



Juanita Friday Market 2014 SPONSOR APPLICATION



City of Kirkland
Parks & Community Services
505 Market Street, Ste. A
Kirkland, WA 98033
425-587-3385
www.kirklandwa.gov

Sponsorship Levels & Benefits	
<i>Friend of the Market Gold Sponsor</i>	<i>Friend of the Market Silver Sponsor</i>
<input type="checkbox"/> \$300 (Limit 8)	<input type="checkbox"/> \$100 (Limit 8)
<input type="checkbox"/> Logo appears on Event Ad in Kirkland Parks & Recreation Fall Brochure reaching 40,000 Kirkland homes <input type="checkbox"/> Name appears on City of Kirkland website event page throughout the market season <input type="checkbox"/> Logo appears on Event brochure distributed to local area businesses <input type="checkbox"/> Logo appears on Event brochure distributed at the market each week <input type="checkbox"/> 10' x 10' sponsor exhibit space 4 times during the season (limited to first Friday of each month). No selling at the booth; other activities allowed on a case by case basis. All artwork/logo must be submitted by their respective deadline (please refer to the rules and regulations page for information on the upcoming print media deadlines) to be included in print advertising	<input type="checkbox"/> Name appears on City of Kirkland website event page throughout the market season <input type="checkbox"/> 10' x 10' sponsor exhibit space one time per season (No selling at the booth; other activities allowed on a case by case basis)

For further questions regarding becoming a sponsor at the Juanita Friday Market please contact Tina Lathia at 425-587-3385 or email Tlathia@kirklandwa.gov.

PLEASE NOTE

- o All artwork/logo must be provided by the **deadline** to be included in print advertising
- o You must provide your own setup (tables, chairs, canopy, and waste container)
- o Electricity is not available
- o You will receive a confirmation letter notifying you of participation status, insurance requirements, logo deadline, cancellation policies and event day logistics



Juanita Friday Market 2014 SPONSOR APPLICATION



City of Kirkland
Parks & Community Services
505 Market Street, Ste. A
Kirkland, WA 98033
425-587-3385
www.kirklandwa.gov

SPONSOR INFORMATION - Please print or type

Applicant Name: _____

Company Name: _____

Daytime Phone: _____ Website Address: _____

Cell Phone: _____ E-mail Address: _____

Fax: _____ WA State Tax (UBI)#: _____

Please list the products or services that you will be promoting or giving away (Attach additional sheets if necessary). Sponsors engaged in "high-risk" activities will be required to provide a certificate of insurance listing the City of Kirkland as additional insured.

PARTICIPATION DATE(S)

Please circle the dates of anticipated participation (Market & Friend Sponsor)

6-Jun	13-Jun	20-Jun	27-Jun		No Market on July 4th
4-Jul	11-Jul	18-Jul	25-Jul		
1-Aug	8-Aug	15-Aug	22-Aug	29-Aug	
5-Sep	12-Sep	19-Sep	26-Sep		

PAYMENT

All pre-paid fees are non-refundable.

- Friend of the Market Gold Sponsor –\$300
- Friend of the Market Silver Sponsor –\$100

Enclosed is my check for \$_____ made payable to: **City of Kirkland**
Send payment & complete application to:

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



Juanita Friday Market 2014 SPONSOR APPLICATION



City of Kirkland
Parks & Community Services
505 Market Street, Ste. A
Kirkland, WA 98033
425-587-3385
www.kirklandwa.gov

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.

Sponsor Signature: _____ Date: _____

HOLD HARMLESS/INDEMNIFICATION

Sponsor has read and understands the **Juanita Friday Market Guidelines** and is bound by the terms and conditions. Consultant 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 Consultant in the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Sponsor Signature: _____ Date: _____

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



Juanita Friday Market 2014 SPONSOR APPLICATION



City of Kirkland
Parks & Community Services
505 Market Street, Ste. A
Kirkland, WA 98033
425-587-3385
www.kirklandwa.gov

JFM RULES AND REGULATIONS

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: Tina Lathia

Market Manager

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 (**No Market on July 4th**) from June 6 to September 26, 2014. Hours of operation will be 3 pm to 7pm.

Location: Juanita Beach Park
9703 NE Juanita Drive
Kirkland WA 98034

STALL ASSIGNMENTS

Stalls will be assigned to Vendors upon arrival.

BOOTH SET-UP

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

TEAR DOWN

Vendors 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.

STALLS

Stalls will be approximately 10' x 10'. If the Vendor exceeds past the 10' x 10' area, they will be charged accordingly.

All Vendors must provide a container for waste matter and haul it away at the end of Market day. Vendors 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.



Juanita Friday Market 2014 SPONSOR APPLICATION



City of Kirkland
Parks & Community Services
505 Market Street, Ste. A
Kirkland, WA 98033
425-587-3385
www.kirklandwa.gov

CLEAN UP

Each Vendor is responsible for leaving their area clean. NO EXCEPTIONS.

SIGNS

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

PRINTED MATERIALS

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

AMPLIFIED MUSIC

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

HEALTH PRACTICES

All Vendors 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 Vendor found to be selling contaminated food or produce shall be suspended from selling operations until satisfactory clearance has been obtained from the King County Health Department. For information on permits, registration, and requirements please call 206-296-9805. All vendors 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 Vendors will not be allowed to sample.

SMOKING POLICY

Vendors 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

Vendors are not permitted to bring pets to the Market.

RULES AND REGULATIONS ARE SUBJECT TO CHANGE

I have read and understand the 2014 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 hereby agree to abide by these rules and regulations. The JFM Manager reserves the right to cancel the privileges of any Market Vendor 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.

Sponsor Signature: _____

Date: _____