



VANCOUVER FARMERS MARKET

2020 VENDOR HANDBOOK

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ADDENDUM A: Food Vendor Information – Clark County Health Department Sampling Guidelines

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2020 MARKET STAFF

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Welcome to the Vancouver Farmers Market

GENERAL INFORMATION

The Vancouver Farmers Market, referred to in this handbook as the Market, has obligations to its vendors and visitors. These guidelines are in place to ensure efficiency of Market operations.

Handbook/Contract

Every vendor gets a copy of this handbook. It is Vendor's responsibility to read these rules and abide by them. Failure to do so may result in the loss of Vendor's Market privileges. The Market reserves the right to adjust or alter this handbook at any time. If an alteration is made, you will receive sufficient notice and be given adequate time to comply. The Vendor Agreement you have signed for the 2020 season is your sole and complete contract with the Market.

About the Market

Calendar

In 2020, the Downtown Market will be open on Saturdays from 9:00 AM to 3:00 PM and on Sundays from 10:00 AM to 3:00 PM, from March 21 through November 1, 2020.

During the summer season, the VFM holds weekday markets in East Vancouver and Downtown Vancouver. This handbook will apply to those markets, as well as other markets the VFM hosts over the course of the year (i.e. Harvest Market, Holiday Market).

Structure

The Market is a not-for-profit Section 501(c)(6) corporation governed by an elected Board of Directors. The Board determines Market rules and policies. The Board is elected by the membership each year in September.

The Board typically meets the third Wednesday of the month, specific details are found in the monthly vendor newsletter, vendors are always welcome at Board meetings.

What Can Be Sold

The Market hosts vendors in the following categories:

1. **Agriculture:** Fruit, vegetable, herb, flower, plants, and other agricultural and horticultural products. Examples include dairy, fish, shellfish, wine, eggs, meats, and wild-gathered foods as well as processed items made by incorporating ingredients grown by the vendor.
2. **Hot/Fresh Food:** Prepared on site by the vendor and consumed at the market.
3. **Prepared Food:** Generally prepared off site, for offsite consumption. Examples

- include sausage, jam, baked goods, and sauces.
4. **Artisan:** Handmade items created by the vendor. Examples include paintings, photos, yard art, ironwork, furniture, jewelry, soap, lotion, clothes, and woodwork.

All vendor spaces must have products available for immediate sale and delivery to the customer at the market. The Agriculture, Food, and Artisan committees determine the types of items that can be sold at the market by a vendor in accordance with committee guidelines approved by the Board. Committee decisions are final and can be appealed only if these guidelines or committee procedures have been misapplied.

The Market does not guarantee any vendor the exclusive right to sell any product. The customer and vendor benefit from having multiple vendors selling the same or similar products. The Market will determine when a product category is adequately represented and decide whether to accept or deny applications by vendors with similar products.

The Market reserves the right to deny a vendor's application, prohibit any product from being sold, and anyone from selling at the market. The Market does not discriminate based on race, color, creed, sex, religion, physical ability, sexual orientation, age, or nationality.

MARKET REQUIRMENTS

Liability Insurance

The Market's liability insurance covers the Market, not individual vendors.

All vendors will need to have liability insurance coverage of no less than \$1,000,000 per occurrence/\$2,000,000 aggregate and name the Vancouver Farmers Market and the City of Vancouver as additionally insured.

Vancouver Farmers Market
PO Box 61638
Vancouver, WA 98666

City of Vancouver
PO Box 1995
Vancouver, WA 98668

You must provide a current certificate of insurance to the market.

The Market rents only space to its vendors and is NOT responsible for loss or damage incurred by vendors.

Membership and Membership Fee

All vendors are subject to the Market's bylaws, the handbook, and the Vendor Agreement. To sell in the market, each business must have a Market membership. A Market membership is good for one calendar year. Membership entitles you to a vote on the Board of Directors and makes you eligible for a Board position. Annual membership dues are not pro-rated or refundable except as authorized by the Board. In 2020, the membership fee is \$35. Once a vendor is accepted into the market, their application fee will be applied towards the membership fee.

If you have been a member and want to renew your membership, you must adhere to the by-law: Section 3 Article 3.8.

Licensing

Businesses represented at the market must be from either Washington or Oregon. In addition, the owner(s) of a business must reside in either Washington or Oregon. Simply holding a business license in one of those states is not sufficient.

All vendors must comply with applicable laws and requirements of the United States, the states of Washington and/or Oregon, Clark County, and the City of Vancouver.

Your Washington State Master Business License, if required, must be available in your space during market hours. Along with your registration/application, you must provide a copy of any license(s) you are required to have and a certificate of insurance to the Market before you are allowed to sell.

Washington and federal labor laws apply to all vendors hiring employees.

Inspections, Reviews, and Approvals

The Market reserves the right to inspect the establishment where items are grown or produced to verify compliance with the rules of origin.

Vendors' products may be reviewed each year before placement and periodically during the season to ensure that good quality items are being attractively presented at the market.

If you wish to sell products outside your category, the product you wish to sell must be approved by the appropriate committee. For instance, if you are an agriculture vendor wishing to sell a craft item, the item must be juried and admitted by the Artisan Committee before you can display or sell the item.

If you are found to be selling an item for which you are not approved, the item(s) in question must be removed immediately. Failure to comply may result in disciplinary action.

Vendor Code of Conduct

Vendors are required to conduct themselves at all times in a manner that befits their status as vendors of the Vancouver Farmers Market. Moreover, their conduct should not bring the market into disrepute.

It is essential that vendors act with honesty and propriety. Their duties should be carried out in a manner that preserves and enhances public confidence in their integrity and the integrity of the market.

As a community organization, the Market places great value on the varied cultures, beliefs, and

backgrounds of its board members, vendors, staff and customers. Courtesy, respect, and tolerance are expected in all our dealings with our customers, board members, market staff and fellow vendors.

Vendors (and their representatives) agree to:

1. Conduct themselves courteously towards customers, vendors, staff and board members, representing the market in a positive manner.
2. Showcase integrity and professionalism adhering to the Vendor Agreement, Vendor Handbook and Code of Conduct.
3. Uphold the Market's organizational values, including its mission and vision, not acting in a manner that is detrimental or disparaging to its values.
4. Bring to the attention of Market Management any issues they believe will have an adverse effect on the Vancouver Farmers Market. Refer complaints, issues, or concerns to the proper level in the chain of command.
5. Respect fellow vendors, not seeking to upstage, embarrass, or disparage them at any time.
6. Do their best to represent the Vancouver Farmers Market above personal interests, memberships, and affiliations.
7. Refrain from using the market as a forum for political or religious activities.

Additionally:

1. Consumption of alcohol or intoxicants at the market is not allowed. Open containers of alcohol are not allowed. The only exception to this is properly licensed wine or beer tasting in an approved space.
2. Pets of vendors, directors, or staff are not allowed on market premises. Service dogs are welcome.

SPACE ASSIGNMENT & VENDOR ATTENDANCE

Spaces will be assigned with the best interest of the market in mind with consideration taken to ensure the best possible market mix that benefits both our vendors and customer's experiences. Spaces will be assigned based upon considerations such as: seasonality of agricultural vendors, vendors who have prescheduled their days for the season, Saturday and Sunday attendance, vendors with special needs, number of selling days, and regularity of current season attendance.

More than one business may sell out of one space, provided each business meets all license, membership, jury, and other requirements for its category. Vendors selling out of the same space must also have individual signage and differentiate between the products being offered for sale by each business present. Vendors may only sell products for which they have been approved. At no time may a vendor distribute their products to be sold through other vendors.

Reserving Booth Space

At the time of registration, vendors should be prepared to request all days they intend to vend for

the season on their application. Once an application has been submitted with all required information (number of spaces, power needs, etc.) it will be reviewed, and the vendor will be notified of final acceptance and schedule.

Additions or Changes to Selling Days

Once accepted, a vendor may ask to add days to or change their schedule. Vendors must make this request by contacting the Market Manager with as much notice as possible, but no later than Wednesday by 5PM, prior to the market weekend. Vendors are to contact the Market Manager by emailing bookin@vancouverfarmersmarket.com or calling 360-737-8298. Requests for selling days in addition to what has already been approved will be considered on an individual basis. In the event the request is approved; the market cannot guarantee the vendor the same space as they have on regularly scheduled days.

Attendance

Vendors, or a representative of their business, are expected to attend all dates that they have been scheduled for. In the event a vendor cannot attend the market, they must follow the appropriate process to approve their absence with the market staff.

All vendors must attend a minimum 5 market days. If a vendor does not attend at least 5 days within a market season, they may need to re-jury their products the following year.

Agriculture Vendor Attendance

The market understands the seasonality and variability of agriculture products and will make all efforts to accommodate farmers' scheduling needs due to circumstances beyond their control. (i.e. extreme weather, crop failure, etc.)

Absences

Over the course of a season, a vendor may cancel up to 10% of their scheduled days without owing market fees. Cancellations must be made no later than Wednesday at 5PM, prior to the market weekend. Cancellations after that time will be responsible for booth fees.

All cancellations or date changes must be made and approved in writing (via email) by VFM staff in advance. Vendors may not swap dates or spaces; such action will be treated as a cancellation. When a vendor cancels more than 10% of their scheduled days, they will be responsible for the booth fees associated with the cancellation.

No Shows

No-shows on a market day will be assessed a "no-show" penalty of \$30.00 in addition to their booth rent. Two no-shows per season may lead to forfeiture of future selling days and could negatively affect a vendor's long-term relationship with the VFM.

VFM Management reserves the right to make exceptions to the cancellation policy due to an emergency (family or medical emergency, weather conditions, or other circumstances deemed beyond the control of a vendor). Exceptions to this rule will be made on an individual basis by the VFM Market Manager.

Space Location

Vendors will be notified of their space prior to the market day. If you are unsure of your space number when you arrive at the market, please check in with the onsite Market Manager.

2020 INTERMEDIATE ATTENDANCE POLICY

2020 INTERMEDIATE ATTENDANCE POLICY **Only Available to Returning Vendors - Prior to 2017**

All applicants who join the market from 2017 forward, must select the dates that they wish to attend the market when applying to the current season. The 2020 Intermediate Attendance Policy applies only to returning vendors who joined the market prior to 2017.

ALL vendors are strongly encouraged to pre-schedule dates for their entire season. Those vendors who choose to do so will have a variety of benefits.

- Vendor will be included on the interactive market map on the VFM's website. This allows customers to see their location in the market each week and link directly to the vendor's website and social media profiles, view contact information for the vendor and view their market schedule.
- Vendor will receive a permanent or more consistent space than those who do not pre-schedule.
- Vendor will receive space priority over those who have not pre-scheduled.
- Vendor will be eligible to be featured in promotional materials and may be highlighted if their attendance is known in advance.

Those returning vendors who wish to book in weekly may still do so in 2020.

- Vendor must notify the VFM staff of their weekend intentions by **Wednesday at 5PM** prior to each market weekend.
- Weekly vendors will not be included in the interactive market map.
- Vendor will not be guaranteed a consistent space, as those who pre-schedule for the whole season will get space priority.
- If the market is full on a given weekend, weekly vendors will be waitlisted.

SPACE RENT, FEES AND PAYMENT

	<i>Saturday</i>	<i>Sunday</i>
Space Rent:	\$50 per space	\$50 per space
	<i>Weekend</i> \$90 per space	
Electric into vendor space, per breaker box:	\$5	\$5
Gas usage, per connection:	\$5	\$5
Waste disposal (applies to food vendors selling food for consumption at market):	\$10	\$10
Water (applies to flower and nursery vendors):	\$5	\$5
Security (applies to vendors leaving a space set up overnight), per space, per weekend:	<i>Weekend</i> \$10 per space	
Booth Cleaning Fee: If your space requires cleaning by market staff at the end of the market.	\$30	
No Show Penalty:	\$30 plus booth fee owed	
Late Payment Fee:	\$15	
Returned Check (NSF) Fee:	\$25	

Payment Methods

1. Automated Electronic Debits (ACH Withdrawal) *Preferred Method*
 - Contact Market Management or VFM Office to get set up on this method.
2. Monthly Invoicing
 - With pre-approval of management, monthly invoices will be sent to vendor, payment will be due upon receipt.
3. Market Day/Weekend
 - Pay on the day or weekend that you attend. Pay at the market's Information Booth. Payment is due in full by the end of the weekend on which you vend. Payment will be accepted in the Information Booth until 30 minutes after the close of market. Please make accommodations to ensure payment by that time.

Late Fee

Vendors paying their fee each week must pay by 3:30pm on Sundays. Vendors who fail to pay their weekly booth fee will be assessed a \$15 late fee and will not be able to return to the market until full payment of their outstanding booth fee plus late fee is received.

Vendors approved for monthly invoicing shall pay their fee upon receipt of invoice. A late payment fee of \$30 will be applied to payments not received 31 days after invoice date and each subsequent 30 days thereafter.

Pre-payment Discount

Vendors can pre-pay for their booth rent for the market season in advance and receive a discount if the rent is paid in full before the vendor's first selling day of the season. The vendor will be liable for any applicable electric, wastewater, natural gas, and/or security fees incurred during the market season. Refunds are not permitted. To pre-pay please call the VFM office at: (360) 737-8298.

Pre-payment of Agriculture/Farm Season Market Days: Agriculture vendors who wish to pre-pay their entire season will receive a 10% discount.

Pre-payment of 60+ Market Days: Vendors who wish to pay for their entire season of 60 or more days will receive a 10% discount.

Pre-payment of 30-59 Market Days: Vendors who wish to pay for their entire season of 30-59 market days will receive a 5% discount.

USE OF SPACE

1. To keep our customers happy, the market should look full all day. Your space must remain set up until 3PM unless the Market Manager has exempted you specifically.
2. Business partners, employees of the business, domestic partners, and family members of the business owner may sell in the vendor's space. It is the owner's responsibility to ensure that all representatives of the business are aware of all rules, regulations, and procedures governing the market. Failure to adhere to any of these on the part of a business representative will be the sole responsibility of the business owner(s) and the owner will be liable for any infractions.
3. You must provide your own set up; this includes canopies, tables, and chairs.
4. All canopies or booth covers must have weights on all legs from the time they are erected to the time they are torn down. This rule applies regardless of weather conditions. Weights of approximately 25 pounds each are required, but you are responsible for making sure the weight you use is sufficient. Any vendor who fails to secure a canopy properly may not be allowed to vend that day unless the canopy is removed, and the vendor sells without it. Additional fines and disciplinary action may be applied as well. Market management enforces this rule strictly.
5. Vendors are responsible for keeping their space(s) safe, sanitary, and attractive during the

market and for cleaning up thoroughly afterward. This includes use of appropriate ground covering (tarp, cardboard or plywood), sweeping the area and removing any oil or produce stains and garbage as needed at the close of each market day. **All spaces must be left clean at the end of the market. If a space or the surrounding area requires extra cleaning by Market staff, the offending vendor will be charged a \$30 cleaning fee.**

6. All sales activity, products, and signage must be within the boundaries of the space rented. Exceptions can be made by the Market Manager for the good of the market.
7. Vendors must provide a sign identifying their business. Product signs and prices should be attractive and easily read.
8. A vendor who leaves a space, a booth, and/or product on site overnight does so at their own risk. The Market and its agents assume no liability for any damage or theft. Before you leave items overnight, cover them, block the entrances to your space, and post “closed” signage.
9. Vendors must remove all trash, personal property and unsold products from the market premises. Unless you pay the Market’s waste disposal fee, you may not use the Market’s trash cans or the Market dumpster. Vendors whose vendor category is not charged a waste management fee may elect to pay this fee and use market facilities at the discretion of management.
10. Vendors are not allowed to dump wastewater in storm drains, street gutters, or anywhere except for designated wastewater sinks/receptacles
11. All boxes must be broken down and all trash/garbage disposed of at the market must be placed in closed containers/bags sturdy enough to securely hold whatever product is being disposed of. See Addendum B for Waste Disposal Rules
12. If the vendor cooks with deep frying type applications, the vendor must have some floor sweep (cat litter) on hand to clean spills.
13. The Market will provide a water source to vendors selecting to pay for this service. An additional water fee may be charged for extensive users of water.
14. Small, quiet, portable electric generators that produce little noise may be allowed if pre-approved by the Market Manager and if the noise and fumes do not interfere with other vendors or customers.
15. No amplified music, radios, or televisions are allowed unless approved in advance by the Market Manager.
16. Smoking is not allowed on or within 25 feet of the market premises. Smoking is also prohibited in Esther Short Park, and on Esther Short Commons and Heritage Place Condominiums property.

Space Allocation

If the market is completely full, the following space allocations will apply:

1. 70% agricultural
2. 10% foods - hot/fresh
3. 10% foods - prepared
4. 10% artisan

Sublet of Space

Vendors may not sublet or transfer spaces to others.

Non-Standard Spaces

The Executive Director or their designee may establish different rates for non-standard spaces.

Fire Safety

All vendors must comply with fire code set in place by the Vancouver Fire Marshal. Vendors will be subjected to random inspections throughout the market season.

1. All tent canopies and side walls must be certified fire retardant per Fire Department guidelines. Clear plastic covers are not fire retardant and are therefore banned.
2. All extension cords must be for outdoor use. No Kitchen/household extension cords may be used. Limit the chaining of extension cords as much as possible.
3. If you create a heat source of any kind, you must have a Class-ABC fire extinguisher in your booth space at all times.
4. If you are using a deep fryer and have another type of heat or cooking source, you need both a Class K and Class ABC fire extinguisher in your booth space at all times.
5. All fire extinguishers must have an up to date inspection tag or a receipt showing it was purchased within the last calendar year.
6. All propane tanks or their equivalent must be contained within a milk crate for stability and placed on the outer edge of your booth space.

Electrical Service

Market staff will assign a breaker box to each vendor using electricity. Use of any outlet other than the one assigned is not allowed. Any problems with the electrical service must be reported immediately to the Market Manager. Extension cords must be 12 gauge or larger (smaller gauge number), and in good repair. For each cord connected to an outlet, the total maximum power requirement of all connections to that cord cannot exceed 15 amps. Do not move other vendors' power cords. If you use an electrical box, you must cover the opening for the safety of other vendors and customers, once you have finished using the box, you must replace the hard covers.

Grey Water and Market Dumpster

Only vendors paying a waste disposal fee can use the gray water sink and market dumpster. All trash must be placed in strong, closed trash bags preventing tears or spills during disposal. No vendor trash or recycling may be disposed of in open containers or stored on the market premises. This rule is strongly enforced; violations will result in disciplinary action. Please refer to Addendum B: Waste Disposal Rules in the handbook.

Selling Methods

Vendors may not use the following techniques while vending in the market: hawking, calling attention to a product in a loud repetitive manner, or selling an aggressive way. Vendors may not enter another vendor's stall to engage customers nor in any way interrupt another vendor's interaction with a customer. Vendors may not stand in the aisles to offer customers samples.

LOADING, UNLOADING & PARKING

1. Vehicle loading and unloading will be as directed by the Market Manager.
2. There are mandatory quiet hours in place until 8am.
3. All vendors are to enter the Market at the W. 8th and Franklin Street market boundary. S. Esther, N. Esther and E. 8th street boundaries are to be used as exits only.
4. All vehicles will be driven at 5MPH to allow immediate stopping to avoid accidents. Vendors are to put their hazard lights on.
5. Regardless of which street a vendor's booth is located, through traffic travels on the RIGHT side, and vehicle parking for unloading/loading is always on the LEFT side.
6. Vendors should unload quickly, repark their vehicle in the designated parking lot, and return to complete set up.
7. Vendors are not allowed to block the roadway while waiting for a space to park.
8. Vendors may bring no more than one vehicle at a time into the market for loading or unloading except by permission of the Market Manager.
9. While waiting for entry to the market, vendors may only wait in areas designated by Market Managers to not create traffic blockages on adjacent public streets.
10. Vendors will be individually responsible for any damage to the market facilities, other vendor equipment, individuals or other vehicles resulting from the operation of their vehicle.
11. Vendors are not entitled to a space directly in front of their booth for loading and unloading.
12. All vehicles must be out of the market 30 minutes prior to market opening. Vehicles that remain on the street after this time will be fined.
13. Any vendor who receives two verbal and/or written warnings regarding their vehicle in the market will not be allowed to drive into the market and must park on the perimeter and load-in by hand. A vendor who doesn't follow these rules raises safety concerns. Please come prepared to load-in and load-out according to the rules.
14. At the end of the market day, vehicles should not be brought into the market for loading until items within the space have been packed for loading.
15. At the time of unloading, vendors must wait to enter until they have been signaled by the Market Manager. Vendors are to put their hazard lights on when entering the market for load-out.
16. The designated vendor parking area is located at the South end of the City Hall parking lot near the train tracks. Vendors may also park in any available street parking, which is free on weekends. The remainder of the City Hall lot, as well as the parking lots on Esther and Franklin Streets are reserved for customers only. Please see Addendum C for market traffic and parking map

SNAP/EBT AND CREDIT/DEBIT CARD PROGRAMS

The Market is a SNAP retailer. SNAP recipients receive an average of \$220/month per family which can be spent only on eligible food items.

SNAP recipients receive their funds on an electronic credit card—an EBT card. The card must be processed through the EBT terminal at the Market’s Information Booth. When the card has been processed, the SNAP recipient will receive wooden tokens that can be used to purchase any eligible item at any vendor booth at the market that sells an eligible item. The EBT tokens come in the following colors/denominations:

Red - \$1

Blue - \$10

Black - \$1 (only for fresh, whole fruits and vegetables as a part of the Fresh Match program)

SNAP-Eligible Items

SNAP benefits can be used to buy:

- Fruits and vegetables
- Meat, poultry, fish
- Dairy products
- Breads and cereals
- Other foods such as snack foods and non-alcoholic beverages
- Seeds and plants, which produce food for the household to eat.

SNAP benefits cannot be used to buy:

- Beer, wine, liquor, cigarettes, or tobacco
- Vitamins, medicines, and supplements
- Prepared Foods fit for immediate consumption
- Hot foods
- Any nonfood items such as pet foods, cleaning supplies, paper products, household supplies, hygiene items, cosmetics

All vendors selling SNAP-eligible items must accept SNAP EBT tokens in payment for their products. Vendors may not discriminate between SNAP and cash customers.

Returning Change to SNAP Customers

It is illegal to give cash as change on SNAP EBT transactions. If a customer is using \$1 Red, \$10 Blue or \$1 Black wooden tokens, you cannot give cash as change.

Because no cash change can be given on SNAP transactions, items should be priced as close to \$1 increments as possible, so that SNAP customers do not believe they are wasting their funds.

Credit-Debit Tokens

Any customer can use a credit or debit card at the Information Booth to receive green tokens that are worth \$5 each. Green tokens can be used throughout the market. If a customer pays you with a green token, you must give change in cash.

Redeeming Wooden Tokens

At the end of the day, turn in the tokens you have received to the Information Booth.

Please sort and count the tokens by color (red, green, blue and black) and write that information on a provided token count sheet before you go to the Information Booth.

The staff at the booth will give you a receipt; staff at the Market office will recount the tokens and note any difference. We will assess a 3% processing fee (like a credit card processing fee,) on the total value of the green \$5 tokens you turn in. There is no fee for redeeming SNAP tokens. The following week, you can pick up a check at the Information Booth or have the check direct deposited. If a token check needs to be re-issued, a fee of \$25 will be required. Any questions regarding reimbursement should be directed to the Market office.

Please note:

1. You cannot use tokens to pay space fees.
2. We will withhold your reimbursement if you have any fines or outstanding invoices with the Market.
3. You will be reimbursed only for tokens you are eligible to accept. SNAP tokens can only be accepted for EBT-eligible products.

Questions Concerning SNAP EBT Eligibility

If you have any questions about which of your products can be purchased using SNAP tokens, ask the Market Manager. You will be reimbursed only for tokens you are eligible to accept. A vendor who violates the SNAP EBT rules repeatedly is subject to disciplinary action up to and including revocation of Market privileges.

RULE VIOLATIONS AND DISPUTES

1. All rules are enforceable by the Market Manager.
2. During the season, a vendor's membership may be revoked for the entire season, possibly indefinitely. Disciplinary measures include verbal warnings, written warnings, fines, and temporary or permanent suspension of membership.
3. If a fine is levied against a vendor, the fine must be paid in full at least 24 hours prior to the vendor being allowed to vend at the market again. Should a vendor at any time occupy the premises in a manner contrary to the Vendor Agreement, Vendor Handbook, or Vendor Code of Conduct, or in any manner that is hazardous or offensive to the public or other vendors, the vendor must promptly vacate the premises upon the request of the Market Manager. The Market is relieved and discharged from any and all loss or damage

incurred by the Market's removal of the vendor's property. The Market shall not be responsible for storage or safekeeping of property so removed.

4. Should a member at any time, while engaged in any market-related activity or communication, conduct himself/herself or take an action offensive to the public, staff, or other vendors that is detrimental to the smooth operation of the market, the Market reserves the right to take disciplinary action up to and including revocation of market membership. Any member whose membership has been revoked must apply in writing to the Board for reinstatement of eligibility to become a member of the Association.
5. Market management reserves the right to make exceptions to these rules at their discretion.

PRODUCT CHALLENGES/DISPUTES

1. It is the Market's intent to offer customers high quality products. Any customer, Market member, or staff member can challenge a product offered for sale. A challenge must be submitted in writing to the Market office before any action will be taken.
2. The Market Manager will partner with the chair of the appropriate committee to review the challenged vendor's file to determine if there is a reasonable basis for the challenge. If the challenged vendor's file indicates that the appropriate vendor committee has verified and approved the product for sale, and the product's origin is not being challenged, the challenge will be denied and the challenging party will be notified in writing as to why the challenge was denied. The decision of the Market Manager can be appealed to the appropriate vendor committee.
3. If the Market Manager and the chair of the appropriate vendor committee determine that there is a basis for dispute, the product challenge will be forwarded to the appropriate vendor committee. If the challenge is forwarded to the vendor committee, the Market Manager will provide the challenged vendor with a written notice of the challenge within 8 days of receiving it.
4. If the product challenge is referred to the vendor committee for further determination the challenged vendor has 14 days to respond. The Committee Chair or their designee will notify the challenged vendor, via written notice, as to the nature of the response. The response may consist of photos of the process of creation and/or a written explanation of the process and/or copies of receipts for raw materials necessary to create product. If the photos/other materials are not conclusive the Committee Chair or their designee may also request to see the process of creation by the vendor in person.

The Market Manager and any committee representatives will provide (upon request) a written statement guaranteeing the challenged vendor that none of the vendor's trade secrets will be divulged.

If the challenged vendor does not respond as directed to the challenge within 14 days of referral or the response to the challenge is not satisfactory, the vendor will not be allowed to sell the product in question at the market until the product challenge has been resolved.

APPEALS

If a vendor wishes to appeal a decision made by the Market Manager, the vendor must file the appeal in writing to the Executive Director within 30 days of the decision that is being appealed. The Executive Director will tell the Board about the appeal and will issue a decision within 30 days of receiving it. Any further appeals will be handled by the Judiciary Committee.

1. The Judiciary Committee will resolve any continuing dispute other than product challenges. They will not rule on vendor or jury committee decisions unless the basis for the appeal is a misapplication of vendor committee policy or procedure.
2. The Judiciary Committee will rule on vendor conduct where Market privileges or suspension are in question, or when a vendor appeals a decision by the Executive Director about a rule infraction.
3. The Judiciary Committee will not consider cases when market privileges have been suspended for non-payment of monies due the Market until the vendor has paid the amount due.
4. If the Judiciary Committee decides that the monies were not due, the money will be refunded.

RULES FOR PRODUCT CATEGORIES

Vendors may participate in multiple categories, i.e. Agriculture, Hot/Fresh Food, Prepared Food, and Artisan. Participation in a category will be determined by the rules of that category and independent of the vendor's participation in another category.

Agriculture Vendors

Note: Call or email the Market office for information on how to contact the Agriculture Committee.

This section is about general rules for all agriculture vendors—produce, nursery, cut flowers, and agricultural prepared products.

1. **Application:** All agriculture vendor applications must be submitted to the Agriculture Committee. Approval will be granted pending confirmation that the product or service provides value to the Market, and all Market regulations, requirements, and any conditions are being followed by the vendor.
2. **Scheduling Market Days:** While Agriculture vendors are not required to attend all market days, upon applying, vendors must fill out the market calendar with dates that they wish to attend the market. Selected dates should reflect a reasonable estimation of planned attendance; however, we do understand the seasonality and variability of agriculture products and will make all efforts to accommodate needs due to circumstances beyond control (i.e. extreme weather, crop failure, etc.).
3. **Additional submissions:** Vendors must submit a complete list of products that they produce and wish to sell, along with their farming practices, at the time they make application to the Market. All products must be approved by the Agriculture Committee prior to being offered or sold. If an accepted vendor wants to sell an item not previously approved, the Agriculture Committee must approve the new item before it may be sold.
4. **Product exclusivity:** The Market does not guarantee any vendor the exclusive right to sell any one product. The customer and vendor often benefit from having multiple vendors selling the same product. The market will determine when a product category is adequately represented and make the decision to deny applications for vendors with similar products.
5. **Labeling:** All agriculture products must be clearly and legibly labeled as to city and state where the product was grown.

SNAP: All vendors who sell products that are eligible for purchase under SNAP must participate and accept red \$1 and blue \$10 EBT tokens for the purchase of these items. Agriculture vendors that sell whole fresh fruits and vegetables must also accept black \$1 “Fresh Match” tokens.

Uncertified Claims: The Market does NOT allow vendors to display written statements in their booths related to pesticide or chemical use which cannot be certified through an official source (i.e. USDA, Oregon Tilth). This includes, but is not limited to, claims of “unsprayed”, “no spray”, “pesticide free”, or “GMO Free”. Vendors may use other descriptive written terms for their products not related to pesticide or chemical use. Business owners are encouraged to educate their staff about growing practices and should be prepared to answer customer questions

about those practices in detail.

Certified Organic Vendors: Only growers who are certified organic may use the word organic in their signage. All certified organic vendors must provide a copy of organic certification to the Market office before advertising their products as such. Vendors shall also post copies of such certification for stated products. If no certification is available for display, vendor must remove signage and cease claims. Further actions including fines and possible suspension may follow.

Inspections: The Market reserves the right to inspect the establishment where items are grown and processed.

Produce: To guard against possible contamination, all produce must be elevated at least 6 inches above the ground or on a pallet.

Sampling: Agricultural vendors who wish to offer free edible samples must meet applicable Health Department requirements, including having a hand washing station in your space (see Addendum A).

Fresh meat, fish, shellfish, wine, egg, juice/cider, and dairy: vendors must be approved and licensed by the appropriate agency. They must sell their products in agency-approved packaging. Questions about wine, honey, wild-gathered foods, fish, shellfish, meats, and other items not grown by the vendor should be directed to the Agriculture Committee.

Pet Foods: All pet food/treats must have all required licenses, including Washington State Department of Agriculture (WSDA) Commercial Feed Registration for each recipe/flavor, and must meet all state and federal labeling and ingredient content requirements. Prior to selling, the vendor must provide a copy of a certificate of insurance to the Market of not less than \$1 million naming the Market and the City of Vancouver as additional insured.

Nursery: All nursery vendors must comply with Washington state requirements.

Vendor-Grown: At least 80% of products Agriculture vendors sell over the course of the season at the market must have been grown or produced by the vendor and grown in the states of Washington or Oregon. The other 20% must be grown in the states of Washington or Oregon and must be purchased directly from the grower. For more information, refer to the Second Farm Rule.

Shared Farm Space: In an effort to support small agriculture businesses that may not have adequate quantity, equipment, or manpower, we offer a shared farm space option. Each shared farm space member must submit a separate application and pay a separate application fee. Signage at the market must include business names, locations, and products of each shared farm space member. Only two vendors can be represented in a shared farm space. Shared farm spaces may not have a Second Farm Agreement. At no time may a vendor distribute their products to be sold through other vendors.

Second Farm Rule: Under the Second Farm Rule, vendors may sell produce and other select

farm products from other local farms, provided that the products are purchased directly from the grower, are unique and currently underrepresented at the market, and the additional following conditions are met:

1. Approval of second farm products will be limited and may be denied or revoked if a product is available in sufficient quantities from local farmers at the market. Both the second farm and the second farm products must be pre-approved prior to sale at the market. A second farm may only be represented once per market day by only one vendor. The second farm owner is required to sign the second farm application, submitted by the vendor, indicating his/her approval of the applicant vendor to sell his/her products at the market.
2. A vendor may have products from up to two second farms, per vendor, per day.
3. A second farm may be represented only once at the market per day, and only by one vendor.
4. A Second Farm Application must be submitted by the produce/nursery vendor and approved by the Agriculture Committee before the vendor can sell second farm product(s). The owner of the second farm must sign a statement indicating his/her approval of the applicant/vendor to sell his/her product/s at the market and verifying that the items that are to be sold at the market were grown and/or produced exclusively by the second farm and within the states of Washington or Oregon. The market is not an outlet for wholesale produce.
5. Second farm product/s are required to have prominent signage, displayed with the product and detailing the second farm's name, location and product. The signage must be no less than 4x6 inches.
6. Second farm products are limited to 20% (retail value, display area, count) over the course of the season.

Violation of Market, local, state, or federal guidelines and policies could result in penalties such as fines, suspension, and/or removal from the market. We always expect our vendors to act with the utmost integrity and sell products of the highest quality.

Food Vendors

Note: Call or email the Market office for information on how to contact the Food Committee.

Potential food vendors must be juried and accepted by a panel of jurors before selling at the market. Additional rules may apply to vendors of hot food and/or processed food. Health Department rules and requirements change from time to time. See the chairperson of the Food Committee for more information.

1. The intent of the Market is to present a fresh, natural, unusual, and varied eating experience not available elsewhere in Vancouver. We encourage the creative use of locally grown and produced products. Food vendors are encouraged to support local growers whenever possible. In order to achieve variety and high quality, vendors are expected to present their own unique products.
2. All menu items must be approved at the time of application to be eligible for sale. As vendors are encouraged to highlight seasonal products, seasonal menu items will be allowed with approval of the Food Committee.
3. Food vendors must obtain all applicable licenses for their product. Which may include but may not be limited to, Clark County Health Department Annual Itinerant Permit, Clark County Food Workers Card, Washington State Department of Agriculture Producers License, etc.
4. The vendor must stand behind his/her word through truth in advertising, value for money, and good quality.
5. The food or raw materials used must be greatly altered and enhanced by the vendor.
6. Each food vendor is required to furnish one appropriately sized trashcan per space occupied.
7. All food vendors must follow appropriate fire safety guidelines. See page 9 for fire safety guidelines.
8. If you have a menu item approved by the Food Committee, you are required to have the item for sale on at least 6 weekends within an 8-week period, or within the season of the food item, or another vendor may be approved to sell that item. If you have not sold the item, then it will be open to review by the Food Committee. The committee may require you to remove the item from your menu or allow another vendor to sell the item.
9. The Health Department requires the Market to have a 3-compartment sink where vendors may wash, rinse, and sanitize items such as pots, pans, and serving utensils. Because all our food vendors share this sink, please do not use it for all your washing needs, but only for what is required to comply with Health Department regulations. Cooking items should be taken to your commercial kitchen to be sanitized after the market day.
10. Vendors may use the 2-compartment sink for produce washing. Vendors are responsible for sanitizing the sink prior to use and using appropriate produce washing methods (using a colander, etc.).

Artisan Vendors

Note: Call or email the Market office for information on how to contact the Artisan Committee.

Potential artisan vendors must be juried and accepted by a panel of jurors before selling at the market. New vendors may also be reviewed the morning of the vendor's first market setup; all vendors may be reviewed randomly throughout the season.

You must obtain a Master Business License from the state of Washington. A City of Vancouver business license is not required to sell at the market.

1. The product must be the original workmanship of the vendor and must demonstrate quality workmanship, as well as be safe and durable for its intended use.
2. The unauthorized use of copyright designs is illegal and will not be allowed at the market.
3. The vendor's work must be predominant, and the starting material must be altered and/or enhanced significantly by the vendor.
4. Ancillary* item use
 - Ancillary items are accepted to more completely satisfy customer needs for the use of the product(s).
 - Up to 10% of the products sold may be ancillary products directly related to and supportive of the vendors main product-line.
 - Ancillary items must not be displayed predominately and/or independently, or in a fashion that suggests it could be sold individually. Signage is suggested to explain ancillary item sale limitations. (i.e.: Chains sold with pendant purchase only, not sold individually).
 - Only permitted to be sold in conjunction with handcrafted items created by the vendor.
 - Value must be of lesser value than the main handcrafted product. (i.e., Chain \$10 with \$60 handmade pendant.)
 - Vendor is required to provide listing of all intended use/sale of ancillary items to the Artisan Chairperson.
 - Examples of ancillary items are crayons for artwork and frames for photography.
5. Artisans may sell, subject to approval, high quality reproductions of their own original work.
6. Soap and body care product vendors must follow federal requirements for labeling and stating ingredient contents.
7. If an artisan vendor wants to avoid having to re-jury the following season, they must sell at the market a minimum of 5 days.

* *An-cil-lar-y, adj. 1. in a position of lesser importance 2. providing support for something.*

The Vancouver Farmers Market reserves the right to correct or change the Market's rules, appendices or forms at any time and at its discretion.

If you have questions or comments, please speak to Market staff or come to the next Board meeting.

Thank you for your interest in the Vancouver Farmers Market.

Addendum A

**Food Vendor Information
Clark County Health Department
Sampling Guidelines**

Sampling requirements for exempt and permitted foods

Providing food samples is a great way to showcase products, interact with potential customers and increase sales. Knowing the rules can help assure customers are confident your samples are safe.

General requirements:

- ◆ Obtain a Washington State Food Worker Card
- ◆ Wash your hands at a handwash station with running water, soap and papertowels.
- ◆ Use gloves, tissues, tongs or other utensils to prevent bare hands from touching the food.
- ◆ If the food is potentially hazardous, only prepare enough samples to last 25-30 minutes. If any samples are left over after this amount of time, they should be discarded and other samples prepared for service.
- ◆ Use cutting surfaces that are clean and sanitized, free of cracks and in good repair.
- ◆ Use single service disposable utensils such as food papers, napkins, toothpicks, spoons or sample cups for all samples.
- ◆ Wear clean clothing. Keep hair restrained.

Keep in mind that different foods have different requirements; some foods have an increased risk of causing a food-borne illness. Some exempt foods will require permits if samples are to be offered. All produce to be sampled must be pre-washed from a clean water source and stored in a clean container. Samples must be safely prepared in an approved kitchen or on-site.

NOTE: All sampling methods must be approved by a Clark County Public Health food inspector before foods are offered to the public.

The DON'Ts

- ◆ Work if you have symptoms of an infectious illness or allergy (diarrhea, nausea, vomiting, sneezing, coughing.) Anyone with the flu, a cold, an open sore or infected wound on their hand may not work in the booth.
- ◆ Allow anyone who isn't on duty to be in the booth. (including children)
- ◆ Eat or drink inside the booth.
- ◆ Smoke or use vaping products in or within 25 feet of the booth.
- ◆ Use raw wood as a cutting surface.
- ◆ Use time as a public health control. All potentially hazardous foods must be under temperature control at all times.
- ◆ Cool on location. Cooling may occur at your commissary ONLY if part of your approved plan.
- ◆ Use Sterno for hot holding at outdoor events.

Post this document at the event for your reference

FOOD VENDOR INFORMATION

How to safely serve food at Farmers Markets, Festivals, Fundraiser Events, and Street Fairs



Clark County Public Health
Environmental Public Health
1601 East Fourth Plain Blvd, Bldg. 17, Room A329
PO Box 9825
Vancouver WA 98666-8825



For other formats, contact the Clark County ADA Office: **Voice** (360) 397-2000;
Relay 711 or (800) 833-6388; **Fax** (360) 397-6165; **E-mail** ADA@clark.wa.gov.

The DO's

Before you start:

◆ Submit a Food Establishment Permit Application and payment for applicable fees at least 14 days before the date of the event. Go to <http://www.clark.wa.gov/public-health/forms.html>, Call 397-8428 to request a permit application, or obtain a permit application at Clark County Public Health (address on back of this pamphlet).

◆ Obtain a Washington State **Food Worker Card**. **There must be at least one person on-site at all times who has a current Food Worker Card.** To test online go to www.foodworkercard.wa.gov or call 397-8428 for in person testing options.

Required facilities—Check with event coordinators prior to the event to ensure the following are provided:

- ◆ For events longer than one day or if utensils will be washed on site, a **3-compartment sink** with running water must be accessible. Sinks may be shared with other vendors.
- ◆ **Toilets** with hand washing facilities must be located within 200 feet and accessible at all times during event.
- ◆ **Water hoses** must be food grade and drinking water must be from approved sources. Keep the nozzle end stored off of the ground or in a clean empty bucket when not in use.

The food booth:

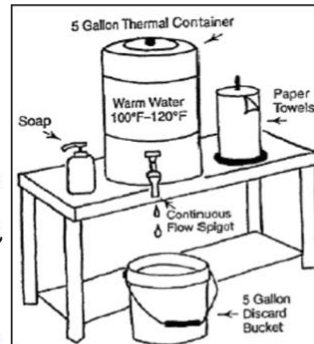
◆ Set up a **hand-washing station** on-site before preparing any food. Station must have a 5-gallon insulated container filled with warm water, a pump soap dispenser, paper towels and a bucket to collect the waste water. Dump waste water into a toilet, mop sink or designated waste container. (Not on the street, into bushes or in a storm drain)

◆ **Overhead Covering** must protect from rain, dust, and bird droppings. (If cooking, check with fire marshal for additional requirements)

◆ **Floor surfaces** that are gravel, dirt or sawdust must be covered with rubber mats, wood, or other suitable, approved materials.

◆ **Food prep surfaces and counters** must be waterproof, smooth and easy to clean.

◆ Keep **grills, barbecues, and deep fat fryers** on a stable, flat surface near the back of the booth and separated from the public with a rope or barrier. (Check with fire marshal regarding set backs, propane tanks, etc.)



EXAMPLE OF A HAND WASHING STATION

Safe food practices:

◆ **Wash hands** after using the bathroom and again when returning to the food booth, before putting on gloves, after engaging in activities that contaminate the hands such as handling soiled equipment or utensils, and after handling money.

◆ Prepare food and any samples the same day on-site, or in a kitchen with prior approval by Clark County Public Health.

◆ Outdoor events create a challenge to maintaining temperature control. Keep **cold foods cold**: 41°F or lower. Keep **hot foods hot**: 135°F or higher.

◆ Keep **thermometers** inside all cold food holding units.

◆ Provide a **food probe thermometer** with a range of 0-220°F onsite. A thin tipped metal stem thermometer is required if hamburgers or other thin or small foods are served (see picture for an example).

◆ Serve food only from **approved sources**, including ice. Ice may not come from a home freezer.

◆ To **prevent cross contamination**, separate ice chests for each type of raw meat, ready-to-eat (see info box) foods and beverage ice are required.

◆ **Use clean wiping cloths**. When not actively sanitizing, store wiping cloths in a bucket of sanitizing solution. Bleach and Quaternary Ammonia products are approved. Use appropriate test strips to assure proper concentration (too low is ineffective, too high is toxic).

◆ **Store or display food and utensils** 6 inches or higher off the ground and covered or in waterproof food grade containers. Food on display must be protected from contamination.

◆ Every 4 hours, replace dirty utensils with **clean utensils**. This may require a significant inventory of clean utensils if ware washing facilities are not available. Keep utensils on ice while in use.

◆ Protect ready-to-eat food by serving food with appropriate **barriers**. Barriers include utensils, disposable gloves, disposable tissues or napkins.

◆ **Use of single service** disposable utensils and plates is required.

◆ Condiments in squeeze or pump containers or single service packets are required. (Open containers for customer self serve condiments is not allowed)

◆ Discard **leftover** food at the end of the event.



What are ready to eat foods?

- Condiments
- Vegetables
- Hot dogs
- Deli Meats
- Breads or Tortillas
- Cheese
- Or other foods that can be eaten safely without being cooked.

Addendum B

Waste Disposal Rule

Recycling Guidelines

Vancouver Farmers Market - Waste Disposal Rules

The Vancouver Farmers Market charges a \$10 per day fee for waste disposal. We encourage you to take your trash and recycling with you. However, if you are unable, please contact a market manager to arrange for trash and recycling disposal.

WASTE DISPOSAL DO'S:

- DO:** Take all trash with you unless you pay the waste disposal fee.
- DO:** Place trash in strong waste bags to prevent tears or spills during disposal.
- DO:** Use thick black contractor bags for all garbage.
- DO:** Tie trash bags completely shut.
- DO:** Separate large amounts of trash into multiple bags to make garbage easier to lift.
- DO:** Periodically place your trash behind your booth for the maintenance staff to pick up.
- DO:** Break down all **recycling** and place neatly in a **box or CLEAR trash bag**.
- DO:** Follow recycling guidelines for Clark County. For recycling guidelines, please see the guide below.

WASTE DISPOSAL DON'TS:

- DON'T:** Leave trash or recycling in your booth space or on the street if you have not paid the waste disposal fee.
- DON'T:** Use the market trash receptacles or park trash receptacles for your trash.
- DON'T:** Leave broken market equipment (i.e. broken tables, tents, bins, propane tanks) or any large or heavy items.
- DON'T:** Leave soiled or food stained cardboard, oil jugs, dirty aluminum or dirty plastic/styrofoam food containers for recycling.
- DON'T:** Leave used cooking oil.
- DON'T:** Use thin white kitchen bags or bags for household use.
- DON'T:** Leave garbage bags that are excessively heavy.

EXAMPLES OF UNACCEPTABLE WASTE DISPOSAL





Think I'm recyclable? Not so fast!



The following common items actually CANNOT be recycled in your curbside (big blue) recycling bin. HOWEVER, they can be recycled at a number of different local locations; see back for addresses and contact info.



Clean plastic drink cups
Recycle me at: New Seasons, Far West Recycling



Clean white styrofoam
Recycle me at: Far West Recycling*, Green Neighbors Recycling Day Collection Events



Clean plastic bags and film
Recycle me at: Your local grocery store



Soiled paper (plates, towels, tissues)
Recycle me at: Learn to compost these items in your backyard and turn spoiled paper into soil! Otherwise, they have to go in the garbage.



Paper drink cups
Recycle me at: Nowhere. A wax or plastic liner makes these items neither recyclable nor compostable, but reusable mugs are a great alternative!



Wet strength packaging
Recycle me at: Nowhere. Though they seem like cardboard, these items have an additive that prevents them from being processed by paper mills. They should be placed in the garbage.



Master Composter
Recycler
www.farwestrecycling.com



Columbia
Springs
Active Communities 2011



Clean clamshell plastics
Recycle me at: New Seasons, Far West Recycling



Bulky rigid plastics
Recycle me at: Far West Recycling



Clean plastic lids
Recycle me at: New Seasons, Far West Recycling

Alternate Recycling Locations:

Far West Recycling – farwestrecycling.com
12820 NE Marx St
Portland, OR 97230
503-255-2299

10750 SW Denney Rd,
Beaverton, OR 97008
503-643-9944

*Accepts Styrofoam

Green Neighbors Recycling Days
These events take place at various locations in Clark County during spring and fall. For a complete listing, visit: clarkgreeneighbors.org/recyclingday

New Seasons Fisher's Landing
2100B SE 164th Ave
Vancouver, WA 98683
360-760-5005

Plastic Bags and Film
Collection boxes are typically in the main entrance to the grocery store. To find a participating store near you, and a listing of acceptable plastic film, check out: plasticfilmrecycling.org.

Important: Collection practices at these facilities are subject to change. It is always a good idea to call ahead to confirm the item(s) you plan to bring will be accepted.



Not sure where to take something? Visit:
RecyclingA-Z.com



Updated 11/15

Addendum C

Downtown Market Traffic Map

Vendor Parking Map





