



Juanita Friday Market 2018 Guidelines

City of Kirkland
Parks & Community Services
123 Fifth Avenue
Kirkland, WA 98033
www.kirklandwa.gov/JuanitaFridayMarket

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 more information contact Tina Lathia at 425-587-3385 or tlathia@kirklandwa.gov.**

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

Checks should be made payable to the City of Kirkland. Credit card and cash payments are accepted in person at the City Hall Cashier Counter with advance notice.

- Application Fee - Annual non-refundable \$40.00 Application Fee is due at the time of application.
- Stall Fee - A \$35.00 weekly Stall Fee is due each market day, pre-payments are accepted.
- Special Event Registration Fee - \$80.00 Registration Fee is due at the time of application.
- Community Booth - No charge for non-profit groups.
- No-show Fine - \$35.00 No-show Fine is due at next attended market.

Not Accepted

The JFM does not accept commercial, imported, second-hand items or products sold by independent consultants.

Vendor Selection

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

Community Booth

Each week one Community Booth will be available at no cost to a local non-profit group. Non-profit applicants must have current 501c3 status and provide services to the residents of Kirkland. Each participating non-profit will be limited to two free market days per season. Booth Operators may provide information to the public through displays, handouts and personal contact - monetary transactions are not allowed. Space is limited and available on a first come, first serve basis.

Special Events

Kirkland based businesses are invited to participate at the JFM during Special Events. Booth Operators may provide information to the public through displays, handouts and personal contact - monetary transactions are not allowed. 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.

Insurance

- Commercial General Liability (CGL) - Market participants shall procure and maintain, for the duration of the Market, CGL insurance.
 - Vendor policies must include a products-completed endorsement to cover illness or injury resulting from use of Vendor products.
 - The CGL policy shall be written to include limits of no less than \$1 million each occurrence and \$2 million general aggregate.
 - The CGL policy shall contain a provision prohibiting cancellation of the policy, except upon 30 days written notice to the City of Kirkland.
 - Insurance is to be placed with insurers holding current A.M. Best rating of not less than A: VII and authorized to do business in the State of Washington.
 - The CGL policy shall contain, or be endorsed to contain, that the Insured's coverage be primary insurance. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Insured's coverage and shall not contribute with it.
 - The City of Kirkland shall be named as an additional insured on Insured's CGL policy. The Additional Insured Endorsement must be accompanied by the policy change endorsement ISO form CG 2012 or CG 2026 or equivalent.
- Liquor Liability - Vendors selling or sampling beer or wine must also provide Liquor Liability coverage with limits of no less than \$1 million each occurrence and \$2 million general aggregate.

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 allowed. This also applies to Booth Operators who sell out before end of market. Booth Operators must clean their assigned stall space before leaving the area. NO EXCEPTIONS.

BOOTH REQUIREMENTS

Stall Size

Stalls are 10' x 10' – all displays must fit within the assigned space. Vendors/Booth Operators may request multiple stalls for an additional fee.

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.

Tent/Canopy Weights

Booth Operators are required to secure tent/canopy with a minimum of 100lbs (25lbs on each post) in all weather conditions. Where tents/canopies are tied together a minimum of 50lbs per leg is required. There are no exceptions –

tents/canopies may not be set up without required weights.

Garbage/Recycle/Compost Containers

Booth Operators must provide containers for customer waste. At booths where beverages in cans, plastic bottles, or plastic cups are available, a recycling container must also be provided. No dumping is allowed at the park – all waste must be disposed of off-site. One compost bin will be provided for joint Booth Operator use.

Stall Identification/Pricing

Each stall must have a sign clearly marking the name of the business and price of products. Pricing and all 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.

Americans with Disabilities Act (ADA)

Vendors/Booth Operators shall comply with all city, county, state and federal accessibility requirements. The ADA mandates equal access to facilities, services, and programs for persons with a disability. This includes providing a clear path of travel to and on sidewalks.

Amplified Music

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

Animals

Booth Operators may not bring pets to the JFM.

Cancellation/No-Show Policy

Vendors must cancel their attendance, by calling or emailing the Market Manager, no later than 3:00 p.m. on Thursday (24 hours prior to the market) to avoid a No-Show Fine.

No-Show Fines are due upon arrival at the next attended market, in addition to the Stall Fee, before entry is permitted. Upon the third violation, the Vendor will be suspended from the market for the remainder of the season. Vendors no longer attending the market will be sent a final invoice.

Discrimination

Vendors, while operating at the JFM, shall not discriminate on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation or preference, age, honorably discharged veteran or military status, or the presence of any sensory, mental or physical handicap. Vendors shall comply fully with all applicable federal, state and local laws, ordinances, executive orders and regulations that prohibit such discrimination.

Drugs/Alcohol

The use of illegal drugs, cannabis or alcohol by Booth Operators will not be tolerated. Violations will result in immediate removal of the Vendor 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.

Plastic Bag Ban

Kirkland's plastic bag ban restricts retailers from providing single-use, disposable plastic carryout bags. The restriction applies to 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.

Power

Power is not available on-site and generators are not allowed without prior approval by the Market Manager. Other power sources are reviewed and approved on a case-by-case basis.

Print Materials

Booth Operators may display educational materials that directly relate to the products or services they are promoting. Products, materials or literature for other businesses, organizations or individuals may not be displayed. 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. 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 will be suspended from the Market.

Food Booth Operators offering samples must have a food worker card 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.

<http://www.kingcounty.gov/depts/health.aspx>

Scales

Vendors selling produce by weight must provide commercial scales "legal for trade" and inspected and sealed by the Washington Department of Agriculture – Weights and Measures Program.

Smoking

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

Taxes

Vendors are solely responsible for reporting and paying all required taxes.

Licenses & Permits

All Vendors are responsible for complying with local, state, and federal requirements governing the sale and production of their products. The following is a summary of licenses and permits. Please consult the appropriate agency to get the most complete and up-to-date information. For more information about local, state and federal permits, approvals, or licenses for Washington State, please see the Governor's Office for Regulatory Innovation and Assistance. <http://apps.oria.wa.gov/permithandbook/>

- **Business License** - Required to operate a business. www.bls.dor.wa.gov
- **Scale License** - Required if product price is based on weight or measure determined by scale. www.bls.dor.wa.gov/weightsandmeasures.aspx
- **WSDA Food Processor License** - Required for handling or processing of any food in any manner of preparation for sale for human consumption. www.agr.wa.gov/foodanimal/foodprocessors
- **Cottage Food Permit** - Required for food prepared in home kitchens and sold directly to consumers. <http://agr.wa.gov/foodanimal/cottagefoodoperation/>

- Health Department Permits - For details and requirements on Temporary Food Establishment Permit, Food Workers Permit/Card and Application for exemption from the Temporary Food Permit visit <http://www.kingcounty.gov/depts/health.aspx>.
 - Egg Handler/Dealer - Required for selling eggs. www.bls.dor.wa.gov/eggdealer.aspx
 - Liquor License / Farmers Market Endorsement – Required if selling or sampling wine or beer. www.bls.dor.wa.gov/liquor.aspx
 - Pet Foods
 - WSDA requires registration for all pet foods and treats that are sold to the public. <http://agr.wa.gov/FoodAnimal/AnimalFeed/#PetFoodandSpecialtyPetFoodRegistration>
 - King County Board of Health Regulations and permit requirements for pet food establishments are available at: <http://www.kingcounty.gov/depts/health/communicable-diseases/zoonotic/facts-resources/pet-businesses.aspx>
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RULES AND REGULATIONS ARE SUBJECT TO CHANGE

The City of Kirkland reserves the right to cancel the privileges of any Vendor/Booth Operator who has willfully violated the rules and regulations governing the JFM.

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

Title VI: It is the City of Kirkland’s policy to ensure full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City of Kirkland. For questions regarding Kirkland’s Title VI Program, or to file a complaint with the City of Kirkland contact the City’s Title VI Coordinator at 425-587-3011 or TitleVICoordinator@kirklandwa.gov.