



Juanita Friday Market 2023 Market Guidelines

The Juanita Friday Market is operated by the City of Kirkland's Parks and Community Services Department. The market provides an opportunity for community members to come together and support farmers by purchasing fresh, nutritious, locally grown produce. The family friendly atmosphere allows people of all ages to learn about new crops and varieties, farming practices and food preparation. Local non-profit organizations are also invited to participate to make connections that will support their efforts towards serving the Kirkland community.

GENERAL INFORMATION

Market Schedule

Fridays, June 2 – September 29

Public Hours: 3:00 p.m. to 7:00 p.m.

Contact

Robert Hezlep, Market Manager

Ph: 425-587-3385

Email: juanitafridaymarket@kirklandwa.gov

Website: www.kirklandwa.gov/juanitafridaymarket

Mailing address

City of Kirkland

Attn: Juanita Friday Market

123 Fifth Avenue

Kirkland, WA 98033



Juanita Beach Park

9703 NE Juanita Drive

Kirkland, WA 98034

Fees & Payments

Checks should be made payable to the City of Kirkland.

- Application Fee: Annual non-refundable \$40.00 Application Fee is due at the time of application.
- Stall Fee: A \$40.00 weekly Stall Fee is due each market day upon arrival.
- Community Booth: No charge for non-profit groups.
- No-show Fine: \$40.00 No-show Fine is due at next attended market.

Not Accepted

Products that are not produced, processed, or created in Washington State by the vendor. Commercial, imported, second-hand items and products sold by independent consultants are not accepted.

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 market. Booth Operators may only sell what is listed on the Vendor's application and pre-approved by the Market Manager. All items offered for sale shall be subject to inspection and approval by the Market Manager. New applicants/products may require a product screening.

Age Requirement

Vendors/Booth Operators must be 18 years of age or older.

Community Booth

Non-profit applicants must have current 501c3 status and provide services to the residents of Kirkland. The City of Kirkland reserves the right to select non-profit applicants that are a good fit for the farmers market.

Each week one 10'x10' stall space will be available at no cost to a local non-profit organization. Each participating non-profit will be limited to two market days per season. Space is limited and available on a first come, first serve basis.

Booth Operators may provide information to the public through displays, handouts and verbal contact. Food and beverages may not be sold or given away. All items offered for sale, donation, or giveaway must be pre-approved by the Market Manager and may not directly compete with market vendor products.

NOTE: Non-profit must provide own setup (10'x10' canopy, four 25-pound canopy weights, table, chairs, etc.).

Weather Policy

The market operates rain or shine and 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.

Liquor Liability

Vendors selling beer or wine must also provide Liquor Liability coverage with limits of no less than \$1 million each occurrence and \$2 million general aggregate.

Additional Insured Endorsement

The City of Kirkland shall be named as an additional insured on Insured's policy. The Additional Insured Endorsement must be accompanied by the policy change endorsement ISO form CG 2012 or CG 2026.

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.

Stall Assignment

Booth location will be assigned upon arrival each week.

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.

BOOTH REQUIREMENTS

Stall Size

Stalls are limited to one 10' x 10' space. Multiple stalls may be requested but are not guaranteed.

Fire Extinguisher

Booths with ANY heating equipment require one fire extinguisher with a minimum rating of 2A:10BC. Extinguishers must be unboxed, accessible within reach, in good working condition, fully charged, with seals intact and certified within the last year.

Tent/Canopy Weights

Booth Operators are required to secure each 10' x 10' tent/canopy with a minimum of 100lbs (25-pounds attached to each post) in all weather conditions. Weights cannot simply be laid on the canopy foot – weights must be attached with rope, ties or bungee cords and secured in place. There are no exceptions – tents/canopies may not be set up without required weights.

Garbage/Recycle

Booth Operators must collect and dispose of their own garbage/recycling. Disposal at the park is not allowed.

Stall Identification/Pricing

Each stall must have signage clearly identifying the business name 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 market is provided by the City of Kirkland. Vendors are encouraged to include market information on their websites, newsletters, mailings and social media accounts.

Alcohol Sales

The Washington State Liquor and Cannabis Board authorizes farmers markets to allow Washington wineries and breweries to sample and sell product of their own production for off-site consumption and endorses qualified in-state wineries and breweries to sell their product at a farmers market. **RCW 66.24.175**

OPERATIONS FOR SAMPLING

1. A maximum of 3 vendors, limited to wineries and breweries, may offer samples for consumption on-site and sell original unopened bottles for off-site consumption.
2. Sales and samples shall be limited to beer, cider and wine.
3. Each vendor shall be limited to serving one 2oz sample per customer.
4. Sampling area shall be separately fenced and contained with a 42" high barrier and may not include tables or chairs.
5. Vendors shall verify customers are age twenty-one (21) or older prior to sampling and selling.
6. Open containers shall not leave the designated sampling area.
7. Each vendor shall post signage: "Must be 21+ to purchase" and "No alcohol beyond this point".



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.

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 as their full attention should be focused on providing the best experience for our customers.

Cancellation/No-Show Policy

Vendors must cancel their attendance by email 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. Vendors will be suspended from the market for the remainder of the season upon a third violation of the advanced cancellation requirement.

Discrimination

Vendors/Booth Operators 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.

Smoking/Drugs/Alcohol

Booth Operators may not smoke tobacco/vape in or around the market area. The use of illegal drugs, cannabis or alcohol by Booth Operators will not be tolerated. Violations will result in immediate removal and suspension of the Vendor for the remainder of the season.

Fats, Oils, Grease, Wastewater, and Debris

Booth Operators are required to contain all soapy wash water (even biodegradable soaps) for disposal off-site. These items, including any pollutants and chemicals, may not be dumped or discharged in waste receptacles, restroom facilities, sewer, or storm systems. Discharging any material other than storm water into a storm drainage system is a violation of the City of Kirkland Municipal Code ([KMC 15.52](#)) and the responsible party(s) could be charged all costs associated with the clean-up and may also be assessed monetary fines ([KMC 1.12.200](#)). The minimum fine is \$500. A fine for a repeat violation shall be determined by multiplying the surface water fine by the number of violations. A fine may be reduced or waived for persons who immediately self-report violations to the City at 425-587-3900.

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 respond to questions in a like manner.

Plastic Bag Ban

The [statewide 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.

Power

Power is not available, and generators are generally not allowed due to noise and fumes. Other power sources will be 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, and literature for businesses, organizations, or individuals who are not authorized market vendors, may not be displayed. Any materials which are religious or political in nature may not be displayed or distributed.

Public Health Requirements

Food Vendors are responsible for obtaining permits required for operation. Food Booth Operators must adhere to sanitary procedures as required by Public Health Seattle-King County. Any food Booth Operator found to be selling contaminated food will be suspended from the Market for the remainder of the season. For more information and to obtain required permits contact [Public Health Seattle-King County](#).

Food Vendors are required to ensure food safety requirements are followed and have a written [clean-up plan](#) in place per [Department of Health](#) requirements.

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](#).

Taxes

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

Licenses & Permits

All Vendors are responsible for complying with local, county, and state 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, county, and state 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. <https://agr.wa.gov/departments/food-safety/food-safety/food-processors>
- **Cottage Food Permit** - Required for food prepared in home kitchens and sold directly to consumers. <https://agr.wa.gov/departments/food-safety/food-safety/cottage-food>
- **Health Department Permits** - Requirements for Temporary Food Establishments, Food Workers Card and Application for exemption from the Temporary Food Permit. <https://www.kingcounty.gov/depts/health/environmental-health/food-safety.aspx>
- **Egg Handler/Dealer** - Required for selling eggs. <https://dor.wa.gov/manage-business/state-endorsements/egg-handlerdealer>
- **Liquor License/Farmers Market Endorsement** – Required if selling or sampling wine or beer. <https://lcb.wa.gov/licensing/farmers-market-authorizationendorsement>
- **Pet Foods**
 - WSDA requires registration for all pet foods and treats that are sold to the public. <https://agr.wa.gov/departments/animals-livestock-and-pets/animal-feed/pet-food-registration>
 - King County pet business regulations and permits. <https://www.kingcounty.gov/depts/health/communicable-diseases/zoonotic/pet-businesses.aspx>

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 market.

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.