

# Seabeck Community Market Rules & Policies Handbook 2024

The Seabeck Community Market is intended to be a gathering place for Seabeck residents and visitors in order to support growers and manufacturers of locally produced food and artisan items. The Seabeck Community Market shares the location and Mission of the Seabeck Community Center which is to contribute to the community's vitality by utilizing 3 main concepts:

1. Establishing and safeguarding community owned assets and natural resources, ensuring availability to all.
2. Developing and maintaining excellent facilities for education and recreation, relaxation, gathering and solitude.
3. Providing and coordinating community services and programs that contribute to the health and well-being of residents of all ages and abilities.

The values of the Seabeck Community Market include Support, Inclusivity, Connection, Community Health, Fun, and Safety.

## **Location, Times, and Dates**

The Seabeck Community Market is located at the Seabeck Community Center, at 15565 Seabeck Hwy NW, Seabeck, WA 98380, and is held on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of every month, spring through fall, from 12pm – 4pm. If a change is needed it will be posted on social media:

Seabeck Community Market Facebook <https://www.facebook.com/groups/552637325755303>

Seabeck Community Center website <https://www.seabeckcc.org/seabeck-community-market>

## **Board and Operations**

The Seabeck Community Market Board is made up of Seabeck residents who are interested in working together to create a market that is mindful of the best interests of the community. The Seabeck Community Market Board members provide guidance, assure an orderly and safe environment, make final decisions on operations, verify permits and licenses of the vendors, and assign disciplinary action if needed.

Any concerns, grievances, and suggestions pertaining to the Community Market will be addressed by the Seabeck Community Market Board.

## **Vendors, Procedures, and Items Allowed**

Vendors are selected based on quality, uniqueness of products, current product mix, and consumer demand. In order to maintain this optimal level of product diversity, volume and quality, the Seabeck Community Market Board reserves the right to deny a vendor or applicant from participating and/or deny any product or service from being sold.

**Anyone who desires to be a vendor must read the entirety of this handbook. You must provide copies of all necessary licenses and permits, (see “Licenses and Permits” section) and complete an application.**

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Ways to apply and pay: (More payment processes will be added at a later time)

1. Fill out the *online* form (<https://www.seabeckcc.org/seabeck-community-market>) and pay by check sent in the mail to **Seabeck Community Center, Attn: Marilyn at 15398 Seabeck Hwy NW, Seabeck, WA 98380**. Please include a copy of your necessary permits and licenses.
2. Download the application form, manually fill it out and *scan* the completed form, necessary permits, and licenses then Email to [marilyn.seabeckmarket@gmail.com](mailto:marilyn.seabeckmarket@gmail.com) and pay by check sent in the mail.
3. Download the application form (or contact Marilyn to get a hard copy at [marilyn.seabeckmarket@gmail.com](mailto:marilyn.seabeckmarket@gmail.com)), fill it out and *mail* the completed form, payment, necessary permits and licenses to **Seabeck Community Center, Attn: Marilyn at 15398 Seabeck Hwy NW, Seabeck, WA 98380**.

## *Please make checks payable to Seabeck Community Center*

After an application is approved by the Seabeck Community Market Board, a mutually beneficial start date is selected. The daily stall fee is **\$15 (outdoor space) & \$20 (indoor space)** and is charged for each day that you choose to sell at the market.

NOTE: If a cancellation is needed, one week's notice is required. If the cancellation is before 8pm on the Wednesday immediately prior to the market day, 50% will still be charged. No refunds after 8pm on the Wednesday immediately prior to the market day.

Vendors can stop participating in the market at any time. Notice is requested to be given on the last selling market day, or prior. All balances are to be settled on that last market day. Any cancellations occurring after the Wednesday that is immediately prior to the market Sunday will be charged the full stall price.

Each vendor will be given about a 10 x 10 space to display their products. The spaces will be available on a first come first serve basis. Each vendor must provide everything needed and bring it all with them, including tents/canopies/umbrellas, weights for canopies/tents (if outside), tables, chairs, coolers, etc. There will not be electricity or water available. Access to the community center will only be for restroom purposes. The Community Market area will be ready for vendors to set up 2 hours before the market begins, at 10am. The expectation is that each vendor will be ready to sell at 12pm and will have someone who is able to sell their product to remain at their stand until 4pm. If someone other than the seller will be vending, they must also have read this handbook and follow all rules and policies of the Seabeck Community Market. Take down will occur in the hour after the market ends, until approximately 4:45pm. Vendors are responsible for leaving their site in the original condition and disposing of their accumulated garbage at home. If anything is left, you will be charged an appropriate amount.

*Note: New for 2024, Vendors will make every effort to be out of the gym by 4:45pm for the cleaning crew to start.*

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## What is Allowed:

Farmers: All fresh farm products must be grown or produced in Washington State, and grown, caught, cultivated, produced, or foraged by the vendor selling them. Farm products include fresh fruits, vegetables, herbs, nuts, honey, grains, dairy products, eggs, poultry, meats, fish and shellfish, fresh cut flowers, nursery stock, plants, and foraged items such as wild herbs or mushrooms. The definition of Farmer may also include someone who processes produce, fruit, berries, botanicals, meats, honey, etc., which is grown, raised, or harvested on their own, leased or rented property, in the State of Washington or border counties and then turned into value added product(s) such as jams, cider, salsa, vinegars, essential oils or any other botanical use. It may also include Farmers who raise the basic ingredient(s) of a product, but who must send it out for fundamental processing, either within Washington State or border counties, before creating the value-added product. This excludes Resellers or those who might work on or manage a corporately owned farm and have permission to dispose of surplus product.

Seafood Vendors: Seafood Vendors must own, lease, or operate the fishing vessel or own, lease or rent the parcel of land where seafood is caught or harvested. A vendor must be a legal resident of the State of Washington. Seafood products must originate from the greater Pacific Northwest, which includes the waters of Washington, Oregon, Alaska, and British Columbia.

Processors: One who sells foods that they have personally prepared or processed on property that they own, lease, or rent in the State of Washington. Processors are persons offering food products (such as meats, seafood, ciders, baked goods, jams, nuts, 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 candies/nut, etc.) but have not raised the ingredients themselves. Processors must meet all Federal, State, County and local Health Department requirements. Processed food producers should use ingredients from Washington State farms or waters as much as possible.

Prepared Food Vendors: Prepared Food vendors (concessionaires) offer freshly made foods, available for sale at the Seabeck Community Market. Prepared Food vendors shall submit and possess and maintain all required State, County, and local Health Department permits. All appropriate permits and licenses must be submitted and filed with the Market Manager prior to vending. Prepared Food vendors are encouraged to use ingredients purchased from farmer vendors or produced in Washington State as much as possible.

Artisans and Crafters: One who creates with their own hands the products they offer for sale. To qualify as an Artisan/Crafter, a majority of the tools and equipment used to produce their products must require skill, personal handling and/or manipulation. Artisans and Crafters are encouraged to incorporate materials grown or produced in Washington State as much as possible.

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Resellers: A “reseller” is one who buys farm goods produced in Washington State, transports them to market, and resells to the consumer. Resellers are allowed at the Seabeck Farmer’s Market only if all criteria are met as following:

- Resellers are expected to be the only stop between the grower and the consumer. (The product they buy must not come from shippers, warehouses, jobbers, or wholesale distributors)
- They must not sell any produce not grown in Washington State
- All Resellers (or Farmers) must label their products as being resold if they are not selling products which they have grown, raised, or harvested themselves on property that they own, lease, or rent.
- All information declaring which products are resold must be available and displayed for the consumer to easily read. Signage must clearly state which farm(s) produced the products. Other terms synonymous with “resold” may be substituted.
- Processers are not allowed to be resellers with the exception of bottled water.

Local non-profit or community-based organizations: May have a stall and display educational and informational material while greeting the public, free of charge.

One stall will be available at the Seabeck Community Market where informational materials can be placed, free of charge. (If having an entire stall is too much or a representative is unable to be present).

## **What is NOT Allowed:**

No Alcoholic Beverages, Controlled Substances, or Tobacco (including cigarettes, chew, and vaping) at any time due to the location of the Seabeck Farmer’s Market which is located on land owned by the Central Kitsap School District.

No Open Flames or Fireworks: No open flames or fireworks are allowed on the property at any time.

No Resellers: Any reseller that does not meet all criteria established above.

No Secondhand Items: The only exception are vendors who have taken a secondhand item and recycled that item intended for a new use or upcycled the item into a new finish.

No Non-Owner Operated Businesses: Only those businesses that are operated and controlled by their Washington State-based, or border county-based, owners are permitted.

No Franchises: Those who have entered into an agreement or received a license to sell a company’s products and/or use a company’s packaging, logo, ingredients, and/or marketing tools under that license or any franchise agreement.

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No Out-of-State Processing: All processed products sold at the market must be processed within Washington State.

No hawking or false advertising

No religious or political campaigning will be allowed, no matter what the organization. This includes signage, passing out of leaflets, music, and signature gathering.

## **Licenses and Permits**

At the time of application, all vendors shall provide copies of any permits and licenses applicable to the sale of their products. It is the vendor's responsibility to be aware of all the regulations pertaining to their product. The permits and licenses must include the vendor's Washington State UBI number and may include one or more of the following:

- Washington State Nursery License (sellers of plants, bulbs or seeds for planting)
- WSDA Egg Handler's Permit and WSDA Labels (Sellers of eggs)
- Certification of Organically Grown Produce
- Grade A Dairy Permits, ESDA Milk Producers License, WSDA Milk Processing Plan License
- Pesticide Applicators License
- Washington Dept of Fish and Wildlife Wholesale Fish Dealer License or Direct Retail Endorsement License
- WSDA Food Processors License
- WSDA Cottage Food Operation Permit
- Kitsap County Temporary Food Establishment Permit
- Washington State Department of Health Food Worker's Permit

Labeling: Processed foods, including honey, have Washington State labeling requirements. Labels on processed foods must meet Washington State requirements and include:

- The name of the product
- Company name
- Address (if not found in the phonebook)
- Net weight on bottom 1/3 of label
- Ingredients listed in decreasing order of predominance.
- Using "organic" on a product label must meet all current requirements as determined by Washington State Law

Packaging: Vendors are discouraged from offering their goods in single use plastic bags and are strongly encouraged to reduce packaging waste and use locally recyclable containers.

Sampling: Kitsap County Health District regulations do permit giving out samples of fruit or product. At least one person in each stall must have a posted Washington State Department of Health Food Worker's Permit and you must have sanitizer, food grade

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gloves or a hand washing station in your stall. If you plan to allow customers to sample your product, consult with the Health District for the details of these regulations.

## Market Currencies

Seabeck Community Market is unable to utilize currencies other than cash, credit card, or check (which of those is used is dependent on individual seller's policies) at this time.

## For The Good of All

Please keep these last considerations in mind when vending or buying at the Seabeck Community Market:

Leashed animals are allowed on grounds for customers.

*Note: New for 2024. Vendors will be allowed to bring their own pets & must be on a leash at all times.*

It is the intention of the Seabeck Community Market and the Seabeck Community Center to provide an environment which is safe for all ages, and which enhances the health and well-being of the community. In order to achieve this, quality items as well as honesty are necessary.

Vendors, Board Members, Volunteers, and Market Staff: Please be mindful of language and behavior while attending and/or representing the Seabeck Community Market.

Discrimination and/or harassment according to gender, race, color, religion (creed), sexual orientation, disability, age, ethnicity, ancestry, military or veteran status, or nationality will not be tolerated. Threatening language or behavior, rudeness, abusive, or other disruptive or offensive conduct will also not be tolerated.

Kindness, consideration, "helping your neighbor", encouraging peaceful interactions, and any language or behavior that improves a moment in the life of someone else is strongly encouraged.

Thank you for considering being a vendor at Seabeck Community Market. We look forward to connecting with you soon!

For additional information please email: [marilyn.sebeckmarket@gmail.com](mailto:marilyn.sebeckmarket@gmail.com)

Facebook: <https://www.facebook.com/groups/552637325755303>

Seabeck Community Center Market website: <https://www.sebeckcc.org/sebeck-community-market>

**THANK YOU!** 