



Vendor Handbook 2022

Welcome to the Vashon Farmers Market! The market is run by the Vashon Island Growers Association (VIGA) and operates from April-October (outdoor market) November-December (indoor market). The market is filled with high quality products grown, raised, produced or crafted on Vashon and Maury Island & the Pacific Northwest. Our market provides a delightful and rewarding shopping experience for vendors and customers alike. Join our community!

Mission Statement

VIGA's mission is to promote farming, healthy food and a sustainable agricultural economy on Vashon-Maury Island through education, advocacy and a vibrant Farmers Market.

Location

Spring-Summer: Village Green 17505 Vashon Highway S.W., Vashon, Wa 98070

Vashon Island Growers Association is a member of the Washington State Farmers Market Association (WSFMA), 93 Pike St #316, Seattle, WA 98101, and the Farmers Market Coalition, P.O. Box 6497 Albany, CA 94706



Contact Information

Markets Manager

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VIGA Mailing Address

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Markets Committee: 2022

The purpose of the Markets Committee is to create, support, and implement the operation of the Vashon Farmers Markets alongside the Market Manager.

Market Manager- Maury Robertson

Assistant Manager- Kimberly Tucker

Board Representative- Michele Batchelder

Farmer Representative- Lisa Hasselman (Forest Garden Farm)

Crafter Representative- Stephanie Marotta (S.Marotta Pottery)

Farmers Market Representative- Tinuvriel Lathrop (Vashon Peony Co.)

Prepared & Processed Food Representative- **OPEN**

Customer Representative- **OPEN**

Please contact the Market Manager for more information on joining a team.

The goals of the market are

1. To support local farmers and makers by providing a venue for direct sales.
2. To educate the community about locally grown and produced products.
3. To build community and a vibrant market.

These rules and guidelines have evolved over the last 20 years. Please take the time to read this document carefully as the market's smooth operation and success rely on all vendors understanding and following the policies and responsibilities outlined in this handbook.

The Market Policies & Vendor Responsibilities are designed to ensure that the market will be a rewarding and enjoyable experience for both the Vendor and Customer for years to come. Your signature on your vendor application indicates that you have read and agree to comply with these Market Policies & Vendor Responsibilities. For the purposes of this document "local" means WSFMA guidelines and border counties.

Table of Contents

- 1. Market Schedule**
- 2. Market Organizational Structure**
- 3. Vendor Categories**
- 4. Vendor Responsibilities**
- 5. Space Assignments**
- 6. Additional Market Policies**
- 7. Tokens, SNAP Market Match Bucks and VIGA Farm Bucks**

1. Market Schedule

Spring-Summer Market is held on Saturday, 10:00-2:00, April-October at Vashon Village Green.

TBD Fall-Winter Market is held on Saturday last weekend in October-third weekend in December.

Special Events- Recognition at the Market

Vendor Pre-Season Mock Market- **Saturday, April 9th**

Opening Day - **Saturday, April 16th**

Juneteenth - **June 18th TBD**

Seattle Pride - **June 25th**

Strawberry Festival- **July 16th: Extended market day TBD**

Kids Day - **August 20th**

Ciderfest - **October 1st: TBD confirm with Chamber on their date and plans for 2022**

Last market day of the outdoor season- **October 15th**

2. Market Organizational Structure

2.1 Market Management. The Vashon Farmers Market is operated by the Vashon Island Growers Association (VIGA), a non-profit 501(c)(3) and a member of Washington Farmers Market Association & Farmers Market Coalition. The VIGA Markets Committee is responsible for Market policy. The Farmers Market Manager is responsible for the operations of the Market with support and direction from the Markets Committee.

2.3 Annual Market Membership. All vendors must be current members of VIGA. Annual total vendor fees (Membership \$25 + Vendor Application \$25) are \$50/year. Youth under the age of 18 can apply to be a “youth vendor” (see details below) and pay \$25/year. Vendors **new to the Market** may request a refund from the Market Manager should they, after participating in two markets, find that the market is not a good fit for them, unless the market manager has determined there was a rule violation, in which case fees will not be refunded. Vendor Agreements expire at the end of the calendar year. Vendor applications are available at [Vendor Application — Vashon Farmers Market](#). **Vendors must pay all fees and complete their applications (and upload all necessary documents) BEFORE they will be approved to sell at the Market.**

2.4 Market Daily Fees. All vendors must pay a daily fee of **\$20 per table/tent space**

and 8% of their gross sales if sales are over \$100 per market day. These fees must be paid via cash or check and included in each vendor's accounting envelope at the end of each Market day.

2.5 Youth Vendors Program: The Farmers Market welcomes young vendors. Youth vendors (up to age 18) pay a reduced \$15 membership and \$10 application fee. Youth vendors use the same application as other vendors, which can be found at [Vendor Application — Vashon Farmers Market](#). Youth vendor booths include space for- youth vendor provided (4'x4') table, a chair and shade umbrella. Youth vendors must adhere to all market rules and policies, including the jury process through the Markets Committee, and are subject to Market Manager discretion for placement. Youth vendors pay the same daily fees as other market vendors (\$20 daily table fee and 8% of gross sales after the first \$100).

2.6 Selection Process: In order to have a vibrant and diverse market, all new vendors (youth, adult and non-profit) and their product lines sold at the market must be approved by the Markets Committee. Pictures, descriptions, prices and samples of products must be submitted for review and approval before being sold. *Current vendors only need approval for products significantly different from current goods being sold. Any questions can be directed to the Market Manager. Applications may be made at [Vendor Application — Vashon Farmers Market](#). Applications must include a current business license, all required permits or licenses to sell product lines. Certificate of insurance with VIGA listed as additionally insured. All required documentation must be submitted and approved in advance of vending at market and is required.

2.7 Participation Review: The Market Manager and Markets Committee maintain the right to review vendor performance and change a vendor's status accordingly. Multiple rule violations, unacceptable behavior, failure to meet standards, and/or consistently poor sales (under \$50/market through four consecutive market days for adult vendors), and/or missed markets can result in suspension of vendor privileges for the season (for additional vendor information see section 4).

3. Vendor Categories

Farmers

One who actively cultivates plants, produce, fruit, meats, eggs, honey, dairy products from animals raised on land they own, lease or rent, on Vashon-Maury Island. *Value added farm products:* Farmers may also sell pre-approved value added products from their farms, such as jams, cider, salsa, vinegars, alcoholic beverages, essential oils from herbs grown on the farm, wreaths from wood grown on the farm, etc. Recognizing that farm-fresh produce may be scarce in the first two months of the market season, and farmers often seek to diversify

their income stream with farm-made crafts, VIGA will allow Island Growers to include juried craft sales. After the first two months of market season, Island farmers may continue to sell their own crafts under the shed provided that the craft sales do not equal more than 20% of a vendor's sales. **The vendor must be a legal resident of the State of Washington and be licensed & permitted for products by any and all Federal, State, and local permitting agencies.**

Seafood & Shellfish

In the case of seafood, the vendor must own, lease, or operate the fishing vessel or own, lease or rent the parcel of land where the seafood is caught or harvested for sale at the Vashon Island Farmers Markets. The vendor must be a legal resident of the State of Washington. Seafood purchased by the vendor directly from a fishermen's co-op may also be sold at the market as long as the WSFMA reseller rules are followed. All seafood products must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska and British Columbia. All subsequent processing or value-adding must follow the rules for foods under those categories.

Processed Foods

One who creates and packages food with their unique processes in a commercially licensed kitchen that is primarily intended to be taken home and eaten by buyers. This includes wine, beer, juices, preserved foods, pasta, sauces, candy and baked goods not prepared on site at the market. Processed foods must be produced by the vendor from raw ingredients within Washington State or bordering counties. Vendors are encouraged to create processed foods using locally grown or produced ingredients and purchased from market farmers. **All processed food vendors must use the proper labeling and have all necessary permits and licenses as required by Seattle King County Department of Public Health, or WA State Department of Agriculture. All processed food vendors must carry product liability insurance. Copies of proof of insurance must be provided to VIGA one week prior to sale at the market.**

Hard Cider, Beer and Wine Vendors

The Vashon Farmers Market is licensed under the Washington State Liquor Board for both selling and sampling of hard cider, beer and wine for properly licensed and insured vendors. We are required to limit the number of alcoholic vendors at the market. Any questions should be directed to the Market Manager.

Prepared Foods

One who prepares to order freshly made foods, available for sale and immediate consumption on-site. Prepared Food vendors should use ingredients produced on Vashon-Maury Islands and in Washington State as much as possible. VIGA

gives preference to those Prepared Food vendors using local island grown ingredients and who provide a good variety of healthy foods. **Prepared Food vendors are responsible for determining what permits and licenses are required, 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.**

Artisans/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. All crafts must be made or produced locally by the Vendor selling them. VFM will give priority to those Artisan/Crafter vendors who use materials from Washington State.

Reseller

A vendor who wishes to sell another vendor's product (resell) may do so as long as the vendor having their product resold has applied, paid the fees and submitted the necessary permits to the market manager ahead of time. The resold products must be approved under the Vashon Farmers Market rules & Roots Guidelines for labeling. The vendor reselling items must update the items being resold to their vendor application, resubmit insurance that visually states the vendor business they are selling for on their insurance policy below VIGA. These changes will be presented to the Markets Committee as a new product. *Resell items must not make up more than 20% of a vendor's sales.

Other Vendors

VIGA may choose to invite specific producers and/or resellers to fill a customer need that is not sufficiently served by any Vashon-Maury producer.

4. Vendor Responsibilities and Rules

A successful Farmers Market depends upon the active participation of all Vendors. Working together we can create an amazing market. The following rules have been developed from years of experience and help us create a successful market every single week. Adherence to these rules is considered when determining booth placement (see section 5).

4.0 Rule Violations and Enforcement. The following rules apply to all vendors and are meant to create a fair, safe and vibrant market. These are your rules and if you want to propose changes please join the Markets Committee! The Market Manager is responsible for ensuring all policies and rules throughout this handbook are followed by vendors, market staff and volunteers. If you have a grievance or issue please follow the process in Section 4.19.

Rule violations will be handled in the following way:

1. The Market Manager will discuss the violation with the responsible individual(s) and provide a reasonable opportunity to correct.
2. Failure to timely correct a violation may result in any of the following:
 - a. Change of booth location for one or more market weeks
 - b. Ban from selling at one or more markets including a potential season-long ban
 - c. and/or Being asked to appear for a discussion of the violation(s) with the Markets Committee. Written incident reports may be submitted prior to that meeting. A written decision by the Markets Committee will be provided in a timely fashion and may be appealed by submitting the issue in writing to the VIGA Board.

The Vashon Farmers Market is held in a public park and therefore may be subject to other local, state or federal rules.

4.1 Have proper Permits and Licenses. All vendors shall provide at the time of application current copies of any permits and/or licenses applicable to the sale of their products. Vendors will not be allowed to sell at the market UNTIL the Market Manager has copies of all required licenses and permits (we understand King County Public Health permits are issued in March, a receipt from King County for your current year permit and a copy of last year's permit is sufficient until you receive your updated permit). In addition, vendors must display all such permits and licenses at their stall during market hours. Health Department permits must be visible to the public. Food handler cards must be in the stall but are not required to be on display. Vendors are responsible for having all applicable licenses, permits and certification

documentation, including: Organic Certification, Food Handlers Permits, WSDA Food processors' License, WSDA Grade A Dairy Permit, WSDA Egg Handler permits and any additional required licenses or permits.

4.2 Liability Insurance. All vendors are required to have liability insurance at least equal to \$1 mil per occurrence and \$2 mil annual before they sell at the market. VIGA must be clearly added and visible as % on your insurance form. Contacting your insurance agency to make this addition is most often free of charge and can be completed on the day of inquiry.

4.3 Setup and Breakdown on time. All vendors must be completely set up and ready to sell 15 min before the market begins and remain open until the market's closing bell to break down. The purpose of this is to ensure safety and that all required vendor check-ins have been completed prior to the customers entering the market. This also provides the best experience possible to market shoppers. Consistent failure to do this will result in the loss of priority locations at the market for one or more weeks.

4.4 Secure Your Tent. Canopy accidents are the primary cause of injury at Farmers Markets. To avoid this all vendors with tents and umbrellas at the Vashon Farmers Market are required to have them **sufficiently and safely anchored** to the ground from the time their canopy is put up to the time it is taken down. This should be the VERY first thing you do once your tent is up "**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 or any other person.

Any damage caused by a Vendor due to an insufficiently secured tent/umbrella will be at the expense of the Vendor. Additionally any vendor who fails to properly anchor their canopy or umbrella will be required to take it down and sell without it. Repeat violations of this rule can result in the Vendor being unable to sell at the market. When buckets of water are used for weights, we require secure lids on the buckets. **We cannot use stakes on the Village Green due to the sprinkler system.** *We have a limited amount of additional weights available during high wind days if your tent needs an additional anchor. Please request weights from the Market Manager.*

Shelter vendors: Please make sure your signs and hanging items are secure and won't catch wind, potentially falling onto a customer or fellow vendor.

4.5 Communicate changes to the Market Manager. Vendors will receive a weekly email correspondence on market updates and vendor map adjustments to which they are expected to review to stay updated on changes. If a different form of communication works best for you, please let the Market Manager know. Schedule

changes must be communicated by email to the Market Manager by Wednesday prior to the market day by 5:00pm. A vibrant market is a full market and the Market Manager needs as much time as possible to organize around schedule changes. Last minute changes must be communicated within 24 hours prior to the market day. In emergency circumstances please contact the market manager via cell phone (253.693.0262). Any Vendor whose setup is weather dependent has until 5:00pm the day prior to market day (Friday) to notify the Market Manager.

4.6 Early Sales. The Vashon Farmers Market operates from 10:00am-2:00pm. In order to foster a vibrant, successful and safe farmers market, VIGA encourages all sales to take place during these hours. It is the **Vendor's responsibility** to cultivate a vibrant, successful and safe market and **educate the customer** about the market hours and operations. Pre-bell sales are permitted to be made to other market vendors who have to return to and stay at their stalls, town business owners and employees who have to be at work at 10:00am, or people who have to make a ferry. Often local customers will arrive early to beat the crowd and get first choice of the day. When customers ask to buy something before the bell, vendors must ask if they can stay until 10:00am. This rule ensures we do not turn anyone away, and we can explain to customers who are able to stay the importance of our start time.

4.7 Late Sales. Market vendors will remain open until the closing bell rings. This allows lingering customers to complete their purchases and safely exit the market prior to booth and table breakdown. Additional sales after a vendor has paid their dues for the day is strongly discouraged.

4.8 Pay market fees weekly. Vendors must be paid in full and current to sell at each market. Vendors must submit a complete accounting envelope including their market fee and any tokens, Market Bucks etc. (see section 6, Tokens, Coupons and Market Bucks) within one hour of the closing bell to the market manager (by 3:00 pm). VIGA no longer has a "Drop Box" for vendors to drop off tardy sales reports and Market fees. **If a vendor does not provide the accounting envelope to the market manager on market day, they must contact the market bookkeeper (vigabooks@vigavashon.org), to make arrangements to drop it off before 7AM on Monday morning. Failure to do so will result in the accounting not being processed until the following week and the vendor will not be allowed to sell at the next market.**

4.9 Clean up your Stall Area. Vendors are responsible for cleaning up their stall area prior to leaving the market. All containers, signs, coolers, plants, bags, trash, etc., must be removed at the end of the market. Market trash cans 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 market. When the market is indoors, vendors must leave their stall area **swept and clean**. Vendors are responsible for cleaning up, and removing all of their belongings after the close of the market.

4.10 Vendor Parking. Vendors may not park adjacent to the Village Green (Street parking, alley parking, US Bank and Windermere parking lots). All public parking near the market should be left available for customer use. During set-up, vendors are asked to unload their vehicles quickly and move their vehicles to the IGA parking lot or the gravel lot behind Rock Island Pizza prior to unpacking boxes and/or setting up stalls. **The Market Manager will strictly enforce this rule; exceptions may be made for special circumstances at the discretion of the Market Manager.**

4.11 NO Drugs, Alcohol or Firearms. Vendors may not use, be under the influence of, or in possession of controlled substances including medical marijuana and/or unauthorized alcoholic beverages during market hours and on Vashon Park District Property or property managed by the Vashon Park District. Vendors may not be in possession of firearms or weapons at Vashon Park District facilities while participating in the Vashon Farmers Market. Failure to do so will result in potential fines, missed markets and/or suspension of vendor privileges for the season.

4.12 Absentee Vendors. Vendors may make arrangements with a substitute to sell their goods and manage their tables, including paying required market fees at the end of the day. Vendors must notify the Market Manager if a substitute will be running their stall and provide contact information 24 hours prior to the market day.

4.13 Growing Methods. VIGA strongly supports organic farming. If a product is WSDA or USDA Certified Organic, vendors are encouraged to label it as such. All growers, including other contract and/or reseller vendors, should be prepared to answer any questions about their growing practices clearly and honestly.

4.14 Products. All products – produce, plants, flowers, crafts, prepared foods, and processed foods sold at the market - shall be of the highest quality. The Vashon Farmers Market sells only products grown, raised, produced or crafted within WSFMA guidelines and border counties. Exceptions for vendors selling agricultural products not available through island vendors can be made on a case by case basis. Produce, plants and flowers should be fresh, clean and “reasonably” free of damage from insects and/or disease. Vendors with product abundance and product consistency will be placed toward the front of the market. Similar product vendors will often be grouped to allow a positive customer shopping experience. However, Prepared food, Farmer’s shelter, Craft items and Non-Profit booths will be intermixed when vendor count is low to visually expand the market map and flow of booth placement. Market information booth will be located in a visible and accessible area.

4.15 Visual Presence (booth and signage). All Vendors must have at their stall a legible farm/business sign that is visible, all products are labeled and priced, the stall is organized, and products are visible & accessible to customers. All food and produce vendors are required to learn where their products fall in the availability to EBT/SNAP,

WIC/SENIOR consumers and advertise accordingly. VIGA provides alternative currency signs to all vendors explaining which Tokens, Farm Bucks and currency you are able to accept. Vendors are expected to post these signs each market day in a location visible to customers.

4.16 Price appropriately. The VIGA Farmers Market exists so that local growers, artisans and craft people can receive fair market value for their efforts. Vendors' prices should reflect the fair market price of the same or similar items. There can be no 'unloading' or 'dumping' of large amounts of a particular item at far below the prevailing fair market price. Price fixing is illegal and not allowed.

4.17 Courteous Behavior. Vendors will conduct themselves courteously to the Market Manager, VIGA staff, volunteers, other vendors, and customers. Courteous to the Market Manager when reminded of booth requirements and market updates. 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 will be documented and presented to the Markets Committee and may result in disciplinary action including a written warning, up to suspension of vendor privileges for the season.

4.18 Taxes. Vendors are responsible to track and pay their taxes. Retail sales taxes and Business and Occupation taxes are the responsibility of the individual vendor. Vendors are required by law to have a Washington State Business License (UBI#) and must supply this tax number or an explanation as to why it is not required when application is made to the market.

4.19 Grievances/Issues. All vendors may appeal to the Market Manager for help in solving a problem with customers, other vendors or the public. Grievances/issues that require immediate attention (electricity issue, safety concern) should be discussed with the Market Manager as soon as possible. Any Grievances or Issues that require deliberation, review of the vendor handbook or Markets Committee discussion can be presented to the Market Manager via email. 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. If the Manager cannot settle the dispute to the Vendor's satisfaction, the Vendor may appeal to the VIGA Markets Committee and then to the VIGA board.

5. Space Assignments and Rules

A vendor's location in the market is very important. Customers come looking for vendors in their "spot" and certain spots have greater visibility and traffic. It is the Market Manager's job to create the market map and assign spots to vendors. In doing

so the Market Manager will always strive to both make the best possible market and move vendors the least. Some other factors are considered, in addition to adherence to rules defined in section 4. Spaces are assigned for the year based on the following criteria and Market Manager discretion.

5.1 Reliability/Dedication to the Market: Vendors with consistent attendance and more market dates available will be prioritized with consistent booth placement. Return vendors will have the opportunity to renew applications early each season to provide booth consistency year to year. This will be contingent to the updated Market map and overall Market needs that season. Market dedication can also consist of vendor participation in volunteering to help set up and break down, Markets Committee Representative or Leadership roles, event planning or attending the Markets Committee meetings.

5.2 Sales: Vendors who meet the criteria above but are still falling below the market average in sales, may be relocated to assist in boosting sales. This will be at the Market Manager's discretion.

5.3 Growers Shed: The VIGA Shed structure at the Village Green (Farmers shelter) was funded by a grant from the King County Agricultural Commission and is therefore restricted to agricultural purposes only. Space under and immediately adjacent to the shelter is reserved for farmers & growers. Weekly allocation of all unused, assigned spaces to artisans and/or other vendors will be at the discretion of the Market Manager.

5.4 Assignment requests: Vendors may submit a preference for how they would like their booth to be placed during the application process. For example, "front facing, a corner booth or a 2–3-sided booth". This preference will be taken into consideration by the Market Manager and up to the discretion of the Market's needs as a whole. Safety of products being sold will take precedence to preference. Product safety/needs consist of electricity, sun exposure & heat, tent size and King County Department of Health & King County Fire code.

5.5 Exceptions. Specific changes to space allocation guidelines may be made on a case-by-case basis at the discretion of the Market Manager.

6. Additional Policies and Rules

6.1 Green Vendors. The market can host 'Green Vendors' – local businesses that promote sustainable solutions to local & island needs - on a first come, first served basis. The table fee for a Green Vendor is \$30/market.

6.2 Non-Profit and Community Groups. Local non-profits and community groups are

encouraged to set up informational and educational displays at the Farmers Market. We welcome their energy and collaboration. Any group desiring to do this shall contact the Market Manager in advance to arrange for a space. Generally there is room for one (1) non-profit per market day. Space is limited to one table up to 10x10 booth area, and is \$20 per table. However, when there are more empty vendor spaces near the beginning and end of the season there is room for more groups per market day. Groups are welcome to request multiple dates per year, but the market will prioritize variety first and repeat occurrences only if space allows. If such groups are fundraising by selling items, VIGA's Market Rules & Policies regarding accepted sales activity shall apply and a 6% of Gross Sales fee will be charged, in addition to the \$20 table fee. VIGA membership and vendor application fees are waived.

6.3 No aggressive Sales Practices. 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.

6.4 Animals in the market. Service animals only are allowed during the open hours of the market. Permission is discretionary and under the purview of the Market Manager. Service animals are afforded all access and protection under ADA guidelines.

6.5 Beverage Sales. In support of our mission and goals reselling of juices, soft drinks and other commercially canned and bottled beverages other than water **are not allowed** at the market. Beverages sold must follow the same rules as all processed foods (see "Processed Food" under section 3).

6.6 Signature Gathering. No soliciting or gathering of signatures may happen in the market. The areas outside of the market are public or private property and subject to their own rules.

6.7 WSFMA and FMC. The Vashon Farmers Market is a member of the Washington State Farmers Market Association and adheres to its policies for member markets. These can be found online at Roots Guidelines (<http://www.wafarmersmarkets.com/resources/wsfma-Rootsmemberguidelines.html>)

You may look at these policies online at: www.wafarmersmarkets.com The Vashon Farmers Market is also a member of the national Farmers Market Coalition, www.farmersmarketcoalition.org .

7. Tokens, SNAP Market Match Bucks and VIGA Farm Bucks

Equitable access to fresh, healthy food is an important value in the VIGA community. VIGA's Food Access Partnership is a self-sustaining program that works to ensure that island grown and produced food is available to all islanders regardless of income. We use a variety of currencies (EBT tokens, SNAP Market Match and VIGA Farm Bucks) to make this work.

7.1 Tokens: The Vashon Farmers Market uses tokens that allow market customers to use their EBT (SNAP) and/or credit/debit cards at the market to purchase eligible products. Customers can access these tokens at the market tent where they swipe their card and receive wooden tokens which can then be spent at Vendor stalls.

All tokens are good indefinitely so customers do not need to use them up on the day they are purchased. They are like cash and cannot be replaced if lost. Customers may swipe their cards and get tokens as many times as they wish during the market day.

All market vendors must accept tokens and display the signs provided that indicate what tokens you accept (red and/or green).

7.1a RED EBT Tokens: Customers using their EBT card receive RED tokens, worth \$1 each, in exchange for the amount charged. These tokens can be spent at the market and/or VIGA-member farm stands for SNAP eligible foods only: vegetables, fruits, herbs, dairy, meat, eggs, bakery items intended for use at home (packaged in a bag) and nursery starts intended to grow food. Candy, cookies, sandwiches or prepared foods intended for immediate consumption are not eligible. **Vendors may not give change for purchases made with RED tokens.**

7.1b GREEN Credit/Debit Tokens: Customers can use their credit/debit cards to get GREEN tokens in exchange for the amount charged. These tokens are worth \$5 each, and can be used at all vendor stalls. **Change may be given for GREEN tokens.** Occasionally a customer wishes to purchase an item from a particular vendor, and rather than give the customer a large number of tokens, the Market Manager or volunteer will write a receipt for the amount charged which the customer brings to the vendor. The Vendor must include this receipt in their accounting envelope at the end of the day and will not be reimbursed without turning in the receipt.

7.2 SNAP Market Match: SNAP Market Match bucks, worth \$1 each, are a printed currency developed to encourage EBT customers to purchase more fresh fruits and vegetables. This is a statewide program funded through the Department of Health. Customers using their EBT card at the market for RED tokens receive a matching amount of SNAP Market Match Bucks to spend. This is limited to ONE match each

market day. These Bucks can be used to purchase fruits, vegetables, herbs, mushrooms and vegetable starts at the market. **NO Change can be given when purchases are made with SNAP Market Match Bucks. SNAP Market Match bucks expire at the end of each calendar year.**

7.3 Red Tokens (SNAP) and SNAP Match Bucks may ONLY be used at the Farmers Market. They will not be accepted or reimbursed if used at farm stands.

7.4 VIGA Farm Bucks: This is a locally funded currency distributed by the Food Access Partnership through social service organizations on the Island, the Vashon Library and the Market. **VIGA Farm Bucks may be used at the Farmers Market and at VIGA-member farm stands to purchase fresh fruit, vegetables, dairy, meat, eggs, herbs and plant starts that grow food. VIGA Farm Bucks are worth \$2 each. VIGA Farm Bucks are good from April 1 - March 31 of the next year.**

7.4 WIC and Senior Farmers Market Nutrition Program checks: Islanders who are WIC clients and eligible senior citizens receive one check during the summer to use to purchase fresh fruits and vegetables at the market. The checks are used directly with participating vendors (you must apply to the Washington State Department of Health to be an eligible vendor). All WIC and Senior FMNP checks must be stamped by a market staff person before depositing. These checks expire on October 31 and all checks must be deposited by November 15th for reimbursement from the state. Talk to the Market Manager for more information. *As an incentive for WIC and Senior FMNP customers, the Food Access Partnership matches their checks 100% with VIGA Farm Bucks, doubling their purchasing power. Most WIC customers receive their matching Bucks at the July WIC clinic, and they can shop directly with vendors. Those who did not receive their matching Bucks and Seniors who received their check in the mail must go to the market tent first to have their checks stamped and receive their match.*

7.5 Getting Reimbursed for Tokens, SNAP Market Match Bucks and VIGA Farm Bucks: Each Saturday at the close of market, vendors record the dollar value of the tokens, SNAP Market Match Bucks and VIGA Farm Bucks received on their accounting sheet as part of total sales, and place them in their accounting envelope. Vendors will be reimbursed by check within 30 days*. Tokens, Fresh Bucks and VIGA Farm Bucks cannot be used to pay vendor stall fees. *** You must have at least \$10 worth of tokens, SNAP Market Match Bucks and/or VIGA Farm Bucks to be reimbursed. Your balance will be carried until you have at least \$10 to reimburse. At the end of the season, all tokens should be turned in and the vendor will be reimbursed regardless of total.*

7.6 VIGA Farmstand Reimbursement: VIGA Farmstand vendors who do not sell at the Market turn in their VIGA Farm Bucks for reimbursement directly to the VIGA Bookkeeper. If you are a Market vendor and also have Farm Bucks from your Farmstand, you can turn them in at the Market as well **in a separate envelope with your name, farm name and total amount.**

7.7 Vendor Responsibility: It is the Vendor's responsibility to understand how tokens, SNAP Market Match Bucks and VIGA Farm Bucks work, which currencies you are eligible to accept, and to make sure that any person staffing your stall understands the program as well.