



# Juanita Friday Market 2018 Vendor Application

OFFICE USE ONLY

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

## VENDOR INFORMATION

Farmer                       Processor                       Farm Commission Vendor

Producer                       Crafter                       Other \_\_\_\_\_

Company Name: \_\_\_\_\_ UBI: \_\_\_\_\_

Business/Farm Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

List full names of employees who are authorized to sell for you:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## GOODS TO BE SOLD

List all items to be sold at market and approximate dates of availability. **Vendors will only be granted authorization to sell what is listed.** (Attach additional sheets if necessary).

Item / Dates	Item / Dates	Item / Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## POWER SOURCE – Check each power source included as part of your booth setup

Generator     Propane     Charcoal     Other: \_\_\_\_\_

**OPERATING LICENSES & PERMITS – Required attachments**

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

**Licenses & Permits**

- Licensed Food Processor Facility
- Food Processor License
- Organic Certification
- Good Agricultural Practices (GAP)
- Good Handling Practices (GHP)
- Milk Processing Plant (Grade A Dairy) License
- Milk Producers License
- Cottage Food Permit

**King County Department of Health**

- Minimal Temporary Food Permit
- Moderate or Complex Food Service Application
- Farmers Market Exempt from Permit
- Mobile Food Service Business Permit
- Retail Food Establishment
- Temporary Food Establishment
- Food Worker Permit
- Commercial Kitchen Permit
- Pet Food Registration

**Specialty Licenses**

- Nursery License
- Egg Handler / Dealer License
- Washington State Liquor Cannabis Board Endorsement
- Weighing and Measuring Devices (scales)
- WSDA Apiary Registration

**INSURANCE REQUIREMENT – Required attachments**

The City of Kirkland requires insurance for all Vendor operations. Vendors with high risk products, such as food or alcohol, are required to provide a Certificate of Insurance and Additional Insured Endorsement listing the City of Kirkland along with this application. All other Vendors must provide documentation upon request. See the JFM Guidelines for details.

**REQUESTED DATES – Select dates**

- |                                      |                                       |                                       |                                       |                                    |
|--------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> June 1      | <input type="checkbox"/> June 8       | <input type="checkbox"/> June 15      | <input type="checkbox"/> June 22      | <input type="checkbox"/> June 29   |
| <input type="checkbox"/> July 6      | <input type="checkbox"/> July 13      | <input type="checkbox"/> July 20      | <input type="checkbox"/> July 27      |                                    |
| <input type="checkbox"/> August 3    | <input type="checkbox"/> August 10    | <input type="checkbox"/> August 17    | <input type="checkbox"/> August 24    | <input type="checkbox"/> August 31 |
| <input type="checkbox"/> September 7 | <input type="checkbox"/> September 14 | <input type="checkbox"/> September 21 | <input type="checkbox"/> September 28 |                                    |

**FEES & PAYMENT**

Checks should be made payable to the City of Kirkland.

- A \$40.00 non-refundable annual Application Fee is due with this application.
- Stall fees may be paid in advance or on a weekly basis.

**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, state and federal laws.

**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 have read, understand and will abide by the insurance requirements as outlined in the Juanita Friday Market Guidelines.
- I am aware all information contained herein is subject to the Washington State Public Records Act, Chapter 42.56 RCW, and may be subject to disclosure to a third party requestor, regardless of any claim of confidentiality or privilege asserted by an external party.
- 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: \_\_\_\_\_

DID YOU REMEMBER TO:	QUESTIONS:
<input type="radio"/> Sign the application?	Tina Lathia
<input type="radio"/> Include the \$40 Application Fee?	Office: 425-587-3385
<input type="radio"/> Attach copies of required operating licenses & permits?	<a href="mailto:tlathia@kirklandwa.gov">tlathia@kirklandwa.gov</a>
<input type="radio"/> Attach proof of insurance?	<a href="http://www.kirklandwa.gov/juanitafridaymarket">www.kirklandwa.gov/juanitafridaymarket</a>
<b>Send to:</b> City of Kirkland Parks & Community Services Attn: Tina Lathia / Juanita Friday Market 123 Fifth Avenue Kirkland, WA 98033	<u>Office Hours</u> March - May: M/W/F, 11am–4pm June - Sept.: M/W, 11am–4pm (Fridays at Market)