Understanding the Impact of Farmers Markets in Local Communities and Throughout Washington State

Survey of Market Managers Summer 2010



We appreciate your help with this study of Washington State farmers markets!



This survey is sponsored by the:

Small Farms Program Washington State University

In collaboration with the Farmers Market Action Team

MARKET BACKGROUND

Q1. Did you manage a farmers market in Washington State in 2009 or are you knowledgeable about a market and do you have access to its 2009 records?

- ① Yes
- ② No → You do not need to answer the rest of the questions. Who would you suggest respond for your market so that it is included in the study? Please provide his/her contact information on the back of the questionnaire. Please return the questionnaire to us in the envelope provided. Thank you!

Q2. What is the name of the farmers market(s) you managed in 2009?

Farmers market(s) name

NOTE:

- Please fill out this survey for the market(s) you managed in 2009.
- If you managed markets in <u>multiple</u> locations in 2009, **please complete a survey for each** market location, starting with your biggest market first.

If you have any questions, please call Colleen Donovan, WSU Farmers Market Research Coordinator, at (509) 306-0059 or email colleen.donovan@wsu.edu.

Q3. In what city and neighborhood was your market located?

Market location

NOTE:

- If you managed a market that was held two or more days per week at the same location, please answer survey questions separately for each market day where indicated, starting with the busiest day as Market day 1 and the second busiest day as Market day 2.
- Please refer to the same market day as "Market day 1" and "Market day 2" consistently throughout the survey.
- If your market was open one day per week, please enter your information in "Market day 1."

Q4. What day(s) of the week and hours was your market open in 2009?

		Market day 1	Market day 2	
	Day of the week	• ······	• 	
	Hours of operation			
Q5.	What were the opening	and closing dates	of your market	in 2009?
		Market day 1	Market day 2	
	Opening date in 2009	·	• 	
	Closing date in 2009			

- Q6. Did your market operate at <u>different times</u> (in terms of days of the week or hours) during the winter? *Please select one response.*
 - ① Yes \rightarrow Please describe: _____
 - 2 No
 - ③ Not applicable. Market is closed in winter

Q6a. Did your market operate at a different location in the winter? Please select one response.

- ① Yes → Please describe:
- 2 No
- ③ Not applicable. Market is closed in winter

MARKET SITE

- **Q7.** What kind of site did your market occupy in 2009? *Please select ONE best description.*
 - ① Street
 - ② Parking lot
 - ③ Park
 - ④ Plaza
 - © Other → Please describe:
- Q8. Did your market operate in a building or permanent structure in 2009?
 - ① Yes → Please describe: ______
 - 2 No
- Q9. Who owns the market site you used in 2009?

_____ Market site owner

Q10. How much rent did the market pay for its site in 2009? Please clarify if cost is annual, seasonal, monthly, weekly, etc.

\$ _____ per

- ① Year
- ② Season
- ③ Month
- ④ Week
- ⑤ Other → Please describe: _____

Q10a. What were the terms/conditions or permits required to use your market site in 2009?

Q11. What was the maximum number of vendor stalls available at your market site in 2009?

_____ Maximum number of vendor stalls

Q12. On a scale from 1 to 5, please rate your 2009 market site for each of the following characteristics, where 1 = Poor and 5 = Excellent. *Please select one response in each row.*

	Poor	ſ			Excellent
	\checkmark	▼	▼	▼	▼
a.	Long term availability of market site ①	2	3	4	(5)
b.	Visibility to foot traffic ①	2	3	4	5
c.	Visibility to car traffic ①	2	3	4	5
d.	Proximity to residential areas ①	2	3	4	5
e.	Proximity to local business district \mathbb{O}	2	3	4	5
f.	Availability of customer parking	2	3	4	5
g.	Accessibility by public transportation ①	2	3	4	(5)
h.	Accessibility by bike ①	2	3	4	5
i.	Accessibility by walking ①	2	3	4	5

Q13. Did your market have the following on-site in 2009? Please select one response in each row.

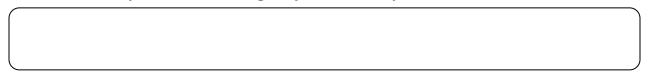
	Yes	s No
	▼	▼
a.	Running water ①	2
b.	Electricity ①	2
C.	Recycling ①	2
d.	Composting ①	2
e.	Restrooms (not portable) ①	2

Q14. How many times has your market location changed since the market first opened?

O Don't know

_____ Number of times location changed

Q15. Please share any additional thoughts you have on your market site.



VENDORS

Q16. What was the total number of <u>all</u> vendors who sold at your market in 2009? Please include all vendors who sold at any time or any market day throughout the season. If your market is open on two days per week in the same location, please include all vendors. Please do not count the same vendor twice.

_____ Total number of all vendors

Q16a. Of the total number of vendors who sold at your market in 2009, how many were in each of the following categories?

Please include all vendors who sold at any time or any market day throughout the season. If your market is open two days per week in the same location, please include all vendors. Please do not count the same vendor in more than one category.

Number of Farmers and Farmer-Processors Defined as someone who raises what they sell on their own land (may be rented) in WA; includes farmers who process what they raise or have their products processed; also includes seafood, wine from WA AVAs, flowers and ornamentals.
Number of Processors
Defined as someone who sells what they have personally prepared or processed, but did not raise ingredients themselves.
Number of Resellers
Defined as someone who buys produce from other farmers and brings to sell at farmers market.
Number of Prepared Food Vendors
Defined as someone who sells freshly made foods ready for immediate consumption.
Number of Artisans/Crafters
Defined as someone who creates with their own hands the products they offer for sale.
Number of Other , <i>please explain:</i>

Q17. Does your market allow farmer vendors to sell other farmers' products?

- ① Yes → Please explain: _____
- 2 No

Q18. During the 2009 summer season, how many total vendors participated on a typical market day?

Market day 1 Market day 2

_____ Number of vendors

Q19. During the 2009 summer season, how many of each type of vendor participated on a typical market day?

		Market day 1	Market day 2
		\checkmark	\checkmark
a.	Farmers and Farmer-Processors		
b.	Processors		······
C.	Resellers		······
d.	Prepared Food Vendors		······
e.	Artisans/Crafters		······
f.	Others		······

- Q20. Did you track the number of farmers (including farmer-processors) who came to each of your market days and then calculate the total number of "farmer days" for your season in 2009? For example, if week one had 10 farmers (including farmer-processors), week two had 15 farmers, and week three had 25 farmers (and it was a three week season), then the total "farmer days" would be 50 (or 10 + 15 + 25 = 50).
 - ① Yes → What was the total number of "farmer days" at your market in 2009? _____
 ② No
- Q21. In accepting vendors for the 2009 season, did your market prioritize farmer vendors from a certain geographic region?
 - ① Yes → Please describe: _____
 - 2 No
- Q22. In accepting vendors for the 2009 season, did your market prioritize farmer vendors who sold organic products (certified or exempt)?
 - ① Yes → Please describe:
 ② No
- Q23. Did you have a farmer waiting list in 2009?
 - Yes → How many farmers were on the waiting list? _____ Number on waiting list
 No
- Q24. Of the farmers who sold at your market in 2008, how many did not return to sell at your market in 2009?

_____ Number of farmers

VENDORS SALES & PRODUCTS

Q25. What were the total (gross) sales for your market in 2009? If your market was open two days per week in the same location and sales were tracked or estimated separately, please enter for Market day 1 and Market day 2. If not tracked or estimated separately, please enter combined sales for both market days in 2009.

_____ Market day 1 sales

_____ Market day 2 sales

OR

_____ Combined markets

Q26. Are the total (gross) sales you entered above in Q25 the tracked or estimated sales?

- ① Tracked sales
- ② Estimated sales
- ③ Other, please describe: _____

Q27. If known, what were the <u>total</u> (gross) sales (for the entire season) for each of the following groups of vendors in 2009? If your market was open two days per week in the same location, please answer for Market day 1 and Market day 2. If not tracked separately, please answer for both market days in 2009.

		Market day 1 ▼	Market day 2 OR ▼	Both market days ▼
a.	Farmers and Farmer-Processors			
b.	Processors			
	Resellers			
	Prepared Food Vendors			
	Artisans/Crafters			
	Others			

Q28. Compared with the past five years, would you say your average farmer vendor sales in 2009 were lower, the same, or higher? *If your market was open two days per week in the same location, please answer for Market day 1 and Market day 2. If not tracked separately, please answer for both market days in 2009.*

		Lower	Same	Higher	Don't know Not applicable
		▼	▼	▼	▼
a.	Market day 1	①	2	3	4
b.	Market day 2	①	2	3	4
C.	Average of both markets		2	3	4

Q29. Were the following products offered at your market in 2009? Please respond with yes or no to each one. If your market was open two days per week in the same location, please respond for both days combined.

		Yes	No
a.	Fruits	▼ ①	▼ ②
b.	Vegetables	①	2
C.	Cut flowers	①	2
d.	Plants, plant starts, or nursery	①	2
e.	Meat	①	2
f.	Fish and/or seafood	①	2
g.	Cheese, milk, or other dairy products	①	2
h.	Eggs	①	2
i.	Grain/flours	①	2
j.	Processed food products (jam, salsa, salad dressing, pasta, etc.)	①	2
k.	Wine or hard cider	①	2
I.	Coffee	①	2
m.	Baked goods	①	2
n.	Prepared foods (for immediate consumption)	①	2
0.	Other, <i>specify</i> :	①	2

Q30. Wh	at fruits and	d vegetables would	you like to offer or	offer more of at	your market?
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Please list fruits and vegetables:

Q31.	What other products (not including	fruits and vegetables) would you like to offer	r or offer
	more of at your market?			

Please list other products:

- Q32. Are you facing any regulatory barriers (such as health regulations, permits, etc.) related to products sold (or products you would like to sell) at your market?
 - ① Yes → Please describe: _____
 - 2 No
 - ③ Not applicable

V

SHOPPERS

Q33. During the 2009 summer season, how many shoppers did your market have on a <u>typical</u> <u>market day</u>? *Please provide your best estimate if you did not track shoppers.*

Market day 1 Market day 2 ▼ ▼

_____ Number of shoppers

Q34. How many <u>total</u> shoppers attended your market in the 2009 season? Please provide your best estimate if you did not track shoppers.

Market day 1 Market day 2

▼

Number of shoppers

- Q35. Are the shopper counts you entered above in Q33 and Q34 tracked or estimated? *Please* select one response.
 - ① Tracked shopper counts
 - ② Estimated shopper counts
 - ③ Other, please describe: ______
- **Q36.** Did your market use the following tools to monitor shoppers in 2009? *Please check all that apply.*

	٦	

Other shopper surveys

Shopper counts

Dot surveys

Other, please describe: _____

Q37. Please estimate the percentage of your market shoppers described by the following economic categories in 2009? *Please total to 100% for each market day.*

		Market day 1 ▼	Market day 2 ▼
a.	Low income	%	%
b.	Middle income	%	%
C.	Upper income	%	%
		100%	100%

Q38. Please estimate the percentage of your market shoppers described by the following ethnic/racial categories in 2009? *Please total to 100% for each market day.*

		Market day 1 ▼	Market day 2 ▼
a.	White (not Latino/Hispanic)	%	%
b.	Latino/Hispanic	%	%
c.	Asian or Asian American	%	%
d.	Black or African American	%	%
e.	Native American	%	%
f.	Other, specify:	%	%
		100%	100%

Q39. How important was serving low income community members to your market mission in 2009? *Please select one response.*

Not important				Very important
▼				▼
1	2	3	4	5

Q40. Please share any additional thoughts you have on your market shoppers.

MARKET ORGANIZATION & MANAGEMENT

Q41. What year did your market open?

_____ Year market opened

Q42. What was the primary motivation for starting this market? Please select only ONE answer.

- ① To support farmers
- ② To support crafters
- ③ To improve community's access to fresh farm products
- ④ To improve community's access to healthy foods
- ⑤ To support/incubate small businesses
- 6 To help local business district
- ⑦ To promote economic development
- ⑧ To create a fun community event
- ⑨ To promote tourism
- Other, please explain: ______

Q43. How is your market organized or incorporated? Please select one response.

- Project of a non-profit Go to Q43a
- ③ Business → Go to Q43b
- ④ Project of a business → Go to Q43b
- \bigcirc Project of a government department or agency \longrightarrow Go to Q44
- 6 Other, please describe: _____ Go to Q44

Q43a. If your market is a non-profit or a project of a non-profit, is the non-profit...

- ① Incorporated in the State of Washington only
- ② Federal 501c3
- ③ Federal with another 501c tax status, *please explain*:
- Other, please explain: ______

Go to Q44

Q43b. If your market is a business or a project of a business, is the business...

- ① Sole proprietorship
- ② S corporation
- 3 LLC
- ④ Cooperative
- © Other, please explain:

Q44. If your market is under the umbrella of or sponsored by a non-profit, business, or government agency, what is the group's name?

_____ Group's name

O Not applicable

Q44a. Is your market part of a group or association that manages more than one market?

- ① Yes
- ② No → Skip to Q45

Q44b. What is the group or association's name?

_____ Group's name

Q44c. How many markets are managed by the group or association?

_____ Number of markets managed

Q45. Does your market have the following? Please select one response in each row.

				Don't
		Yes	No	know
		▼	▼	▼
a.	Market Bylaws	①	2	3
b.	Vendor Rules/Guidelines/Policies or a Vendor Handbook	①	2	3
C.	Vendor Application Form	①	2	3
d.	Vendor Sales Report Form	①	2	3
e.	Business Plan	①	2	3
f.	Strategic Plan	①	2	3
g.	Professional accountant/bookkeeper	①	2	3
h.	Market vendor memberships	①	2	3
i.	Community memberships	①	2	3

Q46. Does your market have a board of directors?

- ① Yes → Continue with Q46a
- ② No \rightarrow Skip to Q47

Q46a. How many of your board members are from the following groups?

Number of board members

D - --- 14

- a. Farmers
- b. Artisans/crafters.....
- c. Community members.....
- d. Professionals with specific expertise......

Q47. Who decides the operating rules for your market? Please check all that apply.

Board or advisory group
Manager
Vendors
Owner
Umbrella organization
Other, *please explain:*

Q48. Do farmer vendors participate in decision-making in any of the following ways? Please select one response in each row.

			Don't
	Yes	NO	know
	▼	▼	▼
Annual meetings		2	3
Speak to manager	0	2	3
Speak to board members		2	3
Serve on board as voting members		2	3
Vendor committees	1	2	3
Other, please specify:	0	\bigcirc	3
	Speak to manager Speak to board members Serve on board as voting members Vendor committees	Yes ▼ Annual meetings① Speak to manager① Speak to board members① Serve on board as voting members① Vendor committees① Other, please specify:①	▼▼Annual meetings①Speak to manager①②Speak to board members①②Serve on board as voting members①②②Vendor committees①②

MARKET FINANCES

The next set of questions focus on the financial picture of the market organization itself, not the vendors.

Q49. What was the total (gross) revenue for <u>your market organization</u> in 2009? (Note: not vendor sales)

_____ Total revenue in dollars

Q50. How much of your market's annual total (gross) revenue came from the following sources in 2009 (in dollars)?

a.	Stall fees, market application or membership fees \$	
	Sponsorships\$	

- c. Donations......\$_____
- d. Grants......\$____
- e. First other revenue, specify: _____ \$____
- f. Second other revenue, specify: ______\$____

Q51. How did you charge vendors for space in 2009? Check all that apply.

☐ Did not charge → Skip to Q52
☐ Flat rate

Percentage of sales

- Membership or application fee
- Other, *please describe:*
- Q51a. How much did your market charge vendors as a flat rate, percentage of sales and/or membership (or application) fee 2009?

- Q51b. If your market was open two days per week in the same location, were vendors charged the same way on each day?
 - ① Yes
 - ② No → Please describe: _____
 - ③ Not applicable

Q52. What was your market's total operating expenses in 2009 (in dollars)?

_____ Total expenses in dollars

Q53. What were your market's total operating expenses in 2009 (in dollars) for each of the categories below? If exact amounts are not available, please give your best estimates.

a.	Personnel/staff (salary and benefits)	\$
b.	Marketing, promotion and special events	\$
C.	Fees to fiscal sponsors	\$
d.	Rent, permits/licensing, insurance	\$
e.	Equipment	\$
f.	Office, software, postage	
g.	First other major expense, specify:	
h.	Second other major expense, specify:	\$

Q54. Did your market receive the following support in 2009?

				Don't
		Yes	No	know
		▼	▼	▼
а.	Reduced or free rent	①	2	3
b.	Reduced or free advertising	①	2	3
C.	Reduced permit costs from your local government	①	2	3
d.	Hotel/motel tax grants	①	2	3
e.	Other grants	①	2	3
f.	Volunteer labor	①	2	3
g.	Other, please specify:	①	2	3

Q55. In your opinion, was 2009 a "typical" year in terms of your market finances?

① Yes

 \bigcirc No → Please explain: _____

MARKET PERSONNEL

The next set of questions focus on the market personnel. If your market organization manages more than one market in the same location, please respond for both market days combined.

Q56. In 2009, including the market manager(s), how many employees of the following types did your market have?

Number of employees

- a. Full-time, year round employees.....
- b. Part-time, year round employees
- c. Full-time, seasonal employees
- d. Part-time, seasonal employees......

Q57. For the 2009 season, how would you describe your market manager position(s)? If your market was open two days per week in the same location, please respond for both days combined. Please select one response.

- ① One manager position (filled by one person)
- ② One shared manager position (filled by two people)
- ③ More than one market manager position
- Other, please describe: ______

Q58. Were your market manager position(s) paid in 2009?

- ① Yes
- ② No → Skip to Q60
- **Q59.** If yes, what was the salary of each market manager at your market in 2009? *Please write the position title, the amount paid, and the appropriate time frame.*

			— Paid pe			
Position title	Amount	Hour	Week	Month	Season	Year
\blacksquare	▼	▼	▼	▼	▼	▼
	 	①	2	3	4	5
	 	①	2	3	4	5
	 	①	2	3	4	5
	 	①	2	3	4	5

Q60. In 2009, approximately how many hours per week did each of your market manager(s) work <u>during the market season and what was their employment status</u>.

				Employment status:					
	Hours p	er week	Full-time	Full-time	Part time	Part time	Other	•	
Position title	During	Off	Year round	Seasonal	Year round	Seasonal			
	season	season							
\checkmark	▼	▼	\checkmark	▼	▼	▼	▼		
			①	2	3	4	5		
			①	2	3	4	5		
			①	2	3	4	5		
			①	2	3	4	5		

Q60a. If you marked "Other" employment status, please describe.

Q61. How many market managers has your market had in the last 10 years (through 2009)?

O Don't know

_____ Number of managers

Q62. If you have volunteers, how many total hours did volunteers work at your market in 2009?

O No volunteers

Number of volunteer hours

Q63. Please share any additional thoughts you have about your market manager position, staff, and/or volunteers.

MANAGER DEMOGRAPHICS

Lastly, we have a few questions about you.

Q64. What is your relationship to this farmers market? Please select one response.

- Market manager
 - ④ Director or other market staff
- ③ Board member
- ② Past market manager ⑤ Other position, please describe:

- Q65. Are you female or male?
 - ① Female
 - ② Male

Q66. How old are you?

_____ age

Q67. How many years have you managed this market?

_____years O not applicable, *please explain*: ______

Q68. How many years have you been managing farmers markets?

____ years O not applicable, *please explain*: _____

Q69. What is the highest level of formal education that you have completed? Please select one response.

- Some high school or less
- ② High school diploma or equivalent
- ③ Some college, but no degree
- ④ Two-year college degree
- ⑤ Four-year college degree
- 6 Some graduate school
- ⑦ Graduate degree or professional degree

Q70. In your experience as a market manager, how important have each of the following been as sources of information about managing farmers markets? *Please select one response in each row.*

	No impor ▼		▼	▼	Very important ▼
a.	Other market managers 0	2	3	4	5
b.	Washington State Farmers Market Association (WSFMA) manager listserv ①	2	3	4	5
C.	Annual WSFMA Market Guide 0	2	3	4	5
d.	WSFMA website ①	2	3	4	5
e.	WSFMA conference 0	2	3	4	5
f.	Other conferences/workshops ①	2	3	4	5
g.	Rapid Market Assessments 0	2	3	4	5
h.	Information from other websites ①	2	3	4	5
i.	Washington State Farmers Market Manual 0	2	3	4	5
j.	WSDA Direct Marketing Handbook (aka the "Green Book") ①	2	3	4	5
k.	Farmers Market Coalition 0	\bigcirc	3	4	5
I.	Other, please specify: ①	2	3	4	5

Q71. Is there anything else you would like to tell us about your market or your experience as a market manager?

Q72. For the second part of this survey you will be contacted by WSU to do a short telephone interview with additional questions about your experiences as a market manager. What are the most convenient days/times to reach you and the best phone number to use?

Days: ① Sunday ② Monday ③ Tuesday ④ Wednesday ⑤ Thursday ⑥ Friday ⑦ Saturday Phone number: ______ Times: _____

Please note that the days/times specified will be used as guidelines.

THANK YOU for taking the time and help to complete this research project. We appreciate all the work you do to support farmers markets in Washington State! Your responses will be anonymously combined with those of other market managers and compiled into a series of reports available to the public. If you have any questions about this survey or research project, feel free to contact Colleen Donovan at (509) 306-0059 or colleen.donovan@wsu.edu.

Return your completed survey to:

SESRC – WSU PO Box 641801 Pullman, WA 99164-1801