



SITKA FARMERS MARKET Market Rules & Responsibilities

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.

1) 2012 SCHEDULE

DATES: Market dates are **SATURDAYS:**

July 7, July 21, August 4, August 18, September 1 and September 15.

TIME: The markets will be open to the public from **10:00am to 2:00pm** and will start with the ringing of a bell by the Market Master. Vendors that do not arrive by 9:30 to set up may forfeit their space.

LOCATION: ANB Hall 235 Katlian Street, Sitka, Alaska

NOTE: Vendor spaces are located inside the ANB Hall with tables provided and outside with or without table and tent provided. There is very limited space outside so register early.

2) COST

This year, we have increased the cost of the tables to cover the cost of electricity and rental of the space. The cost of the tables is as follows:

6 foot table= \$20 per market
8 foot table= \$30 per market
Half 8 foot table= \$15 per market
Hand washing station= \$5 per market

Outdoor vendors that bring their own tent and tables 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. Vendors selling locally grown or harvested foods, and commit to selling at all five markets will be granted a discount of one free market and 50% discount off their table fees per market.

3) VENDORS

- A. 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.

- B. In order to fulfill the goals of the Sitka Farmers Market, spaces will be assigned based on the following order of preference:
 - 1. Vendors offering locally grown or harvested foods will be given first tier priority for available space.
 - 2. Vendors of locally produced arts, crafts, wild-crafted products and prepared foods shall have second tier priority for available space; with selection based on application date.
 - 3. Persons wishing to display or distribute information for educational purposes, or wishing to provide services will be given third tier priority, with selection based on application date.
- C. 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.
- D. 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 Master (Linda Wilson) 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.
- E. Food vendors must have all required permits in place prior to selling at the Farmers 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. Please help, by following all proper food handling procedures.
- F. 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.
- G. All vendors offering prepared food or samples, **MUST** adhere to State of Alaska DEC food safety regulations. For information, call **Greg Johnstone at DEC Food Safety office in Sitka 747-8614**.
- H. Please note that the ANB Hall will be undergoing renovations in the kitchen and the bathrooms that these will not be accessible to vendors nor customers this year. We will be providing port-a-potty's in the parking lot as well as handwashing station both inside and outside during market hours. Please come prepared with a hand washing station for your booth if you are selling prepared food or sampled food items. Hand washing stations are available to purchase from the Market Manager if needed. Please contact **Greg Johnstone at DEC Food Safety office in Sitka at 747-8614** regarding hand washing station protocol.
- I. 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.
- J. All vendors have the opportunity of be acknowledged as the "**Table of the Day**" if their display is nicely decorated and the vendors sell products which incorporate traditional and or locally crafted or produced items.

4) 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 Master, and ultimately by the 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 exceptions are beverages (coffee, tea, etc...) and sales to other vendors.
- E. Arts and crafts **MUST** be produced in Sitka. This means the majority of the item's value must be derived from the skill, talent, and labor of the local artist/crafter. Personal collections, second hand items, and items manufactured outside of Alaska will not be allowed for sale.
- F. Items sold that are considered "cosmetic or drug" related are required to comply with Federal Food and Drug Administration rules.

5) SET UP

The doors will be unlocked at 8:00am (2 hours before opening) for set-up. A bell will ring to indicate when selling may begin. Vendors are expected to remain until closing, unless they have sold their entire inventory. Exceptions to this policy must be approved by the Market Manager.

Please arrive before 9:30am to set up your display. If you do not arrive by 9:30 your space may be forfeited and given to another vendor, unless you have made prior arrangements with the Market Manager. Vendors who have forfeited their selling space for this reason will be assigned another location, if available.

6) VEHICLES

All vehicles must be unloaded and removed from the market area and the BIHA parking lot no later than 20 minutes prior 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.

7) ANB HALL RULES

NO alcohol is allowed on the premises

NO smoking inside the ANB Hall. Outdoor smoking should be downwind of the entrance and in consideration for others.

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.

8) ANB HALL KITCHEN USE and PREPARED FOOD SALES

(*except home bakers – see HOME BAKERS)

The ANB Hall kitchen will be under reconstruction during the summer and will not be accessible to vendors this year. 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 - 901 Halibut Point Road, #C *** Phone: 747-8614**

Here is a list of certified commercial kitchens in Sitka that you may access:

Sitka Lutheran Church- 224 Lincoln Street- 747 3338
St. Peter's by the Sea Episcopal Church- 611 Lincoln Street- 747-3977
Sitka Fine Arts Camp, Sweetland Hall-
Swan Lake Senior Center- 402 Lake Street- 747-8617

G. 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. If you want to sell home baked goods, please ask for the home bakers packet. You will be required to get a food handler permit from the State of Alaska. This is fast and easy and costs just \$10. For information on how to obtain your food handler's card, call **Greg Johnstone at DEC Food Safety office in Sitka 747-8614.**

9) VENDOR SUPPORT

The managers of the Sitka Farmers Market (Market Manager and Assistant Manager) will do their best to accommodate your needs as a vendor. We request that comments, complaints, and adjustments are discussed with the Market Master in a quiet and respectful manner. Any person causing a disturbance or potential threat to the health, comfort, and well being of others will be expelled and banned from future markets.

Questions or Suggestions?
Call Johanna Willingham 738-8336
e-mail: johanna.willingham@gmail.com

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