



2023 Vendor Guide

Event Information

**Second and Fourth Wednesday
May 24th through September 27th
4:30pm - Dusk
Flat Top Park
West Richland, WA**

Setup hours: 3pm – 4:30pm

Event hours: 4:30pm – Dusk

Clean up: within 1 hour of close of event
(no later than 10pm)

Market Location: Flat Top Park

4705 W Van Giesen

West Richland, WA

Market Contacts:

market@westrichland.org		
Tobie Webb – 509-967-5902	Stephanie Haug- 509-967-7102	Jaclyn Mokuahi- 509-967-7136
Mailing Address: 3100 Belmont Boulevard, West Richland, WA 99353		

Guidelines & Policies

These guidelines and policies are incorporated in and are a part of the Wednesday in West Community Market & Food Truck Night (WWCM) Application. It is the responsibility of each vendor to familiarize themselves and their workers with this information.

In case of any dispute as to the meaning of the guidelines and policies or their application, the decision of the Market Management or assigned designee shall be final. A copy of these Guidelines & Policies will be always available at the market booth and the City of West Richland, as well as the City of West Richland's website: www.westrichland.org.

Any right or privilege of a vendor to sell any product on the grounds of Wednesday in West Community Market & Food Truck Night may be immediately revoked without refund if the vendor fails or refuses to comply with the terms of the guidelines and policies.

The WWCM reserves the right to prohibit anyone from selling or any product from being sold. The WWCM is not responsible for any loss or damage. There will be no discrimination according to race, color, creed, sex, religion, age, or nationality.

No Solicitations

No soliciting by political, commercial, or other special cause groups or individuals is permitted within the event boundaries during event hours. If you witness this kind of activity, please alert Market Management. Our mission is to assist our vendors in earning a sustainable living and any activist engagement or commercial endeavor that inhibits our vendors from conducting regular business will not be tolerated. Wednesday in West Community Market & Food Truck Night respects the First Amendment rights of any individual organization, therefore petitioners may gather signatures outside the event boundaries which will allow ample contact with the public while respecting the privacy of market patrons and vendors and providing a positive experience while at the market.

Products Sold

Farm Fresh Products -

Includes fresh fruits and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats, fish, and shellfish. Also included in this category are fresh flowers, nursery stock, and plants.

All fresh farm products must be grown in Washington State or counties bordering Washington. All products must be grown or produced by the seller. Vendors must be active owners and operators of the farming operation. Only vendors selling as farmers may sell farm-fresh products from this category.

The vendor must propagate all plants and flowers from seeds, cuttings, bulbs, or plant division. The vendor's application for a permit to sell shall state what the vendor grows and what products the vendor will sell at the Wednesday in West Community Market & Food Truck Night. Any vendor who sells produce that is not his or her own production, while claiming that it will be permanently expelled from the Wednesday in West Community Market & Food Truck Night.

Value-Added Farm Foods

Includes preserves, jams, jellies, cider, syrups, salsas, smoked meats or fish, dried fruits, flours, and salad dressings. All value-added farm foods must be made from products/ingredients provided by the vendor. Vendors in this category must have personally cooked, canned, baked, preserved, or otherwise treated the product to sell.

Approval of some farm products/ingredients that are processed by a third party may be considered on a case-by-case basis, in situations where third-party processing is deemed necessary (i.e. canned fish). All processed foods must have the proper permits and licenses as required by the City of West Richland and the Benton Franklin Health Department. The vendor's application for a permit to sell shall state what is grown by the vendor and what products the vendor will sell at the market.

Artisans/Makers/Crafts

Products must be produced by the vendor. Products must be of the highest quality; handcrafted and may not be imported. Artisans must submit images of their work with their application for review and prior approval. Selection will be based on, but not limited to originality, craftsmanship, quality, percentage of raw materials used, and percentage of the product that is handcrafted versus non-handcrafted.

Processed Foods

Includes juices, preserved foods, jams, pastries, pasta, granola, cookie, muffins, bread, pies, and related take-home desserts, not prepared on-site. Processed foods must be produced by the vendor from raw ingredients. Vendors in this category are those who have cooked, baked, or otherwise treated the product they sell.

All processed foods must have the proper permits and licenses required by the City of West Richland, Benton Franklin County Health Department, and/or the Washington State Department of Agriculture. The vendor's

application for a permit to sell shall state what is grown, processed, or prepared by the vendor, and what they will sell at the market.

Sale of Alcoholic Beverages

At this time, alcoholic beverages are not allowed to be sold at the WWCM.

Prepared Foods

Includes freshly made food and beverages available for sale and immediate consumption on-site. Vendors must have all required state, county and local food permits including any necessary food handling license. The application for a permit to sell shall include a complete list of menu items and beverages.

Miscellaneous

Any vendor which does not fit into any of the above categories or violates any standards will be considered by the Wednesday in West Community Market & Food Truck Night management on a case-by-case basis. Resellers are sellers of crops that cannot be grown reliably or offered for sale in sufficient quantity by farmers selling at the market, as determined by the Market Management. Resellers must have crops pre-approved by the Market Management before delivering the crops to the market for sale. Approved resold crops will be specifically limited, so as not to compete with the crops of farmers within the geographic vendor boundaries of the market, as defined by the market's policies and by-laws. Resellers must label their products as being resold, and information must be available for the consumer as to the source of the produce.

Non-Profit Organizations

An incorporated organization with nonprofit status under IRS code may participate with the Market Management's approval. They must comply with market rules, guidelines, and policies. Each market day one nonprofit group may engage in fundraising, which must not compete with any producers' products, must comply with market rules, and must be approved by the Market Management prior to market day. No registration fee will be charged but a nonprofit group that is fund-raising may pay the same stall fee required of vendors. No more than three non-profit organization spaces will be permitted on each market day.

How Event Vendor Participation is Determined

Our goal, working with each vendor, will be to create a fun, colorful, and educational environment for our customers and their families.

Market Staff

It is the responsibility of the Market Management to implement market policies. This includes overseeing vendor participation and booth assignments, market and food truck set-up, collection of fees, and providing information on market policies. The Manager will also be responsible for public concerns and vendor complaints serving as the conduit between vendors/consumers and staff. The Market Management has complete authority to interpret and implement policy at the event site, and make all decisions regarding event participation, stall assignments, and other event operations. The staff may be assisted by market volunteers who will assist by performing various support tasks.

Vendor Selection

The market staff will make vendor participation decisions based on quality, originality, comparability with the market mix as well as vendor performance. No vendor will have guaranteed return rights to the market from season to season and no specific booth space is guaranteed. The market does not offer exclusive rights to vendors to sell any one product. Market customers generally benefit from having choices, however, if staff believes the number of vendors offering the same similar products is excessive, duplicate products may be denied entry. Agricultural products will be given priority over other product categories. Vendors may be placed

on a waitlist to maintain agricultural balance in the market mix. The market will not discriminate against any vendor. The market reserves the right to interpret vendor balance as appropriate for the good of the market and its participants.

Stall Location

Stall assignment is solely up to the Market Management. Stall assignments will be subject to changes at the discretion of the Market Management up to the day of the market.

How Stall Assignments Are Made

Assignments will be made based on the following criteria:

- Available spaces in the market
- The need for a specific product and the vendor’s ability to produce it.
- The number of spaces the vendor requires.
- Prior market participation and history at the market.
- Vendor performance at the market will include good product quality, good display, and signage, ability to follow the market rules and manager’s directions (punctuality, clean up, prompt notification when canceling, etc.) and timely payment of market fees.

The Market Management will make every attempt to keep stall spaces consistent throughout the season. However, some crops are part-season and not all vendors participate for a full season. This means that some stall assignments will change over the course of the season in order to maximize the market space and provide a good mix of products. Other factors such as a vendor being unable to attend on a scheduled day also affect the daily stall layout and may necessitate changes to stall assignments.

Vendor locations are made at the Market Management’s discretion taking into consideration product mix, customer flow, and special promotions.

Stall Fee & Prepayments

Annual application fee (non-refundable).....	\$20
Daily “per stall” fee 10’ X 10’ size – includes parking place (non-refundable).....	\$15
Daily “per stall” fee 10’ X 20’ size - includes parking place (non-refundable).....	\$25
Season “per stall” fee 10’ X 10’ size - includes parking place (non-refundable).....	\$100
Season “per stall” fee 10’ X 20’ size - includes parking place (non-refundable).....	\$180

*Trailers that exceed the 10’ x 10’ limitation will be charged at the 10’ x 20’ rate

Electronic payments can be made by contacting the City at 509-967-5902. Applications and checks should be mailed to: *City of West Richland, Wednesday in West Market, 3100 Belmont Boulevard, West Richland., WA 99353.* If paying by check and check is returned, the market will charge the NSF fee, as adopted in the current City Master Fee Schedule.

Insurance

Vendors must provide proof of current automobile insurance for on-site vehicles.

Food products are required to have a general liability insurance policy of not less than one-million dollars (\$1,000,000.00) and must include the City of West Richland as an additional insured on the policy. A copy of this Certificate of Insurance must be included with this application or provided to Market Management one week prior to the first market of the season.

Craft, maker, and artisan businesses do not require general liability insurance; however, it is strongly recommended. The City of West Richland is not responsible for any loss, stolen or damaged items for any reason.

Weather Policy

The Wednesday in West Community Market & Food Truck Night is a rain or shine event. If a severe weather warning is issued prior to the opening of the event and there is reason to believe the threat will persist through much of the event hours, the event opening may be delayed, or cancelled altogether, if the forecast is ominous. This includes but is not limited to thunderstorms, wind warning/watch, extreme heat advisories or severe and consistent rain. If we need to cancel the event prior opening, it will happen by 12 noon on that event Wednesday. Market Management will make every effort to follow upcoming forecasts and communicate with vendors in advance when possible.

If severe weather conditions develop after the event has opened, customers, vendors and volunteers are expected to move to a safe place until the weather has passed. In most cases the safest place will be in their vehicles. For customers who have walked or biked to the event, the place of shelter is pavilion located within Flat Top Park. Once the weather has passed, a determination will be made about resuming normal event operations for the remainder of the event day.

In all cases, if the event were to close or be delayed, a notification would be posted on the City of West Richland website, and communications would go out on Facebook to notify the public and an email will be sent to registered vendors. *Stall Fees for events cancelled due to weather will not be refunded.*

Cancellations

All Vendors who are unable to attend on a market day should contact via call or email, the Market Management a minimum of 48 hours prior to market day. Vendors who do not call, text or email 24 hours before market day will be charged their stall space fee for that market day and it will be payable at the following market. Vendors who miss two or more markets in succession will forfeit their permit to sell.

Vendor Rules

Courtesy and Conduct

Vendors and their representatives are expected to conduct themselves in a safe, courteous, and harmonious manner with customers, market staff, and other vendors. Any language or behavior that jeopardizes the normal operations of the event will be grounds for denial of the vendor's permit to sell.

Vendor Parking

Vendors with vehicles not stationed at their designated booth, or with extra vehicles, should park away from the market location, so as not to occupy customer parking. Some market spaces will accommodate vendor sales areas and vehicles while others may not. You MUST get preapproval from the Market Management to have a vehicle stationed in your vendor stall. Please use caution when driving on the grass, avoiding quick acceleration or sharp turns, which will damage the grass. The location of stalls may change during the season if excessive damage to the turf occurs.

Consumption of Alcoholic Beverages

Consumption of alcoholic beverages or any controlled substance, including smoking cigarettes/pipes, is prohibited at the event site. Any participating vendor who engages in this activity will be asked to vacate the area.

Canopies, Tarps, Shades, or Tents

Due to the nature of West Richland weather, we encourage all vendors to provide a canopy cover for their sale and customer area. Canopies/tents must not exceed 10x20 (unless cleared by market Management prior to market).

All vendors using canopies (or coverings) at the event site during event operations, including the set-up and breakdown period, must 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. The Washington State Farmers Market Association requirement is 24 pounds per tent leg, securely always weighted down.

Any vendor who fails to properly anchor his or her canopy (or other covering) will not be allowed to sell at the market on that event day. No tent pegs into the asphalt or grass will be permitted. Any damage incurred by a vendor due to insufficient weights will be at the expense of that vendor. Tarp poles must not obstruct and legs must be firmly locked into place. Tables must have smooth edges and remain stable when loaded with products.

Staffing the Booth

Principal farmers/producers may send family members, partners, or employees to the market in their place, but are responsible for having their representatives be aware of and obey all market rules and policies.

Transfer of Space

Vendors may not sublet stall space to others. Registration fees are non-transferable to other event dates or vendors. If a vendor sells his or her business, he/she may not transfer his or her event space(s) to the new owner.

Punctuality with Set-up/Breakdown

Set-up begins at 3:00pm. Vendors are not allowed on site before 3:00pm and all vendors need to check in with Market Management and confirm stall number prior to beginning set-up. ***For safety reasons, all vendors are required to be stationed at their stalls for setup by 4:00pm.*** If a vendor arrives after 4:00pm, they will be required to park in the parking lot and load in manually.

NOTE: If a vendor is set-up and a customer is ready to buy before 4:30pm, that vendor may sell. There is no bell to begin. Vendors are required to stay until closing unless they have received prior permission from the Market Management to leave early. Vendors who sell out should post a sign letting customers know they have sold out and should not leave their possessions unattended. Vendors who sell out are required to stay through the rest of the market day.

Breakdown is within one hour of the close of the event or 10pm, whichever is earlier. Vendors are not to begin breakdown prior to the close of the event unless directed to do so by Market Management. Vendors should load up unsold merchandise: clean area/booth/stall and vacate the event site, including the parking lot, no later than one hour after the market is closed or 10pm, whichever is earlier.

Children

Vendors must keep a watchful eye on any children they bring to the market at all times. Set-up time can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a parent or guardian with them. The Market cannot take responsibility for their safety or whereabouts.

Scales

Vendors selling produce by weight must provide their own scales. Scales must be "legal for trade" and are subject to inspection by the Dept. of Agriculture - Weights and Measures Program. Scale licenses must be submitted with the application.

Organic Products

If a product is labeled “organic,” it must be certified as required by Federal Law. For those with produce sales under \$5,000 seeking exemption from certification, a notarized affidavit attesting to how organic procedures are followed must be filed with the Market Management each year. Consumer queries regarding farming practices must be answered factually. Verbal or written declarations of organic status not certified or verified will result in expulsion from the market. When an organic producer is also selling non-organic produce at the same stand, the non-organic produce must be clearly separated from the organic produce and clearly labeled as non-organic or conventionally grown.

Taxes

Retail sales taxes, Business & Occupation taxes, and all other business taxes are the responsibility of the vendor. The West Richland tax code is 0305 when reporting sales tax to the Washington State Department of Revenue.

Licenses and Permits

Vendors must have a Washington State Master Business License Number and provide an active and open UBI number to sell at the Wednesday in West Community Market & Food Truck Night.

1. Vendors selling produce by weight or measure must have a Specialty License for “Weighing and Measuring Devices’ also known as a scale license.
2. Vendors are responsible for having the legally required licenses or permits to sell each of their products. This may include an application at Washington State Nursery License, Washington State Dept. of Agriculture Food Processors License, Egg license, Grade “A’ Dairy Permits, Pesticide Applicator’s License, or Department of Fisheries Wholesale License. When applicable, sellers of plants, bulbs, or seeds for planting must have a Nursery License, available from the Washington State Department of Agriculture.
3. All vendors shall provide at the time of application, copies of any licenses and permits applicable to the sale of their products. If a vendor’s required licenses and permits are missing or out of date, he/she will not be allowed to sell at the Wednesday in West Community Market & Food Truck Night. If licenses or permits expire mid-season, the vendor must provide the Manager with the updated license/permit.

Failure to Comply with Rules

Failure to comply with the rules detailed in this guide may result in disciplinary action at the discretion of the Market Management. Disciplinary action may take the form of a verbal or written warning, written notice of non-compliance that may include a fine. Further non-compliance after written notice of non-compliance may lead to probation, suspension or termination as determined by the Market Management.

1st - Verbal or written warning of non-compliance.

2nd - Written non-compliance notice with a penalty fee (\$20). The fee must be paid prior to the opening of the following Market day.

3rd - Written non-compliance notice. Probation, suspension, and/or termination.

Vendor Approval

Vendors will be notified by email that they have been accepted as a Wednesday in West Community Market & Food Truck Night Vendor after all forms and payments (if applicable) have been made.

Any questions or concerns please contact the City of West Richland, 509-967-5902 or email market@westrichland.org.