



Cascade Community Markets 2024 Rules and Regulations

Thank you for your interest in the Leavenworth and/or 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 1 - Oct 12; Saturdays 9am-1pm; Lions Club Park, 700 US HWY 2

Cashmere Market: May 12 - Oct 13; Sundays 9am-1pm; Cashmere Museum, 600 Cotlets Way

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. (See Article 2)

Summary of Fees:

Application Fees*		Daily Market Fees	
Leavenworth	\$50	Farm	Single booth: 6% of sales, \$15 minimum
Cashmere	\$35	Non-Farm**	Single booth: 10% of sales, \$15 minimum
Note: We are no longer discounting application to both markets.		Additional Booths	+ \$15/day/booth, available at Manager's discretion

*Application fees are non-refundable. Applications are not considered until the fee is paid.

Qualified **not-for-profit vendors are exempt from Daily Market Fees (See Article 2, Section 5)

New & Important Vendor Rules:

1. Vendors must arrive 45 minutes early and remain set up until the market closes.
2. Tent weights are mandatory. Minimum of 25# per tent leg, 35# is strongly suggested.
3. Sales Reports and Daily Market Fees are *due before departing* from each market.
4. Pricing signage is required for all items. It must be clear and reflect the unit as presented.
5. Vendors can cancel a booth via email or Manage My Market until the preceding Friday at 9am, at which point the public weekly Newsletter will go out with vendor maps included for *both* markets.



Full Rules and Regulations

Article 1: General Market Information

Section 1. Leavenworth Community Farmers Market

Season: June 1st-October 12th, 2024; Saturdays 9AM - 1PM (subject to change due to weather and daylight)

Location: Lions Club Park, 700 US HWY 2, Leavenworth, WA, 98826

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

Section 2. Cashmere Community Farmers Market

Season: May 12th - October 13th, 2024; Sundays 9am - 1pm (subject to change due to weather and daylight)

Location: Cashmere Museum Pavilion, 600 Cotlets Way, Cashmere, WA, 98815

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

Section 3. Contact Information & Staff

PO Box 2184
Leavenworth, WA 98826

Market Office Phone: 509-885-3474

Executive Director: Cali Osborne, cali@cascademarkets.org

Market-Day Managers will be hired in spring and their contact information will be shared at the annual meeting.

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. 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 daily fees, but must pay the application fee. 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, and petitioning 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/upcycle that item)

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.

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

Market Fees are subsidized by the fundraising efforts of our Board of Directors.

Section 1. Application Fees

- A. Leavenworth Application: \$50**
- B. Cashmere Application: \$35**
- C. Sponsored Rotating Artisan Booth (Leavenworth Only): Free**

*Application fees are nonrefundable. Applications are not considered until the fee is paid.

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 Director & 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.

E. Nonprofit, info booths, and sponsored booth hosts are not charged daily market fees, but must report sales.

Section 3. Reporting Sales & Paying Daily Fees

- A. Sales Reports and Daily Fees are due before departing from each market.** Vendors will each receive an envelope 30 minutes before the market closes, containing their paper copy of their sales data for the season. Vendors must report sales on their data sheet, then return the envelope with all tokens, vouchers, data sheet and payment.
- B.** Fees may be paid via cash, check or Venmo and are due before leaving the market. If paying via Venmo, payment verification must be shown to the Market-Day Manager before you leave.
- C.** Market-Day Managers will enter sales data and note fees paid in Manage My Market immediately after market, for vendors to reference as necessary.
- D.** Failure to return your envelope before leaving will result in a one-time \$5 fine. Failure to pay daily fees before leaving will result in a **\$5 fine per week that the fees are late.**

Article 4: Cancellation Policy

On every Tuesday 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(s) that weekend. **Vendors can cancel a booth until the preceding Friday at 9am,** at which point the public weekly Newsletter will go out with vendor maps included for *both* markets. **Cancellations must be communicated in writing via email or Manage My Market. Voicemail is not accepted for cancellations.**

CCM will be holding vendors accountable for failure to give advance notice of cancellation or schedule changes by Fridays at 9am. In this case, vendors will be invoiced via Manage My Market for a **\$20 No-Show Fine.** 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 Executive Director or the Market-Day 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 Director or 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, Maggie Richter, via email at: maggierichter@gmail.com.

Article 6: Vendor Rules

Section 1. Business Hours: Vendors must arrive for set up no less than 45 minutes prior to the opening of markets. 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 and vendor parking is not guaranteed. No vendor may begin selling or exchange money more than 10 minutes before the market opening.

Vendor booths are required to stay set up 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 anchoring per leg (35 lbs is suggested) and each umbrella must have no less than 50 lbs anchoring. The market does not provide canopies, umbrellas, or tables unless otherwise specified. 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 Director does not have the authority to fix prices. However, the Director 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 or Director 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.

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 leave the site by 1.5 hours after closing time. At Leavenworth, 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 and naming Cascade Community Markets as additionally insured. 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 .3% 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. Processed & Prepared Foods Permits

All prepared foods, baked goods, and processed goods vendors must obtain and provide proof of the appropriate permits. The permits listed below apply to different products and circumstances, but likely one or more are required. Please contact Chelan Douglas Health District for help determining what permits are required for your products.

[Chelan Douglas Health District Temporary Food Establishment Permit](#) (for any product that requires refrigeration, heating or cooling on site at the market)

[Food Worker Card](#) (for anyone handling or preparing unpackaged foods on-site, except farmers)

[WSDA Cottage Foods Permit](#) (for shelf-stable, packaged products prepared in a home kitchen)

[Commercial Kitchen/Permanent Establishment Permit](#) (for non-shelf-stable or unpackaged foods prepared in a commercial kitchen prior to market)

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. 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 packaged to go) 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) Funds

REGISTERED Produce and honey vendors may accept:

- Senior Farmers Market Nutrition Program (FMNP) Funds

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