Juanita Friday Market
2016 ENTERTAINER APPLICATION

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

The Juanita Friday Market is a free community event. We appreciate your interest in performing at the market and sincerely thank you for volunteering your time!

ENTERTAINER INFORMATION

O Band/Singer O Dance Group O Live Theatre

O Puppeteer O Magician O Other _____

Applicant Name:

Company Name:

Mailing Address: City: Zip:

Daytime Phone: Website Address:

Cell Phone: E-mail Address:

WA State Tax (UBI)#:

List names of performers:

PERFORMANCE DETAILS

Link to online demo:

Length of performance:

Describe performance:

Equipment:

Space Requirements:

Special Requests:

INSURANCE REQUIREMENT – Required Attachment

The city of Kirkland requires proof of insurance. Attach a current certificate to this application.

REQUESTED PERFORMANCE DATES

O June 3	O June 10	O June 17	O June 24	
O July 1	O July 8	O July 15	O July 22	O July 29
O August 5	O August 12	O August 19	O August 26	
O September 2	O September 9	O September 16	O September 23	O September 30

HOLD HARMLESS/INDEMNIFICATION

Applicant shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of participation in the Juanita Friday Market or from any activity, work or thing done, permitted, or suffered by Applicant during the Juanita Friday Market, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

The undersigned hereby makes application to the city of Kirkland to participate in the Juanita Friday Market and certifies the information provided in this application and supporting materials is true and accurate. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees the Applicant will observe all ordinances and regulations of the City of Kirkland.

Read and check each statement below:

- ○ I have read, understand and accept all rules and regulations as outlined in the Juanita Friday Market Guidelines.
- ○ I am aware all information contained herein is subject to public disclosure in accordance with the Washington State Public Disclosure Act.
- ○ I hereby give permission in perpetuity to the City of Kirkland, its officials, employees, agents and assigns to use my business name and photographic likeness in all forms and media for advertising and other promotional purposes.

Print Name: Signature:

Title: Date:

Applications can not be processed if information is incomplete or required attachments are missing.

Send complete application and attachments to:

City of Kirkland Parks & Community Services
Attn: Tina Lathia
505 Market Street, Ste. A
Kirkland, WA 98033

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.

City of Kirkland
Public Works Department
Solid Waste Division
123 - 5th Ave
Kirkland WA 98033

Important Information Regarding the New Plastic Bag Reduction Program in City of Kirkland

May 27, 2015

Dear Kirkland Retailer:

The City of Kirkland recently enacted a ban on certain disposable plastic carryout shopping bags. As a business potentially affected by the ban, you are encouraged to learn about the program. City staff are available to answer your questions and help you prepare for when the ban takes effect on March 1, 2016.

As a retail establishment, you will no longer be allowed to provide disposable plastic carryout shopping bags to consumers, and will be required to charge a minimum fee of five cents per large paper bag (one-eighth barrel/882 cubic inches). The City urges you to encourage your customers to shop with machine washable, reusable bags, and is incentivizing consumers through the five-cent charge on paper bags. Retailers keep the fee to help cover the cost of each paper bag.

Please note that some plastic bags are still allowed, including bags for takeout foods, produce and meat, bulk food, newspapers, dry cleaning, and more. This packet includes information to help your business prepare for and implement the policy. Full details on the program are available at www.kirklandwa.gov/bringyourbag.

We understand that you may have concerns and questions about the impact of this new program to your business. The goal of the program is to reduce plastic waste by eliminating unnecessary disposable plastic shopping bags. Over the next several months, City staff will implement a comprehensive education and outreach plan for residents and businesses. They are available as a resource to you to answer questions and to help your business comply with the new regulations.

For additional assistance, contact the City of Kirkland's Solid Waste and Recycling staff at 425-587-3812 or recycle@kirklandwa.gov.

Sincerely,

Kathy Brown
City of Kirkland
Public Works Director

BUSINESS GUIDE

Kirkland Plastic Bag Reduction Program

FREQUENTLY ASKED QUESTIONS

This guide is intended to help businesses understand and prepare for the implementation of Kirkland's plastic bag reduction policy.

Implementation of the Program

1. What businesses are affected by the ordinance?

Most retail establishments are subject to the new requirements, including grocery stores, department stores, hardware stores, pharmacies, liquor stores, convenience stores, farmers' markets, and other retail stores or vendors. There is no exemption for small retailers.

2. When will the ordinance take effect?

March 1, 2016. The effective date for food rescue organizations (e.g. redistribution of otherwise wasted food) is March 1, 2017. However, businesses are allowed to adopt the policy before the effective date if desired.

3. During the transition, is the City going to offer any assistance to businesses?

Downloadable media and signage are available on the City's website (www.kirklandwa.gov/bringyourbag). Upon request, the City will provide free copies to retailers. The City urges retailers to hang signs in their parking lots and stores that remind customers to bring their own bags. In addition, the City of Kirkland plans to promote the program to the public through print and broadcast media, including car window clings, emphasizing the "Bring Your Bag" message.

4. How will this ordinance be enforced?

Kirkland will take an educational approach to enforcement. Staff will rely on reports from consumers and business owners via an online complaint form and phone hotline to identify businesses not in compliance. If a complaint is received, City staff will visit the retailer to explain what's needed to comply. If a retailer is found to be out of compliance after a verbal warning, the City may initiate a code enforcement action per Kirkland Municipal Code 1.12.

Plastic Bag Restrictions and Exemptions

1. What bags are restricted by the ordinance?

Plastic bags considered disposable are prohibited at point of sale (see exemptions).

2. What exemptions are allowed?

Plastic bags are allowed for the following uses:

- Takeout food
- Meat, produce, and unwrapped bakery goods
- Items sold in bulk, like food or hardware items
- Newspaper, dry cleaning, pet waste, and garbage bags
- Flowers and other items where dampness is an issue

3. Why are to-go food vendors allowed to use plastic bags?

Restaurants and deli counters are allowed to use plastic bags to prevent problems from spillage of hot items, and reduce potential issues from steam and dampness. However, the City encourages food vendors to use paper bags whenever possible. Restaurants may not provide plastic bags for items other than prepared foods (e.g. cookbooks, t-shirts, bottled salad dressing).

4. Why are thicker plastic bags also restricted?

While other cities have defined thick (2.25 mil and thicker) bags as reusable, the Kirkland City Council determined that the 2.25 mil bags are inherently disposable. The goal of the ordinance is to reduce plastic waste in our community by eliminating all unnecessary disposable plastic shopping bags.

Paper Bag Charges

1. Which paper bags do I have to charge my customers for?

Stores and vendors are only required to charge a minimum five-cent fee for each large paper bag such as typical grocery store carryout bag – technically a bag larger than 882 cubic inches (cu in), known as one-eighth barrel in the grocery trade. As a rule of thumb, if a bag has a flat bottom greater than 6 inches by 10 inches, your business must charge for it. Stores are not required to charge for smaller paper bags, but they may at their discretion. Retailers are allowed to charge more than five cents per large paper bag.

2. What standards must paper bags meet?

Large paper bags – the ones for which a five-cent charge is required – must contain a minimum 40% post-consumer recycled content and be labeled as such on the outside of the bag. There is no post-consumer recycled content requirement for smaller paper bags, but the City encourages retailers to use recycled-content paper bags.

3. Can retailers just "eat the cost" of the large paper bags and not charge their customers?

No. The minimum five-cent charge must be collected. It is meant to remind customers to shop with reusable bags, and, for that reason, the number of recyclable paper carryout bags provided and the amount of the pass-though charge must be shown on the customer's sales slip.

4. Are there exemptions for the charge for low-income customers?

Yes, many low-income customers are exempt from the charge. Specifically, retail stores may not charge the five-cent pass-through fee for large recyclable paper bags to customers presenting vouchers or electronic benefits transfer cards (EBT) issued under the:

- Women, Infants and Children (WIC) or Temporary Assistance to Needy Families (TANF) support programs,
- Federal Supplemental Nutrition Assistance Program (SNAP, formerly "Food Stamps," also known as Basic Food), or
- Washington State Food Assistance Program (FAP).

5. Is this transaction taxable?

Yes. The Washington State Department of Revenue has confirmed that the five-cent pass-through charge is subject to sales tax.

6. Our store currently offers a discount to customers that bring in their own bags. Can we continue to do that?

Yes. Retail stores that offer discounts for reusable bag use may continue to do so if they choose.