

(**INSTRUCTIONS:** Email this signed vendor agreement and signed APPENDIX A to: afm@graysharborcd.org
-OR- mail to: "ATTN: AFM 150 Technology Way, Mailbox #9 Elma, WA 98541")

The Aberdeen Farmers Market

2025 Vendor Packet

Saturdays From 10 AM - 3 PM | May 31st - September 27th, 2025
S. Broadway St Aberdeen WA 98520 | Between Wishkah & Market

Hosted by:



The Aberdeen Farmer's Market (AFM) is an outlet for farmers, food processors, food vendors and crafters to sell their wares directly to the public. In addition to the above, the Aberdeen Farmers Market will be an outlet for local musicians to share their art and for area non-profit organizations to provide information to the public through displays, performances, handouts, personal contact and fund raising. The following are the rules and regulations for the Aberdeen Farmers Market. Please read each page and complete an application to be considered to participate.

RULES & REGULATIONS

MARKET HOURS

The market will run every Saturday from May 31st to September 27th, 2025.

Hours of operations will be 10 am to 3 pm. ***All vendors must be ready for business by 10 am and cannot begin to tear down until 3 pm.*** Vendors will be given 1 hour for tear down, unless prior arrangements have been made with the AFM market manager.

VENDOR SELECTION

- All vendors must submit an Aberdeen Farmers Market Online vendor Application:
<https://app.smartsheet.com/b/form/f5d1adfa0de44a00bb4e4113333dbfd4>
- All vendors to the Aberdeen Farmers Market must grow, craft or process what they sell. Resellers will be considered on a case by case basis. All items will be judged on quality and value and contribution to the market. No used or antique items will be allowed to be sold at the Market.
- Vendors must be present each week they commit to.
- All items offered for sale at the Aberdeen Farmers Market shall be subject to inspection and approval by the AFM market manager or their designee.

STALL ASSIGNMENTS

Stalls will be assigned to vendors based on the following:

- 1) Commitment / Frequency of Attendance
- 2) Farmers
- 3) Food Processors / Vendors
- 4) Crafters
- 5) Non-profit Groups
- 6) Musicians
- 7) Resellers (on a case by case basis)

BOOTH SET-UP, & Traffic Control

Vendors and their vehicles will be allowed into the market area starting at 8:45 am. ALL vehicles Must Be Removed from the market area (see Appendix B Maps) by 9:45 AM. We ask that each vendor be considerate and unload their vehicles promptly. Vendors wishing to load-in between 9:45 am and 10 am will have to cart items in. NO Vehicle Access Between 9:45 AM AND 3 PM. Traffic controls will be set in place at the Broadway & Market and Broway & Wishkah intersections at 9:45 AM. Traffic Control will be removed at 3:15 PM or whenever it is determined by the AFM market manager to be safe once again for vendor vehicle traffic. See APPENDIX B.

TEAR DOWN

For the safety of customers, no vendor can begin to tear down until the end of the Market at 3 pm. Safety is our #1 priority. Vendor Vehicles should enter from either end of Broadway St. once traffic controls are removed and load up their supplies promptly.

NO vehicles will be permitted in the AFM Market Area until 3:15 PM or until ALL shoppers are cleared from the area and has been determined by the AFM market manager to be safe once again for vendor vehicle traffic. See APPENDIX B.

VENDOR PARKING

Vendors must park in designated vendor parking areas or other public parking locations and are encouraged to leave curbside parking near the market available for AFM and local business customers. AFM is partnering with Key Bank to provide reserved vendor Parking on Saturdays this season.

Maps included in APPENDIX B identify parking locations for vendors, the public as well as accommodation parking for market and local business customers. For additional details please contact the AFM market manager.

STALLS

- The stalls will be approximately 10' x 10'. If the vendor exceeds the 10' x 10' area, they may request approval from the AFM market manager in advance. All tent must be properly weighed down using approved methods established by the AFM market manager (e.g. tent weights)
- No stakes, poles, signs etc. will be permitted to be adhered to the ground or the exterior of any building, these items should only adhere to vendor equipment.
- Marking or painting on the gravel or asphalt is prohibited.
- All regular trash must be put inside the designated trash dumpster.
- No dumping of chemicals, hay/straw, ashes, grease or foreign items is allowed on the property.

ALL TENTS AND AWNINGS MUST BE SECURED WITH PROPER WEIGHTS TO PREVENT BLOWING AWAY AND CAUSING DAMAGE. TENTS MUST BE APPROVED BY THE AFM Market Manager.

The 2025 Aberdeen Farmers Market Vendor Fee schedule is as follows:

Daily Rental fees of \$0 per stall / \$0 for growers / \$0 for Food Vendors in the Food Court area or Food Trucks.

SIGNS

All vendors must have a tasteful sign clearly marking the name of the business.

PRINTED MATERIAL

Vendors are allowed to display in their booths materials that pertain to their products. Other than the Vendor materials, no petitions, or other printed material, political or otherwise, will be distributed or displayed at the Aberdeen Farmers Market, without prior approval by the AFM market manager.

PRICING

Pricing of goods sold at the Market and any applicable taxes are the sole responsibility of the individual Vendor.

The advertising of discounted prices and promoting other non-market locations is not permitted on the Market site.

AMPLIFIED MUSIC

Amplified music or paging systems cannot be used by Vendors. No generators are allowed, unless approved by the AFM market manager.

CLEAN UP

Each vendor is responsible for leaving their area clean. NO EXCEPTIONS. GHCD is not responsible for items left on the premises. Brooms, rakes, and tools needed for clean up will be provided by the Grays Harbor Conservation District.

SMOKING / VAPING POLICY

No smoking or vaping or open flames of any kind are prohibited in or around the market area, unless otherwise authorized in writing by the AFM market manager.

DRUG AND ALCOHOL POSSESSION POLICY

The unlawful possession or use of illegal drugs and / or alcohol on the Aberdeen Farmers Market site will not be tolerated.

ORGANIC LABELING

Use of the phrase “organic”, in produce sales, shall be governed and regulated in accordance with Washington State Department of Agriculture regulations. All Vendors are required to advertise truthfully and to respond to customer’s questions in a like manner.

ADVERTISING

Advertising of the Aberdeen Farmers Market will be the responsibility of the Grays Harbor Conservation District and is for the benefit of all vendors at the market.

HEALTH PRACTICES & VENDOR REQUIREMENTS

All Vendors must adhere to sanitary procedures as outlined by the Grays Harbor County Health department. All food concessionaires, and food samplers are responsible for obtaining proper Health and food handlers permits and registration needed to do business at the Aberdeen Farmers Market. Any Vendor found to be selling contaminated food or produce shall be suspended from selling operations until satisfactory clearance has been obtained from the Grays Harbor County Health department. AFM has partnered with the Coastal Community Action Program (CCAP) and Tinderbox Coffee to provide hard plumbed restroom amenities (toilet and sink) for all prepared food vendors. Restroom access is available for prepared food vendors upon request. Additional resources from the GRAYS HARBOR COUNTY DEPARTMENT OF PUBLIC SERVICES ENVIRONMENTAL HEALTH DIVISION can be found in the *GUIDELINES FOR TEMPORARY FOOD ESTABLISHMENTS* document (included in the back of this packet.) **For all other information on permits, registration and requirements please call (360-249-4222) or email Hailey.Smith@graysharbor.us**

ALL VENDORS (Taxes, Licensing & Insurance)

All vendors are responsible for paying taxes & licenses needed to do business in the State of Washington. Vendors must carry General Liability Insurance covering premises and operations with limits no less than: \$1,000,000 per occurrence & \$1,000,000 general aggregate. The Grays Harbor Conservation District must be named as an *additional insured* on the vendor’s liability policy. Insurance coverage must be primary and non-contributory to any insurance or self-insurance maintained by the District. Proof of coverage (Certificate of Insurance) ***must be provided to the District 15 days prior to participation in the market.*** All coverage must be issued by insurers with an A.M. Best rating of A or better. All grievances need to be put in writing to the Grays Harbor Conservation District 150 Technology Way Mailbox #9 Elma, WA 98541 -or- afm@graysharborcd.org.

SNAP, EBT & MARKET MATCH

The Aberdeen Farmers Market participates in EBT/ SNAP programs as well as Market Match. Vendors who wish to participate in these benefit programs by accepting EBT, SNAP and Market Match as payment for fruits vegetables and other eligible goods are expected to understand and abide by regulations and rules set forth by governing bodies of these benefit programs. Vendors participating in these benefits programs may be subject to audits by the AFM market manager to ensure compliance. Misuse or attempted misuse of these benefits by vendors will result in their immediate removal from the Aberdeen Farmers Market. Additionally all vendors participating in these programs must display signage indicating their participation in these benefit programs. Signs will be provided by the AFM market manager.

AGREEMENT

By accepting a stall at the Aberdeen Farmers Market each vendor thereby agrees to abide by these regulations and must sign the attached Hold Harmless Agreement covering the Grays Harbor Conservation District. The Management of the Aberdeen Farmers Market reserves the right to cancel the privileges of any vendor who, in the opinion of Management, has willfully violated the rules and regulations of governing the Aberdeen Farmers Market. The Market Management, Grays Harbor Conservation District will enforce the above rules in a fair and consistent manner.

- RULES AND REGULATIONS ARE SUBJECT TO CHANGE -

AKNOWLEDGEMENT

I have read the Aberdeen Farmers Market rules and regulations, understand them and agree to abide by them. Please keep a copy for your records.

PRINTED NAME

SIGNATURE

DATE

Aberdeen Farmers Market 2025 Vendor Packet

AFM 2025 Vendor Packet, APPENDIX A:

Release and Waiver of All Liability and Assumption of Risk Agreement

FOR GOOD AND VALUABLE CONSIDERATION, including permission to participate in The Aberdeen Farmers Market and related activities ("Aberdeen Farmers Market"), I, for myself, my successors, heirs, assigns, executors, administrators, spouse, and next of kin:

1. Agree that, prior to participating I will inspect the facilities, equipment, and areas to be used, and, if I believe that any of them are unsafe, I will immediately advise the person supervising the Aberdeen Farmers Market.
2. Acknowledge that I fully understand that my participation may involve risk of serious injury or death, including economic losses, which may result not only from my own actions, in-actions, or negligence, but also from the actions, in-actions, or negligence of others, the condition of the facilities, equipment, or areas where Aberdeen Farmers Market is being conducted.
3. Assume any and all risk of bodily injuries to myself, including medical or hospital bills, permanent or partial disability, death, and damages to my property, caused by or arising from my participation in the Aberdeen Farmers Market.
4. Covenant not to sue or present any claim for personal injury, property damage, or wrongful death against the Grays Harbor Conservation District, their officers, employees, contractors, volunteers, and agents for damages attributable to my participation in Aberdeen Farmers Market.
5. Release, waive, discharge, and relinquish Grays Harbor Conservation District, their officers, employees, contractors, volunteers, and agents from any liability, loss, damage, claim, demand, or cause of action against them arising from or attributable to my participation in Aberdeen Farmers Market, whether same shall arise by their negligence or otherwise;
6. Agree that photographs, pictures, slides, movies, or videos of me may be taken in connection with my participation in Aberdeen Farmers Market or activity without compensation from the Grays Harbor Conservation District and consent to the use of these photographs, pictures, slides, movies, or videos for any legal purpose; and
7. Warrant that I am in good health and have no physical condition that would prevent me from participating in this Aberdeen Farmers Market;

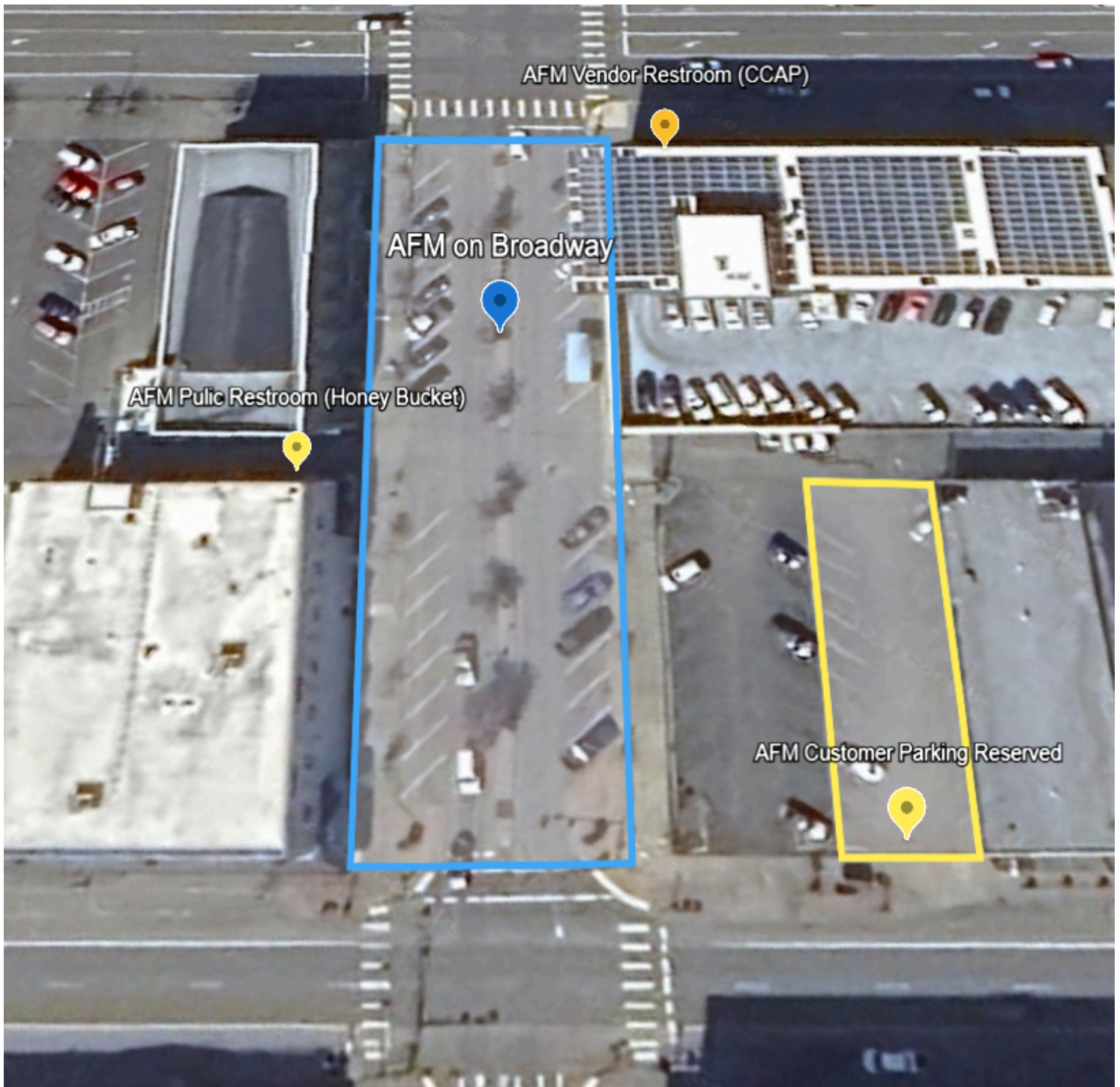
THIS DOCUMENT RELIEVES Grays Harbor Conservation District AND OTHERS FROM LIABILITY FOR BODILY INJURY, WRONGFUL DEATH, AND PROPERTY DAMAGE BY NEGLIGENCE. I HAVE READ THIS DOCUMENT, UNDERSTAND THAT I GIVE UP SUBSTANTIAL RIGHTS AND ASSUME ALL RISKS BY SIGNING IT, AND SIGN VOLUNTARILY.

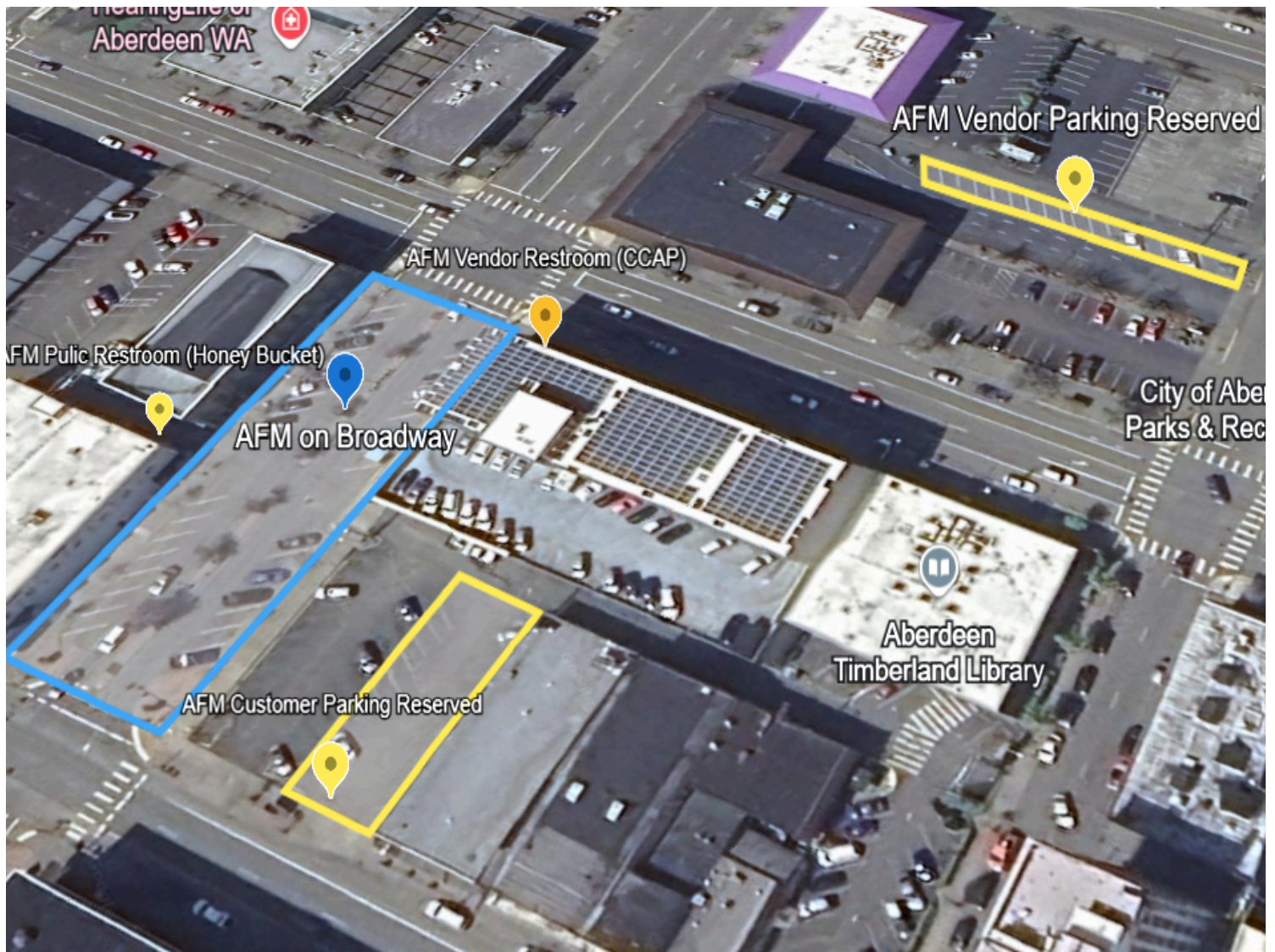
PRINTED NAME


SIGNATURE

DATE

AFM 2025 Vendor Packet, APPENDIX B:
Aberdeen Farmers Market Operation Map





 <p>GRAYS HARBOR COUNTY 1854</p>	<p>GRAYS HARBOR COUNTY DEPARTMENT OF PUBLIC SERVICES ENVIRONMENTAL HEALTH DIVISION</p>	<p>100 W Broadway, Suite 31 Montesano, WA 98563 360-249-4222 Phone 360-249-3203 Fax www.graysharbor.us</p>
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GUIDELINES FOR TEMPORARY FOOD ESTABLISHMENTS

- **Temporary Food Establishment** is defined as operating at a fixed location, with a fixed menu, for not more than twenty-one consecutive days in conjunction with a single event or celebration, such as a fair or festival; or operating not more than three days a week at a fixed location, with a fixed menu, in conjunction with an approved, recurring, organized event, such as a farmers market.
- Individuals or groups planning to serve food to the public must have a permit.
- If the public is invited to an event by use of flyers, banners, newspaper articles, or by other means, and food is served at the event. Each vendor serving food must apply for a Temporary Food Establishment Permit.
- All temporary concessions must be approved by Environmental Health and a permit issued *prior* to operating.
- Applications must be received at least 8 days *prior* to the event to avoid late fees and allow adequate review time.
- An Environmental Health Specialist will review the application and follow-up with the applicant regarding questions and any necessary changes.
- **Fees vary depending on Permit Type. Refer to our website for our current Fee Schedule for Temporary Food.**
- Note: TCS foods will be analyzed to determine the risk associated when prepared by a Temporary Food Establishment. If necessary, the Environmental Health Division may impose additional requirements to protect against health hazards which may include limiting preparation steps or prohibiting some menu items.

PERMIT CATEGORIES

EXEMPT FROM PERMIT

If you plan on serving any of the items below, please complete the Exempt from Permit Application. No fee required!

- Popcorn/kettle corn
- Cotton candy
- Dried herbs and spices
- Machine-crushed iced drinks
- Corn on the cob
- Whole peppers
- Roasted nuts
- Chocolate-dipped ice cream bars
- Chocolate-dipped bananas
- Fruit and vegetable samples (non-TCS foods)

RESTRICTED FOOD ITEMS – Includes non-TCS foods that are purchased or prepared through approved facilities.

Examples include but are not limited to:

- Espresso
- Pretzels
- Elephant ears
- Pizza purchased from a licensed pizza parlor and sold within 30 minutes
- Lemonade (powder mix)
- Commercially canned nacho cheese sauce
- Fried Bread

TIME/TEMPERATURE CONTROL FOR SAFETY FOODS – Foods that require temperature control to limit bacterial growth.

If you are unsure if a food is considered TCS please ask. Examples include but are not limited to:

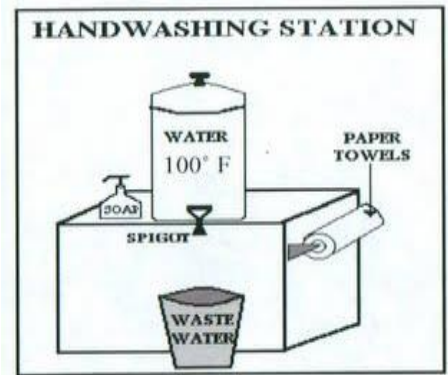
- Meats (beef, pork, poultry)
- Hot dogs
- Foods containing dairy products
- Eggs
- Cooked beans
- Cooked vegetables
- Cut leafy greens
- Potatoes
- Seafood (fish, crab, oysters, clams)
- Sausages
- Cream or custard pies such as pumpkin pie or cheesecake
- Cooked grains
- Cooked pasta
- Cut melons
- Cut tomatoes

WASHINGTON STATE FOOD WORKER CARD

- At least one person with a valid Washington State Food Worker Card shall be present in the temporary food establishment at all times. Food workers can get their Washington State Food Worker Card online at www.foodworkercard.wa.gov (this is the ONLY site that meets Washington State requirements). You must have access to a working printer and a debit or credit card.
- Technical assistance for the online course is available by contacting our office or by contacting the Washington State Food Worker Card Hotline at 1-800-204-4418 (TOLL FREE) or via email at foodworkercard@tpchd.org

HANDWASHING FACILITIES

- If using a temporary handwashing facility it shall consist of warm running water at least 100°F, soap, single-use paper towels, and a bucket to collect wastewater. Running water can be an insulated container of warm water that has a turn spout that allows for continuous flow.
- Proper handwashing is critical in the prevention of foodborne illness. Employees are required to wash their hands in the designated handwashing sink prior to donning gloves, prior to handling foods or food service items, after using the restroom, after coughing or sneezing, after taking a break, eating or drinking, after cleaning or taking out the garbage, after handling raw animal products, after handling money or any other time hands are contaminated.



DISHWASHING FACILITIES

- A three-compartment sink with running water is required onsite if equipment and utensils are reused. Arrangements can be made to wash dishes and utensils in a different location as long as a health hazard does not exist and the Environmental Health Division approves the location. Three separate tubs can be used as an alternative if approved.

SANITIZING PROCEDURES

- A sanitizing solution must be available at all times during food preparation and food service. Bleach is the most common sanitizer used – the recommended concentration is:

One (1) teaspoon of liquid bleach added to one (1) gallon of cool/lukewarm water

- Do NOT add soap or detergent to the water because soap binds with the chlorine in bleach making it ineffective.
- Hot water will cause the bleach to evaporate much faster than using cold water.
- Wiping cloths used for wiping counters, tabletops and food preparation areas must be stored in the sanitizing solution when not in use.
- Change the solutions often throughout the day.

FOOD PREPARATION SINK

- A separate food preparation sink is required if produce needs to be washed onsite.
- Must have potable running water drained to an approved wastewater system through an indirect connection.
- Alternative produce washing facilities such as a separate gravity flow container with a catch bucket may be used if approved.

COOKING

- All portions of cooked, TCS foods must reach internal temperatures as outlined below:
 - Poultry, poultry stuffing, stuffed meats – 165°F
 - Ground, fabricated or reconstructed meats – 158°F instantaneous
 - Seafood, fish, pork, and eggs – 145°F
 - Commercially prepackaged products – 135°F

COOLING

- Cooling of hot TCS foods is prohibited at temporary food establishments. All off-site food preparation including cooling must be done in an approved food establishment.

REHEATING

- All TCS foods previously cooked and then refrigerated in an approved food establishment must be rapidly reheated to 165°F or above within one hour using a grill, stove, or microwave.
- Foods may only be reheated one time.
- Crock pots, steam tables or other hot holding facilities are not designed to heat foods; they are designed only to keep foods hot *after* proper reheating by other means.

THAWING

- Foods must be thawed using one of the following methods: under refrigeration, under cold running water, or in the microwave as part of the continuous cooking process

HOT & COLD HOLDING FACILITIES

- TCS foods must be stored at 135°F or above during hot holding.
- TCS foods must be stored at 41°F or below at all times during cold holding.
- TCS foods must be pre-chilled before storage in ice chests.
- Room temperature storage of TCS foods is prohibited.
- Any TCS foods found at improper temperature will be prohibited from being served.

THERMOMETERS

- A metal stem thermometer with a range of 0 – 220°F must be available for checking hot and cold temperatures of food products. All refrigerators, cold holding units, and freezers must have an accurate visible thermometer.

FOOD CONTACT

- Bare hand contact with ready-to-eat foods is prohibited. Use clean disposable food-grade gloves or clean utensils. Gloves worn must be changed once contaminated and cannot be reused.

FOOD SOURCES

- All foods must be from an approved source.
- Raw milk and ice made at home are NOT allowed.
- All foods must be prepared and stored in an approved facility.
- Home canned and home prepared foods are NOT allowed with the exception of dry baked goods (*must be non-TCS food baked goods that are prepared and wrapped in a sanitary manner for sale or service by a nonprofit organization operating for religious, charitable, or educational purposes and if the consumer is informed by a clearly visible placard at the sales or service location that the foods are prepared in a kitchen that is not inspected by a regulatory authority*).

FOOD PROTECTION

- Provide pallets, boxes, or shelves so that all food, utensils, and single-service items can be stored at least 6 inches off the ground. All food must be covered to prevent contamination.
- Use separate equipment and utensils for raw foods.
- Any self-service containers must be protected by the use of sneeze guards.
- Chemicals such as bleach must be stored away from food storage, preparation, and service areas.
- Smoking, eating or drinking in booths while working is not allowed. All non-working unauthorized persons are to be kept out of the booth area.

RESTROOMS

- Restroom facilities must be within 200 feet of each booth.
- Must be supplied with hot and cold running water, soap, and single-use paper towels.
- Portable toilets are generally NOT allowed for food vendor use.

WATER SOURCE

- All water used for cooking, handwashing and dishwashing must be from an approved source.

GARBAGE

- Garbage must be disposed of properly to avoid a nuisance or health hazard.

WASTEWATER DISPOSAL

- Wastewater such as sanitizer solutions and wastewater generated from handwashing must be disposed of properly to avoid a nuisance or health hazard.
- Disposing wastewater “on-site” is NOT an acceptable answer.
- Must provide where (i.e. mop sink, service sink, or other location) wastewater will be disposed of.
- Reach out to the event coordinator to determine where the designated location is for wastewater disposal.

SITE PLAN EXAMPLE

