



SITKA FARMERS MARKET RULES & RESPONSIBILITIES: 2014

The Sitka Farmers Market (SFM) is a part of the Sitka Local Foods Network.

The mission of the Sitka Farmers Market is to promote and support local food production, to increase the availability and consumption of fresh, nutritious produce and seafood, to support local cottage industry, and to provide an environment for the creation, and growth of positive community relationships. The primary focus of the markets is to support local food production and educate the community on the many benefits of purchasing and eating fresh, locally grown foods.

The manager and assistant manager of the Sitka Farmers Market will do their best to provide all vendors with a safe, comfortable selling space and will actively promote the market to the public.

SUBMIT YOUR APPLICATION TODAY!

Sitka Farmers Market
Attn: Ellexis Howey/ Debe Brincefield
408-D Marine Street
Sitka, AK 99835

BEST WAYS TO COMMUNICATE WITH MARKET MANAGERS

Ellexis Howey/ Debe Brincefield
PHONE: 907-738-8683
EMAIL: Sitkafarmersmarket@gmail.com



I. 2014 SCHEDULE: Market dates are SATURDAYS:

June 28, July 12, July 26, August 9, August 23, September 6

II. TIME:

The markets will be open to the public from **Saturday** from **10:00am to 1:00pm** and will start with the ringing of a bell by the Market Managers, Ellexis Howey and Debe Brincefield.

III. LOCATION: ANB Hall 235 Katlian Street, Sitka, Alaska 99835

IV. COST/ CLEANING DEPOSIT:

All table fees cover fees associated with running the farmers market including electricity, ANB Hall rental, market manager compensation. The cost of the tables is as follows:

6 foot table= \$20 per market
8 foot table= \$30 per market
Half of 8 foot table= \$15 per market

Outdoor vendors will pay \$2 per foot length of the tent. Fees are used to cover the cost of renting the Hall, and other expenses. *See registration form for payment instructions.* If you choose to volunteer with set-up and clean up, your fee will be waived for that day.

An additional cleaning deposit of \$50 dollars will be required before vendor's first market. Payment must be given in the form of a check, which will **NOT** be deposited if vendor area is properly cleaned. If vendor's area post market is damaged or not properly cleaned, vendor's check will be deposited. Vendors will receive cleaning checklist before each market outlining expectations of proper cleaning.

V. DISCOUNTS:

All Vendors:

- Sign up for 6 markets: get 1 market free
- Sign up by Sunday of market: 10% discount on table fees

Vendors Selling Locally Grown and Harvested Produce

- Sign up for 6 markets: get 1 market free AND 50% off table fee's

VI. VENDOR REGISTRATION:

All eligible vendors must complete, sign and return a Vendor's Registration form prior to or at their first market of the season. By their signature they indicate they have read and agree to abide by the Market Rules and Responsibilities.

VII. ACCEPTED VENDOR SALES ACTIVITIES:

For the purposes of these Rules & Policies "local" means harvested, processed or made within the state of Alaska. All products offered for sale at the Sitka Farmers Market shall be subject to inspection and approval by the Market Manager. If any items are deemed not in compliance with these rules and

policies (for example, not to have been grown or produced as stated by the Vendor), the Vendor will be asked to remove such items. Vendors must comply with such requests or be asked to immediately leave the Market.

VIII. SPACE ASSIGNMENT:

Space for the markets will be assigned by the Market Manager who will attempt to place you in or as near as possible to the space your request. Register early to have the first choice of location. In order to fulfill the goals of the Sitka Farmers Market, spaces will be assigned based on a priority system in the order that follows below:

1. Fresh Farm Products: Vendors offering locally grown or harvested foods will be given first tier priority for available space. Includes locally grown fresh fruits and vegetables, nuts, herbs, honey, dairy, meats, and eggs. Also included in this category are fresh flowers, nursery stock, and plants. All fresh farm products must be grown or produced locally by the Vendor.

2. Value Added Farm and Processed Foods: Includes seafood, bread, preserves, jams and jellies, cider, syrups, vinegars, salsas, dried fruit, teas, flours, salad dressings, and dairy products. All value added farm foods must be made using a majority of products/ingredients (over 50%) grown or produced locally by the Vendor. Vendors in this category must have personally cooked, canned, baked or otherwise produced the product/s they sell. All value added farm and processed foods must have the proper labeling, permits and licensing as required by Alaska Department of Environment Conservation and Alaska State Health Food Code.

3. Prepared Food: Freshly made foods, available for sale and consumption on-site. Prepared Food vendors are responsible for determining what permits and licenses are required for their products and copies of all relevant permits and licenses must be submitted to the Market Manager along with Vendor application, prior to selling at the Market. Prepared Food Vendors must also have required permits and licenses (or copies) with them at every Market. Prepared Food vendors should use ingredients produced in Alaska State as much as possible. SLFN gives preference to those Prepared Food vendors using local ingredients and who provide a good variety of healthy foods.

4. Local Art and Crafts: Vendors of locally produced arts, crafts, wild-crafted products and prepared foods shall have second tier priority for available space. All art/crafts must be made or produced locally by the Vendor selling them. Crafts should be made of components produced or gathered locally as much as possible. Personal collections, second hand items, and items manufactured outside of Alaska **WILL NOT** be allowed for sale, anyone attempting to sale such items will be asked to leave the market for the duration of the market season.

5. Non-Profit and Community Groups: Local non-profits and community groups are encouraged to set up informational and educational displays at the Farmers Market. Any group desiring to do this shall contact the Market Manager in advance to arrange for a space. No one is allowed to solicit shoppers outside their table area or to 'button-hole' Market customers - all vendors must remain at their table when selling and/or promoting their cause.

Each Non-Profit/Community Group will receive (1) free market per season- each market afterwards must pay vendor fee. Generally there is room for **(3) non-profits per Market day**- space is limited so Non- Profit and Community groups are encouraged to sign up early.

IX. VENDOR HEALTH PRACTICES:

- A. All Vendors must adhere to sanitary procedures as outlined by the State of Alaska Health Department, DEC and Food Safety Regulations. Call **Greg Johnstone at DEC Food Safety office in Sitka 747-8614** to see if you need to update your permits and licenses today.
- B. All vendors are asked to remove any trash from their booth and waste that accumulates from their displays due to the renovation of ANB Hall this year we urge you to pitch in by removing your waste. Your cooperation is greatly appreciated.
- C. All Vendors selling processed and value-added foods are responsible for obtaining all proper Health Department licenses, Food Handlers permits and meeting any AK DEC requirements prior to selling at the market. For food related permits, call **Greg Johnstone at DEC Food Safety office in Sitka 747-8614**. Greg is very helpful and is working to help us ensure that all food served and sold at the Sitka Farmers Market is safe to eat.
- D. All processed food items **MUST** be prepared in a Licensed Commercial Kitchen. The ANB Hall kitchen is a Licensed Commercial Kitchen. For those preparing food in another Commercial Kitchen, the location of that kitchen shall be disclosed to the Market Manager on request.
- E. All vendors offering prepared food or samples **MUST** adhere to State of Alaska DEC food safety regulations which include providing your own hand washing station at your booth. For information, call **Greg Johnstone at DEC Food Safety office in Sitka 747-8614**.

X. CITY SALES TAX:

Vendors participating in more than one market per year are responsible for collection of City Sales Tax. To register with the City contact: **Marjorie Parmelee, or Brenda Calkins** in the City Sales Tax Office – **747-1840**. Marjorie and Brenda are both very helpful and are there to assist you. If you are not ready to become a real business, you can collect the sales tax and submit it to the Market Manager (Bridget Kaufmann) at the end of each market. A form will be provided for you to record your sales and the tax due. At the end of the season, these forms, along with the taxes collected will be submitted to the City.

XI. PRODUCTS and SALES:

- A. **Please DO NOT display or attempt to sell goods produced outside of Alaska.** There have been reports of vendors breaking this rule in the past. **PLEASE DO NOT DO IT.** The only exceptions are prepared foods for consumption at the market. Please ask the Market Manager if you are unsure. Imported handcrafts for example are not appropriate for these markets and will not be allowed. **All food for sale that is not produced in Alaska or has value added in Sitka, needs to be consumed at the market.**

- B. Products, services, or informational displays considered to be inappropriate may be prohibited, first at the discretion of the Market Manager, and ultimately by the Sitka Local Foods Network Board of Directors.
- C. Each vendor sets his/her own prices and is responsible for all aspects of display, sales and cash flow. Collection of City sales tax. Please note that any items sold by weight must be weighed using a State of Alaska certified scale.
- D. Please do not begin sales to the public until after the market bell is rung to signal opening of the market. The EXCEPTION is that vendors may sell early to each other and beverages (coffee& tea) may be sold before 10am market bell.
- E. Items sold that are considered “cosmetic or drug” related are required to comply with Federal Food and Drug Administration rules.

XII. ANB HALL KITCHEN USE and PREPARED FOOD SALES:

(*except home bakers – see HOME BAKERS)

A. The ANB Hall kitchen is certified as a commercial kitchen for use by those preparing and selling food. There is limited space in the kitchen, so if you need to use the ANB kitchen, please indicate this on your registration form. If you wish to sell prepared foods, **You MUST use a certified commercial kitchen and you MUST have a food handler permit.** If you have questions or need a permit contact **Greg Johnstone, Department of Environmental Conservation, Sitka - Food Safety & Sanitation at 747-8614**

B. Certified Commercial Kitchens in Sitka include:

- 1) Sitka Lutheran Church- 224 Lincoln Street- 747 3338
- 2) St. Peter’s by the Sea Episcopal Church- 611 Lincoln Street- 747-3977
- 3) Sitka Fine Arts Camp, Sweetland Hall- 747-3085
- 4) Swan Lake Senior Center- 402 Lake Street- 747-8617

C. HOME BAKERS – The Sitka Farmers Market now has a permit to allow home bakers to sell their goods at the Market. However, you must follow certain guidelines. Cottage Food Rules require that all goods are **baked within 24 hours of market**, with all ingredients clearly labeled. Home Bakers are also required to obtain a food handler permit from the State of Alaska. This is fast and easy and costs just \$10. Go to this website to obtain your Alaska State food handlers permit: <http://alaska.state.gov/foodworker/> For more information on how to obtain your food handler’s card, call **Greg Johnstone at DEC Food Safety office in Sitka 747-8614.**

XIII. VENDOR SET UP RESPONSIBILITY:

A. Arrive on time. All vendors **MUST** arrive at least **½ hour before Market opens (no later than 9:30 AM)**. Any vendor who has an assigned space who is not present at least ½ hour before Market opens must be prepared to forfeit their space to another vendor for the day. The doors will be unlocked at **8:00am** (2 hours before opening) for set-up. A bell will ring at

10am to indicate when selling may begin. ALL vendors are expected to remain until closing. All vendors must be set up and ready to sell when the Market opens at 10 AM.

B. Communicate changes to Market Manager. Any Vendor NOT PLANNING to attend Market must notify the Market Manager at least 24 hours in advance. **Call Ellexis Howey/ Debe Brincefield @ 738-8336 or e-mail them: sitkafarmersmarket@gmail.com**

C. No Sales Before the Bell! Vendors may not sell any product until the official opening of the Market, as indicated by the bell. Any vendor found selling before the bell to any customers other than vendors will be given one market warning and if asked again will be asked to leave the market for the duration of the season. Any EXCEPTION to this rule may be used at the discretion of the Market Manager.

D. Secure Your Tent: All vendors are required to supply their own tent and tables this year including providing their own set up and breakdown each market day. Tables MAY NOT be rented or supplies to vendors this year as our supplies are limited. All vendors with tents and umbrellas at the Sitka Farmers Market during regular Market hours, including setup and breakdown 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 their canopy or umbrella will not be allowed to sell at the Market that day unless the vendor chooses to take down and stow their canopy and sell without it.

“Sufficiently and Safely Anchored” means that each canopy leg must have no less than 24 lbs (pounds) anchoring each leg, securely and safely attached so that it does not impose a hazard to the customer. This language is taken directly from the Alaska State Farmers Market Association Guidelines. We are required, as a member market, to agree to enforce this language. Any damage caused by a Vendor due to insufficiently secured tent/umbrella will be at the expense of the Vendor.

D. Vendor Parking: All vehicles must be unloaded and removed from the market area and the BIHA parking lot no later than **20 minutes prior (9:40am)** to the market opening. Vendors who use vehicles as part of their display must be assigned to designated “Vendor Vehicle Spots” and remain there until the market closes. If possible, please park your vehicle away from the ANB Hall to allow space for customer parking. The EXCEPTION to this rule are Vendors and SLFN Board Members and Market Staff have been requested to park their cars at the back of ANB Hall to provide a wind shield during high gale wind market days. Any parking exceptions must be approved by the market manager prior to the start of each market day.

XIV. VENDOR CLEAN UP RESPONSIBILITY:

A. Booth Breakdown: All vendors have one hour (until 3pm) to breakdown their booths and vacate the premises due to our ANB Hall Rental Agreement. (See ANB Hall Rules, Section XII for more information)

B. Clean up Stall Area

Vendors are responsible for cleaning up their sales area prior to leaving the Market. All containers, signs, coolers, plants, bags, trash, etc., must be removed at the end of the Market. Market trashcans are for customers' use only. Vendors offering prepared food for consumption at the Market must provide their own garbage can and remove it at the end of the day. Indoor vendors are responsible to leave their stall area swept and clean. Outdoor Vendors are

responsible to leaving the parking lot free of grease, food and miscellaneous debris. Vendors will have one hour to clean up and remove all of their belongings after close of market. Vendors who remain longer than one hour will be charged any additional rental fees or late vacating penalties charged to the Market (currently \$20/hour). Vendors who do not properly clean up their Stall Area will not receive their cleaning deposit back. Please check out with Market Manager to ensure stall area is properly cleaned and undamaged

XV. MARKET WIDE POLICIES:

A. Drugs, Alcohol and Firearms: Vendors nor Customers may not use, sell, be under the influence of, or in possession of controlled substances including medical marijuana and/or unauthorized alcoholic beverages during Market hours in ANB Hall or BIHA Parking lot. Neither Vendors nor Customers may not be in possession of firearms or weapons at ANB Hall or BIHA Parking Lot while participating in the Sitka Farmers Market. (See ANB Hall Rules, Section XIV for more information)

B. Animals in the Market: No pets are allowed in ANB Hall or BIHA Parking lot during market hours due to Alaska State Food Safety Rules & Regulations. Anyone out of compliance with this rule will be kindly asked to leave the market. The only exceptions to this policy are service animals including trained aid dogs. Previously approved and scheduled demonstrations involving animals may be allowed. (see ANB Hall Rules, Section XV, for more information)

C. No Smoking! Smoking is prohibited at Sitka Farmers Market during market hours. Signage will be displayed throughout the market to discourage misconduct of this rule. (see ANB Hall Rules, Section XV, for more information)

D. Balcony: The balcony is off-limits to vendors and customers. ANB Hall is a very old building and safety should be our first priority when we see our friends and family members beginning to climb the stairs. The stairwell leading to the balcony is also off-limits to customers of all ages.

E. Human Relations. Vendors will conduct themselves courteously to the Market Manager, other vendors, and customers. Vendors may not attempt to cheat or mislead customers. In order to keep market tables open to shoppers, vendors are reminded not to congregate in front of booths for conversation with friends and other vendors. Discourteous behavior to anyone at the Market may result in disciplinary action including suspension of vendor privileges for the season.

F. Grievances. All vendors may appeal to the Market Manager for help in solving a problem with customers, other vendors or the public. Vendors shall accept the Market Manager's decisions in the event of such disputes. Vendors with a concern about Market policies and/or procedures should first approach the Market Manager for resolution. The Market Manager is responsible for contacting the local authorities if disputes become unmanageable. If the Manager cannot settle the dispute to the Vendor's satisfaction, the Vendor may appeal to the Sitka Local Foods Network Market Board Liaison who may be reached at sitkalocalfoodsnetwork@gmail.com.

XVI. ANB HALL RULES:

NO alcohol is allowed on the premises

NO smoking inside the ANB Hall. Outdoor smoking allowed across the street

NO dogs or other animals are allowed inside the ANB Hall, except permitted service animals.

NO leftover food should remain in the Hall. Take it with you.

CLEAN-UP your own space after use of the Hall. Garbage cans and recycling bins will be provided at several locations. Please cut down and flatten cardboard boxes.

PLEASE keep your children in view and under your control.

THE BALCONY is off limits.