



Juanita Friday Market 2016 Guidelines

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

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

For questions/information please contact Market Manager, Tina Lathia, at 425-587-3385 or by email tlathia@kirklandwa.gov. More information can be found at www.kirklandwa.gov/JuanitaFridayMarket.

GENERAL INFORMATION

Market Hours/Location

The JFM opens to the public every Friday, June - September, from 3:00 p.m. to 7:00 p.m. at Juanita Beach Park - 9703 NE Juanita Drive, Kirkland, WA.

Fees & Payments

A one-time \$40.00 Application Fee is due at the time of application.

A \$30.00 Stall Fee is due for each stall, each market day (multiple stalls may be requested). Full season Stall Fees may be paid in full at a discounted rate at the time of application or paid on a weekly basis before the end of each market day. The first \$30.00 Stall Fee is due at the time of application.

Special Event Fees – Registration Fee is \$75.00 per event.
Community Booth – Free for non-profit groups.

Vendor Selection

Applicants must grow, craft, or process what they sell within the state of Washington. All items will be evaluated on quality, value and contribution to the JFM. All items offered for sale shall be subject to inspection and approval by the Market Manager. * New applicants must request a product screening.

Special Event participation is open to the local business community.

Insurance

The City of Kirkland requires proof of insurance from all applicants. Applicants may request a waiver from the requirement by submitting a letter explaining why an exemption should be granted. The city's Risk Analyst will determine whether or not an exemption will be granted.

Non-Profit Groups

Each week one Community Booth stall will be available at no cost to a local non-profit group. Non-profit applicants must have current 501c3 status. Each participating non-profit will be limited to two free market days per season. Space is limited and available on a first come, first serve basis.

Market Cancellation

The JFM operates rain or shine. The market will only close for severe weather or when all booth operators and the Market Manager agree to close.

MARKET DAY RULES

Load-in

Load-in is from 1:00 p.m. – 2:30 p.m. **No setup** may take place before the Market Manager arrives on site. All vehicles must be removed from the market area by 2:45 p.m. for pedestrian safety. Late arrivals will be accommodated if space allows but will not be permitted to drive into the market area to unload, all equipment must be carried in.

Stall Assignment

Stall location will be assigned upon arrival at the market each week. A permanent location for the entire season is not guaranteed. Assigned location may vary at the discretion of the Market Manager.

Load-out/Cleanup

Booth teardown and load-out may not begin until close of market at 7:00 p.m. To ensure everyone's safety and to maintain market ambience, packing and leaving before end of market is not permitted. This also applies to BOOTH Operators who sell out before end of market. Everyone participating in the market must clean their assigned stall space by disposing of all debris before leaving the area. NO EXCEPTIONS.

BOOTH REQUIREMENTS

Stall Size

Stalls are 10' x 10' – all displays must fit within the assigned space. Any booth operator exceeding beyond their assigned space will be charged accordingly.

Fire Extinguisher

Booths with ANY heating equipment, such as electric hotplate or other similar heat-producing device or where cooking will take place, requires one fire extinguisher with a minimum rating of 2A:10BC. Booths with deep-fat fryers require a UL listed Class K fire extinguisher. Extinguishers must be in good working condition, fully charged, with seals intact and certified within the last year or equipment will not be allowed to operate.

Tent/Canopy Weights

Booth operators are required to secure tent/canopy with a minimum of 25lbs on each post to prevent damage and/or injury in the event of wind. Where tents/canopies are tied together a minimum of 50lbs per leg is required. There are no exceptions – tents/canopies may not be erected without required weights.

Garbage/Recycle/Compost Containers

Booth operators must provide containers for customer waste. At booths where beverages in cans or plastic bottles are available, a recycling container must also be provided. No dumping is allowed at the park or on city property – all waste must be disposed of off-site. One compost bin will be provided for joint vendor use at the end of each market day.

Stall Identification/Pricing

Each stall must have a sign clearly marking the name of the business and price of products. Pricing and any applicable taxes are the sole responsibility of the Vendor. The Market Manager reserves the right to enforce fair price standards on fruits and vegetables in order to discourage dumping of low quality products.

REGULATIONS

Advertising

General advertising of the JFM is provided by the City of Kirkland. Vendors are encouraged to include market information on their websites, newsletters, mailings and social media accounts.

Amplified Music

The JFM schedules live music each week for everyone's enjoyment. Booth operators may not have amplified music at their stalls.

Cancellation/No-Show Policy

Vendors must cancel their attendance, by calling or emailing the Market Manager, no later than 1:00 p.m. on Thursdays or 24 hours prior to the market to avoid a \$30.00 No-Show Fine. No-Show Fines are due upon arrival at the next attended market, in addition to the daily Stall Fee, before entry is permitted. Vendors no longer attending the market will be sent a final invoice. No-Shows hurt the credibility of the market and negatively affect all booth operators. Upon the third violation, the vendor will be suspended from the market for the remainder of the season.

Drugs/Alcohol

The use of illegal drugs or alcohol by booth operators will not be tolerated. Violations will result in immediate removal of the business from the market for the remainder of the season.

Organic Labeling

Use of organic labeling shall be governed in accordance with Washington State Department of Agriculture regulations. Booth operators are expected to advertise truthfully and to respond to customer's questions in a like manner.

Pets/Service Animals

Booth operators may not bring pets to the JFM. One licensed service animal may be allowed per booth with appropriate documentation. City of Kirkland Park Rules require animals to remain on leash at all times.

Plastic Bag Ban

The plastic bag ban restricts retailers from providing single-use, disposable plastic carryout bags. The restriction applies to retail businesses that provide carryout bags at point of sale. Exemptions include take-out food, bulk food, and items where moisture is an issue. More information is available at www.kirklandwa.gov/bringyourownbag or contact the Recycling Hotline at recycle@kirklandwa.gov or (425) 587-3812.

Power

Power is not available on-site and generators are not allowed without prior approval by the Market Manager.

Print Materials

Booth operators are allowed to display and distribute print materials that pertain to the products being sold. No other print materials, political or otherwise, may be displayed or distributed without prior approval by the Market Manager.

Public Health Requirements

Food vendors are responsible for obtaining health permits required for operation of the business. Food booth operators must adhere to sanitary procedures as required by the King County Public Health Department (KCPHD). Any food booth operator found to be selling contaminated food shall be suspended from selling operations until satisfactory clearance has been obtained from the KCPHD.

Food booth operators offering samples must have a food handlers' permit and proper hand-washing set up, including: warm water, grey water collection bucket, soap, paper towels and some type of barrier (toothpicks, plastic gloves, tongs, etc.) for passing samples to the customer. Without the proper setup sampling will not be allowed.

For more information and to obtain required health permits contact King County Public Health.

Smoking

Booth operators may not smoke in or around the market area.

Taxes

Vendors are solely responsible for reporting and paying required taxes.

RULES AND REGULATIONS ARE SUBJECT TO CHANGE

The City of Kirkland reserves the right to cancel the privileges of any vendor or booth operator who has willfully violated the rules and regulations governing the JFM.