

Important Vendor Information Concerning Federal, State, and County offices

Washington State Department of Agriculture (receptionist) 360-902-1800

Food Safety 360-902-1875

Weights and Measurers 360-902-1857

Organic food certification 360-902-1805

Thurston County of Olympia Courthouse Complex

2000 Lakeridge Dr., SW, Bldg 1, Room 152

Olympia WA

Food Handlers Testing/license 360-867-2665

Washington State Health Department – Information and referral 360-236-4501

WA Department of Licensing (business license information) – 360-664-1400

Master License Service (MLS)

405 Black Lake Blvd SW Bldg 2

Olympia WA 98507-9034

Master Licensing Fee: \$15.00, one time fee

Registration of Trade Name: \$5.00 per name

Other fees may apply.

Washington State Department of Revenue (questions) 360-705-6705 or 800-647-7706

Tumwater Taxpayer Services Office

6500 Linderson Way SW, Ste 101-A

Tumwater, WA

Depending on what foods vendors sell dealings with the local health department are inevitable. Processed foods such as baked goods or prepared foods must meet certain requirements and their vendor must have a food handler's permit card (360-867-2665), but don't be discouraged. Please contact your local Health Department office for what requirements may apply to vendors selling in Thurston County.

Farmers are not required in Washington State to obtain city or county vendor's or business licenses to sell their own produce (RCW 36.71.090 Revised Code of Washington), (except egg dealer or handler, refrigerated locker goods, nursery wholesaler or retailer). However, resellers, craftspeople (artisans), food vendors etc. may be subject to local business licenses.

At this time the B&O tax is being charged to businesses grossing over a certain amount per quarter. Many farmers markets do not fall into this category, but vendors may need to arrange for their own resale certificates from the Department of Revenue. *Washington State, Department of Revenue*. Information 360-705-6705 or 800-647-7706.

Scales which are used by those weighing produce or selling per pound/ounce measurements must be inspected and passed by the **Washington State Department of Agriculture, Weights and Measures Division** <http://agr.wa.gov> (360-902-1857). Many vendors choose to sell by the bunch, box or by the dozen, thus avoiding having to use scales.

There are many more regulations covering specific products such as nursery products, dairy products, meat and poultry, but don't get discouraged. Contact the **Washington State Department of Agriculture** if you have any questions.

The Washington State Department of Agriculture has "The Green Book" available to help guide you through some of the regulations.

"The Green Book" Small Farm and Direct Marketing Handbook

<http://agr.wa.gov/Marketing/SmallFarm/directmarketinghandbook.aspx> - PDF 2.0 MB

Sixth edition - Updated 2010. This publication contains information about the regulatory landscape governing the sales of farm products in Washington State. It is a comprehensive guide to direct marketing strategies and contains an extensive resource section of organizations and relevant publications. Hard copies of this publication are available free of charge by contacting smallfarms@agr.wa.gov. Or call 360-902-1926.

Selling Tips for Vendors

- Reliable transportation that can carry all of your equipment and product.
- A Canopy/Umbrella or other portable shelter.
- 24lb Canopy Weights per leg for your canopy or for your umbrella and bungee cords.
- Lightweight folding table(s) or sturdy plywood table and table cover.
- Cash box (with some seed money to start the day). Remember to keep it hidden and never leave it unattended. Take it with you when using the restroom.
- Business cards and display signs naming your business should be waterproof.
- Containers suitable for your product. For example: a plastic bag lining a wooden container can be left open and then closed with a twist tie and handed to the customer, thereby saving the wooden container and reducing handling and damage to soft produce.
- A Scale: a simple spring scale hung from a bracket or a digital scale sitting on your table works well. All scales must be certified annually by the *Weights and Measures division of the Washington State Department of Agriculture* (360-902-1857). Most produce can be sold by the piece or by volume measure thus eliminating the need for a scale.
- Salespeople: You will find that most markets you sell at will only require one person. However, larger, busier markets may require you to have an additional staff person in the booth with you. One to help with customers and replenish stock and the other to be the cashier.