



BELLEVUE FARMERS MARKET

MARKET PROFILE

For those just joining our market community—welcome! For all who have been with BFM before—welcome back! We are beyond thrilled to kick-off another season of the Bellevue Farmers Market with you. Included in this packet is a rundown of basic market information, contact numbers, market-day direction, and details. PLEASE READ TO THE END.

Location: 1717 Bellevue Way NE, Bellevue WA 98004 || [Map](#)

Market Hours: 3:00 PM – 7:00 PM, Thursdays

Market Dates: May 12th - October 6th, 2022

Market Manager: Vivian Yang || Cell: 425-281-1588

Market Engagement Manager: Liz Paruchuru || Cell: 631-506-6950

LOADING AND UNLOADING

This image is an overhead view of our market site (outlined in white). Please follow the enter/exit flow indicated in the map. At the entry a staff/volunteer will point you to your booth assignment. If you are in an offload spot, please pull close to your spot, unload everything, park your vehicle in vendor parking before you start your set up. **ONLY PARK IN THE VENDOR PARKING LOT.**



LOADING AND UNLOADING (CONT.)

Arrival

- **Vendors may arrive to set up as early as 1 pm.** (Please note: Double stall vendors may arrive at 12:30 pm with permission from the market manager.)
- Vendors in offload booths (blue stalls), must remove vehicles promptly after unloading. **All offload vendor vehicles must be outside the market area by 2:30pm.**
- All vendor vehicles must be parked in the designated vendor parking lot.
- Offload vendors that arrive after 2:30 pm must park their vehicle outside the market site and cart their equipment and products into the market.
- Food Trucks must arrive and be parked by 2:45pm.
- No vehicles can be moved during market hours, 3-7pm.
- **All vendors must set up and be ready to sell at 3 pm.**
- **Late Arrivals:** We will do our best to accommodate late arrivals. For safety reasons, vendors that arrive after 2:30pm may be asked to park outside the market and haul equipment and products into the market.
- **Cancellation Policy:** Cancellations must be made at least 48 hours prior to market day. If you need to cancel, call Vivian at 425-281-1588 by 3 pm on Tuesdays prior to market day. Vendors will be charged a CANCELLATION FEE equal to their daily stall rate if they cancel after 3pm on Tuesdays prior to market day or do not show on market day. Please refer to our rules and regulations for more information.

Contact Vivian 425-281-1588 in the case of emergencies and unexpected delays on market day!

Departure

- **Breakdown is not allowed before the market closes at 7 pm.** Vendors who have not sold-out and/or are noted packing up early will first be given a warning, then a \$25 fine will be issued for each attempt after the first warning.
- Off-load vendors must pack up all products and equipment before moving their vehicles on site to load.
- Vendor stalls must be swept and clear before departure. Take all garbage off-site for disposal.

RESTROOMS

- A portable restroom and hot water hand-washing station is available in the SW corner of the market site.
- Bellevue Presbyterian Church building is open and has plumbing restrooms if needed.

WATER

- Non-potable water is available from the garden hose by the market shed in the SE corner of the market site.
- **All booths preparing, sampling and packaging food must have a hand-wash station set up.**
- Drinking water will be available at the INFO Booth.

- We provide drip coffee to vendors if a pick-me-up is needed on market day. A volunteer will go around to offer you coffee during setup.

FOOD BANK COLLECTION

- Hopelink, a long-time community partner of BFM, picks up fresh produce donations for their food bank each week at the end of the market.
- At 6:45 pm, a Hopelink volunteer will come around with crates. Let them know how many you would like, put your donations in, and they will come back to pick them up at 7:15pm.

MARKET MONIES & CHECKOUT

- There is a wide array of money accepted at the market. SNAP/EBT, debit, WIC, SFMNP, incentive programs, POP Tokens...it's hard to keep them all straight! So we made a [guide](#) for you.
- Proper token acceptance is each vendor's responsibility. Token reimbursement is only possible for the tokens that your booth is approved to accept. If you have a question about what money you can/can't accept **PLEASE** ask the market staff. We are more than happy to help with any confusion.
- **Stall Fee Collection** will occur at the end of each market day. A volunteer will pass out checkout forms and envelopes around 6:55pm, please fill out the form and bring up to the INFO BOOTH for checkout after the closing bell. Our board members, John and Parker calculate your stall fees at the INFO BOOTH.
- **Market stall fees are due at the end of each market day, after 7 pm.**
- Payments may be made in cash, by check, by card (requires an additional 3.5% processing fee) or with Market tokens rounded to the nearest dollar. Stall fee payments will be rounded to the nearest dollar.

CANOPY SAFETY AND WEIGHTS

Canopies must be weighted down with about 25lbs. on all corners. Failure to do so will compromise the safety of customers, staff, volunteers, and other vendors. Liability insurance will only cover accidents if all safety precautions are met.

SIGNAGE

- Display prominently your business name and location on a banner/sign that can be read from at least 20 feet away.
- Display proof of certification for organic, transitional, and/or food safety handling, as applicable.
- Display SNAP/ SNAP MARKET MATCH and WIC/FMNP signage, as applicable.
- Ensure that product pricing is displayed in a clear and obvious way.

DURING VENDING HOURS

- Do not sell to the public before the opening bell at 3 pm.
- Sell only products that have been approved by BFM and are of a quality that contributes to the positive reputation of both your business and that of BFM.
- Please do not air disputes to customers, or other vendors, please submit a written complaint to market staff.

- There is no drinking of alcohol or smoking of any kind at the market. THIS APPLIES TO THE PARKING LOT AS WELL.
- Vendors should wear appropriate shirts, shoes and other attire at their booths during.

FOR VENDORS WITH A MODERATE-COMPLEX PERMIT

Please be sure to read the Temporary Food Establishment guidelines from King County Public Health. **We will be conducting health checks every week at the market to ensure you are meeting these requirements.**

INCLEMENT WEATHER POLICY

BFM has a general policy of staying open in inclement weather unless the Market Manager determines that the situation poses a threat to vendors or customers.

High winds

All vendors are required to weigh down their canopies with adequate weight to keep it on the ground. Canopies must be weighted on all four corners. The Market Managers may require canopies to be taken down that are at risk for taking flight either due to inadequate weights or high winds.

Lightning

In the case of lightning, an immediate response is recommended: Those with vehicles in the market should get into them. Avoid touching the metal frame of the vehicle. All vendors with electrical equipment should unplug it at the first sign of lightning and step away from the appliance.

SOCIAL MEDIA

- Facebook: www.facebook.com/bellevueFM
- Instagram: www.instagram.com/bellevuefarmersmrkt
- If posting to social media, please tag us and/or include the hashtag “**#bellevuefarmersmarket**” on posts pertaining to the market.

BFM VENDOR FEATURES & MARKETING

Help us help promote you at the market! BFM uses a variety of media including an e-newsletter, website, and social media to inform our community and customers about all the market has to offer. In order to better connect our customer base to the market’s vendors, increase weekly sales, and maintain effective marketing, our BFM staff and volunteers will be conducting brief “get to know you questions”, collecting quotes/stories throughout the summer, and taking photos of you/your booth/your product to use on BFM’s various sites. IF YOU DO NOT WANT TO HAVE QUOTES, STORIES, OR PHOTOS OF YOU TAKEN PLEASE INFORM MARKET STAFF BEFORE YOU BEGIN PARTICIPATION AT THE MARKET.

All rules described are subject to fines and consequences, unless otherwise noted:

- 1. A first violation will result in a written warning.**
- 2. A second violation will result in a written warning and a \$25 fine.**
- 3. A third violation may result in the suspension or termination of the vendor's permit to sell, the suspension or expulsion of the responsible individual (owner or staff), and/or further fines.**