tokens for the 2022 season. Tokens labeled with “LCFM” may be used/accepted at all CCM Markets.\*

#### **All vendors may accept:**

- LCFM Credit Card Tokens (GREEN, \$5 increments only)

**Grocery vendors** (including meat, dairy, & processed foods) and edible plant/seed vendors may accept:

- LCFM EBT Tokens (RED, \$1 increments only)



**Produce, mushroom, and edible plant/seed vendors** may accept:

- SNAP Market Match Vouchers (\$1 increments only)

**REGISTERED Produce vendors** may accept:

- WIC Farmers Market Nutrition Program (FMNP) Checks (PURPLE, \$4 increments only)

**REGISTERED Produce and honey vendors** may accept:

- Senior Farmers Market Nutrition Program (FMNP) Checks (BLUE, \$4 increments only)

To register to accept FMNP checks, visit:

<https://www.doh.wa.gov/YouandYourFamily/WIC/FarmersMarket/GrowersMarketsandFarmStores>



**Eligible Foods – SNAP, SNAP Market Match, WIC/Senior FMNP**

|   |                |                               |                          |                             |               |           |
|---|----------------|-------------------------------|--------------------------|-----------------------------|---------------|-----------|
| Use <b>SNAP Tokens</b> on These Items ONLY:               |                |                               |                          |                             |               |           |
|   | FRUIT          | VEGETABLES/<br>HERBS          | PLANTS THAT<br>GROW FOOD | FOOD SEEDS                  | BREAD         | DAIRY     |
|   |                |                               |                          |                             |               |           |
|   | BAKED<br>GOODS | JAMS &<br>JELLIES             | SYRUP &<br>HONEY         | MEAT/FISH/<br>POULTRY       | NUTS          | MUSHROOMS |
|   |                |                               |                          |                             |               |           |
| Use <b>SNAP Market Match Dollars</b> on These Items ONLY: |                |                               |                          |                             |               |           |
|   | FRESH<br>FRUIT | FRESH<br>VEGETABLES/<br>HERBS | MUSHROOMS                | PLANTS<br>THAT GROW<br>FOOD | FOOD<br>SEEDS |           |
|   |                |                               |                          |                             |               |           |
|   |                |                               |                          |                             |               |           |
| Use <b>WIC FMNP</b> on These Items ONLY:                  |                |                               |                          |                             |               |           |
|   | FRESH<br>FRUIT | FRESH<br>VEGETABLES/<br>HERBS |                          |                             |               |           |
|   |                |                               |                          |                             |               |           |
|   |                |                               |                          |                             |               |           |
| Use <b>Senior FMNP</b> on These Items ONLY:               |                |                               |                          |                             |               |           |
|   | FRESH<br>FRUIT | FRESH<br>VEGETABLES/<br>HERBS | HONEY                    |                             |               |           |
|   |                |                               |                          |                             |               |           |
|   |                |                               |                          |                             |               |           |

*Note to vendors: rules are subject to change. Vendors are expected to follow all federal, state, local and city regulations related to their operation.*