



PLEASE READ THESE REGULATIONS CAREFULLY BEFORE SIGNING YOUR APPLICATION. KEEP A COPY FOR YOUR RECORDS. FAILURE TO OBSERVE THESE PROCEDURES MAY RESULT IN TERMINATION OF MARKET PERMISSION TO SELL, OR FINES.

I. TUKWILA FARMERS MARKET AT THE TUKWILA COMMUNITY CENTER

The Tukwila Farmers Market (TFM) is held at the Tukwila Community Center, 12424 42nd Ave S., Tukwila, WA. In 2025, the Market will be open to the public from 10:00 a.m. to 2:00 p.m. on Sundays for five dates (July 20; August 3, 17, 31, and September 7).

TFM is coordinated by Tukwila Parks & Recreation, which is part of the City of Tukwila.

TFM is a member of the Washington State Farmers Market Association.

The mailing address for TFM is:

Tukwila Parks & Recreation
Attention: Tukwila Farmers Market
12424 42nd Ave S.
Tukwila, WA 98168

II. PRODUCTS SOLD AT TFM

TFM's goal is to provide an outlet for local farm products and provide customers with farm-fresh foods.

Permission to sell and obtain booth assignments is made based on the TFM's need to balance available produce with a well-rounded selection for customers. TFM seeks to provide Vendors with an opportunity to sell their products without overloading the TFM or customers with particular products. TFM does not act as a guarantor for any Vendor or customer regarding any item, product, or food. Products not covered under these guidelines will be given special consideration by TFM.

Products sold at the Tukwila Farmers Market are limited to:

- A. FRESH FARM PRODUCTS:** Including fresh fruit and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats, and fish. Also included in this category are fresh flowers, nursery stock, and plants.

All farm-fresh products must be grown or produced in Washington State. All products must be grown and/or produced by the Vendor. The Vendor must be an active owner/operator of the farming operation and may not be operating the business under a franchise agreement. Only Vendors selling as farmers and/or horticulturists may sell fresh farm products from this category.

The Vendor must propagate all plants and flowers from seed, cuttings, bulbs, or plant divisions. The Vendor's application shall state what the Vendor grows and what products the Vendor will sell at TFM.

- B. VALUE-ADDED FARM FOODS:** Includes preserves, jams and jellies, cider, syrups, salsas, smoked meats and/or fish, dried fruit, flours, and salad dressings. All value-added farm foods must be made from products/ingredients, the majority of which are grown or produced by the seller. Processed farm foods must be produced by the Vendor from raw ingredients. Vendors in this category must have personally cooked, canned, baked, preserved, or otherwise treated the product they sell. All processed foods must have the proper permits and licenses as required by Tukwila and Public Health – Seattle & King County (PHSKC).

The Vendor's application for permission to sell shall state what the Vendor grows and what products the Vendor will sell at the TFM.

- C. OTHER ALLOWED VALUE-ADDED FARM FOODS:** This includes bouquets, wreaths, roping, arrangements, and displays of fresh and dried flowers, vines, and gourds. These items must be grown, foraged, and produced by the Vendor on the Vendor's farm. These items are intended as a supplement to fresh produce, processed farm goods, and nursery/flower inventory and cannot exceed 25% of the total displayed inventory. The Vendor's application shall state what the vendor grows/processes or prepares and what the Vendor will sell at the TFM.
- D. PROCESSED FOODS:** This includes baked goods such as pastries, granola, cookies, muffins, bread, pies, and related take-home desserts; pasta, preserved foods, jams, juices, and candies not prepared on-site. The Vendor must be an active owner/operator of the business and may not be operating under a franchise agreement.

Processed foods must be produced by the Vendor from raw ingredients in Washington State. Vendors in this category are those who have cooked, baked, or otherwise treated the product they sell.

No commercially prepared dough mixes, crusts, shells, or fillings are allowed. The Vendor is expected to use raw ingredients grown in Washington, as appropriate for the product. All processed foods must have the proper permits and licenses required by Tukwila, PHSKC, and/or the Washington State Department of Agriculture.

The Vendor's application shall state what the vendor grows/processes or prepares and what the Vendor will sell at the TFM. A copy of the Vendor's commercial kitchen or processing permit is required with the application.

- E. PREPARED FOOD:** Includes fresh food products that the Vendors themselves have processed into products offered for sale at TFM. These products are ready-to-eat. They may also be packaged. Upon approval of the TFM, these Vendors may also offer items that they do not process. Such non-processed items are limited explicitly so as to not compete with local handmade processed items. It is expected that the Vendor will use ingredients that are grown in Washington, as appropriate for the product.

The Vendor must have the proper permits and licenses required by Tukwila, PHSKC, and/or the Washington State Department of Agriculture.

FOOD TRUCKS are included in this Vendor category. Limited opportunities for Food Trucks may be

made available during the 2025 season.

The Vendor's application shall state what the Vendor prepares/processes and what the Vendor will sell at TFM. A copy of the Vendor's commercial kitchen or processing permit is required with the application.

Note: TFM is committed to providing healthy options for its customers. We do not accept "carnival"-type foods like cotton candy or deep-fried foods, such as, but not limited to, deep-fried Oreos, Snickers, Twinkies, elephant ears, or funnel cakes. Vendors offering locally sourced vegan, vegetarian, organic, and gluten-free options will be given priority.

- F. ARTISAN/CRAFTER:** Includes arts or crafts, made by hand by the individual artist or their family. Artisans/Crafters should incorporate materials grown or produced in Washington State as much as possible and create their products in Washington State only. TFM gives priority to those Artisan/Crafter Vendors who use materials from Washington State. *Imported, commercial, or franchise sales (i.e., Amway, Avon, Princess House, imported or mass-produced items) will NOT be accepted.*

Vendors in categories D, E and F will be limited to less than 30% of the total Vendors selling at TFM.

TFM does not allow the sale of:

- ✓ Commercial or imported items or second-hand items (exception: Vendors who take a second-hand item and recycle that item into a new use).
- ✓ 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.
- ✓ Non-owner Operated Businesses: Only those businesses that are operated and controlled by their Washington State-based owners are permitted at TFM.
- ✓ Out-of-State Processing: All processed products sold at TFM must be processed within Washington State.
- ✓ Any hemp-derived cannabidiol (CBD) food, beverage, or vaping products, or health and wellness products such as CBD edibles, tinctures, lotions, oils, etc.

G. HOW TFM PARTICIPATION IS DETERMINED, AND BOOTH ASSIGNMENTS ARE MADE

A. BOOTH ASSIGNMENTS: TFM will make assignments to balance the needs of the TFM – supplying customers with a complete, competitive selection of produce available in season without overloading TFM or customers with particular or similar products.

B. VENDOR PARTICIPATION: TFM participation is based on priority of products in the following order:

- ✓ Fresh farm products
- ✓ Value-added farm products
- ✓ Processed foods – with preference given to Vendors using ingredients from Washington State
- ✓ Artisans/Crafters

- ✓ Prepared foods – with preference given to Vendors using ingredients from Washington State, organic, vegan, vegetarian and gluten-free options.
Note: Offerings of neighboring businesses are considered when determining prepared food Vendors at TFM
- ✓ The need for a specific product and your ability to produce it

IV. 2025 DAILY BOOTH FEES AND BOOTH LOCATION

- A. **BOOTH FEES:** \$30 per 10'x10' booth per market. Each Vendor is limited to two booths (up to 10'x20') per Market Day at the Tukwila Community Center. Electrical fee is \$5 per Market Day for Vendors using power; power is extremely limited and may not be available to all Vendors.
- B. **PRE-PAYMENT DISCOUNTS:** A full season or monthly pre-payment discount may be available; details will be communicated no later than the opening day of TFM each season.
Note: Pre-paid Vendors who fail to participate on a given TFM day are not entitled to a refund for that day. Pre-paid Vendors are still expected to give notice if they will miss a Market Day.
- C. **BOOTH PAYMENT:** TFM prefers credit cards for payments. Credit cards will be set up in advance of participation at TFM and used for each participating Market Day booth fee. The fee will be charged on the morning of each Vendor's participating Market Day. Booth fees that have not been paid with a credit card or in advance will be collected by the TFM Coordinator before the end of the Market day. Payment onsite may be cash, check, or credit card.
- D. **INSUFFICIENT FUNDS:** Any check written to the Tukwila Farmers Market (City of Tukwila) that is returned from the City's bank as "non-sufficient funds" (NSF) will be charged a \$25 NSF fee per check. Payments by personal check will no longer be accepted from the Vendor after a check is returned as NSF.
- E. **NO-SHOW/CANCELLATION POLICY:** "No-shows" hurt the credibility of TFM and negatively impact all Vendors. Vendors are responsible for their attendance as indicated on the application. Should a Vendor need to cancel or alter attendance, the Vendor shall notify the TFM Coordinator as soon as possible via phone or email but no later than 24 hours prior to that week's Market. Should TFM not be notified of cancellation, it is considered a "no-show," and the Vendor will be charged the daily booth fee. If a Vendor does not call or occupy their booth two weeks in a row with no communication to TFM, the booth will be declared vacant, without any refund, and given to another Vendor.
- F. **BOOTH LOCATION**
 Booth location will be assigned and reserved using the following criteria:
 - ✓ Returning Vendors
 - ✓ Attendance from prior seasons
 - ✓ Sales history reporting
 - ✓ Date Vendor submitted a complete application
 - ✓ Number of spaces required (the more space required, the more challenging it is to place the Vendor)
 - ✓ Need for electricity

While site requests will be considered, Vendors will be placed to create a mixture of product types. Also, Vendors will be selected to fulfill the variety listed in Section III. Vendors may be placed on a waitlist if the Market has reached the maximum number of that type of Vendor. Any Vendor placed on a waiting list will be awarded space based on what is available and the product they sell.

V. VENDOR RULES FOR 2025

- A. ONLY WASHINGTON STATE FARMERS AND OTHER WASHINGTON STATE PRODUCERS, AS LISTED, MAY SELL AT TFM.** Principal farmers/producers may send family members, partners, or employees to TFM in their place, but are responsible for having their on-site representatives aware of all TFM guidelines and procedures.
- B. CANOPIES:** All Vendors are required to use canopies for their booths at TFM. All canopies must be sufficiently and safely weighted down from the time their canopy is put up to the time it is taken down. Sufficient weight is noted as a minimum of 25 pounds per canopy leg, weight must be attached to the leg. No stakes may be set in the shrub beds or pounded into turf. Any Vendor who fails to properly weigh down their canopy will not be allowed to sell at TFM on that Market Day. If a Vendor causes any significant damage due to negligence and/or disregard of guidelines and procedures the damage will be assessed and the Vendor charged for repairs. Pursuant to state and local regulations, no cooking appliance using an open flame or deep fat frying may be conducted under a canopy – these appliances must maintain a 24” clearance from combustibles.
Note: TFM DOES NOT PROVIDE TABLES, AWNINGS, TENTS, TENT WEIGHTS, OR UMBRELLAS FOR VENDORS.
- C. PUNCTUALITY/HOURS OF OPERATION:** Tukwila Farmers Market is open from 10:00 a.m. to 2:00 p.m. No Vendors will be allowed on the Market site before 7:30 a.m. All Vendors must vacate the Market site no later than 3:30 p.m. TFM discourages selling prior to the Market opening. All Vendors must be at the Market site 30 minutes before TFM opens and be ready to begin selling when TFM opens.
- D. LOADING AND UNLOADING:** Upon arrival at TFM at Tukwila Community Center, Vendors can unload adjacent to their booth. Vendors are encouraged to bring their own carts or dollies (must be stored in the Vendor’s own vehicle or within the 10’x10’ booth). When arriving, Vendors will unload supplies and then quickly move their vehicle to an assigned parking location. When loading at the end of TFM, please take down the entire booth, place items at the curb, and then move the vehicle to the loading area. Carts are available until 3:30 p.m. Please be careful of the park landscaping while loading and unloading.
- E. SELLING TIME: The formal opening time at TFM is 10:00 a.m.** Vendors who sell out early should post a sign letting customers know they have sold out and are encouraged to remain onsite to interact with customers. Should the Vendor wish to leave at that time, it must be cleared with the TFM Coordinator (as it may not be allowed). Vendors cannot leave earlier than one hour before closing (1:00 p.m.). TFM closes at 2:00 p.m., and Vendors are to suspend sales at that time. Vendors will load up and vacate the site no later than 3:30 p.m. Any exceptions must be cleared with the TFM Coordinator.

- F. SIGNAGE:** All Vendors must post a sign identifying the name of the farm or business represented and where it is located. Signs should not be smaller than 24" wide by 8" high. Vendors will have their signs displayed before sales begin.
- G. PRICE SIGNAGE:** Produce and other allowable Market products should be clearly marked with their price. This can be done by individually tagging each item with a sign or by listing all produce and prices on a large sign or blackboard. For Vendors selling non-produce items, a sign must indicate if sales tax is included in the price or to be added at check out. Also, the Vendor must include a sign at checkout if an additional fee is added for using credit cards.
- H. SELLING SPACE:** The Vendor sales area (where produce is marketed) must not extend beyond the allotted boundaries of the booth space. Upon payment of specified fees, the Vendor may use and occupy a Market space designated by the TFM Coordinator. All Market spaces are 10' x 10' and Vendors must fit within the space allowed.
- I. VENDOR SALES REPORTING:** Vendors are required to fill out and return a sales report at the end of each market. If the Vendor wishes to count sales offsite for safety reasons, sales numbers for the prior week may be reported. Vendors who do not report sales accurately or in a timely manner will lose priority booth selection and may not be allowed to participate in future Markets.
- J. BOOTH CLEAN-UP:** Each Vendor is responsible for keeping their booth space clean during the Market and for completely cleaning their space at the end of the Market. This includes hauling away any trash or garbage generated in or around the booth and sweeping up any product debris left on the ground. Ice should be dumped in tree wells, not on the grass or cement. Vendors should bring their own brooms and dustpans.

Note: TFM will issue a written warning to Vendors who do not clean up at the end of the Market Day and a \$25 fine will be assessed for a second offense. A third offense is grounds for termination of the Vendor's permission to sell, with no refund for unused stall/booth time.

A dumpster will be located adjacent to the Tukwila Community Center for Vendor use. All garbage MUST be placed in a secure bag. The Vendor is responsible for providing their own bags and disposing of their garbage in the garbage truck if desired.

Garbage cans located in the Tukwila Community Center are FOR CUSTOMERS ONLY. Any Vendor using garbage cans will be issued a written warning for the first offense, and a \$25 fine will be assessed for the second offense. A third offense is grounds for termination of the Vendor's permission to sell, with no refund for unused booth time.

- K. SET OUT DISTANCE FOR VENDOR DISPLAY:** Displays and signs must allow clear visibility to adjoining booths. Displays and selling techniques must not impair another Vendor's ability to sell, nor create a hazardous situation for customers. Hawking (calling attention to your products in a loud, repetitive, public manner) in front of booths is not allowed.
- L. PRICING:** Pricing of goods sold at the TFM is solely the responsibility of the individual. **Vendors are expected to price goods in a way that does not give the appearance of a "loss leader" product as used in large grocery stores.**

- ✓ Vendors are not allowed to give produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other Vendors.
- ✓ Vendors are expected to bring fresh, quality produce to TFM.
- ✓ If tax is to be collected for sales, please indicate if it is included in listed price or 'plus tax'
- ✓ If a transaction fee is collected for the use of credit/debit cards, signage must be displayed prominently at checkout.

M. SCALES: Vendors selling produce by weight must provide their own scales. Scales must be commercial “legal for trade” and inspected and sealed by the Washington Department of Agriculture – Weights and Measures Program and noted as registered on the Vendor’s Master Business License. The Vendor must provide a copy of the Master Business License to TFM with scale registration noted with the application.

N. ANIMALS: Only service animals are allowed in the Vendors’ selling area.

O. CHILDREN: Vendors need to always keep a watchful eye on their children during each Market Day. 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. TFM takes no responsibility for the safety or whereabouts of children at TFM.

COURTESY: Vendors will conduct themselves courteously.

P. VENDOR DRESS: Vendors must be fully clothed at their booths during the TFM hours, including wearing a shirt and shoes.

Q. VENDOR MUSIC: Vendors may not have music that can be heard outside an individual Vendor’s booth unless the TFM Coordinator gives permission.

R. NO SMOKING: Smoking is not allowed in the Tukwila Community Center.

S. PROHIBITIONS: TFM reserves the right to prohibit anyone from selling, or any particular product(s) from being sold.

T. WAIVER: TFM and the City of Tukwila are not responsible for property loss, damage, or a lack of sales.

U. DISCRIMINATION: Vendors, while on or using Tukwila or TFM property, shall not discriminate on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, or preference, age, honorably discharged veteran or military status, or the presence of any sensory, mental or physical handicap. Vendors shall comply fully with all applicable Federal, State, and local laws, ordinances, executive orders, and regulations that prohibit such discrimination.

V. VENDOR RESPONSE FORM: If a Vendor has a comment or concern, they can obtain a Vendor Response Form from the TFM Coordinator. *Special requests or variances from the above-listed guidelines must be directed to the TFM Coordinator.*

W. SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), ELECTRONIC BENEFITS TRANSFER (EBT) BENEFITS, SNAP MARKET MATCH INCENTIVE PROGRAM: TFM is currently in the process of becoming an authorized site.

- X. GENERATORS:** Use of gasoline generators is discouraged, but if necessary for Vendor operations, permission may be granted by the TFM Coordinator on a case-by-case basis. Gasoline generators must be quiet, with a noise level of less than 70 decibels. Generators must be placed on a non-combustible surface not less than 10 feet from combustible materials, and Vendors. If approved, generators shall be isolated from the public by physical guard, fence or enclosure (such as cones or fencing) installed not less than 3 feet away from the internal combustion power source.

VI. LICENSES, PERMITS AND SPECIAL REQUIREMENTS

- A. ON-SITE FOOD STORAGE REQUIREMENTS:** All food and serving/storage containers (such as cups and plates) must be kept off-ground. Vendors with products that may stain concrete must provide and use a tarp on the ground in their booth.
- B. 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 tax identification number (TIN) and must supply this tax ID number with their application to TFM. (Note: Vendor's application will not be processed without this number).
- C. PERMITS AND LICENSES:** When applying, all Vendors shall provide copies of any permits and licenses applicable to the sale of their products. These will include but may not be limited to the Vendor's **Washington State tax ID number** and **copy of Master Business License, *Tukwila Business License number**, and, where applicable, the **Washington State Nursery License, Washington State Department of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, Department of Fisheries Wholesale License and Food Handlers permit, as needed. After participation at TFM is confirmed, Prepared Food and Vendors who offer samples must provide appropriate PHSKC Food Permit or Exemption from Permit.**

*For information on licensing requirements visit:

<https://www.tukwilawa.gov/departments/finance/business-licensing/>

RCW 36.71.090: Farmers who are selling their own fruits, vegetables, berries or eggs will not be required to obtain a business license.

All other businesses (including flower sales) are required to register for a City of Tukwila Business License, but businesses will pay no fee if all of the following criteria are met:

1. No retail location in the City of Tukwila;
2. Tukwila taxable receipts less than \$2,000 annually; and
3. No requirement for other specialized licenses or permits.

To register online, visit <http://dor.wa.gov/tukwila> – you will need to create an account to register. Printed versions of the business license registrations are available (for mail-in or bring to the office). Please contact us if you need a printed version.

- D. ORGANIC PRODUCTS:** If a product is labeled “**organic**,” it must be certified as required by Washington State law. Copies of certifications must be provided to the TFM Coordinator with the application. TFM asks that organic certifications be displayed in the booth at the Market. **Note: VERBAL OR WRITTEN DECLARATIONS OF ORGANIC STATUS NOT CERTIFIED OR VERIFIED WILL RESULT IN TERMINATION OF THE VENDOR AT TFM.**

- E. **“UNSPRAYED,” “PESTICIDE-FREE,” OR “LOW-SPRAY”:** Written and verbal declarations regarding pesticide use that cannot be certified, such as “Unsprayed,” “Pesticide-free,” or “Low Spray,” will need a notarized affidavit attesting to how these procedures are followed. This affidavit will be kept with TFM management for the season. Consumer queries regarding farming practices must be answered factually and truthfully.
- F. **PROCESSED FOODS:** Vendors of dried fruits, herbs, teas, baked goods, cider, preserves, salsas, salad dressings, and many other food products that are processed for sale or distribution must be licensed by the Washington State Department of Agriculture as **Food Processor**. Beekeepers who process their own honey do not need a Food Processor’s license unless the honey is sold wholesale. Other PHSKC requirements may apply. Processed food Vendors, including honey, must provide products in recyclable or biodegradable containers and meet Washington State labeling requirements. Poly-foam serving containers (Styrofoam) are not allowed at TFM.
- G. **PREPARED FOODS:** Prepared food Vendors must provide food in recyclable or compostable containers. Poly-foam serving containers (Styrofoam) are not allowed at TFM.
- H. **SAMPLING:** TFM allows food sampling provided that the Vendor follows PHSKC regulations and obtains applicable permits. Consult with the PHSKC or TFM Coordinator regarding these regulations. The TFM Coordinator must be informed of sampling at Vendor booths, as indicated on the 2025 Vendor Application.
- I. **FOOD HANDLER’S PERMITS:** All prepared foods and sampling Vendors must have a current PHSKC Food Handler’s Permit available at TFM.
- J. **INSURANCE AND INDEMNIFICATION OF TUKWILA:** The Vendor is responsible for obtaining and maintaining its insurance to cover every aspect of the Vendor’s participation in the TFM. To the maximum extent permitted by law, each Vendor shall protect, defend, indemnify, and hold harmless the City of Tukwila, its elected and appointed officials, officers, employees, volunteers, and agents while acting within the scope of their employment as such, from any and all suits, costs, claims, actions, losses, penalties, judgments, and/or awards of damages (including costs and all reasonable attorneys’ fees), of whatsoever kind arising out of, or in connection with, or incident to the services associated with the Vendor’s use of TFM caused by or resulting from the Vendor’s negligent acts, errors, or omissions. The indemnification and hold harmless agreement on the Vendor Application must be reviewed, signed, and returned with the application. Any Vendor that does not sign the agreement will not be allowed to sell at Tukwila Farmers Market.
- K. **USE OF PLASTIC BAGS AND SERVEWEAR AT TFM:** Per Washington State’s Plastic Bag Ban, TFM no longer allows single-use plastic carryout bags (‘tee-shirt’ bags). Plastic produce bags are still allowed. Should Vendors wish to provide large paper carryout bags or thick, reusable plastic carryout bags, they may do so at a charge of \$.08 per bag to each shopper.

Visit this site for complete information: <https://ecology.wa.gov/waste-toxics/reducing-recycling-waste/plastics/plastic-bag-ban>

Vendors may only give customers disposable serveware upon request, including plastic utensils, straws, condiment packages, and cup lids for cold beverages.

- L. **WEATHER AND EMERGENCY PROCEDURES:** TFM is a ‘rain or shine’ Market. However, there may

be instances including, but not limited to, air quality, extreme heat, wind, or lightning when the City may cancel a Market Day or adjust Market hours in the interest of public safety. Every consideration will be given to notify Vendors as soon as possible about potential changes to Market operations.