



Greetings Vendors,

Welcome to the 2024 season of the Auburn Farmers Market (AFM). The market will be held Sunday, June 2 through September 15 from 10:00 AM to 3:00 PM at Les Gove Park, [1140 Auburn Way South, Auburn, WA 98002](#). Click [HERE for driving directions](#).

Please do not come to the Market if you are sick or feel sick or have been exposed to someone with COVID.

SET-UP:

- Set-up is between **7:00 AM and 9:30 AM**
 - You are allowed to drive onto the grass to unload
 - Our active market area requires that all booths be ready to sell by 9:30am
 - **Vehicles arriving after 9:30am will not be allowed to drive onto the site**
 - ALL Vehicles must move to vendor parking by 9:30 AM
 - If you arrive late, you must park and walk you items to your stall
- Booths are located on grass at Les Gove Park from Auburn Way S. into the park
- You will be assigned a stall space
 - Stall spaces are sent out the week of each Market
 - You can view all of your stalls at anytime in [Manage My Market](#)
 - [Interactive Market Map](#)
 - Select the correct date in the dropdown menu on the top left
- Market vendors are responsible for supplying your own canopies, ground covering, 20lbs (or more) tent weights on each tent leg. and any other materials that you need
- Your booth must be staffed at all times.

PARKING:

- Vendors in stalls 1-11A, 13-18A, 47-60 can park behind their stall
- Vendors in stalls 12-12a, 19-46, can park in the Vendor Parking adjacent to the 12th street parking lot

MARKET OPERATIONS:

- The Market is open from 10am-3pm
- **Information Booth** is located in the middle of the Market nearest to the path. If you are looking for a volunteer, have a question, or are looking for Market staff, please visit the information booth

- **Vendors that accept EBT or SNAP Market Match** will receive a red bag to hold their currency. At the end of the Market day please return your red bag to the info booth.
- **Please do not tear down your booth until 3:00 PM.**
 - Vendors that tear down before 3 PM will receive communication from the Market Manager about continued participation in the Market
- Outside vendor vehicles will be allowed back on site at 3:00 PM.
- Please be sure to pack all trash out with you each Sunday. A Dumpster is available on-site – please do not dump trash in the small garbage cans around the Market site.
- Market Manager’s on-site phone: 253-266-2726
- At the end of each Market Sunday, please report your sales online through managemymarket.com or by emailing the Market directly at Farmersmarket@auburnwa.gov . [Click HERE](#) for a PDF on how to report your sales through Manage My Market

PAYING FOR BOOTH: No cash will be accepted as payment for booth fees on Market days. All vendor payments will be processed using the card on file on the Thursday prior to your attending Sunday.

SMOKING: Les Gove Park is now a smoke free campus. Beginning May 4, 2020, all parks in Auburn will be smoke-free. This includes Les Gove Park and surrounding parking lots. If the product emits smoke, or vapor, or contains tobacco, it is prohibited in Auburn Parks per [Auburn City Code Chapter 2.22](#). If you need to smoke please walk out to 12th Street or Auburn Way S.

RESTROOMS: Restrooms are located behind stall 23 near the Splash Pad.

FOOD DONATIONS: Food Bank donations will be picked up at the end of every market day by a volunteer. Please consider donating fresh produce that you may not want to transport home to support our community.

PERMITS & LICENSES: All vendors must keep a copy of all permits and licenses in their booth at all times.

EBT TOKENS & SNAP Market Match (SMM): For consistency in the program and clarity for the market customer, the AFM requires that all vendors with eligible products participate in EBT and SMM. Here is how it will work:

1. Customers will purchase AFM EBT Tokens & SMM at the Market Info Booth.
 - a. Tokens are valued at \$1 a piece
 - b. SMM are valued at \$1 a piece
2. Customers will use Tokens & SMM like cash to purchase your products (no change to be given).

3. Each vendor will be supplied with a red market bag each market day – keep your currency in this bag. At the end of each market bring your bag with the Tokens and SMM to the info booth where you and a staff member will fill out a receipt
4. We will confirm the EBT & SMM count on the receipt and give you a copy for your records.
5. The invoice will go to our Finance Department, who will process it for reimbursement as a part of the regular invoice cut-off/check run dates. Checks are printed and mailed out twice each month. A calendar of these dates is below
6. Due to staff shortages, holidays, and other unforeseen issues, the AFM cannot guarantee checks will be mailed every two weeks.

For detailed information on what EBT Tokens and SMM can be used on , please view our [Market Currency Guide](#).

Be sure to check out our [Website](#), [Facebook](#), [Instagram](#) and use the hashtag #auburnwafarmersmarket.