South Whidbey Tilth is an educational organization dedicated to biologically sound, socially equitable, and sustainable agriculture. The Farmers’ Market is a project of South Whidbey Tilth. It is operated and managed to promote the principles of Tilth. The South Whidbey Tilth Farmers’ Market supports the local economy by providing a venue for island agriculture and cottage industries, as well as creating a gathering place for community and educational events.

**SCHEDULE**

- Sunday, May 3 through Sunday, October 11; 11 a.m. to 2’ish p.m. (24 weeks). “2’ish” means it is a soft close where vendors can use their discretion as to whether they’d like to stay longer or pack up. Hours may officially be extended for July and August to 3 p.m. Announcements and advertising will be arranged to reflect this change of hours.

- Precautions for safe distancing to suppress the Coronavirus pandemic are in place this season. Customers and vendors are required to keep 6’ of distance between themselves and others. Customers are not to touch or sample produce or eat prepared food on site. Vendors will package what customers choose and may accept payment from the customer. **Vendors MUST use gloves in between handling payments and touching customer selections.** If the customer feels it is safer to pay with a debit or credit card, vendors without a credit card reader will prepare a ticket listing purchases. This will be given to the customer to be taken to the Information Table, paid for, then returned with an initialed stub to claim their purchases and leave. Vendors will be paid out at the end of the day for these purchases. Vendors who do not wish to handle cash may also have cash-paying customers follow the above procedure. Guidelines for the safety of all will be posted and enforced. Please keep animals and children close, no lingering to visit at the market at this time until further notice.

- Based on availability, vendors may participate in the farm stand scheduled to operate daily except Sunday. Ask for participation guidelines.

**MARKET MANAGER**

The Farmers’ Market is being managed by Kirstin Clauson with Market Committee Chairperson Susan Prescott. Kirstin and Prescott can be reached at market@southwhidbeytilth.org or call Kirstin: 360-395-8842.

**VENDORS**

1. A vendor is a person or party who sells produce, concessions or goods in agreement with the South Whidbey Tilth Farmers’ Market rules and policies. A nonprofit organization with items to sell is considered a regular vendor. For organizations wishing to offer only information and petitions, please see “Solicitation” on page 6.

2. **Please submit to the Market Manager the following:**
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a. a completed and signed application;

b. provide your UBI number (from your business license), WA State Dept. of Revenue requires that all market vendors and promoters have a business license. The application can be found at their website, http://bls.dor.wa.gov/file.aspx. Select forms, select “Business Licensing Service: Forms” at the bottom of the middle column; on the next page select “Business License Application” or call 360-664-1400 (one time fee of $19);

c. if appropriate, an insurance certificate naming South Whidbey Tilth as an additionally insured party. The market’s physical location is 2812 Thompson Road, Langley 98260, (see “Insurance” on page 4);

d. produce from out-of-county and all crafts must be preapproved by the Market Manager;

e. the market will maintain records of the sales ratios for farm products versus crafts and concessions. Preference is given to products produced in Island County, but products from outside the county are allowed at the discretion of the Market Manager when not available or not in sufficient quantities at the market;

f. no franchises are allowed; organic or sustainably produced items are appropriate and should be labeled.

g. Food Handling Requirements: concessionaires who prepare and sell fresh food must provide to the Market Manager proof of all required state, county, and local permits specific to her/his product, including a Food Worker Card and Island County Farmers’ Market Food Vendor Application. The food worker card exam is available online 24 hours a day at www.foodworkercard.wa.gov. Vendors providing samples of their products must have a Food Worker Card. More information about food preparation at Farmers’ Markets is at https://www.islandcountywa.gov/Health/EH/Food-Service/Pages/Farmers-Markets.aspx. For questions, contact Chanelle Lopez, Island County Health Department, 360-678-8276, c.lopez@islandcountywa.gov.

h. Pre-Opening sales: sales to the public are NOT to be made prior to the 11 a.m. opening gong.

VENDOR FEES

1. **Commission**: ALL VENDORS pay 10% sales commission on gross sales up to $500 to South Whidbey Tilth at the close of each market.

2. **Space Fee**: A vendor’s selling space is about 10 feet by 10 feet. Vendors pay $35 per space for the season, children ages 13 to 16 pay $15; 12 and under sell for free.

3. **Guest Vendors**: Drop-in vendors may vend the first time free. Guest vendors will then pay $5 per Sunday for each 10’ x 10’ space plus 10% of gross sales. Guest vendors may accumulate their $5 fees up to a maximum of $35 (standard space fee). Sales commissions per #1 apply.

4. **Child Space Fee**: Children age 13 to 16 will be charged a $15 seasonal space fee, plus sales commission (see #1). Or the trial bonus of first time free, then $5 per Sunday. For children 12 and under, the space fee is waived. Sales commissions per #1 apply.
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5. **Payments:** All vendors pay their sales commission to the Market Manager prior to departing at the close of each market. Vendors signed up for the season will receive a record sheet attached to an envelope to record gross sales, 10% commission, and sales per category; including SNAP and WIC and Seniors FMNP vouchers. Upon request, a copy of the sheet will be available at the end of the season for each vendor’s records. Guest vendors will be given a small envelope with a small record sheet for each day they come.

6. **Advertising/Musicians/Education:** A voluntary contribution to help promote the market is welcome. Or promote yourself through various media and state you are selling at the Tilth Farmers’ Market. During the market season musicians and educators will be providing entertainment and learning opportunities that attract people to the market. Vendors are welcomed to support them with money or goods.

**SELLING SPACES**

1. **Spaces:** A selling space is a portion of a booth or an area approximately 10 feet by 10 feet as determined by the Market Manager.
   a. Vendors must follow all Market Manager instructions for locating and setting up their spaces including any safety concerns, presentation of their product and signage.
   b. They must leave the space clean and orderly. Unsold goods must be removed from the market area by the vendor. There are trash cans for garbage, containers for recycling next to the restroom and there is a worm bin available for appropriate products. Place food waste in the bucket next to the worm bin — check with the manager for clarification if needed.
   c. Each booth space must prominently display a sign clearly identifying the business/farm by name and location. Product descriptions and pricing must be accurate.
   d. All vendors who wish to setup canopies (including umbrellas) on the Farmers’ Market site during a normal period of market operations, including the set up and break down 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 his or her canopy will not be allowed to sell at the Farmers’ Market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. Each canopy leg must have no less than 24# (pounds) anchoring each leg while market umbrellas will have 50# anchors for each leg. Alternatively, canopies may be secured on grass or unpacked soil by steel auger anchors or spiral tent stakes of at least ½” thickness and 12 – 15” length, properly installed and secured. Non-spiraled, straight tent stakes are not an acceptable canopy anchoring system. Holding capacity of auger anchor systems is dependent on soil conditions and density and may not be adequate in rocky or sandy soils.
   e. Vendors may construct semi-permanent structures for the season if they meet county code requirements. They must agree to remove the structure at the end of the season. Location of the structure will be assigned by the Market Manager, a code approved market booth plan is available. Cost of construction and removal is the responsibility of the vendor. If the space is left vacant for two consecutive market days, or vendor is not present at the market for a total of four weeks...
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during the season (without prior arrangements with the Market Manager), the structure and space becomes the property of South Whidbey Tilth and may be reassigned or removed.

f. South Whidbey Tilth Association is not responsible for protecting the vendors’ possessions, tables, canopies, or products from weather, theft or other damage. **Space Assignment:** Space assignments will be made by the Market Manager. Every effort will be made to give returning vendors their previous spaces.

There are a limited number of semi-permanent booth structures available. All such structures are the property of South Whidbey Tilth. Any vendor interested in selling from such a structure may be eligible based on the following criteria:

- a. Consistent attendance of at least 75 percent during the previous year
- b. Voluntarily provided a service or improvement to the market or Tilth organization as a whole
- c. Seniority as a seasonal South Whidbey Tilth market vendor
- d. Offering a product or service beneficial to the balance of the market as a whole
- e. Vendor spaces can be assigned for the season or may be reassigned by the manager if the vendor fails to be present at the market 30 minutes before the market starts (10:30 am for opening at 11:00 am) without making prior arrangements with the manager
- f. Reassignment may also result when a vendor does not attend the market for two consecutive weeks or does not attend the market for a total of four weeks during the season without having made prior arrangements with the manager.

**LABELING**

Products labeled “Organic” must be produced in compliance with the rules defined by the U.S. Department of Agriculture National Organic Standards. Labeling and product claims must be displayed and a physical barrier must be established between certified organic and other products. Labels may include organically grown or transitional. Check with the Market Manager for specific advice or go to the state website, [https://agr.wa.gov/departments/organic](https://agr.wa.gov/departments/organic).

**PRICING**

The Farmers’ Market is a retail operation for the benefit of the vendors; wholesale or below pricing is not appropriate. Vendors are responsible for collecting Washington State sales tax on all products that require such tax.

**INSURANCE**

Vendors are encouraged to carry product liability insurance. Prepared food vendors and concessionaires are required to have product liability insurance. South Whidbey Tilth carries liability insurance for its activities, but not for the products of individual vendors. For the 2020 season, Tilth’s agent, PLC Insurance, LLC, (agent for Liberty Mutual Insurance), may provide farmers’ market policies to individuals. PLC Insurance LLC, 4211, Alderwood Mall Blvd, Ste. 210, Lynnwood, WA 98036; Phone: 425-712-3664. Also Campbell’s Risk Management provides Farmers’ Market Vendor Insurance for as low as $275. Visit the website [http://www.campbellriskmanagement.com](http://www.campbellriskmanagement.com). Please have the insurance company provide a certificate of
insurance naming South Whidbey Tilth as additionally insured. This should not add a cost to your existing policy. If you have a Homeowner’s insurance policy, you can check with your agent to see if coverage can be added to it. Tilth’s mailing address is PO Box 252, Langley, WA 98260. Its physical address is 2812 Thompson Road, Langley, WA 98260.

**NURSERY DEALER LICENSE**

The South Whidbey Tilth Association carries a retail Nursery Dealer License for sales up to $2,499 to cover vendors selling vegetable starts or horticulture plants. Vendors are required to sell plants that are disease- and pest-free. A vendor who inadvertently sells a plant that is not disease- or pest-free and it is returned for credit by a customer, agrees to provide the customer in question with a healthy plant at their own expense. Vendors selling horticulture plants will be required to sign a disclaimer to be held liable for the health of all plants to be sold.

**SNAP/EBT AND CREDIT CARDS**

The South Whidbey Tilth Farmers’ Market is registered to accept Supplemental Nutrition Assistance Program (SNAP/EBT) cards, formerly the federal Food Stamp program. There are electronic devices at the Information Table to process these cards, as well as process regular debit/credit card transactions using Tilth’s Squarespace for vendors who do not have their own card reader. Processing fees get applied to the customer. WiFi is available for vendors who have their own electronic devices. SNAP customers are issued wooden tokens exclusive to South Whidbey Tilth. They may use them at any date.

Individual farmers may apply for their own SNAP/EBT card processing equipment. To check eligibility and details, go to the Market Link website (marketlink.org) or the Washington State Department of Health (www.doh.wa.gov/YouandYourFamily/WIC/FarmersMarket).

**DOUBLE VALUE FOR SNAP, WIC AND SENIOR FMNP CUSTOMERS - MARKET MATCH CURRENCY AND SOUTH WHIDBEY TILTH FARMERS’ MARKET WOODEN TOKENS**

South Whidbey Tilth offers Market Match currency for SNAP customers (see below for rules and information), as well as offers market tokens that double WIC, and Senior FMNP customers’ purchasing value which is locally funded by Goose] Community Grocer through Goosefoot Market Match currency is available only to SNAP customers (not WIC or Seniors), and is available in $1 increments and may be used on designated items only (see below). For example: a SNAP customer asks to spend $10 on their EBT card at the Information Table, we run their card for $10. They receive $10 in wooden tokens to make their purchases from vendors, as well as either $10 in Market Match currency Vendors receive these currencies like regular money, record the amounts on their envelopes, turn them in at the end of each market day and get reimbursed.

The Washington State Legislature passed a bill to match SNAP customer purchases at farmers’ markets. The Market Match Fruit and Vegetable Incentive Program is administered through the Washington State Department of Health (DOH). **The Market Match currency is only for fresh fruits and vegetables (no jam, jellies, or anything canned or dried), mushrooms, fresh herbs, and seeds and plant starts that produce edible food.** No nuts, eggs, baked goods, seafood or meats, and milk or cheese.
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Market Match currency can be spent at any Farmers’ Market.

The South Whidbey Tilth Farmers’ Market tokens are to be used exclusively at the Tilth Farmers’ Market to purchase all of the above as well as honey, meat, poultry, fish, dairy products, baked goods and cereals, snack foods, non-alcoholic beverages and seeds and plants which produce food for household meals.

Please direct SNAP customers to the Information Table by the entrance/exit to process their card and receive tokens and Market Match currency to be used for purchases. Vendors will be paid the full amount of items purchased when they turn in their tokens and MM currency at the end of the day. Depending on cash on hand, vendor compensation may need to be arranged by check or direct deposit to the vendor’s bank account.

FARMERS’ MARKET NUTRITION PROGRAM

Low income older adults (Seniors) and women with infants and/or children (WIC) are eligible for Farmers’ Market Nutrition Program (FMNP) vouchers. Vouchers are colored differently for Senior and WIC participants. We encourage farmer vendors to register individually to participate in the program to accept and be paid for these vouchers. Please name South Whidbey Tilth Farmers’ Market as a market in which you participate. Vouchers are issued by the Health Department at several locations including the Senior Services office at Bayview to customers beginning on June 1. Customers may redeem them for eligible produce through October 31 at any market. Vendors registered to accept the vouchers must cash them by November 15 and note the amount sold on their envelope. For information, see www.doh.wa.gov/YouandYourFamily/WIC/FarmersMarket. We can let you know what items are eligible for whom. The deadline for growers to apply to participate has been extended to July 1, 2020. The South Whidbey Tilth Farmers’ Market will double the value of coupons up to $10 each visit through a grant from the Goose Community Grocer via Goosefoot. If the customer plans to spend $20, we give them $10 in tokens and they use $10 of their coupons.

COMMUNITY PRODUCE/CRAFT BOOTH

In order to draw more customers and offer a greater variety and quantity of products, the South Whidbey Tilth Farmers’ Market has set aside a booth to sell items for those who are not able to sell their own. This can be a backyard gardener with extra produce or vendors who have extra unsold items from another market, as long as it is grown without pesticides. Crafters and concessionaires may consider this option. A volunteer will manage the sale, arrange for drop off and pickup and distribution of cash. A form is available and must be completed by each participant. Participants receive 75% of sold items after Tilth gets its 10% sales commission and the volunteer keeps 15%. Drop off times are Sunday from 9:30 to 10:30 a.m. A self-serve drop off option is on the Saturday before the market. Bring a labeled cooler and leave by the Community Produce Booth with your form. Contact the market manager or assistant manager if more information is needed.

CRAFT POLICY - (SUBJECT TO CHANGES FOR 2020 SEASON)

When a crafter applies for permission to sell at the market, the Manager may give immediate approval. If the Manager wishes to review the craft with the market committee, the crafter must leave a sample with the manager and it will be returned with a decision no later than seven days hence.
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The following are guidelines established by the South Whidbey Tilth Association:

1. Items must be handmade, grown or gathered (natural materials) by seller or family member.
2. Items must be of original, unique work or design.
3. The starting material must be significantly altered or enhanced by the artisan.
4. The product must meet basic expectations of product life, function and safety.

SOLICITATION

South Whidbey Tilth is an educational organization and wishes to promote community involvement in a variety of issues. The South Whidbey Tilth Farmers’ Market provides a community gathering place and is an appropriate venue for those who hope to educate the public about their land stewardship-related causes.

Those who wish to circulate petitions or distribute information at the South Whidbey Farmers’ Market must contact the manager one week prior to appearing at the market and must conduct these activities in the Free Speech Area designated by the Market Manager. Those taking advantage of the Free Speech Area must obey all directives of the Market Manager and not use intrusive attention getting methods such as yelling or amplified sound. Hate messages may not be displayed or distributed. This opportunity is not available until COVID-19 has been officially suppressed.

MISCELLANEOUS

1. Safety:
   a. All children must be supervised by a responsible adult.
   b. All pets must be on leash and cleaned up after. There are doggie bags by the restrooms.
   c. No smoking in the market area or restrooms; smoking is only allowed in the parking area. Our market season extends into the high fire risk period; smoking material must be disposed of properly, not on the ground.
   d. Any accident or injury must be reported immediately to the Market Manager. A first aid kit is located in the Laughing Cat/Pavilion. If warranted, the manager may ask vendors and/or customers to complete an incident report form.

2. Information Table: a canopy and table will be set up by the entrance to greet customers, process SNAP cards, encourage membership in South Whidbey Tilth, display Tilth’s educational material and, when possible, conduct a weekly raffle of vendor donated goods. Hot beverages and lemonade will be available to vendors and customers on a pay-what-you-can basis. Vendors may enjoy beverages at no charge.

3. Music and Classes: SUBJECT TO CHANGES FOR 2020 SEASON - Performances and classes are welcome. Musicians may schedule appearances with Kirstin Clauson, kirstinclauson@gmail.com. For classes and events, please make arrangements with the Market Manager, market@southwhidbeytilth.org. South Whidbey Tilth will pay $35 per Sunday for any and all musical performances. Musicians are encouraged to place a container for tips in a prominent spot. Complimentary hot beverages are available for volunteers and performers. Musicians may sell their audio products, i.e. CDs, etc. American Society of Composers, Authors and Publishers (ASCAP) mandates all music played at the South Whidbey Tilth Farmers’ Market be of the musician’s own authorship or in the public domain, unless the musician has their own permit. There is standard
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electricity for amplification and electronic instruments in the market area and extension cords are available. Performances are from 11 a.m. til 2 p.m. with a break from 12 p.m.-12:30 p.m unless other arrangements are made prior to the day of performance. If performers or instructors will be late or need to cancel, notification must be made to the Market Manager.

4. Vendors and volunteers are encouraged to work with the Market Manager to promote the market by:
   • offering ideas and proposals to improve the market.
   • posting approved fliers around the community;
   • advertising independently or collectively in the local media. Regular print advertising is not included in the vendor fee or commission payment;
   • writing articles for newsletters and newspapers;
   • post on social media
   • developing events that welcome and encourage customers to shop and support the market;
   • help with opening and closing of the market on market days.

GRIEVANCES AND ACCOUNTABILITY

Any issue with implementation of these policies or other problems arising at the market is to be taken up with the Market Manager. If resolution of the issue is not achieved, the complainant may petition the South Whidbey Tilth Council of Trustees for resolution by communicating with the market committee

MARKET COMMITTEE:

Kirstin Clauson (Manager)............................360-395-8842  kirstinclauson@gmail.com
Susan Prescott (Market Committee Chair) .........360-682-8642 prscot@whidbey.net
Leah Claire ..................................................425-530-1230 osmfarm@gmail.com
Anza Muenchow........................................206-794-3443 anzam@whidbey.net
David Prisbrey..........................................425-530-1230 osmfarm@gmail.com
Fred Ruegg..............................................646-573-6132 fred4x4@hotmail.com
Lynae Slinden............................................360-632-4451 lynae@whidbey.com

South Whidbey Tilth President:
Gary Ingram..............................................206-718-8938  president@southwhidbeytilth.org

Website: www.southwhidbeytilth.org/market.html
Facebook page: https://www.facebook.com/SouthWhidbeyTilthFarmersMarket/
Instagram account: southwhidbeytilthfarmersmarket
Google group: South Whidbey Tilth Vendors, swtilthvendors@gmail.com; password: goodsoils
WiFi: South Whidbey Tilth, password: goodsoil2U?