



Juanita Friday Market 2026 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 nonprofit organizations are invited to participate to make connections that will support their efforts towards serving the Kirkland community.

GENERAL INFORMATION

Market Schedule

Fridays, June 5 – September 25

(excluding June 19 & July 3)

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

Contact

Juanita Friday Market

Ph: 425-587-3385 (seasonal)

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 **\$50.00 Application Fee** is due upon acceptance to the market.
- Stall Fee: **\$40.00 weekly Stall Fee** is due upon arrival at market each week.
- Community Booth: No charge for nonprofit groups.
- No-Show Fine: **\$40.00 No-Show Fine** is due upon arrival at next market attended.

Not Accepted

Products that are not produced, processed, or created in Washington by the vendor. Commercial, imported, franchise, 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. New applicants/products may require a product screening.

Age Requirement

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

Community Booth

The City of Kirkland reserves the right to select organizations that best align with the farmers market's mission - not all applicants will be accepted. Due to high demand and limited space, nonprofits may only participate once per season.

Requirements:

- Nonprofit applicants must have current 501(c)(3) status and provide services to Kirkland residents.
- Nonprofits must provide their own setup, including a 10'x10' canopy, four 25-pound canopy weights, company banner/signage, a table, and chairs.
- Booth operators may engage the public through displays, pre-approved handouts, and verbal communication.
- All items for sale, donation, or giveaway must be pre-approved by JFM staff and must not directly compete with market vendors.
- Food and beverages may not be sold or distributed.

Weather Policy

The market operates rain or shine and will only close for severe weather or when **all** Booth Operators and JFM staff agree to close. While an early closure is unlikely, if the market closes before 5pm, stalls fees will be credited towards vendor's next market day.

Insurance

Automobile Liability Insurance

All participants who operate a vehicle within the market footprint must carry Auto Liability Insurance covering bodily injury and property damage.

Commercial General Liability (CGL)

Market vendors providing foods/beverages shall procure and maintain, for the duration of the JFM, 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 the CGL policy. The Additional Insured Endorsement must be accompanied by the policy change endorsement ISO form CG 2012 or CG 2026.

Liquor Liability

Vendors sampling and/or selling beer/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 staggered to avoid traffic backups within the one-way parking lot. The load-in window is open from noon to 2:15 p.m. you will be notified of your load-in time. Do not arrive before your scheduled load-in time.

Stall Assignment

Full season vendors will be assigned a permanent stall. All other vendors are assigned space 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 that 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. A maximum of two stalls may be requested but are not guaranteed. Preference will be given to farmers, food trucks, and full season vendors.

Fire Extinguisher

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

Canopy Weights

Booth Operators are required to secure each 10' x 10' canopy with a minimum of 100lbs (25-pounds per canopy leg) in all weather conditions. Weights must be attached to the canopy with rope, ties, or bungee cords and secured in place. There are no exceptions – 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. JFM staff reserve the right to enforce fair price standards in order to discourage dumping of low-quality products.

Food Booth/Stall

Vendors cooking under open-walled canopies must adhere to the following requirements:

1. The public is not allowed under the canopy.
2. Two exit pathways from the canopy must be provided for staff.
3. The canopy must be clean and maintained, without visible grease build up and UL listed with a flammability rating consistent with NFPA 701 testing methods.
4. One fire extinguisher with a minimum rating of 2A:10BC is required. If cooking is to take place, one additional fire extinguisher with a minimum rating of 40BC is required.
5. Vendors producing grease-laden vapors must have a UL listed Class K extinguisher near the cooking appliance. Additionally, these booths must be a minimum distance of 12 feet from other canopies.
6. Flammable or combustible liquids and LP gas (propane) shall not be stored in the booth, nor less than fifty feet from the booth.

Food Truck (Mobile Food Unit)

Operators of vehicles equipped with appliances that produce smoke or grease-laden vapors or utilize LPgas systems or CNG systems are required to obtain an International Fire Code (IFC) Permit and pass an inspection. A valid operational permit, along with a passed inspection report, issued by any King County Fire Agency will be accepted provided that the vehicle and appliances are maintained in accordance with conditions of the permit.

Food trucks must be a minimum of 10 feet from buildings, structures, other vehicles and in consideration of heat venting related to overhang, such as tree branches.

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 is limited to serving one 2oz sample per customer.
4. Sampling area must be separately fenced and contained with a 42" high barrier. Customer tables and chairs are not allowed.
5. Vendors must verify customers are age twenty-one (21) or older.
6. Open containers cannot 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 must comply with city, county, state and federal accessibility requirements. The ADA mandates equal access to facilities and services for persons with a disability. Think of ways that will make your booth accessible for all.

Amplified Music

The JFM provides live music each week. Booth Operators may not have amplified music at their stalls.

Animals

Booth Operators may not bring pets to the market.

Cancellation/No-Show Policy

Vendors must cancel **by email** no later than noon on Wednesday (two days before market) to avoid a No-Show Fine.

No-Show Fines are due upon arrival at the next market attended. Vendors will be automatically suspended from the market for the remainder of the season upon a third violation of the advanced cancellation requirement. Vendors with excessive cancellations during the market season will not be accepted back the following year.

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 limitation. 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 and remove their own fats, oils, and grease. All wastewater, including soapy water, must be contained and disposed of 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 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 at the point of sale. Exemptions include take-out food, bulk food, and items where moisture is an issue.

Power

Power is not available at the park and generators are generally not allowed.

Print Materials

Booth Operators may display educational materials that directly relate to their products/services. Products, materials, and literature for businesses, organizations, or individuals who are not authorized market vendors, may not be displayed. [Materials which are religious or political in nature may not be displayed or distributed](#).

Public Health Requirements

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

Food/Beverage 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 production and sale 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. <https://dor.wa.gov/>
- **Scale License** - Required if product price is based on weight or measure determined by scale. <https://dor.wa.gov/manage-business/state-endorsements/weighing-and-measuring-devices>
- **WSDA Food Processor License** - Required for processing 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 Worker 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/special-licenses-and-permits/farmers-markets>
- **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.