



Juanita Friday Market 2015 SPECIAL EVENTS APPLICATION

INFORMATION (Complete all that's applicable)

Mark the applicable event

Small Business Fair ~ June 26th

(Registration closes June 12th)

All small local businesses in the community are invited to participate at the Small Business Fair

Health Fair ~ July 31st

(Registration closes July 17th)

All healthcare related businesses in the community are invited to participate at the Juanita Health Fair

Health Fair ~ August 28th

(Registration closes August 14th)

All healthcare related businesses in the community are invited to participate at the Juanita Health Fair

Community Fair ~ September 25th

(Registration closes September 11th)

All local community organizations and non-profits in the community are invited to participate at the Community Fair

Kid's Day ~ June 5, July 3, August 7, September 4

All kids related businesses in the community are invited to participate on Kid's Day



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Applicant Name:

Business Name:

Mailing Address:

City:

State:

Zip:

Daytime Phone:

Website Address:

WA State Tax (UBI)#:

E-mail Address:

Please list the products or services that you will be promoting or giving away. Exhibitors will be granted a permit to **sell only what is listed here**. (Attach additional sheets if necessary) Exhibitors engaged in “high-risk” activities will be required to provide a certificate of insurance listing the City of Kirkland as additional insured.

Pre-Registration is required to participate!
Space is limited. First come, first serve basis.

PAYMENT

Submit the completed application to the address below. All pre-paid fees are non-refundable.

Special Event Participation Fee is **\$75** due with application.

Community Fair participation fee for registered non-profit organizations is **\$25** due with application. Kid’s day demo and Kid’s activities only – no fee. Call for more details.

Enclosed is my check for \$_____ made payable to: City of Kirkland

Send payment, complete application and photocopies of insurance and licenses to:

**City of Kirkland
Attn: Tina Lathia
123 5th Avenue
Kirkland, WA 98033**



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Event Details

The event will run in conjunction with the Juanita Friday Market.

Location: Juanita Beach Park

Hours: 3pm to 7pm

Fees: The Non-Refundable Event participation fee and the application must be submitted by the posted deadline.

Selection: Local businesses only. Each application received will be reviewed and juried. This process may take up to a week. First come, first serve.

Event Day Details: Participants will need to provide their own booth set up and they will be responsible for setting up and cleaning up their own booth space.

Event Rules: The same set of market Rules & Regulations established for the Market Participants apply to the Special Event participants. Please review the market Rules and Regulations page carefully.

MEDIA RELEASE

I hereby give permission in perpetuity to the City of Kirkland, its officials, employees, agents and assigns to use my name and photographic likeness in all forms and media for advertising and any other promotional purposes.

Participant Signature: _____

Date: _____

HOLD HARMLESS/INDEMNIFICATION

Participant has read and understands the **Juanita Friday Market Guidelines** and is bound by the terms and conditions. Participant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Participant in the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Participant Signature: _____

Date: _____

YOUR APPLICATION IS NOT COMPLETE WITHOUT YOUR SIGNATURE AT THE BOTTOM OF THE RULES



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JUANITA FRIDAY MARKET RULES & REGULATION

The Juanita Friday Market (JFM) is operated by the City of Kirkland, Parks and Community Services Department. The Market will provide an opportunity where community members can come together and support their local farmers by purchasing quality, locally grown goods. In addition, the Market will be an outlet for area non-profit organizations to provide information to the public. One stall will be set aside each week for non-profit groups to use.

For questions/ information please contact Market Manager Tina Lathia

Phone: 425-587-3385

Email: TLathia@kirklandwa.gov

Website: www.kirklandwa.gov/JuanitaFridayMarket

The following rules and regulations are in effect at the JFM. Please read carefully.

MARKET HOURS

The Market will operate every Friday from June to September. Hours of operation will be 3 pm to 7pm.

Location: Juanita Beach Park

9703 NE Juanita Drive

Kirkland WA 98034

STALL SPACE

Stalls will be assigned to Participant upon arrival. Stalls will be approximately 10' x 10'. If the participant exceeds past the 10' x 10' area, they will be charged accordingly.

BOOTH SET-UP

Participant will be allowed in the Market area to begin setting up starting at 1:00 pm.

TEAR DOWN

Participant cannot begin breaking down until close of market at 7 pm. To ensure customer safety and to maintain the market atmosphere, packing and leaving before 7pm is not permitted. This rule also applies to participants who are sold out before 7pm.

The only time the market will close before 7pm, is when all the market participants and the Market Manager agree to close early.

Our goal is to establish a successful market; both our customers and participant expect consistency. We can work together to make this market a wonderful community experience for all.



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STALLS

All participants must provide a container for waste matter and haul it away at the end of Market day. Participant selling beverages in cans or plastic bottles must provide a recycling container. No dumping of waste is allowed on the property. **ALL TENTS AND AWNINGS MUST BE SECURED WITH PROPER WEIGHTS (25LBS. EACH POST) TO PREVENT BLOWING AWAY AND CAUSING DAMAGE.**

LATE ARRIVAL

The load in time is between 1pm to 2:30pm

- If you come to the market after 2:30pm – Booth space will be assigned as available.
- If you come to market after 2:45pm - You will not be allowed to drive into the market area and will have to carry your items to the booth. Booth space will be assigned as available.

CLEAN UP

Each Participant is responsible for leaving their area clean. **NO EXCEPTIONS.**

SIGNS

All participants must have a sign clearly marking the name of the business and price of products.

PRINTED MATERIALS

Participants are allowed to display in their booths materials that pertain to their products. No petitions, or other printed material, political or otherwise, will be distributed or displayed at the JFM, without prior approval by the Market Manager.

PRICING

Pricing of goods sold at the Market and any applicable taxes are the sole responsibility of the individual Participant.

The Market Manager reserves the right to enforce fair price standards on fruits and vegetables, discouraging farmers from “dumping” low quality products.

AMPLIFIED MUSIC

Amplified music cannot be used by Participant. No generators are allowed, unless approved by the Market Manager.

HEALTH PRACTICES

All Participants must adhere to sanitary procedures as outlined by the King County Public Health Department. All food concessionaires and food samplers are responsible for obtaining proper health and food handler’s permits and registration needed to do business at the JFM. Any Participant found to be selling contaminated food or produce shall be suspended from selling operations until satisfactory



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clearance has been obtained from the King County Health Department. For information on permits, registration, and requirements please call 206-296-9805. All participant offering samples must have a food handlers' permit and the proper hand washing set up, including: warm water, grey water collection bucket, soap, paper towels and some type of barrier (toothpicks, plastic gloves, etc.) for passing the sample to the customer. Without the proper set up Participant will not be allowed to sample.

SMOKING POLICY

Participants are not permitted to smoke in or around the Market area.

DRUG AND ALCOHOL POSSESSION POLICY

The unlawful possession or use of illegal drugs and / or alcohol will not be tolerated.

ANIMALS IN THE MARKET

Participants are not permitted to bring pets to the Market.

ALL PARTICIPANTS

All participants are responsible for paying taxes and licenses needed to do business in the State of Washington and City of Kirkland.

RULES AND REGULATIONS ARE SUBJECT TO CHANGE

I have read and understand the 2015 Juanita Friday Market Rules and am bound by the terms and conditions outlined therein. This document shall become a part of the agreement to participate at the Juanita Friday Market. I thereby agree to abide by these rules and regulations. The JFM Manager reserves the right to cancel the privileges of any Market Participant who, in the opinion of management, has willfully violated the rules and regulations governing the Market. The JFM Market Manager will enforce the above rules.

Participant Signature:

Date:
