



Juanita Friday Market 2015 COMMUNITY BOOTH APPLICATION



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

INFORMATION - Please print or type all that's applicable

Applicant Name:

Organization Name:

Business Address:

City:

Zip:

Mailing Address:

City:

State:

Zip:

Daytime Phone:

Website Address:

Cell Phone:

E-mail Address:

Non Profit ID:

List full names of employees/volunteers who may work at the market booth:

List all the activities you plan to engage in at the market:

CIRCLE PARTICIPATION DATE

5-Jun	3-Jul	7-Aug	4-Sep
12-Jun	10-Jul	14-Aug	11-Sep
19-Jun	17-Jul	21-Aug	18-Sep
26-Jun	24-Jul	28-Aug	25-Sep
	31-Jul		

Registration fee and stall fees are waived for registered 501©3 non-profit organization
Send completed application and photocopies of insurance and licenses to:

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



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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. 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.

Participant Signature: _____ Date: _____

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



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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 June to September 3 pm to 7pm.

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

SELECTION OF COMMUNITY BOOTH SPONSORS

We appreciate your interest in participating at the JFM. Community booth members are restricted to two visits per market season. Space is limited and is available on first come first serve basis. No selling allowed at the community booth.

STALL ASSIGNMENTS

Stalls will be assigned to Participants upon arrival.

BOOTH SET-UP

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

TEAR DOWN

Participants 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 Participants and the Market Manager agree to close early. Our goal is to establish a successful market; both our customers and Participants expect consistency. We can work together to make this market a wonderful community experience for all.

STALLS

Stalls will be approximately 10' x 10'. If the Participant exceeds past the 10' x 10' area, they will be charged accordingly. All Participants must provide a container for waste matter and haul it away at the end of Market day. Participants 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.



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CANCELLATION POLICY

Participants must cancel no later than 2pm on Thursday prior to that Friday's market.

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. Other than the Participant 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.

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 clearance has been obtained from the King County Health Department. For information on permits, registration, and requirements please call 206-296-9805. All Participants 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 Participants 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.

ADVERTISING

Advertising of the JFM will be the responsibility of the Market Manager and is the benefit of all Participants at the Market.

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.

RULES AND REGULATIONS ARE SUBJECT TO CHANGE

Participant Signature: _____ Date: _____