



The Parkland/Spanaway Farmers Market is produced by the Pierce County Parks and Recreation Department. All County requirements must be adhered to during this event in order to provide a successful Market Place setting. The Market Manager will be the General Manager of the Sprinker Facility and will be represented at the Marketplace by an employee of Pierce County Parks and Recreation Department. Our commitment to the community is to provide a fun, professional and friendly environment for our vendors and customers at each Market. Therefore, we have set forth the following guidelines based on the Washington State Farmers Market Association and incorporated those as such. WSFMA regulations can be found on there website at www.wafarmersmarkests.com.

Market Guide and Policy Manual

- I. Site Location/Hours
- II. Market Vendor Type
- III. General Guidelines
- IV. Rules and Regulations
- V. Parks Policies



I. Site Location & Hours

PARKLAND/SPANAWAY FARMERS MARKET

Where: Sprinkler Recreation Center

Located just across from the Spanaway Golf Course, Sprinkler is a multipurpose recreation facility. The Market will be held outdoors in the “Mall Area” located just north of the parking lot. Vendors stalls will be numbered starting at the entrance and along the west side of the mall. Vendors may set up 1 booth (10X10 tent) with 6 foot buffer between each of the Vendor stalls on the west side of the Mall entrance.

DIRECTIONS TO SPRINKER RECREATION CENTER:

Sprinkler Recreation Center
14824 So. "C" Street, Suite 107
Tacoma, WA 9844
(253) 798-4000

- From the North/South:
From I-5, take exit 127 following the Mt. Rainier/Puyallup signs to Highway 512 going east. Take the second exit (Parkland/Spanaway-Pacific Ave) and at the stop light turn right onto Pacific Avenue (SR 7). Head south for 2.7 miles then turn right on Military Road (152nd St). Sprinkler Center is 1 1/2 blocks down on the right.
- From the East:
Go west on Highway 512. Take the Mt. Rainier/Highway 7 exit and follow the off ramp around to your left. At the stoplight turn left onto Pacific Avenue. Go south on Pacific Avenue for 2.7 miles and turn right on Military Road (152nd St.) Sprinkler Center is 1 1/2 blocks down on the right.

Season: May 12th – September 22nd

The season is scheduled to start and end on time but may be changed due to unforeseen events or weather issues.

Market Day/Hours: Saturday/10am – 3pm

The market is scheduled to stay open until 3pm each Saturday; hours are subject to change based on volume of business throughout the season. We will contact vendors 2 weeks prior to any changes in the schedule.



Parking: Parking Lot accommodates over 800 Sprinker Recreation Center holds many different types of events throughout the complex during the spring/summer months. Therefore the parking lot will usually be full by mid-afternoon on a Saturday; please make sure you park your vehicles in the reserved stalls at the north end of the parking lot. Each vendor will have access to 1 reserved parking spot per reserved stall for easy access to load and unload product. Vehicles will **not** be allowed in the mall area at anytime before during or after the market. You may use push carts, hand trucks, small electric wagons or golf carts to transport your goods to and from the stalls.

Booths: Vendors must provide their own tent canopies in which the size must be 10'X10' for a single stall or 10'X20' for a double stall. Canopies **cannot** be greater than 10'X20' in size. All canopies must have a fire rating tag attached to the canopy that can be viewed and verified by Parks and Recreation Staff. If this tag is missing the canopy cannot be erected on Parks property. Canopies must be secured to the ground by tie downs and weights in all 4 corners and a NO SMOKING sign must be clearly posted on the front portion of the canopy. Vendors may not have any cooking or heating elements under or around canopy area. Electricity is not available. Vendors may have as many tables that will fit under the 10'X10' structure and will have a 6' buffer between each stall for extra supplies or garbage. You may **not** put up a structure in this buffer zone. Vendors must post an identification sign in a prominent area at the booth stating the Vendor's name, product, and area they are from.

PIERCE COUNTY PARKS AND RECREATION RESERVES THE RIGHT TO REFUSE VENDOR SPACE TO ANY AND ALL APPLICANTS.

II. Market Vendors

Farmers: One who raises the produce, plants or animals which they sell at the farmers market, on land they own or lease/rent in Washington. It may include someone who processes produce grown on their own property into a value added product such as jams, cider, and salsa. 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 mink oils, emu oils, smoked meat, fish or shellfish, etc.

Raw agricultural Products: This category includes fruits, vegetables, grains, flowers, bedding plants and potted plants. The seller must grow bedding plants and potted plants from seed, plug, cutting, bulbs, or bare root. No resale of pre-finished plants is allowed.



Processors:

A Processor is one who sells processed foods which they have personally prepared on their own or 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 (eg., hand filleted fish, smoked or butcher meats, handmade candies, etc.). All processors must meet all federal, state, county and local health requirements. All appropriate permits and licenses shall be displayed whenever a processor is selling at the Parkland/Spanaway Farmers Market. Processors must produce their products in Washington or in counties which border the State of Washington. Processed food products should use ingredients from Washington farms or waters as much as possible.

Resellers:

One who buys produce from farmers in Washington State and counties which border Washington, trucks it to the Parkland/Spanaway Farmers Market, and resells it directly to the consumer. The reseller is expected to be the only stop between the grower and the consumer. They are not expected to deal with shippers, warehouses or jobbers. They must not sell any produce not grown in Washington and its surrounding counties. They may sell any produce they grow themselves on their own property (see: Farmers). Resellers are sellers of crops that cannot be grown reliably, or offered for sale in sufficient quantity, by farmers selling at a given market, as determined by the Parkland/Spanaway Farmers Market. Resellers must have crops pre-approved by the Market Manager before delivering the crops to market for sale. Approved resold crops must be specifically limited, so as not to compete with the crops of farmers within the geographic vendor boundaries of the Parkland/Spanaway Farmers Market, as defined by the Market’s policies. Resellers must label their products as being resold, and information must be available for the consumer as to which farms produced those products.

Crafters:

Crafters are persons or entities who craft with their own hands the products they offer for sale at the Parkland/Spanaway Farmers Market. 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 as much as possible. Crafters must create their craft products in Washington, or in counties which border the State of Washington.



III. General Guidelines

Insurance Requirements:

Proof of insurance must be provided to the Market Manager no later than one week prior to vending at the Market.

1. All Vendors must carry \$1,000,000 General Liability Insurance to cover vendor operations at the market.
 - Vendors that distribute prepared foods must carry Product Liability as well
2. A Washington State background check will be performed on all vendors wishing to participate at the Parkland/Spanaway farmers Market

Vendor space and fees:

1. Reserved: All vendors must provide canopies as referenced (Part I.) reserved spaces will be offered on a first come first paid basis. Stalls must be paid for no later than one week prior to vending at the Market. Current vendors will have the first right of refusal for space based on the previous season however said vendor must commit to this space no later than two months prior to the start of the Market season.

Market Day: Vendors arriving the day of the Market will be given space on a first come first served basis. This space will be assigned for that market day only and we do not guarantee availability.

2. Fees:
 - a. Market Day space: \$20.00
 - b. Pre-Paid Reserved Week to Week: \$15.00
 - c. Pre-Paid Reserved Monthly: \$48.00 (\$12.00 per@ 4 Markets)
 - d. Pre-Paid Reserved Season: \$190.00 (\$10.00per@19 Markets)

All space reservations are final, no refunds or credits will be issued in the event a vendor cannot use a purchased space. Vendors may petition the Market Manager to sublet a paid space by an approved vendor prior to Market Day.

3. Load-in & Load-out Times:
 - a. Load-in for the Market will start no earlier than 8:00am and be ready to open no later than 9:40am.
 - b. Late arrivals will not be allowed to set up after the Market bell signals the opening at 10:00am. No exceptions.
 - c. Load-out for all vendors will occur no earlier than 3:00pm after the Market bell has signaled the close of the Market. Vendors will have until 4:00pm to completely vacate the Market space. In the event of an Emergency vendors may contact the Market Manager to shut down early.



4. Vendor Stall Appearance:

- a. Vendors will be neat and dressed to represent the business in which they are apart of.
- b. Stalls will be kept neat and free of debris with all products displayed in a neat and orderly fashion.
- c. Vendors will supply all containers, bags, brooms, and all other cleaning supplies needed to keep the Vendor space clean during and after the Market.
- d. Vendor space must be free of all garbage, product, and/or all other vendor articles at the conclusion of the Market. Vendors will be responsible for the removal and disposal of all Vendor generated waste.

State Regulations:

1. Vendors are responsible for all knowledge and compliance of State & County regulations regarding the sale, production, labeling and display of all products as well as obtaining and posting of any license required by regulatory agencies.
2. All appropriate Taxes must be collected as required by State law. It is the responsibility of each vendor to obtain their tax numbers and be familiar with which of their items are taxable and to collect such taxes and forward them to the appropriate government agencies
3. Vendors must obtain and post a Washington State business License at each stall during Market Hours.

Market Inspections:

1. The Parkland/Spanaway Market and Pierce County Parks and Recreation reserves the right to inspect all vendor products to verify compliance with the guidelines set forth in this document. If a vendor is found to be in violation of these guidelines said vendor will be asked to correct the violation or depending on the severity of issue the vendor may be asked to shut down all operations.
2. The purpose of inspections is to confirm that all safety and Market guidelines are being followed to create a fun and effective market atmosphere for the consumers.
3. Market Inspections may be done at any time during the operation hours or prior to the start of the Market by any designated Pierce County Parks and Recreation Staff or the Market Manager.



IV. Rules and Regulations

Pierce County Parks Code

All Vendors are subject to all parks rules and regulations per the Pierce County Parks and Recreation Code. Additional Park rules at Sprinker Recreation must be adhered to by all vendors and consumers at the Spanaway/Parkland Farmers Market.

Market rules and policies

1. Smoking & Tobacco products: are **not** allowed inside the vendor space at the Spanaway/Parkland Farmers Market. Vendors and consumers are regulated by State regulations prohibiting smoking in public spaces.
2. Music: vendors are not allowed to play music or other sound generating devices in or around spaces during Market hours.
3. Customer and Vendor Courtesy:
 - a. Vendors will in no way cause detriment to other vendors
 - b. No hawking or false advertising
 - c. No Bartering
 - d. No political or religious campaigning
 - e. No profanity, swearing, or lewd behavior
4. Health Codes & Conditions:
 - a. All vendors must adhere to Pierce County Health Department procedures, rules, and guidelines.
 - b. All Vendors are required to dress appropriately – shirts and shoes are required
 - c. Animals are not allowed in vendor spaces with the exception of service animals as required by the Americans with Disabilities Act
 - d. Any vendor found to be selling products that may be contaminated, spoiled, or unfit to be consumed shall be shut down immediately and will not be allowed to return.
 - e. Vendors that are not following proper food handling procedures or are not in compliance with County Health Code guidelines may be shut down until issues can be addressed.



V. Parks Policies

Park Policies but not limited to the following:

1. Possession of alcoholic beverages is prohibited
2. Loitering in vehicles is prohibited
3. No firearms, fireworks, or open fires
4. Loud music is prohibited
5. No loitering on premises
6. Persons may not annoy, bother, molest, insult or offer an affront to any other person within a park
7. Persons may not interfere with any park personnel in the exercise of his or her official duties
8. Animals are permitted in any Pierce County park if the animals are kept on a leash no longer than eight feet, or confined, and under control at all times.

VI. Contact Information

Market Manager: Kyle Wintermute
General Manager – Sprinker Recreation Center

Market Address: 14824 South “C” Street
Tacoma, WA 98444

Website Info: www.piercecountywa.org/parks

Facility Phone Number: 253-798-4000





Parkland Spanaway Farmers Market Vendor Application
 Pierce County Parks and Recreation 2007
 Sprinker Recreation Center
 14824 South C Street
 Tacoma, WA 98444
 253-798-4000



Vendor Name: _____ dba: _____
 (Last, First) (Organization)

Farm/Business: _____

UBI #: _____ Insurance Certificate attached: YES NO

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Phone: _____ Cell: _____ Fax: _____

Email: _____ Web Address: _____

___ Check here if you allow your phone number and/or email to be given to customers who may wish to contact you directly with inquiries about product availability.

1. Address where crops are grown or items are produced:

(We reserve the right to inspect location at any time before or during the market season.)

2. Number of Vendor space(s) requested:
- a. ___ Market Day space: \$20.00
 - b. ___ Pre-Paid Reserved Week to Week: \$15.00
 - c. ___ Pre-Paid Reserved Monthly: \$48.00 (\$12.00 per@ 4 Markets)
 - d. ___ Pre-Paid Reserved Season: \$190.00 (\$10.00per@19 Markets)



3. Please list all items you intend to sell at the market. Items not listed may not be sold at the market without Market Manager approval. Add additional page if necessary. If possible, list specific varieties.

4. Do you grow or produce all your items? yes no
If not, please explain,

5. Are your items organic or certified organic?
 certified organic organic neither

6. Are you selling any home canned food products? yes no
If yes, include documentation of PH verification.

7. Are you selling any meat products? yes no
If yes, where was the meat processed?

Name of Processor: _____

Address: _____

Telephone: _____

8. Federal Tax ID number or Social Security number:

9. Attach proof of Workers' Compensation Insurance.
If you have no employees and are therefore exempt from Workers' Compensation Insurance, check here .

10. What food related licenses do you currently hold? (Please submit a copy)

Additional licensing from Pierce County Health Department or Licensing Divisions may be required to participate in the market.

Please check ALL weeks you will attend the market.

May 12, May 19, May 26
 June 2, June 9, June 16, June 23, June 30
 July 7, July 14, July 21, July 28
 Aug 4, Aug 11, Aug 25
 Sept 1, Sept 8, Sept 15, Sept 22



Please read and initial each of the following boxes.

___ I have read and agree to abide by all Parkland/Spanaway 2007 Farmers Market policies.

___ The vendor and any of its employees, agents, or volunteers associated or to be associated with the Parkland/Spanaway Farmers Market agree to indemnify and hold harmless Pierce County, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, or expenses arising out of the Parkland/Spanaway Farmers Market or any activity associated with the conduct if the vendor's operations, including but not limited to claims for personal injury, disease or death, injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of Pierce County acting within the scope of their employment. Further, the vendor agrees to indemnify Pierce County and any of its agents, public officers, officials or employees and authorized volunteers for any attorney fees and court costs incurred or to be incurred in defending actions brought against them as a result of the vendors use public property as set forth in this packet.

___ I understand that it is required that I carry my own general liability and product liability insurance, as Pierce County does not provide this coverage.

Completed applications received by 4:30 p.m. March 15, 2007 will be considered first. Applications received by April 13th, 2007 will be notified of their status by April 30th. Applications that arrive after April 30th will be given consideration, if space allows. Full refunds will be given to any applications that are not accepted. Call 253-798-4000 or email kwinter@co.pierce.wa.us with questions or for more information.

Checks Payable to: Sprinker Recreation Center
Mail to: Sprinker Recreation Center
c/o: Parkland/Spanaway Farmers Market
14824 South "C" Street
Tacoma, WA 98444

\$ _____ amount enclosed

Before mailing your application, please make sure of the following:

- The application has been filled out completely.
- You have initialed the three boxes on top of this page.
- You have signed and dated the application on page 4.
- You have enclosed a check for the vendor space fee.



Waiver: I understand that participation in the Parkland/Spanaway Farmers Market is completely voluntary. Pierce County shall not be liable for any claims, injuries, or damages, of whatever nature, incurred by the participants which are directly or indirectly attributable to the negligence, whether passive or active, of Pierce County, their agents or employees, arising out of or in connection with the Parkland/Spanaway Farmers Market. On behalf of my employees, and myself, I expressly release and discharge Pierce County, their agents or employees from any such claims, injuries, or damages. I also understand this waiver includes any injuries that may result from the condition of the facility used in this activity.

Release Agreement: Pierce County takes pictures, and videos of people participating in the Parkland/Spanaway Farmers Market for use in marketing and promotional purposes. I grant permission to use the name, pictures, videos and quotes of my employees and myself for the above purpose.

Data Privacy: The data supplied on this form will be used to process your Parkland/Spanaway Farmers Market vendor application. Some requested data is private. It is available to you and Pierce County staff who need this information to perform their duties, but is not available to the public. You are not legally required to provide this data, but Pierce County may not be able to review your vendor application without it.

Accommodation: Pierce County does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all Pierce County services, programs, and activities. Pierce County has designated coordinators to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by Section 35.107 of the U.S. Department of Justice regulations, and to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, as mandated by Section 8.53 of the U.S. Department of Housing and Urban Development regulations.

Signature of vendor: _____

Date: _____

