



2018 SITKA FARMERS MARKET RULES & RESPONSIBILITIES FOR VENDORS

The Sitka Farmers Market (SFM) is a project 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 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 Local Foods Network
Attn: Sitka Farmers Market Manager
408-D Marine Street
Sitka, AK 99835
or online at sitkafarmersmarket@gmail.com
or sitkalocalfoodsnetwork@gmail.com

BEST WAYS TO COMMUNICATE WITH MARKET MANAGER

MANAGER: Nina Vizcarrondo
PHONE: (907) 738-9301
ASSISTANT MANAGER: Charles Bingham
PHONE: (907) 623-7660

EMAIL: sitkafarmersmarket@gmail.com
EMAIL: sitkalocalfoodsnetwork@gmail.com

Sitka Farmers Market 2018 - Vendor Rules and Responsibilities – Updated 04/16/2018

I. 2018 SCHEDULE: Market dates are SATURDAYS:

July 7, July 21, August 4, August 11, August 25, September 1 and September 15

II. TIME:

The markets will be open to the public on **Saturdays** from **10 a.m. to 1 p.m.** and will start with the ringing of a bell by the Sitka Farmers Market Manager (no market sales until the bell). **Setup** is from **8 a.m. to 10 a.m.** and **takedown** is from **1 p.m. to 3 p.m.**

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

IV. COST/ ACCOUNTABILITY DEPOSIT:

All table fees cover fees associated with running the farmers market including electricity, ANB Hall rental, market manager compensation. In 2017, we reverted to a modified and simplified version of our 2015 rates for tables. The cost of the tables has been reduced to \$40/market to a full-sized table (slightly longer than eight feet) and \$20/market for half of a full-sized table (you will share the table with another vendor or display). If you preregister for all seven markets and show up for all seven markets, you will receive one market free (you will be reimbursed for one market fee at the end of the season).

In 2017, we also added a children's vendor program, where children age 12 and younger can pay \$10 for the season for half a table in the children's section, where they can develop their own businesses and sell food products (such as baked goods) and arts and crafts they make themselves. Parental supervision is encouraged, and child vendors should follow the same rules as adult vendors.

There is no longer a category for "outdoor vendors." Outdoor vendors will pay the same amount as indoor vendors in the same category, and food trucks pay the same fee as large tables. Let us know if you prefer to be indoors or outdoors.

We still want to promote locally grown and produced food, but we feel making the market more attractive to all types of vendors will help make it more profitable for local growers and food-producers to have booths at the market.

The Sitka Local Foods Network will host a Sitka Farmers Market vendor meeting from 6:30-8 p.m. on Thursday, May 17, at the Sitka Unitarian Universalist Fellowship Hall (408 Marine Street, parking off Spruce Street). At this meeting we will discuss the market rules and responsibilities. We also will have someone at the meeting to discuss food safety regulations. Past and prospective vendors are encouraged to attend.

This year each vendor is responsible for setting up his or her own table, **including a table cloth**. It is standard at farmers markets across the nation that vendors set up their own tables and spaces. Tables will be available at ANB Founders Hall (near the restrooms) for market use.

Fees are used to cover the cost of renting the Hall, and other expenses. *See registration form below for payment/set-up fee and deposit instructions.*

An additional accountability 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 and being unable to show up to the market is communicated to the market manager one (1) week in advance. If a vendor's area is damaged or not properly cleaned after each market, the vendor's check will be deposited. Vendors will receive a cleaning checklist before each market outlining expectations of proper cleaning. If a multi-market vendor cleans up their area and causes no problems, the uncashed deposit check will be returned to the vendor.

V. VENDOR REGISTRATION:

All eligible vendors must complete, sign and return a Vendor's Registration Form (see below) prior to their first participated market of the season. By their signature they indicate they have read and agree to abide by the Market Rules and Responsibilities.

VI. 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.

VII. SPACE ASSIGNMENT:

Space for the markets is assigned by the market manager, who will attempt to place you in or as near as possible to the space you 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 and Fish: 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. This category also includes locally harvested fish.

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. Alaska DEC requires recipes/processes on hand for many home-based food items.

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 the state of Alaska 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 sell 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.

VIII. 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 **the DEC Food Safety office in Sitka 747-8614 (Bruce Gazaway is the DEC food safety officer in Sitka)** to see if you need to update your permits and licenses today.
- B. All vendors are asked to remove any trash and waste that accumulates from their booth displays. Due to the recent renovation of ANB Hall, we urge you to pitch in by removing your waste. Your cooperation is greatly appreciated. There will be no storage at ANB Hall.
- C. Vendors must provide a table cloth to protect their tables. ANB recently purchased new, nice tables. To protect this resource, we ask that all vendors supply their own table cloth.
- D. 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 **the DEC Food Safety office in Sitka 747-8614**. This office 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.
- E. All processed food items **MUST** be prepared in a licensed commercial kitchen, unless they qualify as cottage foods. The kitchen at ANB Hall is a licensed commercial kitchen operated by the Alaska Native Sisterhood. Please contact the ANS Camp No. 4 for fees and the approval process to use the kitchen. Unless you make arrangements with ANS and pay ANS's fees, you will not have access to the ANS kitchen. For those preparing food in another commercial kitchen, the location of that kitchen shall be disclosed to the market manager on request.
- F. All vendors offering prepared food or food samples **MUST** adhere to State of Alaska DEC food safety regulations, **which include providing your own hand-washing station at your booth**. A hand-washing station includes a Jerry can of warm water, a catch bucket, soap and paper towels. For information, call **the DEC Food Safety office in Sitka 747-8614**.

IX. CITY SALES TAX: The SLFN does not collect sales tax for vendors. If you need assistance filing your own taxes, please contact the City Sales Tax Clerk below. The Market Manager is available to facilitate this process for those who have not done so before.

Vendors participating in more than one market per year are responsible for collection of City Sales Tax. To register with the City contact: **Hilary Nutting**, the City Sales Tax Clerk, at **747-1840**. All of the necessary forms are also available online at the City's website. Hilary will be able to assist you.

X. 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 handicrafts, 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 Sitka Farmers 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, and 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.
- F. Please bring enough product to last the entire length of the market. We realize this may not always be possible, but we would greatly appreciate you complying with this expectation to the best of your ability. We will move you to the back of the room if you continue to sell out and pack up early so that folks arriving later aren’t greeted with empty tables.

XI. 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 contact the Alaska Native Sisterhood directly. If you wish to sell prepared foods that aren’t qualified cottage foods, **you MUST use a certified commercial kitchen and you MUST have a food handler permit.** For information or a permit, contact the Department of Environmental Conservation, Sitka - Food Safety & Sanitation at 747-8614

B. Certified Commercial Kitchens in Sitka include (incomplete list):

- 1) Sitka Kitch – 505 Sawmill Creek Road at the First Presbyterian Church – 747-3356
- 2) Sitka Lutheran Church – 224 Lincoln Street – 747-3338
- 3) St. Peter's by the Sea Episcopal Church – 611 Lincoln Street – 747-3977
- 4) Sweetland Hall on the Sitka Fine Arts Camp – Lincoln Street – 747-3085
- 5) 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 no longer require that all goods are baked within 24 hours of market, but all ingredients must be clearly labeled (with a list of possible allergens, such as peanuts) and the baked goods should be fresh. 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.gegov.com/foodworker/>. For more information on how to obtain your food handler's card, call **the DEC Food Safety office in Sitka 747-8614**.

XII. VENDOR SET UP RESPONSIBILITY:

A. Arrive on time. All vendors **MUST** arrive at least **one-half-hour before market opens (no later than 9:30 AM)**. Any vendor with an assigned space who is not present at least one half-hour before market opens must be prepared to forfeit their space to another vendor for the day. The doors is unlocked at **8am** (two 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 10am. **If vendors do not arrive by 9:45am to set up their booths, they will receive a warning. On the second time being tardy, they will be charged a fee of \$25.**

B. Communicate changes to Market Manager. Any vendor NOT PLANNING to attend the market must notify the market manager at least one (1) week in advance. Contact the market manager, Nina Vizcarrondo, at (907) 738-9301 or sitkafarmersmarket@gmail.com. *Note: If you are a "no show" without giving us notice, the full cost of the table will be taken out of your deposit and/or the table fee will not be refunded. Please understand the importance of having a full market for the ongoing success of this endeavor.*

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 this year including providing their own set up and breakdown each market day. Tents **WILL NOT** be rented or

supplied to vendors. 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 the liability of the vendor.

E. 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 who have been requested to park their cars at the back of the BIHA parking lot 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.

XIII. VENDOR CLEAN UP RESPONSIBILITY:

A. Booth Breakdown: All vendors have one hour (until 2pm) to break down 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. There is no storage of vendor or market supplies at ANB Hall. You must take your supplies home between markets.

XIV. 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 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, including by our outdoors booths. 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, Tiffany Justice, who may be reached at sitkalocalfoodsnetwork@gmail.com.

XV. ANB HALL RULES:

NO alcohol is allowed on the premises

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

NO use of the ANS Kitchen is allowed without a signed contract from ANS Camp No. 4.

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. **There is no vendor or market storage at ANB Hall during the market season. You must take all market supplies home between markets.**

PLEASE keep your children in view and under your control.

THE BALCONY is off limits.

Vendor Registration Form 2018

Name: _____ **Email:** _____

Business Name: _____

Business Address Line 1: _____ **Phone:** _____

Business Address Line 2: _____

Vendor Category (circle one)

Local produce Local value-added Prepared food Non-food Nonprofit/community

Table (please circle one)

FULL (\$40/market) HALF (\$20/market) CHILDREN'S HALF (\$10/season)

Market Dates (please circle all markets you plan to participate in)

7/7 7/21 8/4 8/11 8/25 9/1 9/15

Multiply your table size by the number of markets you plan to attend. This is your registration cost.

For example, a vendor with a full table attending all seven markets pays a \$280 registration cost (if you participate in all seven markets, you get one \$40 market fee reimbursed at the end of the season).

Please write your total registration cost here: _____ plus \$50 deposit in separate check

Registration is not valid without an additional \$50 deposit. If the terms of the registration are fulfilled the \$50 deposit check will be returned.

Signature: _____ **Date:** _____

Please mail this page along with registration check and a **separate** deposit check (**two checks total**) to:
Sitka Local Foods Network (**make your checks out to SITKA LOCAL FOODS NETWORK**)
ATTN: Sitka Farmers Market
408 D Marine St
Sitka, AK 99835