

Homer Farmers Market

POLICY HANDBOOK

All vendors are responsible for abiding by HFM policy. This policy is subject to periodic changes. Vendors will be notified of policy updates by email and at the annual meeting in January, or upon Board approval of new policy.

Staff & Contact Information:

Robbi Mixon, Market Director

Mandy Bernard, Market Manager

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P.O. Box 2274

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Market Board of Directors

Scott Miller, President

Marsha Rougely, Vice President

Paul Castellani, Secretary

Jon Kee, Treasurer

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Karson "Dan" Dorvall

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www.homerfarmersmarket.org

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Homer Farmers Market

Mission Statement

The Homer Farmers Market welcomes all growers of farm, garden, and greenhouse produce to participate in a weekly market. The Homer Farmers Market was established in 2000 to aid in the development of a sustainable local agricultural community for the benefit of the greater community of the Kachemak Bay area by:

- Being an outlet for producers of small quantities of products.**
- Providing the consumer with an opportunity to purchase excellent garden/farm fresh products.**
- Expanding economic activity.**
- Fostering consumer-producer education and relations.**

The HFM provides all vendors with copies of the Market Policy Handbook and requires vendors to read and sign the agreement to follow these policies every season. All vendors are responsible for knowing and following market policy. In rare instances, the Homer Farmers Market Board reserves the right to grant variances to any of these policies in the interest of improving the quality of the Market.

The Market Director/Manager is authorized by the Board to give notice to vendors of any violation of Market policies described in the following pages.

FROM: Homer Farmers Market Board of Directors & Staff
TO: Homer Farmers Market 2020 Full Season Approved Vendors

RE: Covid-19 Market Adaptations for Public, Vendor, & Staff Safety

Dear HFM Vendors,

Thank you so much for your patience as the HFM Board of Directors and Staff have gathered information on health mandates, state guidance, and best practices for operating during the Covid-19 pandemic. As you may be aware, states around the country have varied on their responses regarding farmers markets. Some states have outright banned markets, while others are operating in reduced capacities, focusing on the sale of essential products.

We have been monitoring the recommendations and mandates from Alaska governmental agencies- Governor's Office, DHSS (Dept. Health and Social Services), and DEC (Dept. Environmental Conservation) Food Safety & Sanitation (guidelines linked below), as well as working with the AK Farmers Market Association to come up with the best plan, with proven safety methods, to proceed with a market that is safe for the public, vendors, and staff. It is vital that everyone, including your customers, feels safe coming to the market. We have been weighing difficult choices and acknowledge that what the future holds is unpredictable.

<https://dec.alaska.gov/eh/fss/food/farmers-markets/covid-19-guidance/>

Given these unprecedented times, and knowing that the situation changes weekly, here is our plan for 2020 HFM Operations:

OPENING DATES:

- Saturdays, will open as previously scheduled, May 30th
- As of April 25th, the plan for Wednesdays is to delay until July 1st

REASSESSMENT DATES:

- May 3rd - please return completed survey by this date (see survey info at the end of this notice)
- May 4th – next HFM board of directors meeting
- May 9th- deadline to notify vendors of updated vending status for May 30th opening date
 - A supplemental application will be sent to you, which includes a safety plan that indicates how each of these measures will be handled by your booth
- May 17th – Supplemental Application & Safety Plan is due to the market for newly approved 2020 vendors
- May 23rd- Vendor/Market set-up day - set up anytime this week, a map will be provided at the Information Booth, as well as emailed to approved vendors
- June 22nd- reassess if we can add more vendors, reduce distancing measures;
- July 20th- reassess if we can add more vendors, reduce distancing measures;
- August 17th - reassess if we can add more vendors, reduce distancing measures;
- Sept. 28th- assess post-season vending month (through October 31st)

1. **Alaska Grown/Made in Alaska**

Quality Alaskan grown foods and nursery products are the main emphasis of the Homer Farmers Market (HFM). The Market will also be an outlet for other Alaskan harvested/processed foods. Market space may be allocated to Alaskan made non-food crafts, as available, with a priority for handcrafted items made with locally grown, harvested or wildcrafted materials.

In keeping with the “essential” designation and spatial distancing requirements, as well as the mission of our market we will be reevaluating the vending status of all vendors for the 2020 season, based on their ability to comply with new safety rules and regulations, as well as prioritizing based on the following classifications:

Priority Tiers:

1. **Produce/agricultural products (i.e. starts, flowers, potted plants, trees, etc)**
2. **Products that use AK GROWN ingredients:**
 - a. **Prepared food items (ex. Jams, salsa, cottage foods)**
 - b. **Condiments, Etc. (ex. Vinegars, tinctures, candy, popcorn)**
 - c. **Hot foods (must be packaged--takeaway only)**
3. **NOT ALLOWED AT OPENING: Crafts - will be reassessed at dates listed In Section 7**

If you sell a variety of products, you will be assessed based on your primary product category.

2. **Vendor Applications/Fees**

All vendors must be members of the HFM. Vendors may not sell unless applications are approved and membership fees are paid. Each vendor is responsible for paying market fees to the designated Market Manager before each Market day. Fees are as follows:

Yearly membership fee:

\$25.00

Full Market space per season (includes Saturdays & Wednesdays):

Full season payment of **\$395.00** due at time of accepted application.

Market space per day (on a space available basis):

Saturdays – **\$35.00** per space, includes following Wednesday Market.

Wednesday Market Only – **\$20** per space, per day.

Fees include 7.85% sales tax and are non-refundable and non-transferable. The signature page at the back of this policy book is required with all applications. Full season vendors will be invoiced for a \$20 late fee, per week, if fees have not paid by **APRIL 1st**.

3. **Selling: General Vendor Expectations**

- All items sold at the Market must be directly grown, harvested, wildcrafted, processed or crafted by the vendor, with the following exceptions:
 - A.) Vendor may designate a member of his or her household or a paid employee to represent them at the Market
 - B.) Vendor may sell for no more than one other vendor who is not present, but all vendors must be members. When selling for another member, those products must be clearly denoted through labeling or signage.Subletting is not permitted, but a Market space may be shared with prior approval from the Market Manager.
- Single-use plastics bags less than 2.5 mils thick are no longer allowed at the market pursuant to the City of Homer bag ban effective January 1, 2020. Questions regarding the specifics of which plastics are acceptable should be referred to the City of Homer planning department at 235-3106.
Single-use plastic bags are allowable again, per City of Homer ordinance 20-14
<https://www.cityofhomer-ak.gov/citymanager/single-use-carry-out-plastic-bag-ban-postponed-until-sept-15-2020>
- Regardless of what the vendor has applied to sell (whether produce or crafts), no more than 30% of their booth can be used to sell items under other categories (such as baked goods).
- Vendors may not broadcast music or other audio recordings in their booths or from their vehicles during market hours. Vendors selling products that feature music or audio recordings may provide samples of these recordings on devices with headphones only.
- Vendors must stay in their assigned booths while selling their wares. Audible or physical advertising beyond the 10x10 location of the booth space is not permitted, including signage or solicitation. Solicitations and sales by vendors—and visitors to the market—outside of booth space, by shouting/loud voices, or by aggressive means, is prohibited at the market.
- Vendors, non-vendors, visitors, performers, non-profits, etc. are strictly prohibited from unauthorized solicitation of any kind and for any reason, including unauthorized vending, politicking, and proselytizing, on market grounds, including the parking lot.
- **Harassment of any kind is not tolerated by the market.** Please see section 32 for more information.

Failure to abide by these policies may result in loss of vendor status.

4. **Non-Profit Policy**

Non-profits must complete a vendor application and pay the annual membership fee. Non-profits may disseminate information of non-political and non-religious nature, conduct demonstrations and services (such as pressure gauge testing), and sell raffle tickets. Non-profits must comply with all rules of the market, including no solicitations and no petitions. **Non-profits are not eligible to accept QUEST or Market Coins.**

Non-profits may also sell if the products:

- Meet all market policy craft acceptable standards.
- Are approved by the Market Manager prior to selling.
- Do not compete directly with full-season vendors.

If your products directly compete with other vendors, or you will be vending for more than three Saturdays, you are encouraged to reserve a space available booth at the current day rate.

Non-profits wishing to use the Activities Tent must contact the Market Manager by e-mail each week by Thursday at 5:00 p.m. to reserve a space

Nonprofits will not be accepted/allowed at the market during the 2020 season.

5. **Market Location/Hours**

The HFM is an open-air market located at 1211 Ocean Drive. Saturday Markets start Memorial Day weekend and continue through the fall. The Annual Harvest Party will be the last Saturday in September. Wednesday Markets start after the first Saturday Market of the season and end the Wednesday prior to the last Saturday Market of the season (subject to change).

Saturdays – 10:00 a.m. to 3:00 p.m.

Wednesdays – 2:00 p.m. to 5:00 p.m.

Vendors may not begin selling before the Market opens, with the exception of sales to other market vendors and their employees and market staff. The Market Manager, or their designee, will announce the opening of each Market with the ringing of a bell. Selling to non-vendors prior to the opening bell may result in a notice of violation. Each market closing will also be announced by the ringing of a bell. Market vendors are permitted to continue selling after the posted market hours.

Saturdays, will open as previously scheduled, May 30th. Wednesdays markets will not begin until July 1st. The first hour of each market will be open for seniors/high-risk customers only.

6. Application Process

The market has a limited number of spaces, and the Homer Farmers Market Board maintains the right to determine the balance of vendors that best support the organizational mission. Given the HFM's mission-based focus on promoting local agriculture, producers will be given first priority when the Board selects full-season and space available vendors. Priority is also given to vendors who use local products in their food or craft items. Full season status is not automatically granted year to year.

Vendors seeking a full season booth must apply annually prior to the annual meeting in January for Board review. Applicants will be notified of their vending status no later than mid-March. All full season booths must be **paid in full by April 1st**, prior to the start of the season. Failure to pay by April 1 may result in the loss of full season status.

In an effort to make sure that vendors are fully aware of the requirements for vending, only those who have first vended for at least one season as "space available" are eligible to apply as a full season vendor.

Vendors seeking to sell produce or craft products at HFM as a "space available" vendor may submit an application via email at any time during the season, or prior to the annual meeting in January for those seeking full season status. Only those applications that are fully complete, with attached reference photos of the items wishing to be sold, will be reviewed by HFM Board. Items may not be reviewed on site, and applications must be approved through this process prior to showing up and expecting to sell in person the day of market. Space available vendors may be placed in a different location each market, that may or may not be covered, and must come to Market with any specific equipment they may need (i.e. tent, chairs, tables, display shelves, signage, etc.). Space available vendors are not permitted to remove the signage from a full-season vendor's booth that they may be utilizing for a given Market, but they can cover the full-season sign with their own, provided it does not damage the original. Space available vendors must pay the annual membership fee in addition to weekly fee for each market attended.

- **May 9th- deadline to notify vendors of updated vending status for May 30th opening date. A supplemental application will be sent to you, which includes a safety plan that indicates how each of these measures will be handled by your booth.**
- **May 17th – Supplemental Application & Safety Plan is due to the market for newly approved 2020 vendors.**

7. Craft Vendor Standards

HFM is chartered to promote local agriculture and, as such, is not primarily a crafter's market. Market space may be allocated to locally produced crafts on a full-season or space available basis, not to exceed 30% during the main harvest season. HFM recognizes the

importance of value-added craft products to the local market economy and will attempt to accommodate crafters when possible, while working to maintain an overall focus on agriculture products.

A. **Craft Standards** – In allocating space at the Market, priority is given to crafts that best meet the following standards. “Ideal” crafts are given top priority followed by “acceptable” and last, “discouraged”.

- IDEAL – Handcrafted at least partially from locally obtained recycled or renewable materials. Utilizes local wildcrafted or farm products. *High quality, creative, unique at the Market.*
- ACCEPTABLE – Handcrafted from imported, purchased or non-renewable materials when comparable locally obtained recycled or renewable materials are not available. Locally produced items such as photographs or music CD’s. *High quality, creative.*
- DISCOURAGED – Made from imported, purchased or non-renewable materials when comparable locally obtained recycled or renewable materials are available. *Poor quality, similar to other crafts at the Market.*
- UNACCEPTABLE – Assembled from kits or pre-made components.

Crafts are not allowed at the beginning of the 2020 season. The HFM Board/staff will reassess as follows:

June 22nd- reassess if we can add more vendors, reduce distancing measures;

July 20th- reassess if we can add more vendors, reduce distancing measures;

August 17th - reassess if we can add more vendors, reduce distancing measures;

8. **Food Vendor Standards**

Priority is given to applicants whose business is locally owned and who uses products from participating farms, processes the product themselves, and who highlight regional ingredients. All applications must list all products to be vended. Adding product to the application after the start of the Market must be approved by Market management. Food vendors will need to review all food-related policy in this Handbook before applying. Use of generators is prohibited. Vendors that use any type of heating element are also required to keep a fire extinguisher at their booth.

- IDEAL – Homemade, handcrafted or wildcrafted ingredients from locally obtained food sources such as Farmers Market produce or Alaskan meat or seafood. Quality value-added product using ingredients from Farmer's Market vendors.
- ACCEPTABLE – Homemade products crafted by vendor with minimal store bought ingredients.
- UNACCEPTABLE – Sale of store-bought products such as candy, soda or bag chips.

Consumption of food is not allowed on-site at the 2020 market. All food vendors must package their food appropriately so that it is “take-away” only. All cottage and hot food vendors must have a FOOD HANDLERS card (<https://dec.alaska.gov/eh/fss/food-worker-card/>). Sampling of food is not permitted.

9. Food Vendors Also Selling Crafts

Food vendors may also sell non-food crafts. Crafts may not exceed 30% of booth space and must be approved by the Market Manager or the Board prior to setup. If crafts exceed 30% of booth space, a vendor will be considered a crafter.

Crafts are not allowed at the beginning of the 2020 season. The HFM Board/staff will reassess as follows:

June 22nd- reassess if we can add more vendors, reduce distancing measures;

July 20th- reassess if we can add more vendors, reduce distancing measures;

August 17th - reassess if we can add more vendors, reduce distancing measures;

10. Attendance

Full-Season Vendors

- Attend weekly Markets.
- Inform Market Manager, by email or phone call (note: the market phone does not receive texts), no later than Thursday 5:00 p.m. if unable to attend the Saturday Market, and by 5:00pm Tuesday if unable to attend the Wednesday market. We understand that emergencies come up, however, timely communication about absences is crucial to proper functioning of the Farmers Market.
- Vendor space will be reassigned to those seeking space available placement after 9:30 a.m. Saturday morning or 1:30 Wednesday afternoon if the Market Manager is not notified of late arrival. Available vendor spaces will be assigned by the on-site Market Manager.

Space Available Vendors

All SA Vendors must first be preapproved to vend at the Homer Farmers Market prior to the guidelines outlined below:

- Space-available vendors interested in a Saturday Market space must email a request to the Market Manager by 5:00 p.m. on the prior Thursday. You will be notified by 5:00pm Friday if HFM can accommodate your request.
- Space-available vendors interested in a Wednesday Market simply need to visit the Info Booth at 1:00pm on Wednesday. Wednesday spaces will be granted on a first-come, first-serve basis, provided all other priorities and guidelines are met.

Failure to notify staff (by Thursday for Saturday market, Tuesday for Wednesday market), may result in you losing your vending privileges for the season.

11. Liability Insurance

Non-prepared food vendors are encouraged but not required to carry private/personal liability insurance. Every vendor selling or offering prepared food for consumption by the general public must have proper DEC permitting and proof of liability insurance displayed at that booth.

The Homer Farmers Market carries liability and Directors/Officers and Omissions insurance, which covers the Board of Directors, Market Employees/volunteers, and the Market organization.

- This insurance DOES NOT cover individual vendors! Should an incident occur at the market, vendors are not insured by the HFM policy.

12. Vendor Set-Up & Clean-Up

Set-Up – Setup for full-season vendors may begin at 8:30 a.m. for Saturday Market and 12:30pm for Wednesday Market; space-available vendors see check-in process in Section 7. All vendor setup must be completed before the Market opens. Each vendor is responsible for his or her own method of display. No vehicles may be driven in the Market area at any time. If you park in customer parking to unload your items during setup, unload time is limited to 10 minutes per car. Failure to move your car after this period, or failure to comply with other parking regulations will result in a \$25/week fee with potential loss of vending privileges.

- Maximum booth size is 10x10x10.
- Shelters, if used, should be sturdy, weighted against wind, and aesthetically pleasing. Shelters may be left on-site, throughout the Market season, only if they are securely weighted/tied down to prevent damage to other shelters during inclement weather (wind storms) and only when vendor has Full-Season status.
- Shelters may not contain glass, visqueen or other plastic sheeting when not vending.
- If full-season vendors have constructed a shelter that will remain in place throughout the season, it is with the understanding that this shelter may be utilized by other space-available vendors when the full-season vendor is unable to attend a Market. Any chairs, tables, signs, etc. should be appropriately secured, and must not prevent another vendor from utilizing the space. HFM is not responsible for any items left in the booth space.
- Tailgate sales are permitted in available spaces.
- All food items must be displayed at least six inches above ground.
- The Market Manager may request that shelters be removed based on appearance or construction.

Clean-Up – Vendors must have Market Manager approval to break down their display before the close of the Market. Clean up should be completed one hour after Market closes, or after the vendor has completed all sales. All vendors are responsible for cleaning their space, including trash and plant debris, and must pack out all trash created from their vending. The market trash cans are not to be utilized for your personal booth trash! If the Market Manager notes a trash concern, after an initial warning, the vendor will be fined \$25.00 per violation. Failure to clean up may result in exclusion from future Markets.

All sun/rain shelters must be removed two (2) weeks after vendor's last Market of the season or face a fine of \$25/day and/or exclusion of future Markets.

13. **Kid's Vending Policy**

Kids under the age of 18 are welcome to vend 10:30 a.m. to 3:00 p.m., free of charge, just outside the Kids Zone on one TBD Saturday per market season.

The purpose of Kid's Vending Day is to engage youth in agricultural and entrepreneurial activities and education, while developing social and math skills. All produce/eggs/crafts sold must be produced/cared for/harvested by the youth vendors, with minimal adult assistance.

No prepared foods/baked items/beverages/edible items are allowed to be sold.

Youth wishing to vend during Kid's Vending Day must:

- Follow all market policy, including craft standards.
- Check in at the Information Booth **no earlier than 10:30 a.m.** on vending day. The Market Manager is not available until 10:30 a.m.; early check-ins will not be accommodated and may result in loss of vending privileges.
- Space will be assigned by the Market Manager after check-in, and is given on a first come, first serve basis. Space is limited to one 6 ft. table or smaller per vendor.
- Vendors who set up without first checking in with the Market Manager may lose vending privileges.
- Complete a Kids Membership Form outlining what they intend to sell and how they've produced the items.
- Have consistent adult supervision if under the age of 16.

No space will be given under the Kid's Tent or at the children's picnic table, regardless of weather, as this space is always reserved for the weekly Kid's Educational and Gardening activities. Vendors must bring all of their own supplies, including rain protection (if

desired). Youth vendors (and adult supervisors) may not solicit for sales or impede on the sales of other vendors.

There will be no kids vending days during the 2020 season.

14. Pricing/Sales

All items must be clearly labeled with prices. This may be done by individually tagging items or containers of an item, or by listing all items and prices on a sign in the booth space.

Scales used at the Market must be legal for trade.

15. Organic Labeling

To be fair to all vendors, the Market Board of Directors is asking that no one use "organic" in their name, produce labeling or marketing. The exception is those vendors who create products utilizing certified organically grown products (i.e. bath products with organic oils, cookies with organic flour, etc.). It is illegal for those who make over \$5000 a year to utilize organic labeling without being certified organic. Vendors may instead include descriptions such as "Alaska Naturally Grown Certified": or "no pesticides" or "all natural" or "grown with ..." etc..

16. Quality/Inspections

The HFM strives to provide a Market where wholesome, high-quality products are sold by the grower/producer. Vendors are expected to bring only high-quality products to Market. In order to ensure the integrity of the Market, vendors must give permission for the Market Manager or other Market representatives to visit a vendor's land or place of business for reasonable inspection of production or processing facilities if requested.

The State of Alaska Environmental Health Officer (DEC) inspects the Market each season. Every vendor selling or offering prepared food for consumption by the general public must have proper DEC permitting and proof of liability insurance displayed at that booth.

The Market Advisory Board also reserves the right to prohibit products with objectionable images, messages, or product implications being sold at the Market.

17. Prepared Food Policy

Single-use plastics bags less than 2.5 mils thick are no longer allowed at the market pursuant to the City of Homer bag ban effective January 1, 2020. Questions regarding the

specifics of which plastics are acceptable should be referred to the City of Homer planning department at 235-3106.

Single-use plastic bags are allowable again, per City of Homer ordinance 20-14
<https://www.cityofhomer-ak.gov/citymanager/single-use-carry-out-plastic-bag-ban-postponed-until-sept-15-2020>

Styrofoam serving containers are not permitted at the Market. Labeling on all food products including jams, jellies, pickles, kimchis, baked goods and the like, must include:

- Name of product (i.e., Apple and Kale Salad).
- List of **all** ingredients.
- Name, address and phone number of where food was prepared, and/or business license number.
- Net weight, volume or numerical count.
- Production date (if shelf stable, month/year is acceptable).
- Storage instructions, if not shelf stable.
- Price.

Baked goods items may have this information on an information sheet located near the product; all other products must be individually labeled.

All items that are not exempt by Cottage Food laws and require a DEC kitchen must have all DEC permits, business licenses and carry liability insurance.

Prior to selling any food items, please clear it with the Market Manager. The Market Manager will periodically review Vendors' prepared food items throughout the Market season to ensure compliance with this policy.

For more information on food safety and state regulations, please visit:
<http://dec.alaska.gov/eh/fss/index.htm>.

Hot/prepared food and cottage food producers must have a FOOD HANDLERS card
[\(https://dec.alaska.gov/eh/fss/food-worker-card/\)](https://dec.alaska.gov/eh/fss/food-worker-card/).

18. Baked Goods/Grain Products

A DEC approved kitchen is not required for the preparation of baked goods including pastries, cookies, muffins, breads, pies and granolas. All vendors must be familiar with and follow all aspects of DEC regulations. These regulations (Statute 18 AAC 31.012) can be found at: <http://dec.alaska.gov/commish/regulations/pdfs/18%20AAC%2031.pdf>.

Hot/prepared food and cottage food producers must have a FOOD HANDLERS card
[\(https://dec.alaska.gov/eh/fss/food-worker-card/\)](https://dec.alaska.gov/eh/fss/food-worker-card/).

In particular:

- The individual who makes the food must be the one who sells it directly to consumers.
- DEC requires that vendors put either on a visible placard or on the label of items the statement “THESE PRODUCTS ARE NOT SUBJECT TO STATE INSPECTION” as well as the vendor’s physical address and telephone number or vendor’s business license number.
- In regards to foods like pickles or sauerkraut, refer to DEC regulations for the requirements for testing before selling at the Market.

Specific to the Homer Farmers Market:

Single-use plastics bags less than 2.5 mils thick are no longer allowed at the market pursuant to the City of Homer bag ban effective January 1, 2020. Questions regarding the specifics of which plastics are acceptable should be referred to the City of Homer planning department at 235-3106.

Single-use plastic bags are allowable again, per City of Homer ordinance 20-14
<https://www.cityofhomer-ak.gov/citymanager/single-use-carry-out-plastic-bag-ban-postponed-until-sept-15-2020>

Use of other plastic products at the HFM is discouraged. Styrofoam serving containers are not permitted at the Market.

- Vendors must prepare baked goods locally from raw ingredients. No commercial mixes or pre-made ingredients are allowed. When available, fruits or vegetables used in baked goods should come from local growers.
 - Vendors of baked goods are required to sell items individually wrapped or kept covered and not handled with bare hands (tongs, napkins, gloves or wax paper may be used).
 - Vendor must supply a list of the ingredients in the items (either on the labels or on a visible placard).
 - Items that are not shelf stable and require refrigeration, whether containing dairy or vegan substitutes, or items containing meat/fish/poultry are not permitted at the HFM.
 - Anyone selling food or providing samples that may be consumed on site is required to provide an easily accessible (for customers) trash can and remove their own trash – do not put your trash in the market garbage cans.
- Sampling is not allowed at the 2020 market.**
- Reminder: whatever the vendor has signed up to sell (whether produce or crafts), no more than 30% of their booth can be used to sell items under the other categories (such as baked goods).

The Market Manager will periodically review Vendors’ prepared food items throughout the Market season to ensure compliance with this policy.

19. Mushrooms and Sprouts

Wild harvested mushrooms are potentially hazardous. Vendors wishing to sell wild harvested mushrooms must contact the DEC directly regarding state regulations. Vendors are solely responsible for being educated about wild mushroom species identification, and insuring the safety of the mushrooms being sold. Vendors that sell, or serve wild harvested mushrooms are required by the DEC and the Board to have a conspicuously placed sign that states the common name and scientific name of the species being sold, and the statement “wild mushrooms, not an inspected product”. If a vendor is determined by the Board to be selling misidentified wild mushrooms or is determined by the Board to be insufficiently educated on proper identification of mushroom species, the board may request that the vendor discontinues sales of wild harvested mushrooms immediately. The Board can choose any mushroom identification expert they see fit to consult with to determine this.

Sprouts are considered a potentially hazardous food by the DEC and must be produced in a DEC approved facility in order to be sold at the Market, and must provide their DEC certification and proof of liability insurances to the Market Manager/Director.

Please refer to AK DEC regulation 18.31.060 Subsection D for more information.

20. Processed or Dried Foods

Preserves, jams and jellies, honey, fruit syrups, dried herbs and teas, and herbal vinegars are exempted from DEC regulation, and may be sold without certification. Processed foods not exempted above are subject to DEC regulation. Vendors are responsible for working directly with the DEC to ensure compliance with Alaska Statute 18 AAC 310 and other applicable regulations, and must provide a copy of their DEC certification and proof of liability insurance to the Market Manager.

Fruits, vegetables, and herbs used in processed foods should be primarily grown or wildcrafted by the vendor, or purchased from a local grower.

21. Fish/Seafood

The sale of fish and seafood is regulated by the Alaska Dept. of Fish & Game and the DEC. Vendors must comply with all applicable regulations and must provide the Market with copies of their licenses, insurance, permits, and certificates.

Seafood sold at the Market must be caught or raised (shellfish) by the vendor or brokered by a vendor whose product is locally sourced. Priority is given to vendors whose product enhances the diversity of the Market.

The total number of seafood vendors at the Market will be limited, due to Market demand, and at the discretion of the Market Manager and/or the Board of Directors.

22. Sign/Permits

All vendors must clearly display a sign stating their family or business name. All signs must be displayed in a safe manner. Vendors selling regulated products (DEC, USDA, ADF&G, etc.) must clearly display applicable permits or certificates on-site. No signage is allowed outside of your market booth – please keep signage out of the aisles and do not place signs at the market entrances.

23. Business Requirements/Sales Taxes

Each vendor is responsible for all aspects of sales and cash flow. Vendors must obtain a permit to collect Borough and City sales taxes, if applicable. Applications are available at Homer City Hall.

24. Parking

Vendor and customer parking spaces have been designated. Vendor parking is in the North Lot (farthest from Ocean Drive, behind the main market area). If this lot is full, please park in the lots adjacent to Ocean Drive and leave closer parking for our customers. If you are bringing more than one vehicle to the market, please park offsite. The more customer parking spaces we have, the more business you receive.

25. Restrooms

There are portable toilets on the Market grounds for use by customers and vendors, available/unlocked during setup and Market hours only. Vendors are asked to help to keep them clean and report any problems to the Market Manager. Vendors are reminded to use the hand washing station located next to the portable toilet prior to returning to their booth. **Toilets may be in a different location this season, and not be available for vendor use only (TBD prior to opening market).**

26. Children at the Market

All children need to be supervised by a parent or guardian as the Market is not responsible for childcare. Children under 16 selling at the HFM should be supervised by a parent or

guardian. Children should understand and practice good hygiene procedures. Children who are disorderly will be asked not to return as vendor or visitors. Any children, family, or family friends attending the market with a vendor are subject to market policy and this vendor agreement.

27. Pets and Animals

No pets will be allowed in the Market or in the vendor area as per Alaska Statute 18 AAC 310. The only exceptions to this policy are ADA-certified service dogs. This includes during set-up or clean-up times. Vendors who bring pets to the Market must keep them in an enclosed vehicle. If your pet is disturbing vendors or customers with noise or other interactions, you will be asked to remove the animal from the premises in order to continue vending. It is up to all vendors to enforce this with fellow vendors and customers. No live animals may be sold or displayed at the Market, except seafood sold per DEC regulations.

28. Smoking, Drugs and Alcohol

Smoking is not allowed on the Market grounds. The use or distribution of alcohol, drugs or any illegal substance is prohibited on Market grounds.

29. Coupon Redemption Program – WIC/SFMNP

Applicable vendors are encouraged to participate in the Women, Infant, and Children's (WIC) Nutrition Program and the Senior Farmers Market Nutrition Program (SFMNP). To participate, vendors must contact the Homer WIC office for registration and training on WIC rules and regulations. Only fresh, unprocessed produce may be exchanged for WIC coupons and no money may be given as change.

30. Token Programs

The HFM has two separate token programs:

Wooden tokens are for recipients of the QUEST/SNAP (aka food stamp program); recipients can swipe their QUEST card at the Market's info booth at the Market entrance where they will receive tokens in \$1 and \$5 values to spend on food items in the Market. These tokens can only be spend on QUEST Food Stamp program eligible foods, including: bread products, produce, meat, fish, poultry, eggs, dairy products, seeds and plant starts which produce food to eat. No change can be given to customers using these tokens. **Only vendors participating in the QUEST token program can accept these tokens. Anyone accepting coins for ineligible items will not be reimbursed and may lose privileges of accepting market currency.** The program agreement/contract is included with this policy packet, and can also be found online at www.homerfarmersmarket.org or at the information

booth during Market hours. The program agreement/contract must be filled out prior to accepting the coins or receiving reimbursement.

The SNAP program will still be active in 2020, however HFM will not be using wooden tokens for sanitary reasons. The token replacement and reimbursement method will be determined prior to opening market.

Golden HFM coins, minted at the Alaska Mint with the Market logo, were created as a souvenir and to provide a market-wide option for purchasing with a credit/debit card. Customers can buy HFM coins with cash or swipe their credit/debit card at the info booth to purchase these coins. The coin has a \$20 value and can be used to purchase any item, the same as if it were a \$20 bill. Change must be given. **Vendors wishing to accept these coins need to sign the same contract as those accepting QUEST tokens to show that they understand the difference between the two programs; this contract must be received by HFM prior to accepting the coins or receiving reimbursement.**

Tokens and coins can be turned in to the information booth on Saturdays, between 9-9:30 am or 3-3:30 pm ONLY. Within the following two Saturday Markets, the Market Manager will distribute reimbursement checks to vendors. If a vendor will not be present to receive their check, the check will be mailed to the address on your application. Checks for the last reimbursement of the Market season will be mailed to the Vendor. Both QUEST and HFM coins do not expire, and may be turned in for reimbursement during the following year. Coins may not be turned in for reimbursement outside of market season, so plan accordingly if you will be out of town during the final market.

There will be no golden market coins given or accepted this season. The exception is a one-time cash-in for those vendors who missed the deadline for reimbursement at the end of the 2019 season.

31. Market Board of Directors

HFM is a non-profit organization managed by a volunteer advisory board of up to 12 persons. Market Advisory Board members are elected for three-year terms. Any member who holds a current membership and is in good standing is eligible for election for the Board, provided they are nominated by a current board member. Otherwise, any member who has held membership for one year is eligible for election to the Board, and is encouraged to run. Elections are held at the annual HFM general meeting by a vote of all members present. The Market Advisory Board will manage all business, advertisement, and other organizational infrastructure. The Market Manager acts according to the instructions of the Board.

32. **Discrimination and Harassment**

Members/Vendors of the HFM participating in Market functions, whether dealing with customers of the Market or with other Market vendors, shall not discriminate against any individual with regards to selling of products, discipline, or other matters because of age, sex, race, creed, national origin, sexual orientation, or the presence of any physical or mental disability. Members/vendors shall behave toward all customers, potential customers or other vendors in a way that is free of harassment and discrimination. Sexual harassment of any kind is strictly prohibited. Complaints should be taken to the Market Advisory Board and will be regarded with confidentiality.

33. **Violation of Market Policies**

The HFM provides all vendors with copies of the Market Policy Handbook and requires vendors to read and sign the agreement to follow said policies every season. All vendors are responsible for knowing and following market policy. The Market Director/Manager is authorized by the Board to give notice to vendors of any violation of Market policies as follows:

- 1) Notice of a first violation shall be informal and oral and will be recorded in writing on the Manager's Violation File. The violation shall be specifically identified and the warning shall be accompanied by a copy of the Market Policy Handbook.
- 2) Notice of a second violation shall be formal and in writing. A copy of the warning notice, initialed by the vendor and the Market Manager, shall be kept on file. Refusal to sign the warning notice will be in direct violation of your signed vendor agreement and will automatically be subject to sanctions listed in 3) below.
- 3) Upon a third violation of Market policies or for more serious offences such as threatening behavior, the vendor shall be required to leave the Market for the remainder of the vending day. Further sanctions will be at the discretion of the HFM Board of Directors and may include:

- Revocation of HFM membership.
- Payment of a fine as a condition to continued vending at the Market.
- A combination of one or more of these sanctions.

Only the Board of Directors may impose a sanction other than requiring a vendor to leave the Market for the balance of the selling day (which may be done by the Market Manager). The Board may invite the vendor to appear before them prior to imposing any sanction, but are not required to do so.

ANYONE ignoring public safety will not be permitted at the market, and may be given a single warning only. .

34. Appeals of Notice of Violation/Sanctions

- 1) Any member may appeal any notice of violation. Notice of the appeal must be in writing, delivered to and received by the Market Manager or the President of the Board of Directors no later than 10 days after the date of the notice of violation or imposition of sanction.
- 2) No later than 30 days after receiving an appeal, the Board of Directors shall hold a hearing to consider the appeal and give the member an opportunity to speak on their behalf. The member shall be given no less than 10 days' notice of the date, time and place of the hearing.
- 3) At an appeal hearing, the member has the burden of showing that the notice of violation is improper, or that the sanction is inappropriate, or both. The Board shall control the proceedings. At its discretion, and with no obligation to do so, the Board may appoint an impartial third party to hear the appeal. All decisions shall be final and in writing.

35. Post Season Vending

HFM allows post season vending on Wednesdays and Saturdays during usual market hours until October 31st. Full season and space available vendors with current membership may vend free of charge. Burn barrels are not permitted. All vendor materials must be contained and neatly stowed when not vending.

The potential for post-season vending in 2020 will be assessed by the HFM board on Sept. 28th.

36. Guest Musicians

The Homer Farmers Market offers a designated stage space for musicians and performers when there are otherwise no conflicting activities occurring in the adjacent Activities Tent. Before performing, please check in at the Information Booth – we often schedule musicians weeks in advance. If you'd like to sign-up in advance, email, call, or visit the Info Booth. A small portable amp, with two inputs and one mic input, may be reserved in advance. No generators or obscene language is allowed. Busking is permitted for prior-approved musicians. Musicians are not permitted to perform outside of the stage space (i.e. in the children's activity tent, in an empty vendor space, while walking around the market, etc.) without special permission/prior approval.

There will be no musicians/entertainers permitted at the 2020 market.

ADDITIONAL 2020 MARKET CHANGES NOT COVERED ABOVE:

BOOTH/MARKET DESIGN

- We will be placing 10 feet between every booth and removing the center booth spaces; this is effective through the month of June;
- The Info booth will be relocated to the Activities Tent, to allow for drive through pick-up of preorders;
- Vendors will be spread out - be prepared for your booth space to be in a different location than previous seasons
- Only 2 customers may wait at a booth at any time, at the far ends of each booth, with designated waiting (with 6-foot spacing) marked with cones, rope barriers, etc. If more than 2 customers are waiting to purchase something from your booth, they must wait in the center market area, safely spaced from other customers.
- No vending off the sides of booths are allowed; you are encouraged to park in these gaps, to create a more secure barrier around the market.
- A barrier (like a folding table) must be placed between vendors and customers to create a physical distance between themselves and the customers, and be cleaned frequently. We will pause the market every hour for cleaning, indicated by the cow bell ringing.
- All surfaces being touched within your booth must be wipeable (no cloth table coverings or wooden tables without a wipeable surface).
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VENDORS

- Vendors must obtain their own safety equipment (masks, gloves, sanitizer, handwashing station).
- ANYONE ignoring public safety will not be permitted at the market.
- All mandates from the state will be enforced. This may mean that future rules will be implemented to comply with new mandates; HFM will communicate any policy amendments in a timely manner.
- No sick vendors or their employees may enter the market – stay home if you are sick.
- Vendors and staff must wear a nose & mouth cover/mask.
- When possible, you are encouraged to have two staff present per booth: one attendant to handle money, while the other handles food.
- No handling of products by customers - they must verbally tell vendors what they want, and products should be placed on barrier between customer and booth.
- Vendors must have a way to wash or sanitize their hands at their own individual booth.
- Appropriate use of disposable gloves is required.
- The Homer Farmers Market is strongly encouraging online/prepaid sales and touchless payment. We have designed the 2020 market layout to allow for a drive-through pre-order pickup location at the Info Booth.

CUSTOMERS (this will be enforced by HFM staff & volunteers)

- Only one person per household may enter at a given time (ie. don't bring the whole family - this is a quick grab and go market).
- Only 50 customers allowed in the market zone at a time - this number will be monitored by staff with a one in one out policy.
- 20 minutes maximum time in the market per customer.
- The public will be provided with handwashing and instant hand sanitizer to use at the entrance before entering the market area.
- Customers are encouraged to wear nose & mouth covers (mask/bandana) prior to entering the market.

Policy is subject to change; all vendors are responsible for abiding by new policy and will be notified by email/ at Annual Meeting in January of changes, or as soon as new policy is approved by the Board of Directors.

**I have read and agree to abide by the policies contained within the
Homer Farmers Market Policy Handbook**

Signature & Date

Printed Name

Business Name

Include this page with your application.
You will complete an online 2020 Covid19 Supplemental Application
- no need to turn this in