

PROCTOR FARMERS' MARKET 2023/WINTER 2024



2023
Winter 2024

POLICIES AND GUIDELINES

The 2023/Winter 2024 Proctor Farmers' Market *Policies and Guidelines* outlines the parameters of operation and behavior to assure a positive, inclusive, and welcoming environment.

The *Policies and Guidelines* will be needed to complete the Market Vendor Application.



EAT FRESH, BUY LOCAL, BUILD COMMUNITY

2023/Winter 2024 POLICIES AND GUIDELINES

Objective: To outline parameters of operation and behavior at the Proctor Farmers' Market (PFM) to assure a positive, inclusive, and welcoming environment best serving the interests of the Market, our Mission, the community, and the vendors.

The PFM Mission Statement:

1. *To support and encourage local farmers by providing a venue in our urban community for direct marketing of fresh produce and farm-grown products.*
2. *To be an educational resource to the public highlighting the importance of local agriculture, sustainable business and our impact on the environment.*
3. *To encourage community building and collaboration within the business and neighborhood community*

PFM Location, Dates, Times, and Management:

- The PFM is located on North 27th St. between N. Madison and N. Proctor St. in Tacoma Washington.
- As Pierce County's only year-round Market the 2023/Winter 2024 Market season totals 42 weeks:
 - **Regular Season: 39 Markets** – Saturdays | 9:00AM – 2:00PM* | Mar 25 thru Dec 16, 2023.
 - *4:00 PM on August 5 for Proctor Arts Fest.
 - **Winter Season: 3 Markets** – 2nd Saturdays | 10AM-1PM | Jan 13, Feb 10, Mar 9, 2024.
- Management of the market is carried out by the Market Manager and Staff with oversight and direction of the [PFM Board of Directors](#) (PFM Board).
- For more information, please check out our website at www.proctorfarmersmarket.com, or contact us by phone, mail, or email:

Proctor Farmers' Market | Mailing Address: PMB 294 / 2522 N. Proctor Street / Tacoma, WA 98406
Karen Bowes, Market Manager | 253.9613666 | pfmarket@proctorfarmermarket.com

Please click the links below for more information on the following:

[Puyallup Tribe Land Acknowledgment:](#)

All PFM Board Meetings begin with a Land Acknowledgement.

[Proctor Farmers' Market 'Statement of Solidarity'](#)

Read about our commitment to meaningful, systemic reform.

[BIPOC \(Black, Indigenous, People of Color\) Mentorship Program](#)

Learn about 'What the Program Will Offer,' 'Eligibility Criteria,' and 'What We are Looking For.'

[Proctor Farmers' Market 'Statement of Inclusivity'](#)

The Market strives to be a welcoming, inclusive, and safe space for all people to enjoy.

-What We're Doing to Ensure a Safe Shopping Experience-

- As of Mar 12, 2022, masks or face coverings are not required for shoppers, vendors, staff, or volunteers.
 - Individuals may choose to wear a mask at any time based on their personal preference.

The Proctor Farmers' Market will adjust our Market operations as per any applicable local and/or state health and safety requirements.

PARTICIPATION AND APPLICATION REQUIREMENTS

Vendor applications are accepted year-round:

APPLICATION FEE IS REQUIRED FOR:

- **New Vendors:** First-time applicants are required to pay a \$35.00 non-refundable application fee.

NO APPLICATION FEE IS REQUIRED FOR:

- **Renewing Vendors**
- **Musicians, Community (Non-profit) Booths**

Those applicants that meet *basic vendor requirements (e.g., UBI#, business license, permits, and insurance etc.)* are evaluated with consideration to vendor category, location, product quality, and PFM Mission statement, and prioritized in the following order:

1. Local farmer/producers.
2. Other Washington farmers/producers that enhance market product diversity.
3. Local processors and prepared food vendors who grow their own inputs and /or source them locally.
4. Applicants whose products are deemed necessary to fill a niche desired by the community.

All applications are considered on a case-by-case basis:

- PFM reserves the right to accept or deny any application. The Market Manager and Vendor Committee, with oversight from the PFM Board, have the sole right to determine Vendor and product mix at the market, to prevent any product from being sold, and to limit types of vendors in number and product.

Products or Businesses That Are Not Permitted: Include, but are not limited to, resellers of any kind, crafts, wholesalers, franchises, items that are grown, made, caught, or created outside Washington State and/or its surrounding waters, food trucks or trailers.

CBD's:

- The Proctor Farmers' Market is not currently accepting applications for any hemp derived CBD (cannabidiol) food, beverage or vaping products, or health & wellness products such as CBD edibles, tinctures, lotions, oils, etc.

PFM reserves the right to schedule visits to farms and/or production sites (processors) to assure compliance to all PFM and **Washington State Farmers' Market Association (WSFMA) 'Roots Guidelines for Member Markets'** (<http://wafarmersmarkets.org/wsfma-rootsmemberguidelines/>)

Such visits will be set up at least 24 hours in advance. Your cooperation with these visits is expected and appreciated.

The PFM maintains the right to carry out vendor performance reviews at any time to maintain the highest in product and customer service standards for which the PFM is known. Reviews may be initiated for a variety of reasons: market product mix, sales performance, or presentation, customer comments/complaints, or disciplinary action (See *Discipline Policy* below).

Market Stall Fees and Commissions:

Vendors can apply for **Annual Stall Fee** or **Weekly Fee** options:

ANNUAL STALL FEES:

- Savings in stall fees are available to those who apply for **Annual Stall Fees**. If you plan on attending the Market more than 20 times a year, the Annual Fee is less expensive.
 - In addition, **Annual Stall Fee** Vendors that apply and make their \$350 stall fee payment no later than February 15, 2023* pay a reduced commission rate on sales over \$1,000 as shown in each Vendor category below:
 - Farmer: Commission Rate: 6.0% / Commission on sales over \$1,000: 3.0%
 - Processor: Commission Rate: 6.5% / Commission on sales over \$1,000: 3.5%
 - Prepared Food: Commission Rate: 8.5% / Commission on sales over \$1,000: 5.5%
 - Tasting Booths: Commission Rate: 6.5% / Commission on sales over \$1,000: 3.5%

**(or choose 'Option #2', details shown below)*

- **Important Note for Tasting Booths (selling wine, cider, or craft beers) regarding the Annual Stall Fee option:**
 - Tasting Booth Vendors have the option to pay the \$350 Annual Fee, and if paid by the deadlines described above will be eligible for the reduced commission fee on sales over \$1000.
 - Tasting Booths will continue to be scheduled on a rotating basis, and when available, consisting of one cidery, one brewery, and/or one winery per Saturday, with a **maximum of 21 days** during the 2023-Winter 2024 season, which consists of 42 weeks.

***There are two (2) options for Annual Stall Fee payment available for Vendors.**

- *All Fees shown below are for one 10X10' space; adjust dollar figure accordingly for multiple spaces:*

Option #1: The Annual Stall Fee can be paid in full with your Application by February 15, 2023:

- \$350.00 (No Electricity)
- \$425.00 (Includes \$75.00 for Electricity)

Option #2: The Annual Stall Fee can be divided into **two (2)** payments as follows:

Payment #1: Due with your Application, no later than Feb 15, 2022:

- \$175.00 (No Electricity)
- \$212.50 (Includes \$37.50 for Electricity)

Payment #2: Due: May 15, 2023:

- \$175.00 (No Electricity)
- \$212.50 (Includes \$37.50 for Electricity)

WEEKLY STALL FEES: For Vendors who plan to attend the Market less than 21 weeks per year, e.g., those with 'varied' or 'seasonal' attendance:

Weekly Fee: – Vendors:	\$25.00
Weekly Fee: – Tasting Booth:	\$30.00
Weekly Fee: – Community Booth:	\$15.00

Vendor Category Commission Fees:

- Commission fees are charged as a percentage of gross sales (less sales tax) depending on their Vendor category.
- Vendors with daily sales of \$100.00 or below are exempt from commission fees and must only pay the stall fee for that day

Farmer /Producer:

Commission Rate: 6.0%

Commission on Sales over \$1,000.00: 3.0%

One who raises the produce, plants, or animals on land they own, rent, or lease 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, or 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 oils, smoked meat or fish etc. Excluded are those who may work or manage a corporately owned farm or distributor disposing of surplus product.

Plant growers must grow plants from seed, plug, cutting, bulbs, or bare root. Purchased plant liners, of any size at purchase, must be transplanted and grown till rooted out (roots fill the pot and hold soil when pot is removed). All plants should be healthy; bug and disease free, and accurately labeled with plant name.

All food sellers including produce, must have business liability insurance, and must adhere to all Tacoma Pierce County Health Department standards for food handling, holding and storage. Any food sampling requires a Food Handlers Permit, Health Department Permit and approved hand washing station. Those selling eggs, or produce requiring chilling, such as cut greens, must obtain a Health Dept. Permit.

If you have questions, call:

- Amanda Peters / Tacoma Pierce County Health Department / (253) 649-1705, or go to:
<https://www.tpchd.org/healthy-places/food-safety/farmers-market>

Processors:

Commission Rate: 6.5%

Commission on Sales over \$1,000.00: 3.5%

One who sells processed foods which they have personally prepared on their own or on leased/rented property. Processors are persons or entities offering fresh food products (such as meats, sea foods*, 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 pastas, etc.). All processors must meet all federal, state, county and local food handling and safety requirements. **All processed food must be prepared in a certified commercial kitchen.** All appropriate permits and licenses shall be displayed whenever a processor is selling at the Market. Processors must produce their products within the geographic boundaries of the Market. Processed food products should use ingredients from farms or waters within the Market's geographical boundary as much as possible, and the Market shall give preference to processors using ingredients from Washington farms or waters.

Processed foods, including honey, are subject to WA state labeling law which requires the label to include:

1. Product name
2. Company name
3. Address
4. Net weight on bottom third of label, and
5. Grade of the Honey

Prepared Food Vendors:

Commission Rate: 8.5%

Commission on Sales over \$1,000.00: 5.5%

Prepared food vendors offer freshly made food for sale and immediate consumption on-site at WSFMA member markets. Prepared Food Vendors shall possess and maintain all required state, county and local licenses and permits. When selecting Prepared Food Vendors, the PFM intends to provide a good variety of healthy foods, provide food options to those with dietary restrictions, and to give preference to vendors using ingredients produced in Washington.

- Food trucks and/or trailers are not permitted at the Proctor Farmers' Market.

Attention: Processors & Prepared Food Vendors:

Processors & Prepared Food Vendors are encouraged to source ingredients from the PFM whenever possible. Please contact the Market Manager if you would like assistance with a marketing program that could include signage and/or social media guidance that promotes your use of Market products in your ready-to-eat or artisan food products.

Tasting Booths (Wine, Cider, Beer):

Commission Rate: 6.5%

Commission on Sales over \$1,000.00: 3.5%

Tasting Booth Vendors are permitted to offer sales and samples of Wine, Hard Cider, and Beer. Distilled Spirits Vendors are no longer permitted to vend at farmers markets per the WSLCB (Washington State Liquor Cannabis Control Board). All Tasting Booth Vendors must possess, maintain and present \$1M Liability Insurance and an endorsement from the WSLCB authorizing them to sell at a qualified farmers market, and follow all rules and regulations as required.

- Tasting Booths will continue to be scheduled on a rotating basis, and when available, consisting of one cidery, one brewery, and/or one winery per Saturday, with a maximum of 21 days during the 2023-Winter 2024 season, which consists of 42 weeks.

Non-Profit Community & Kids Booths:

Commission Rate: 0.0% (no sales permitted)

Booth space is available to Non-profit community entities for the purpose of informing and educating the public in accordance with PFM Mission.

- **NO SALES WILL BE CARRIED OUT AT THIS BOOTH.** Space will be provided on an availability basis. To utilize this space:
 - Submit an Application to be scheduled as space permits.
 - Upon approval, the Market Manager will assign a date & location.
 - Comply with the PFM Mission Statement, Market Booth Guidelines, and all Policies and Guidelines in this document.
 - Stall fees for nonprofit Community Booths are \$15.00/day.

Music Entertainment Booth:

Commission Rate: 0.0%

Booth space is available for local, musical entertainment. Based on the community-friendly atmosphere of the Market, and our focus on our Vendors, we ask that the music be kept appropriate for a farmers market, and the sound be at a reasonable level so that Vendors are able to communicate with their customers.

- Space will be provided on an availability basis. To utilize this space:
 - Submit an online Application to be scheduled.
 - Upon approval, the Market Manager will assign performance dates based on availability.
 - Comply with the PFM Mission Statement, Market Booth Guidelines, and all Policies and Guidelines in this document.
 - Stall fees for the Music Booth are \$00.00 / day.

Buskers/Balloon Artists/Other Non-musical Performance Guests:

Commission Rate: 0.0%

- All Buskers, Balloon Artists, and other Non-Musical Performance guests are required to sign in at the Market Information Booth.
- Entertainment must be appropriate for the community and family friendly.
- Buskers are limited to 2 hours of performance time, with location and time on the Marketplace at the discretion of the Market Manager.
- Balloon Artists and other non-musical performance guests may request additional time, at the discretion of the Market Manager.
- AMPLIFICATION DEVICES ARE PROHIBITED.

Other Vendor Categories Not Permitted

Commission Rate: Not Applicable

- **Other vendor categories, such as reseller, wholesalers, most crafts, franchises, or any products from outside Washington State or its surrounding waters are not permitted at the Proctor Farmers' Market.**

CBD's:

- The Proctor Farmers' Market is not currently accepting applications for any hemp derived CBD (cannabidiol) food, beverage or vaping products, or health & wellness products such as CBD edibles, tinctures, lotions, oils, etc.

OPERATIONS:

Market Operation Guidelines:

- **Safety of customers, vendors, market staff, and volunteers is of the utmost importance, and following all Guidelines is mandatory.**
- **Be careful, patient, and courteous especially during setup and teardown.**

Setup/Teardown:

- A 5mph speed limit within the PFM barricades must be adhered to all times and vehicle movement in the market is **permitted only before 8:30 AM and after 2:15 PM.** (Winter Markets times are before 9:30AM and after 1:15PM).
 - **IMPORTANT: For both Market and Vendor safety and liability reasons, if a Vendor and/or Staff arrive at 8:30AM (or 9:30AM during Winter Markets) or after, the vehicle will have to be parked off-site, and we will provide you with a cart to hand-carry your booth set-up and product into the Marketplace.**

- Music in individual vendor booths is not permitted between the hours of 9AM-2PM (or 10AM-1PM during Winter Markets), however, with consideration of neighboring vendors, music is permitted during set-up and knock-down hours.
- Vendors cannot breakdown and/or leave until after the market is closed at 2PM (Winter Market breakdown is 1:00PM), and 4PM during Proctor Arts Fest August 5, 2023.
- Vehicles entering PFM must be roadworthy and maintained to assure safe operation.
- All vendors who wish to erect canopies (including umbrellas) on the farmers market site during the normal period of market operations, including the set-up and knock-down period, are required to have their canopies sufficiently weighted from the time the canopy and/or umbrella is put up to the time it is taken down.

MANDATORY SET-UP SAFETY REGULATIONS REGARDING CANOPY WEIGHTS:

- Each canopy leg must have no less than 25 lbs per leg with tie-downs strong enough to hold that weight.
- As of 2019, the Tacoma Fire Department (TFD) requires that all canopies be weighted and tied down **before set-up of booth food products.**
- **Failure to follow this safety regulation will result in a Tacoma Fire Dept fine.**

• **Vendor Booth Clean-up:**

- Vendors must clean up all debris, including plant and produce material, at their booth site prior to departing (broom and dustpan are always available in the Market Booth).

• **Vendor Booth Trash:**

- To help manage the cost and volume of customer trash disposal, all trash, recycling and compost generated within individual booths during the Market day must be removed from the site by the vendor:

On-site Market Trash containers are not to be used by vendors and are for PFM customer trash only:

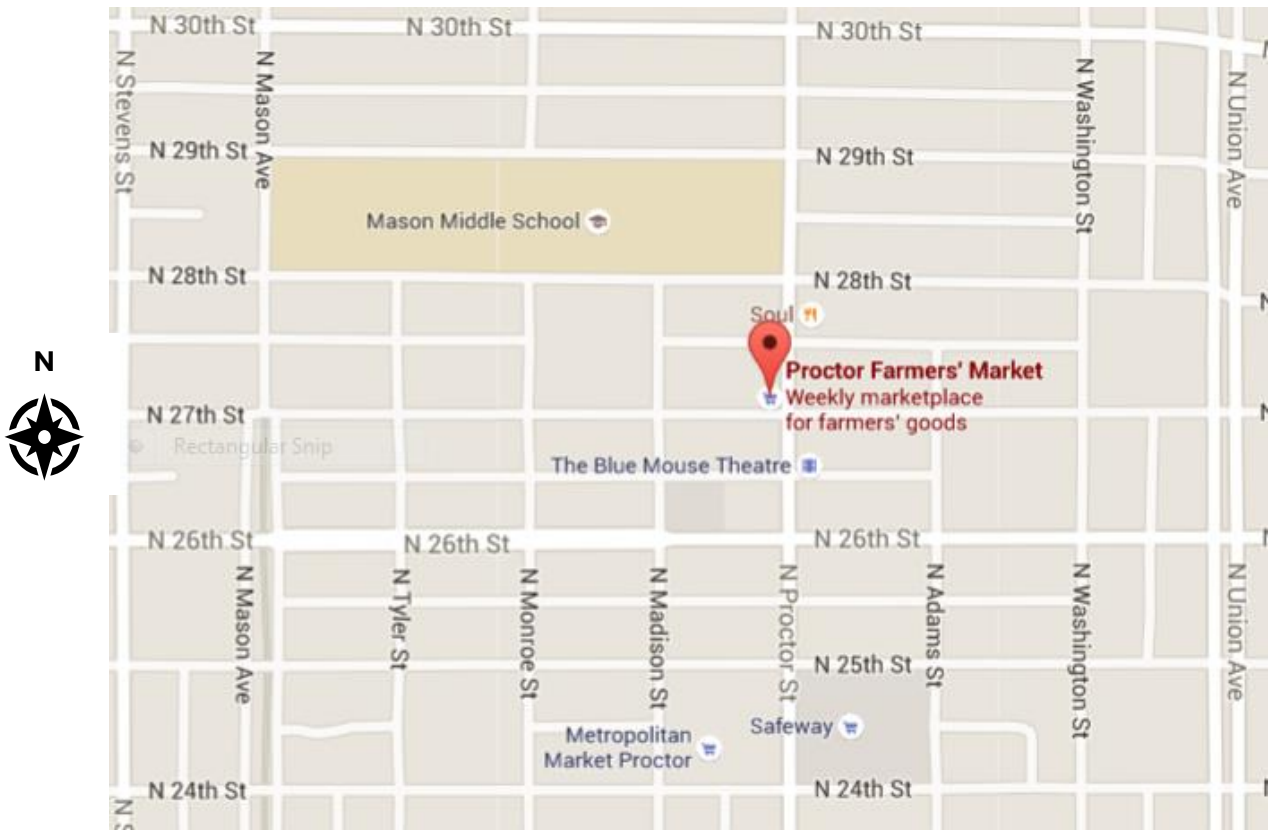


*Space permitting, vendors may utilize the large Brown Waste Bin for plant or produce debris:



Vendor/ Staff / Off-Site Parking:

- Due to the growing popularity of the Market and the Proctor Business District, we want to ensure that there is plenty of convenient parking for your customers with observance of the following:
 - All vehicles must be off-site and **legally parked at least TWO BLOCKS away from the Market** by 8:30am (9:30AM during Winter Markets), unless the vehicle driver has a medical condition.
 - Market Vendors and Guests in the Music, Community, or other Event Booths should make sure that all attendees (staff, guests, volunteers) in their booths are informed of the parking policy, and do not park immediately outside the Marketplace, taking up valuable customer parking spaces.
 - **Below is a Proctor District area map which will help guide you to appropriate parking two blocks away from the Marketplace (example: ex: South of 26th Street and West of Monroe Street).**



Special Foul Weather Procedures:

On days when high winds are forecasted, the Market Manager will invoke the need for the following procedures to help assure safe operations:

1. Canopy setup and tear-down represents significant potential hazards. Severe winds may dictate that canopies and umbrellas not be used during the market. Those that elect to not sell without a canopy will be allowed to leave the market prior to the start of selling activities.
2. Set up in this condition should get weights in place prior to elevating the canopy. Spread out canopy, attach weights to all legs, and then elevate. Leaving the windward side of canopy lower will help catch less wind and reduce hazards.
3. In the event of high winds develop during the market, the manager may deem it necessary to take down canopies at any time:
 - To do so safely one should drop legs with weights still in place starting with legs most into the wind - then remove canvas from the structure and stow.
 - The frame of the canopy can then be taken down.
 - Signs and display items that may represent hazards should be taken down and stowed.

Sales:

- Selling times are 9:00AM-2:00PM (10AM-1PM for Winter Markets), and 9AM-4:00PM for Proctor Arts Fest on Aug 5, 2023. Vendors should be ready for selling by 9:00AM (or 10AM during Winter Markets) and should make every effort to have booths staffed during Market hours. Selling outside these times is discouraged to minimize foot traffic during setup and teardown for safety reasons.
- Vendors may delegate family members, partners, or employees to the market in their place, but are responsible for ensuring that their representative complies with all market policies and procedures.
- Vendors are responsible for collecting and remitting their own sales taxes.
- Items must be labeled and priced. All signage and verbal communication with customers and staff regarding products, methods and processes must be truthful.
- Hawking and other excessive noise that negatively impacts sales of neighbors is not allowed.
- Scales for items sold by weight must be “for legal tender” and certified/calibrated every year. Scale readings should be visible to customer at the time of sale.
- **“Organic” can only be used by those certified organic by WSDA. Organic Certificate Number is required.** If a vendor sells both certified organic and non-organic items, they must be physically separated and clearly labeled as such.
- Vendors must accurately and honestly report total sales (excluding sales tax) and pay required fees by 3:00 PM (or within 1 hour of market close).
- Vendors may diversify by selling products outside of their primary product up to 20% of total sales, and market approval is required before you bring them to the market.
- Any vendor with unpaid or overdue fees will not be allowed to sell at the market until paid in full. Any returned checks must be paid in cash plus insufficient funds fees.

Single Use Plastic Bag Ban:

- As of Oct 1, 2021 Vendors must comply with the new 'Washington's Single-Use Plastic Bag Ban'

Washington's single-use plastic bag ban

Plastic bags are a major contaminant in Washington's recycling facilities, waterways, roadways, and environment. Washington's Plastic Bag Ban will reduce pollution by prohibiting single-use plastic carryout bags and charging a fee for acceptable bags in businesses beginning in October 2021.



Other bags ALLOWED:



- Grocery, convenience, retail stores and restaurants are prohibited from distributing single-use plastic carry-out bags or free paper bags at checkout. Customers are encouraged to bring their own reusable bags.
- For more information on how this new policy affects your business, go to:
 - <https://ecology.wa.gov/Waste-Toxics/Reducing-recycling-waste/Waste-reduction-programs/Plastics/Plastic-bag-ban>
 - <https://www.cityoftacoma.org/cms/one.aspx?pagelid=79814>
- Single-use plastic carry-out bags will no longer be permitted. Produce bags will still be permitted. Reusable (tote) bags may be offered by Vendors as complementary, or for a reasonable fee. Bags may contain the Vendor's logo and other advertising, including the words *Proctor Farmers' Market*, but Vendors are not permitted to use the Proctor Farmers' Market logo or any facsimile, or part thereof.

Market Currency & Incentives:

Debit/Credit Tokens (DB/CR): Wooden Debit/Credit tokens are available to customers at the Market Booth and are treated as cash. Vendors are encouraged to honor these \$5.00 tokens (*including for alcohol purchases*) when offered by the customer, or they can process debit/credit cards in their booth.

EBT (Electronic Benefit Transfer, formerly known as food stamps), 'SNAP Market Match,' 'Apple-A-Day,' and other Market sponsored Incentives:

PFM Vendors must accept:

- EBT tokens (\$1 & \$10 wood tokens) if they sell qualifying items – such as produce, fruits, breads, meat, fish, eggs, honey, baked goods, and plants and seeds that produce food.
- “SNAP Market Match” is an EBT Incentive Matching Program, and Vendors are required to accept the \$1.00 “SNAP Market Match” paper Scrip, if they sell qualifying items – produce, fruits, mushrooms, herbs, seeds, or vegetable starts.
- Apple-A-Day is a children’s program, and PFM Vendors must accept the \$1.00 tokens if they sell qualifying items such as produce and/or fruit.
- EBT tokens, “SNAP Market Match scrip,” and “Apple-A-Day” tokens CANNOT be used for hot foods, ready-to-eat food, pet foods, alcohol, non-food items such as market gear, or other value-added items.
- Vendors are not permitted to give cash change for EBT tokens, “SNAP Market Match, or “Apple-A-Day” purchases. If you have any questions about these programs, see the Market Manager for assistance/training. Vendors will be notified of any additional Market incentives as needed.

On-site Food Storage Requirements:

All food must be handled, held at proper temperatures, and stored per Tacoma Pierce County Health Department guidelines, and be kept up off the ground.

Required Permits and Licenses:

1. **Vendors must have a Washington State business license, or UBI # (Unified Business Identifier) to sell at the PFM.** Vendor applications will **not** be processed without a UBI number. Vendors must keep a copy of their business license on site.
2. Those selling ready-to-eat food or sampling food items must have Tacoma Pierce County Health Department permit and food handlers’ card on site, along with an approved hand washing station.
3. Vendors are responsible for all permits and licenses required by the state, county and city applicable to the sale of their products. These permits and licenses must include the vendor’s Washington State business license number (UBI) and may include one or more of the following:
 - City of Tacoma Business License-**required for all vendors, except farmers**
 - Washington State Nursery License
 - WSDA Cottage Food Permit
 - WSDA Egg Handler’s Permit
 - WSDA Food Processing Plant License
 - WSDA Certification of Organically Grown Produce.
 - Tacoma-Pierce County Health Department Temporary Food Establishment Permit
 - Washington State Department of Health Food Workers Permit
 - Grade A Dairy Permits
 - WA State Department of Fisheries & Wildlife Fishing License

Insurance:

Auto Insurance:

All Vendors must show proof of current automobile insurance for on-site vehicles and provide the PFM with a copy of Insurance Vehicle ID Card(s), for any/all vehicles be driven on-site. Vendors are required to provide Vehicle ID Cards for Staff members, if they are driving their own car. The Card copies will be kept on file and updated as necessary by the Vendor.

Business Liability Insurance:

- **All Vendors must carry Product Liability and General Liability Insurance in the amount of \$1,000,000 (\$1Million).** Please furnish a copy of the Certificate of Insurance naming the Proctor Farmers' Market as co-insured, at least two weeks prior to attending the Market.
- For information on acquiring liability insurance starting at \$285/yr, you may wish to contact Campbell Risk Management who has worked closely with the National Farmers Market Coalition to develop a National Farmers Market Vendor Insurance Program. For more information, please contact Tina Branham at TBrancham@campbellrisk.com or visit <https://www.campbellriskmanagement.com/for-vendors/>
 - Please note: The cost of any Campbell Risk policy is 100% fully earned and nonrefundable, and there is no return premium if canceled before the expiration date -- unless it is canceled by underwriting for not being an eligible risk.

Reserving/Cancelling Stall Space:

1. After an absence, to reserve stall space, Vendors must notify the Market Manager of their anticipated return by the Wednesday before the Market.
2. Any Vendor without a reserved space will be given a space by the Market Manager on a first-come, first-served basis, taking into account the overall Market. The assigned stall will be for that day only and may vary from week to week.
3. PFM is a dynamic event with Vendors coming and going throughout the season. It becomes necessary, at times, to move existing Vendor stall locations to facilitate these changes. When such a move is necessary, the Market Manager will make location decisions considering parameters such as seniority and attendance. Every effort will be made to respect all Vendors and to minimize disruption to the Vendor and the Market overall.
4. Vendors who cannot attend a Market for any reason should contact the Market Manager as soon as possible. The market layout is in process by mid-week and your cooperation in contacting prior to then is expected and greatly appreciated.
5. Notification after 7:00 AM on Saturday will be considered "no call/no show" and could result in stall fee charges for the day. An emergency situation may allow for waiving these charges, speak to the Market Manager for assistance.
6. For unanticipated absences, due to illness or emergency, **please call or text 253.961.3666 before 7:00AM.** Keep this phone number with you to allow emergency communication with the Market Mgr.
7. Repeated poor attendance issues could result in disciplinary action and/or negatively impact participation in the market.

Fundraising:

Fundraising by Vendors is permitted and should be done with consideration of the PFM Mission Statement. Signage is not to exceed 11"x22" in the booth.

- The fundraising theme/plan should be submitted to the Market Manager (MM) at least two (2) weeks prior to display in the booth.
- Submitted fundraising plans may be promoted for up to 3 weeks. Please see the MM for an extension if necessary.
- Fundraising cannot be supported by the market itself, and its established marketing channels, without prior approval of the PFM Board.

General Guidelines:

1. The Market Manager has full authority over all aspects of market operations on the Market site.
2. All vendors are asked to comply with the Market policies, to treat other vendors, customers, market staff, and volunteers respectfully, and to cooperate with the PFM Management.
3. The Proctor Farmers' Market strives to be a welcoming, inclusive and safe space for all people to enjoy. There will be no discrimination according to race, ethnicity, national origin, immigration status, age, range of abilities, sex, sexual orientation, gender identities, religious beliefs, financial means, education, or political perspectives (click to see the Market's [Statement of Inclusivity](#)).
4. All participants in PFM (customers, vendors, volunteers, and staff) should refrain from defamatory comments regarding the PFM or any of its participants, to each other, customers, and on any social media. A grievance process is established to reach positive, timely solutions, to better serve all our goals, and maintain PFM's good will and excellent reputation in the community.
5. Space dimensions must be respected. Do not block the view of other vendors or the flow of traffic or encroach on areas assigned to other Vendors.
6. Any comments, complaints, or disputes that may arise should be brought to the Market Manager or the Vendor Committee. Any unresolved issues should be dealt with according to grievance and/or disciplinary policies (detailed below) outside of market hours.
7. Failure to comply with PFM policies and Market Management may result in disciplinary action.
8. Customer dogs are welcomed at the market but should not be allowed in proximity to food items. Owners are responsible for their pet's behavior and must clean up after their pets. All pets should be leashed and under customers' control. Vendor pets are not permitted in the vendor sales area.
9. Political or religious campaigning is not allowed at the market without specific approval of the PFM board. The board may elect to approve signage and other campaign activities in instances where the Market Mission is particularly well aligned with the political issue in question.
10. Smoking or vaping by Vendors is not permitted in the marketplace. To smoke or vape, step away, out of sight from the selling areas of the market to maintain a respectful distance from other Vendors, customers, and children to avoid offense.
11. Consumption of alcohol at the Market is prohibited, except in approved sampling or 'Tasting Booths' managed in accordance with a Washington State Liquor and Cannabis Control Board (WSLCB) permit.
12. Controlled substances, including cannabis, are strictly prohibited at the market.
13. The PFM is not responsible for loss or damage of property.
14. All vendors, or vendor representatives, are responsible for any damage they may cause either to the PFM and its representatives, other vendors, or customers, and are expected to work to resolve any damage claims either personally, or by providing applicable insurance information in a timely, responsible manner. Insurance requirements for vendors are on page 12 of this document.
15. Propane appliances are allowed for cooking and heat providing a flame-retardant canopy is used. Approved flame-retardant documentation must include date treated, person doing work, and chemical used. Vendors must comply with all Tacoma Fire Department regulation and requests.

Grievance Policy:

It is the responsibility of the Market Manager to apply market guidelines and policies to regulate operations and behavior at the PFM. Directives regarding general market operations, Vendor participation, stall assignments, and disciplinary action are made by the Market Manager. All Vendors and Staff will be treated fairly, equally and with respect, and Vendors should also be cooperative and respectful of the Manager, Staff, and other Vendors, even if disagreements or disputes arise.

In general, the PFM Board supports the Market Manager's discretion. Should any person(s) object to any Market Manager's decision, the following appeal process will apply:

- The Market Manager's decision will apply for the Market date in question.
- For future dates, an aggrieved party may petition to have the decision reviewed by PFM management by submitting a written request for review to the Market Manager. The request should include information about the decision in question, why the party believes it to be inappropriate, and what action, if any, is requested. If it is believed that the issue in question cannot be satisfactorily resolved with the Market Manager, the Vendor Committee will assist. Grievance report form and committee and Board contact information is available at the Market Information Booth.
- If the issue remains unresolved the grievance should be submitted to any Board member for review and decision at the next scheduled PFM Board meeting (which are held on the 4th Tuesday of the month. Submissions should be received no later than 5 days prior to the meeting). The petitioner and the Market Manager will be informed of the Boards' decision. The PFM Board's decision is final and is not subject to further review.
- Every effort should be made to avoid arguments or confrontational interaction during the Market. Any discussions which have such potential should be handled after the market or during the week to avoid having a negative effect on the market itself.

Discipline Policy:

A three-stage disciplinary policy has been adopted to assure any problems or misunderstandings with Vendors or Staff can be resolved in a fair and timely manner:

- The Market Manager will, if necessary, initiate the disciplinary process with a verbal warning and/or training to attempt to correct the undesirable situation.
- Secondly, a written warning from Market Manager will be issued outlining the problem and corrections required to remain a Vendor or Staff member in good standing. The written warning will be presented to the Board and the offending Vendor/Staff.
- If the problem behavior or attitude persists, a third disciplinary action will be initiated. A review by the PFM Board with a decision as to what action is needed to eliminate the problem. The PFM Board decision may result in suspension or termination of Vendor participation in the PFM.
- Serious infractions involving safety, dishonesty, or actions/statements that seriously degrade Market operations, environment, or overall positive energy may invoke stage three disciplinary action immediately. PFM reserves the right to suspend or dismiss Vendors immediately without reimbursement of fees paid.



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