



**Public Health & Social Services Department
Environmental Health Division**
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FARMERS' MARKET COORDINATOR APPLICATION

Date of Application: _____

Purpose: Farmers' market events shall be operated and managed by a coordinator or organizing committee. The coordinator/committee has control over the vendors who are allowed to participate and the product(s) each vendor may sell; in addition, the coordinator/committee shall provide approved facilities in accordance with health department requirements.

Please read the following BEFORE submitting the application:

- Farmers market vendor applications will not be accepted until the coordinator application and information has been received and the market location and all essentials have been approved for use.
- To be eligible as a farmers' market for any location in Thurston County, there must be at least two or more permitted vendors participating in the event.
- There is no fee for the coordinator application and review.
- Submit coordinator application at least 14 days prior to the proposed opening date.
- We encourage coordinators to meet with the health department in advance for guidance and interpretation of the food code and to promote uniformity among vendors seeking a farmer's market permit and to assure only safe and wholesome food is offered for sale at the market.
- This application is only good for ONE market location. Multiple locations require additional applications.

Farmers' Market Information:

Farmer's Market Name: _____ Anticipated Number of Booths: _____
Farmers' Market Location: _____ Tax Parcel No. _____
Farmers' Market Opening Date and Closing Date (approx.): _____
Farmers' Market Hours of Operation: _____ Days of Operation: S M T W T F S

Farmers Market Coordinator Information:

Coordinators' Name (person-in-charge): _____
Coordinators' Organization/Business Name: _____
Coordinators' Mailing Address: _____
Coordinators' Phone Number: _____ Email Address: _____

For Office Use Only

Date Rec'd: _____ **Approved by:** _____ **Receipt:** _____ **N/A** **Permit #:** _____ **N/A**

Farmers' Market Requirements:

The coordinator and/or organizer of a farmers' market has responsibilities to the vendors and shall comply with health department requirements. These responsibilities and requirements shall be in accordance with the Washington Retail Food Code Chapter 246-215 and the "Thurston County Farmers' Market Permitting and Reference Guide". Failing to provide or maintain these requirements may result in vendor applications no longer being reviewed and/or revoking existing vendor permits associated with this farmers' market location.

Please verify and acknowledge the following essentials are available to the vendors and in compliance with the health department requirements: **Please initial that you understand and agree to comply with each of the following requirements:**

1. **Water supply:** If required by the vendor, adequate supplies of both hot and cold water must be available and obtained from an approved source. Food grade hoses shall be used when water is used for food contact/use, and must be installed to preclude the backflow of contaminants into the water supply. Food grade containers made of smooth, nonabsorbent material with tight fitting covers must be used to transport water when water is unavailable onsite, and must be stored to prevent contamination.
INITIAL: _
2. **Electrical Supply:** If required by the vendor, locate the nearest electrical power source. INITIAL: _____
3. **Restroom Facilities:** Provide restroom facilities within 200 feet to the market location. Provide hot water, soap and disposable towels. Restrooms shall be accessible by all vendors. INITIAL: _____
4. **Waste Water Disposal:** If generated, all waste water and grey water must be disposed of in a sanitary sewer system, such as inside a nearby building (i.e. mop sink) with prior approval. If a sanitary sewer is not readily available, suitable storage devices must be provided for transport to a sanitary sewer system at a later time. *Streets, ground and storm sewers are not approved for disposal.* INITIAL: _____
5. **Garbage Collection & Removal:** Provide covered rubbish containers (with liners) in adequate number in and around the booths. Empty them often to prevent flies, odors, and other nuisances.
INITIAL:

In addition to the above requirements, please attach the following information with this application:

- Use attached grid to provide layout of the farmers' market showing the parking area, vendor booths, restroom facilities and distance (ft), garbage containers (#), waste water disposal site, closest approved water source (e.g. spigot, faucet, approved container) and any electrical source (e.g. outlets, generators).
- Provide a current list of ALL proposed vendors choosing to participate at this farmers' market location. (Note: an updated list will be required as the season progresses and new vendors choose to participate)

Note: The health department has the responsibility to regulate all food establishments in Thurston County, including those operating at a farmers' market, not otherwise exempt from law, to ensure consumers visiting these vendors are offered the same protection as other traditional food establishments. It is important for the coordinator to assist market vendors in complying with health requirements outlined in the WA Retail Food Code and as specified in the "Farmers' Market Permitting and Reference Guide". Although not required, we strongly recommend the coordinator verify the vendor's food source by obtaining a copy of the licensed wholesale facility where their food product(s) was commercially prepared, packaged and approved by the state, such as the Washington State Department of Agriculture.

Coordinator's Signature: _____ **Date:** _____

Coordinator's Printed Name: _____

Farmers' Market Location Layout

Farmers' market coordinators need to include with their application a layout of the market illustrating all key essential items required to organize and operate a farmers' market in Thurston County. Please use the grid below or provide your own legible version of how you anticipate the market to appear. We realize the vendor booths may change their location or positions throughout the season, but we are basically looking for and reviewing the key essential items as previously discussed: *water supply, electrical outlets, restrooms, waste water disposal site, and garbage containers.*

DIAGRAM NEEDS TO BE LEGIBLE AND PLEASE LABEL EVERYTHING SHOWN

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin, light gray lines. The grid covers the entire area of the page, leaving no margins or other markings. There are 20 columns and 20 rows of squares, creating a total of 400 square units.

Farmers' Market Participating Vendors

Do the market coordinator/committee anticipate having any mobile food trucks participate in the market?

Yes, and I have listed them below as proposed vendors.

No

Will this market be offering food demonstration sampling/cooked samples using a permitted cater during the market season?

Yes, the permitted caterer is: _____

No

Provide a current list of ALL proposed vendors currently willing to participate at this farmers' market location. Name, brief description of items being sold, and WSDA/USDA # (If applicable):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____