



**LICENSE AND PERMIT REQUIREMENTS FOR SALES**

Please check all licenses and permits you are required to have to operate your business and provide a current copy of each with this application.

- Food Processors Permit
- Nursery License
- Food Handlers Permit
- Master Business License
- Commercial Kitchen Permit
- Fisheries Wholesale License
- Organic Certification
- Other \_\_\_\_\_
- Pesticide Applicators License
- Grade A Dairy Permit
- High Hazard Food Permit

**DATES STALL SPACE WANTED**

Full Season (17 days) Selected Dates (Circle Dates)

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		

**PAYMENT**

Select the payment option and submit the completed application to the address below. All pre-paid fees are non-refundable. Stall fees can be paid on a weekly basis.

Annual Application Fee = **\$40** due with application

**AND**

Daily Stall Fee: Pre-Paid Full Season with discount = **\$460**

**OR**

Daily Stall Fee: \_\_\_\_\_ # of market days x number of stall spaces x **\$30** Stall Fee = \$\_\_\_\_\_

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 5<sup>th</sup> Avenue  
Kirkland, WA 98033**

**MEDIA RELEASE**

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

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HOLD HARMLESS/INDEMNIFICATION**

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

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



## JUANITA FRIDAY MARKET RULES & REGULATIONS

City of Kirkland  
Parks & Community Services  
505 Market Street, Ste. A  
Kirkland, WA 98033  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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](mailto:TLathia@kirklandwa.gov)  
Website: [www.kirklandwa.gov/JuanitaFridayMarket](http://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

### **SELECTION OF VENDORS**

JFM vendors must grow, craft, or process what they sell within the state of Washington. All items will be judged on quality, value, and contribution to the Market. All items offered for sale shall be subject to inspection and approval by the Market Manager. Please call or email for New Vendor Product Screening.

### **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. This rule also applies to vendors who are sold out before 7pm. The only time the market will close before 7pm, is when all the vendors and the Market Manager agree to close early. Our goal is to establish a successful market; both our customers and vendors 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 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.**

### **FEES & PAYMENTS**

Daily rental fees of \$30 per stall are payable to the Market Manager and shall be paid before the end of each Market day.

### **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.

### **CANCELLATION POLICY**

Vendors must cancel no later than 2pm on Thursday prior to that Friday's market. Any cancellations received after Thursday 2pm prior to the market will result in a \$30 fine. **Violators will receive a \$30 fine** which will need to be paid prior to re-entry into their next participating market. After three violations, the vendor will be suspended from the market for the duration of the season. The \$30 cancellation fee will be due at entry of the next attended market, in addition to the daily booth fee, before entry is permitted. If another market is not attended after the cancellation is made, the vendor will be invoiced for balances due. All cancellation balances due must be received within 30 days of market no-show date.

No shows hurt the credibility of the market and negatively affect all vendors. If this becomes a reoccurrence, this may be grounds for termination from the market.

### **NO-SHOW POLICY**

**No-show on market day will result in a \$30 fine.** Violators will receive a \$30 fine which will need to be paid prior to re-entry into their next participating market. After three convictions, the violator will be suspended from the market for the duration of the season.

### **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.

### **PRICING**

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

### **ORGANIC LABELING**

Use of the phrase "organic," in produce sales, shall be governed and regulated in accordance with Washington State Department of Agriculture regulations. All Vendors are required to advertise truthfully and to respond to customer's questions in a like manner.

**ANIMALS IN THE MARKET**

Vendors 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 Vendors at the Market.

**ALL VENDORS**

All Vendors 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 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.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CANCELLATION POLICY AND NO-SHOWS PENALTIES:** I have read and agree to comply with the City of Kirkland Juanita Farmers Market Cancellation Policies and No-Show Penalties.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_