

2021 Issaquah Farmers Market Non-Profit Frequently Asked Questions

Do I need to fill out an application?

Yes, we ask that non-profits fill the 2021 Non-Profit Vendor Application. You can find our application in this document and on our website at: www.issaquahwa.gov/market under the 'Non-profits' section. You will need to send in PROOF of your 501c3 non-profit status with your application in order to be considered.

Which check box best describes the activities at my booth?

Non-profit advertising means informational advertising only at your booth -- activities like talking to shoppers, handing out fliers and other informational materials, etc. You can accept donations, but no formal fundraising activities are allowed. The fee to participate in this category is \$25 per date for a 10x10 booth space and membership fee is waived.

Non-profit fundraising means you want to sell hand-made items to fundraise for your organization. If selling items, you would need to provide additional signage as well to state where your proceeds are going to. The items you sell need to be handmade and *bake sales are not allowed*. The fee to participate in this category is \$25 per date for a 10x10 booth space and membership fee is waived.

How often can I attend?

We allow our non-profits to attend up to **THREE times per season**, May - September, so you can attend more than once during the same month if you would like, but only three times total. We only allow 1 non-profit booth per market and dates are scheduled on a first come, first serve basis. We try to confirm dates with non-profits immediately after applications are approved, to ensure you have the greatest chance of obtaining desired dates. After a date has been selected and approved, we will send you a confirmation letter to keep for your records.

What are the basic logistics for the market day?

Our market hours are 9 am-2 pm on Saturdays (from May 1st– September 25th). Non-profits are given a 10x10 spot within the market area. You are not guaranteed a specific spot, it will vary and is at the discretion of the Market Manager. The ground in this area is cement. You need to bring your own tables, chairs, sign/banner to hang at your spot, and information brochures, etc. You may want to bring a tent as well to shade/protect yourself from the elements. *We do not have any tents to borrow/rent*. Set up for our non-profits is between 7:30 - 8:30 am. We do require that someone be present at your booth during market hours from 9 am-2 pm. Booth tear-down can begin at 2 pm and vendor vehicles can re-enter the market area at 2:15 pm. Tear-down / exiting can be a very intense experience so please allow time at the end of the day for safe exiting. All vendors need to be off the premises by 3pm, so having patience and working together is appreciated.

Where do I park the day I attend?

Be sure to check in with us at the podium at the entrance when you arrive. For unloading only, we'll allow you to park next to your booth space. Then you will need to move your car to our 'vendor parking' which is in the parking garage on the 2nd level. Please keep the 1st level and surface lot clear for shoppers. After you unload and park, then you would come back to your booth area and set up. Same with the end of the day, pack up first, then get your car and load up.

Questions?

Please read through our application and visit our website www.issaquahwa.gov/market
If you have any additional questions, please contact us at either: 425-837-3311 or
issaquahfarmersmarket@issaquahwa.gov

Thank you!

Ruzielle & Jera

Date: ___/___/___

**2021 Issaquah Farmers Market
Non-Profit Vendor
Application, Rules & Regulations & Guidelines**

Office Use Only

Issaquah Farmers Market – Attn: Market Managers
Mailing Address: P.O. Box 1307 Issaquah, WA 98027
Market Main Line: (425) 837-3311 issaquahfarmersmarket@issaquahwa.gov

APPLICANT INFORMATION: *(Please Print Clearly)*

Last Name: _____ First Name: _____ MI: _____

Business Name: _____

Business Mailing address: _____ City: _____ ST: _____ Zip: _____

Physical address: _____ City: _____ ST: _____ Zip: _____

Home phone: () _____ - _____ Business phone: () _____ - _____ Cell phone: () _____ - _____

Email address: _____ Business website: _____

Non-Profit 501c3 Number: _____ ****Please include PROOF of your 501c3 status with your application****

Have you previously participated in our market? Yes No

How did you hear about our market? _____

Do you participate in any other markets? Yes No If yes, which market(s)? _____

How often do you intend to participate at our market? (please write dates) _____

OTHER INFORMATION:

Please check the box below that best describes the activities at your booth.

Non-Profit Vendor - Advertising Only

- Informational advertising only (includes handing out pamphlets and fliers)
- Donations may be accepted
- \$25 fee (per market date) to participate in this category, membership fee is waived.

Non-Profit Vendor - Fundraising

- Sell handmade items to fundraise for your organization (no bake sales)
- Donations may be accepted
- \$25 fee (per market date) to participate in this category, membership fee is waived.

Please provide a list of hand-made items to be sold (if a NP – Fundraising Booth)

*****REMEMBER NO BAKE SALES***:**

Why have you chosen to include the farmers market in our marketing outreach?

What are you hoping to accomplish or what expectation do you have by participating?

Annual Fees due with your application:

FEE TYPE AND CHARGE	FEE DETAILS
Annual Membership Fee* \$45.00 <i>*Fee WAIVED for Non-Profit Vendors</i>	WAIVED for the Non-Profit Vendor Category.

Booth Fee due throughout the season with participation:

FEE TYPE AND CHARGE	FEE DETAILS
Weekly Outdoor Booth Space* \$25.00 per assigned 10'x10' booth space per date	Required to pay once date(s) confirmed. If you should cancel, the money is non-refundable. Credit Cards are the preferred method of payment. We can set up an account for you to pay through per your request of this payment method. Checks are also accepted – made payable to “The City of Issaquah” Cash accepted – exact cash preferred.

Non-Profit Vendor Parking:

A limited number of general parking spaces will be available in the lower lot each market. The number of spaces will vary from week to week. All lower lot general parking will be first come, first serve. Parking is only allowed in marked spaces and your vehicle must fit in ONE parking space. Oversized vehicles must park behind the parking structure.

Non-profit parking is also available on the **2ND FLOOR of the parking garage**. PLEASE LEAVE THE FIRST FLOOR OF THE GARAGE AND SURFACE LOT OUTSIDE THE FRONT OF THE GARAGE OPEN FOR CUSTOMERS. Oversized vendor vehicles (those that do not fit in the garage), can park behind the garage. Parking will be monitored very closely each week and violators will be asked to leave the market. These are the only approved parking areas. The only vehicles permitted in the market area will be those designated by the market manager as vehicle selling spaces.

2021 Issaquah Farmers Market Applicant Signature Page

- By accepting a stall at the Issaquah Farmers Market (IFM) each non-profit vendor hereby agrees to abide by the regulations in this application (Pages 1 – 13) and must sign the below Hold Harmless Agreement covering the City of Issaquah.
- The Management of the Issaquah Farmers Market reserves the right to cancel the privileges of any non-profit vendor who, in the opinion of Management has willfully violated the Rules and Regulations governing the Issaquah Farmers Market.
- The Market Management, Issaquah Parks and Recreation Department, and the City of Issaquah who are responsible for the management of the Issaquah Farmers Market will enforce the following rules and regulations.

INDEMNIFICATION & HOLD HARMLESS AGREEMENT

THE MARKET VENDOR PARTICIPANT NAMED BELOW SHALL indemnify and hold the CITY and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, loss, damages, or costs, of whatsoever kind or nature, brought against the CITY arising out of, or in connection with, or incident to, their participation (or the MARKET VENDOR PARTICIPANT'S agents, employees, officers, or volunteers) at the CITY of ISSAQUAH FARMERS MARKET, and/or the MARKET VENDOR PARTICIPANT'S performance or failure to perform in a manner consistent with CITY facility rules and regulations, following CITY staff instructions, or any actions while at the ISSAQUAH FARMERS MARKET; provided, however, that if such claims are caused by or result from the concurrent negligence of the CITY, its agents, employees, and/or officers, this indemnity provisions shall be valid and enforceable only to the extent of the negligence of the MARKET VENDOR PARTICIPANT; and provided further, that nothing herein shall require the MARKET VENDOR PARTICIPANT to hold harmless or defend the CITY, its agents, employees, and/or officers for damages or loss caused by the City's sole negligence. The MARKET VENDOR PARTICIPANT expressly agrees that the indemnification provided herein constitutes the contractor's waiver of immunity under Title 51 R.C.W., for the purposes of this Indemnification and ISSAQUAH FARMERS MARKET participation if the MARKET VENDOR PARTICIPANT is any type of business entity, whether for profit or not for profit. No MARKET VENDOR PARTICIPANT is an employee, agent or volunteer of the CITY for this ISSAQUAH FARMERS MARKET ACTIVITY, all are independent vendors.

PHOTO/VIDEO RELEASE: I the undersigned MARKET VENDOR PARTICIPANT and/or any representative of my ISSAQUAH FARMERS MARKET participation, give permission to have photos/video tapes taken without compensation, during City Of Issaquah activities and used for publicity purposes in any manner by the CITY.

PARTICIPANTS BRINGING ANIMALS ON SITE AS PART OF BOOTH / PRODUCT: MARKET VENDOR PARTICIPANT expressly agrees to hold the CITY harmless as described above for all incidents involving any behavior from the animals they bring onto CITY property regardless of whether the animal was provoked, injured, died, or from any actions whatsoever that bring a claim or lawsuit against the CITY. The MARKET VENDOR PARTICIPANT is solely responsible for the actions of the animals they or their agents have brought onto CITY property and will reimburse the CITY for any damages to CITY property ensuing from those animal's actions. The MARKET VENDOR PARTICIPANT agrees that CITY staff have the sole determination in whether any animal may stay or must vacate CITY property immediately upon such CITY staff verbal notification to MARKET VENDOR PARTICIPANT. Safety of the general public is the first concern of the CITY and any decision of CITY staff to have an animal removed from CITY property is the final and sole determination. If MARKET VENDOR PARTICIPANT does not immediately remove an animal upon CITY staff notification, the CITY police will be notified to do so.

IFM APPLICATION & REGULATIONS: I have read the IFM Application, Rules and Regulations, and Hold Harmless Agreement. My signature below indicates that I agree to abide by the policies and procedures of the Issaquah Farmers Market, including those regarding set up and take down, sales and safety procedures, and booth request / assignment policies. I understand that I am responsible for informing all of my staff of the regulations for the Issaquah Farmers Market.

SIGNATURE: _____ **DATE:** _____

CODE OF CONDUCT: I have read and agree to comply with the Issaquah Farmers Market Code of Conduct.

SIGNATURE: _____ **DATE:** _____

PARKING: I agree to park in the IFM recommended areas and not in valuable customer parking.

SIGNATURE: _____ **DATE:** _____

CANCELLATION POLICY AND NO-SHOWS PENALTIES: I have read and agree to comply with the Issaquah Farmers Market Cancellation Policies and No-Show Penalties.

SIGNATURE: _____ **DATE:** _____

Printed Name of Person Signing Above (Must be 18 years of age or older)

COMPANY / BOOTH NAME

Bylaws of the Issaquah Farmers Market are subject to change after the affected vendor(s) have been notified of such change.

2021 Issaquah Farmers Market CODE OF CONDUCT

Adopted January 2011

Code applies to all vendors, their workers, agents, guests, volunteers, family, or anyone assisting a vendor in any manner.

1. Practice patience and understanding to customers, other vendors, and market staff
2. Demonstrate sensitivity to people of all ages, ethnicities, and diversities; in accordance with RCW49.60.030 Freedom from Discrimination Law.
3. No wearing of or use of items that violate the anti-hate crime laws (including but not limited to wearing of t-shirts, stickers, posters, pamphlets, etc.)
4. Treat customers with courtesy, respect, and honesty
5. Assist other vendors whenever possible
6. Treat other vendors and their property with respect and understanding
7. Treat market staff and volunteers with respect and understanding
8. Notify market staff immediately of any unsafe conditions or grievances
9. Resolve conflicts in an unobtrusive manner
10. Do not use or condone profanity or vulgarity towards any other person, either by actions or in any language
11. Do not bring dogs or other animals to the market
12. Vendor's children are their responsibility and must be always under adult supervision
13. No vendor may be under the influence of any drugs or alcohol while participating at the market; or use prescription or over-the-counter drugs that impair their ability to operate their booth in a safe manner.
14. All products offered for sale must be safe, have a decent life expectancy and exhibit quality of construction

The Market Manager or Representative of the Issaquah Farmers Market has the right to remove or deny from point of membership any vendor whose conduct is disruptive or harmful to the integrity of the market customers, staff, and other vendors. **Disruptive or harmful behavior may be described as but is not limited to:**

- An act of assault, harassment, or intimidation; including angry yelling, hawking
- Use of abusive language
- Fighting
- Discriminatory or hate-crime behavior
- Acting in an unprofessional manner
- Negatively affecting the market atmosphere or reputation
- Misrepresentation of products sold
- Repetitive no-show attendance without proper cancellation

Acts of such behavior may result in a warning, suspension, or expulsion from the market of which decision is at the sole discretion of the City.

Warnings: Failure to abide by this Code of Conduct may result in verbal and/or written notices of improper behavior. Continued behavior may result in suspension or expulsion.

Suspensions: Failure to abide by this Code of Conduct may result in a written suspension from the market for an amount of time determined by the market staff dependent on the offense committed.

Expulsion: Failure to abide by this Code of Conduct may result in written expulsion from all further market participation.

Please cooperate with other Vendor's, the Market Managers, Market Staff, and the City of Issaquah to maintain the unique atmosphere and appeal of our market.

Grievances, Complaints or Suggestions should be discussed with the Market Manager or person in charge of the market that day. Failure to do so may result in limiting the City's ability to address any situation. Suggestions or criticism can also be mailed to the Issaquah Farmers Market, City of Issaquah, at P.O. Box 1307 Issaquah, Washington 98027-1307.

THE MISSION of the Issaquah Farmers Market is to provide a dynamic Market to benefit the Greater Issaquah area, Community, Customers and Vendors.

RULES AND REGULATIONS

The Rules and Regulations of the Issaquah Farmers Market are established to maintain a standard that will make the market enjoyable and profitable to all. Vendors must read and abide by the annual rules and regulations of the market. Any vendor who does not follow the Rules and Regulations of IFM may be asked to leave and may lose any further privileges at the market.

- 1) The Issaquah Farmers Market is an outlet for farmers, crafters, food processors and food concessionaires to sell their wares directly to the public. All products must be grown, raised, produced, and gathered by the vendor in the State of Washington.
- 2) The Issaquah Farmers Market is an outlet for local Non-Profit organizations to provide information to the public through displays, performances, handouts, personal contact, and fundraising. Four stalls in the market will be set aside each week for Non-Profit Organizations. Please email issaquahfarmersmarket@issaquahwa.gov for more information on Non-Profit booths.
- 3) The Issaquah Farmers Market is an outlet for area musicians and artists to perform for the enjoyment of the public. An area will be set-aside at the market for this purpose. All performers and musicians must register each week to be a part of the market activities. Email issaquahfarmersmarket@issaquahwa.gov or call (425) 837-3311.

PUBLIC RECORDS DISCLOSURE NOTICE

Signatory acknowledges that the City is an agency governed by the public records disclosure requirements set forth in Chapter 42.56 RCW; therefore, all documents/information furnished to the City may be subject to public disclosure requests – unless exempted by law.

MARKET GUIDELINES

Annual Membership Fee and Market Acceptance Policy

All vendors at the Issaquah Farmers Market must register annually with the market. The annual non-refundable membership fee for all vendor categories is \$60 for new vendors and \$45 for returning vendors. Each vendor must fill out an application and pay the annual fee to be considered eligible for a stall assignment. New vendors must have their items juried (approved) before being accepted into the market. Volunteer musicians & entertainment, per approval of Market Manager, will be exempt from the annual fee as will non-profit organizations, if advertising their product only, and no sales are conducted.

Booth Fee Payment

Payments will only be accepted week to week (no pre-paid option offered)

Week to week payments will be charged at \$40 per 10'x10' stall. Fees are due weekly upon arrival and before booth set-up. Please have payment ready for the manager on duty at check-in. Any vendor that fails to pay the appropriate fee will not be allowed to participate in the market that day.

Credit card / debit cards are NOW ACCEPTED AND ARE THE PREFERRED METHOD OF PAYMENT.

Make all checks payable to the "City of Issaquah". Checks or exact cash are preferred.

There is an ATM available in the barn lobby if cash is needed.

NSF Fees

Any check written to the City of Issaquah that is returned from our bank as NSF (Non-Sufficient Funds) will be charged a \$40 NSF fee per check. The vendor will be notified of this status as soon as we are. The \$40 fee, plus original check amount, will need to be paid by cash or cashier's check within two weeks of notification, or upon re-entry to the market, whichever comes first. Payments by personal check will no longer be accepted after a check is returned as NSF.

Market Dates and Hours

The market will be open from 9:00 a.m. to 2:00 p.m. every Saturday beginning on May 1 thru September 25, 2021. rain or shine. Market staff will open for set-up at 6:30 a.m. All vendors must be ready for business by 9:00 a.m. each Saturday. The market opens at 9:00 a.m. Vendors have only one hour for clean up from 2:00 – 3:00 p.m. At 3:00 p.m. sharp, all booths and product must be removed from the grounds to allow for incoming rental events.

Pre and Post Hours Selling and \$25 Fines

Market selling hours are 9:00 a.m. to 2:00 p.m. Sales outside of these selling hours may be subject to a \$25 daily fine. There is a 15 minute grace period before 9:00 a.m. and after 2:00 p.m. to allow vendors to finish sales in progress.

Vendor Selection is at the discretion of the Market Manager and staff of the Issaquah Parks and Recreation Department. To control the quality and variety of items sold at the market, all new vendors must have their items juried (approved) by the vendor manager or market staff before acceptance and participation to the market.

All vendors will be selected based on **quality of workmanship, means of creation, artistic resume, market enhancement** (how items will complement other vendors and the overall market environment), **skills needed to produce their products, and number of direct competitors already selling the same product**. The Market Manager has the right to refuse rental of stalls to any vendor who does not comply with the guidelines of the market.

Stall Assignments Stalls will be assigned to vendors based on the following **Priority Point System**:

1. Product Priority
2. Years in Market
3. Attendance from previous season and/or during current season (based on Green Slip submission)
4. Sales History
5. Lack of Commitment / No Shows

Product Priority Rating based on Category and Market Enhancement:

- (1) **Farmers** who grow fresh produce
- (2) **Nursery** those who grow plants and trees
- (3) **Flowers** those selling floral arrangements
- (4) **Processed Foods** – commercially non-potentially hazardous prepared foods or items used for cooking
- (5) **Concession Foods** – prepared on-site
- (6) **Crafters** – selling personally created pieces such as artwork, jewelry, soaps, etc.
- (7) **Other** those not fitting in another category but participation pre-approved by Market Manager

Attendance Requirements

Participation in the market can be a week-to-week decision. You are not required to commit to all 22 Saturdays in the 2021 season. Minimum attendance required is a total of 8 markets per season however greater attendance is preferred and prioritized. Attendance is counted based on your COMPLETED Green Slips. You will need to turn in a Green Slip for your attendance to be counted for the day. If you do not attend 8 markets, you will no longer maintain returning vendor status and will be required to reapply as a new vendor for the season. If accepted into the market midway through the season, the minimum attendance requirement will be prorated. If you will not be able to meet this minimum because of a short selling season, crop issue, etc., then please contact our office to discuss. We reserve the right to waive the minimum attendance requirement on a case-by-case basis with our approval.

Reserving your Booth Space

There are four ways to reserve your booth space:

1. At the close of each market, complete and return to staff your Daily Sales Report – also known as your “Green Slip.” Indicate on the Green Slip the next market you plan to attend and your booth preferences.
 2. Register online on our website www.issaquahwa.gov/market
 3. Email Market Managers at issaquahfarmersmarket@issaquahwa.gov
 4. Call the vendor manager at (425) 837-3311 (leave a message)
- **ALL reservations must be received by 8:00 p.m. on the Thursday prior to that Saturday’s market.**
 - **Reservations received AFTER 8:00 p.m. on Thursday will be accepted Saturday morning upon check-in based on a space available basis only.**
 - **Reservations not fulfilled will result in a NO SHOW penalty, if not cancelled by 8:00 pm on the Thursday prior to the Saturday’s market.**
 - **The NO SHOW penalty fee is \$40 for booth spaces held.**
 - **The market staff is not responsible for saving a booth space for a vendor that has not requested a booth space using one of four methods above.**

Cancellations and Penalties – This policy will be enforced throughout the Market Season

Vendors will be charged and held responsible for paying the \$40 no show penalty fee for any weekly reservation previously made and not cancelled by **8:00 p.m. on Thursday**. The \$40 no show penalty fee will be due at entry of the next attended market, in addition to the regular daily booth fee, before entry is permitted. If another market is not attended after the late cancellation is made, the vendor will be invoiced for balance due. All balances due must be paid within 30 days of market no show date. There is no leniency for your first no show.

****No shows hurt the credibility of the market and negatively affect all vendors. If this becomes a reoccurrence, this may be grounds for termination from the market. ****

Crafters vs. Resellers

Vendors who are considered crafters at the Issaquah Farmers Market must hand make, grow, craft or process what they sell in the State of Washington. The maker of this product must also be the person onsite selling this product. We do not accept any resellers, franchisees, or products sold by independent consultants.

Product Quality

No used or antique items will be sold at the market. Antiques or used items may only be sold on labeled special event days designated by the Market Manager.

All products offered for sale at the Issaquah Farmers Market shall be subject to inspection and approval by the Market Manager. If any items are deemed not “fitting” or unsafe for family usage or have not been grown or produced by the vendor, the vendor may be asked to remove such items. Vendors must comply with such requests or they will be asked to immediately leave the market.

Stall Details and Designated Representatives

Each stall will be approximately 10'x10' outdoors. If a vendor's stall covers more than one selling stall area, the vendor will be charged accordingly. A maximum of 3 stalls (\$40 each) may be purchased per vendor each market on a space available basis. Vendors are asked to be present in their stalls each week they attend. An exception may be granted to farmers and processors offering perishable products that attract regular weekly customers. Such farmers and processors may be allowed to have a designated representative selling their items at the market, with prior approval. Vendors must submit the email address of their designated representative before the start of the market or before the first time he/she sells on behalf of the vendor.

Electrical Needs and Charges

Electricity to vendors outside is available upon request and prior approval. Requests for electrical access must be made at time of registration. The Electricity Information section of application must be completed and submitted at time of request. Outdoor booths requesting electrical access will be charged a \$150 non-refundable annual electrical fee for their booth. Electricity outside is extremely limited in both quantity of receptacles and power. New vendors may not be eligible for electrical access and should be prepared to use an alternative source of power, if necessary. We do require approved electrical vendors to purchase and use a commercial grade extension cord (minimum 10 gauge) for 20 amps.

Stall Set-up

Vendors must first check-in with the Market Staff at the designated market entry location to receive their stall assignment and to pay their daily rental fees BEFORE SETTING UP. Violation of this request slows the market check-in process and may be grounds for removal from the market.

- Stall assignments are not permanent from week to week or throughout the duration of the season.
- Market Manager has the right to rearrange stall layout and assignment at any time.
- Stall assignments will be made based on the Priority Point System and special accommodations required such as location of competitors, electrical needs, weather restraints, and booth configurations, etc.

Due to limited space, vendors are asked to unload their vehicles and park in the designated lot before unpacking boxes or beginning to arrange displays. Please be considerate of other vendors trying to unload. No vendor can begin set up after 8:30 a.m. except for mobile food trucks. **All vehicles must be moved from the market selling area by 8:45 a.m.** and parked in the parking garage (in designated vendor parking area), the lower lot vendor parking or in assigned handicapped / limited mobility spaces if approved. All exceptions to this policy must be approved in advance by the Market Manager

All vendors are required to remain at the market until closing. Vendors are not allowed to close down prior to the 2:00 p.m. closing time. Vendors will be allowed one hour for take down from 2:00 p.m. – 3:00 p.m.

Stall Take Down

At the end of the selling day, vendors are not to enter the market area with vehicles until all products have been boxed and ready to load. Vehicle entrance back into the market for tear-down will be monitored by market staff. **No vehicles shall move from lower lot parking spaces or enter the market area before 2:15 p.m. for the safety of customers.** All exceptions to this policy must be approved in advance by the Market Manager. All vendor material must be removed from the property at the end of each market day.

Stall Clean Up

Each vendor is responsible for cleaning his/her stall area and the immediate surrounding area. Garbage dumpster recycle and compost containers are available on-site. THESE ARE AVAILABLE TO USE DURING MARKET HOURS ONLY. Recycle materials are to be placed in the appropriate blue containers and compost materials are to be placed in the appropriate green containers. No vendor material may be left at the market for the next week. The Issaquah Farmers Market is not responsible for any items left on the premises. Brooms, rakes, and tools needed for clean-up will be provided. Your cooperation is much appreciated. A cleaning fee will be assessed for any stalls that need to be

cleaned at the end of the market day. On all Saturday evenings, the barn will be rented to private parties who will be arriving at 3:00 p.m. after the market closes. Vendor cooperation is needed to provide a quick turnaround.

Exiting Expectations

Vendors are expected to be packed and exiting from the facility and its grounds at 3:00 p.m. After every market, an incoming rental (most always a wedding) will be arriving on the property at 3:00 p.m. At this time, their paid rental begins and they will receive full access and right to the building, exterior grounds and parking lot. Market staff implement exiting strategies and monitoring each week to improve the traffic flow and safety during check out.

Daily Sales Report (Green Slip)

Each vendor will be asked to fill out and return a sales report at the end of each market day known as a "Green Slip". This report will be used to track market volume and vendor attendance. Figures compiled will also be used in educating the public about the market and developing support from possible advertisers. Please fill out the report as accurately as possible. Please do not just write the same number week after week. If a vendor feels uncomfortable counting money at the booth, please feel free to ask market staff for a private location inside the Barn. Vendors are to complete sales reports just prior to beginning stall take down. Notification of the next market a vendor will be attending, as well as booth location preferences can also be noted on the sales report. Vendors must turn in a Green Slip for market attendance to count towards the minimum attendance requirement.

Weather and Emergency Procedures

The Issaquah Farmers Market is a 'Rain or Shine' market every Saturday from 9 a.m. to 2 p.m. We do not close early because of rainy or windy weather. Thunder & lightening must be present to determine that the market environment is unsafe. In 2020 we also did close one Saturday due to poor air conditions. If the market does need to cancel a Saturday or close early, it will be done at the Market Manager's discretion based on the guidelines they are given by management. If you have questions or would like to see a copy of these guidelines, please ask one of the Market Managers and they would be happy to share them with you.

Signage at Your Booth

All vendors must have a sign at their booth. The sign must have the farm or business name, and contact person listed. Signs, banners, objects, and the like are to be attached **ONLY** to the vendors' booth and may not exceed the size of the booth. A vendor may place (1) a-frame sign providing information about the business such as name, logo, or menu directly in front of their booth.

Labeling of Products

Labels are required on all processed foods and must meet the following State requirements:

1. Product Name
2. Company Name
3. Address
4. Net weight in ounces and metric on bottom 1/3 of the label
5. Ingredients listed in decreasing order of predominance

Printed Material

Vendors can display in their booths only educational materials that directly relate to the products they are selling, or materials related to the Issaquah Farmers Market. Vendors may not display products, materials or literature for other businesses, organizations, or individuals (unless previously approved by Market Manager).

Amplified Music

Amplified music or paging systems cannot be used by vendors (unless previously approved by Market Manager).

Generators

A vendor requiring a generator may be accepted on a case-by-case basis. A limited number each season will be allowed and must be tested and pre-approved by the Market Manager.

Mobile Units

A limited number will be accepted each season and will only be allowed in pre-approved parking locations.

Temporary Structures and Tables

The Market Manager must approve any temporary structures or tables that are used by a vendor, including awnings or tarps. All temporary structures, tables, and equipment will be removed from the market site by the vendor responsible for their installation at the end of the selling day. All awning or tents must be secured with weighted objects, such as sandbags, only to prevent being blown away and to prevent damage to property or people. Staking into the ground and attaching to the barn's physical structure for ease and stability are not permitted.

All vendors are responsible for providing, maintaining, and handling their own tables, awnings, equipment, and product. Equipment (such as tables, tents, awnings, hand washing stations, etc.) is not provided by the market. Vendors are responsible for purchasing and transporting their own equipment. Storage of such equipment from week to week is not available at the Pickering Barn and not provided by the Issaquah Farmers Market.

Outside the facility

1. No stakes, poles, signs, etc. will be permitted to be adhered to the ground or the exterior of any building. Items may be adhered ONLY to the vendor's own equipment.
2. No affixing signage, banners, decorations, tarps or tents to the Barn's exterior, signage, trellis work or gazebo
3. Marking or painting on the asphalt or gravel is prohibited.
4. Burning barrels, fires, gas engines, lit candles or lamps are not allowed on the grounds.
5. All regular trash must be put inside the designated trash containers.
6. No dumping of chemicals, hay/straw, ashes, grease, or foreign items allowed on the property.
7. No hay bales – unless sold as product and display has been approved by Market Manager
8. All awnings must be secured with proper weights to prevent blowing away and causing damage.
9. Broken glass must be placed in dumpster and not in regular trash containers.

A fee may be charged for any damage caused by a vendor to the facility, grounds, or equipment.

Dress Code

All vendors are asked to wear clothes that are non-offensive and help promote a professional atmosphere at the market. On special events and occasions vendors may be asked to wear clothing to compliment the market theme.

Smoking Policy

No smoking or any kind of open flame by vendors or customers is allowed in vendor stall areas. Smoking in vendor booths inside or outside or in customer sales areas is not allowed.

In compliance with Washington State RCW 70.160 / Initiative 901...

"Smoking is prohibited within a presumptively reasonable minimum distance of twenty-five feet from entrances, exits, windows that open and ventilation intakes that serve an enclosed area where smoking is prohibited so as to ensure that tobacco smoke does not enter the area through entrances, exits, open windows, or other means."

Drug and Alcohol Possession Policy

The unlawful possession or use of illegal drugs, marijuana and/or alcohol on the market site will not be tolerated and subject to dismissal.

Standard Health Practices

All vendors must adhere to sanitary procedures as outlined by the King County Public Health Department. All processed food vendors, concession foods and food samplers are responsible for obtaining proper health permits for their booth and each booth representative handling the food must have a current Food Handlers Permit. Any vendor found selling contaminated food products or produce shall be suspended from selling operations until satisfactory clearance has been obtained from the King County Health Department. Processed foods must be produced at an approved kitchen and proof of kitchen certification must be shown. Food labeling requirements also must be met. Food permits for potentially hazardous food items can only be obtained during the first 30 days of market operation, then only 2 weeks prior to your opening operation up until the half-way date of the season.

For information on permits, registration and requirements please call our King County Public Health Department area representative, Leonard Winchester, at (206) 477-8130 or leonard.winchester@kingcounty.gov or visit their website: www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness.aspx

Please Note: The Market Manager will be inspecting the stalls of food concessionaires and samplers weekly to ensure that appropriate health practices are always used and that all permits are in evidence.

**If a vendor plans to sell one of the following items, please look at the King County Health Department website or contact Leonard for more information regarding permit changes: dairy, cut leafy greens, mushrooms, hard crusted breads, processed foods, or concession foods (temp changes).

Standard Sampling Requirements

To sample at the market, the farmer/vendor must get approval from the Market Manager and have a working warm water hand washing stations in the booth set up PRIOR to sampling. The samples must be washed prior to sampling – use of IFM's on-site three compartment sink in Creamery and single rinse sink in Carriage House are available. Clean containers for transportation of the samples must always be used. Sneeze guards must be used and single service utensils, such as toothpicks, must be provided. Food can only be handled with tongs, bakery papers, scoops, or disposable rubber/plastic gloves. Bare hand contact with food is not allowed. Cutting implements are to be changed or

washed every two hours with soap, running water and paper towels. Potentially hazardous food can be sampled only if they are kept in the correct hot or cold temperature zone, and utensils are used. Disposable serving utensils, like toothpicks, are to be used for the public. Food serving utensils need to be changed every two hours. Vendors should bring three sets for the five-hour market. ALL VENDORS must abide by this Washington State Department of Health requirement that hands will be washed with warm water TWICE after using the restroom (once at the restroom with warm water and then again at your hand wash station back at your booth) BEFORE handling products.

Standard Wine and Beer Sampling & Selling

An additional addendum for eligible in-state wineries and/or breweries interested in selling and sampling bottled wine or beer of their own production at the farmers market will be provided to qualified vendors to comply with and sign at time of application. If you are applying under this category, please let our staff know this and the addendum will be provided to you upon request.

COVID-19 Plan Requirements

Due to the current COVID-19 pandemic, Public Health – Seattle & King County is requesting additional information from Farmers Market Coordinators, prior to approval. The plan will require detailed controls on health screenings, social distancing, and sanitation. The details of what is required can be found here:

<https://www.kingcounty.gov/depts/health/covid-19/workplaces/~media/depts/health/environmental-health/documents/food-safety/covid-19-farmers-market-plan-requirements.ashx>

All vendors will be required to comply with all COVID guidelines set by the King County Health Department, City of Issaquah and Issaquah Farmers Market required policies.

The IFM will provide a 2021 Vendor Safety Plan to all approved vendors prior to their first day of participation. The plan will require you to supply the details on how vendors plan to abide by KCHD COVID policies to keep themselves and their customer safe. Per the 2020 season we know that the following modifications will be required* and/or highly suggested:

- Weekly self-health screenings prior to participation*
- Masks for all staff must be required and worn properly*
- Hand Washing Stations must be present in ALL booths regardless of the product you are selling
- Caution tape, string or rope must be wrapped around the perimeter of booth to create a visual boundary of social distancing*
- Staff must wear gloves and have access to hand sanitizer*
- No Sampling of product **under any circumstances***
- No on-site food preparation allowed*
- No on-site food consumption allowed*
- Vendor selection & bagging product; allowing them to shop with their eyes, not their hands*
- Contactless payment options available to shoppers
- Social distancing signage present at booths
- Tent walls up except front selling side
- Pre-packaged product for easy & quick purchase
- Hand sanitizer for customers
- Sneeze barriers
- Easy to Read Price Lists & Labels
- Pre-Orders offered online for quick pick up
- Adding an **empty** extra table in front of your product to create distance

The IFM will provide 10 open feet between each booth in the 2021 season. Three shoppers will be permitted per booth at one time. IFM Staff will monitor shoppers counts and shopper compliance with COVID procedures. There will again be only one point of entry and one permitted point of exit. Curbside pick-up for cumbersome purchases made while shopping the market will be provided.

The IFM will update vendors as COVID policies change throughout the season. New vendor plans may be required as regulations change.

Plastic Bag Ban and \$50 Fine

The Issaquah City Council adopted an ordinance that bans single-use, plastic carryout bags. Market vendors must comply with the plastic bag ban. Vendors may provide customers with any size paper bag, but the goal is to promote the use of reusable carryout bags. Small produce bags (the kind on the roll) are excluded from the ban. Plastic bags with handles are NOT allowed. Vendors violating the plastic bag ban will be **fined \$50 per day**. More information regarding

the ordinance is available on the City of Issaquah website:

<http://www.issaquahwa.gov/DocumentCenter/View/3171/Plastic-Bag-Informational-Flyer?bidId=>

Compostable Serving Materials Law

The City of Issaquah adopted a new law on Food Service Packaging and Recycling on October 1, 2010. This law prohibits food service businesses (market vendors included) from using polystyrene foam (Styrofoam™) and non-recyclable or non-compostable packaging and service ware in connection with food service in Issaquah (including the Issaquah Farmers Market). Businesses must also participate in a commercial food waste recycling program or provide recycling and compost containers for consumers and ensure materials are recycled or composted (provided by Issaquah Farmers Market Management). Foods that are pre-packaged before they are received by a business are not included in this law.

Reducing garbage through compost and recycling can save businesses up to 50% or more on garbage service costs and can lead to devastating environment effects such as pollution and harm to animal life. A full list of compostable products is available online at <https://cedar-grove.com/store/packaging> or by calling (425) 837-3400.

Insurance

Vendors in the Concession Food category must provide a Certificate of Insurance and **additional insured endorsement page(s)** evidencing:

Commercial General Liability insurance written on an ISO occurrence basis form CG 00 01 and shall cover liability arising from premises, operations, property damage, independent contractors and personal injury and advertising injury, with limits no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate. **The policy must specifically state that Market Vendor has liability coverage for off-site catering events.** *The certificate of liability should state that the policy covers the Issaquah Public Market for all dates of the market year that the vendor attends.*

The City, its officers, volunteers, and agents shall be named as an additional insured on the insurance policies, except Professional Liability and Worker's Compensation, as respects work performed by or on behalf of the Market Vendor and **a copy of the endorsement naming** the City as additional insured shall be attached to the Certificate of Insurance and **provided to the City before the contract is finalized.** A copy of the certificate and endorsement shall be provided to the City prior to commencement of the work. The City reserves the right to request certified copies of any required insurance policies. The Market Vendor's insurance shall be primary insurance with respect to the City and any payment of deductible or self-insured retention shall be the sole responsibility of the Market Vendor.

The Market Vendor's insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability. The Market Vendor shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

Failure on the part of the Market Vendor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Market Vendor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Market Vendor from the City.

The Certificate of Insurance and additional insured endorsement page(s) must be provided to the Market Manager at least two weeks before the start of the season.

Food Bank Donations

Food bank donations from produce and food vendors will be accepted at the end of each market and picked up by a representative from the Issaquah Food Bank. Please notify market staff if a vendor/booth will have something to donate so proper procedures can be explained. If a pick-up is not made, the donations will be composted.

Organic and Raw Milk Labeling

If a product is labeled "Organic," it must be certified as required by WSDA Organic Food Program. If a product is labeled "Certified Transitional," WSDA documentation must be available upon request. The word "organic" may not be used within one year prior to the harvest of the crop and the grower holds a certificate from the WSDA stating such – this is National Organic Compliance. Verbal or written declarations of organic status while selling at our market, not certified, or verified will result in termination of vendor's ability to sell. When a farmer is selling both organic and non-organic produce at the same stand, the organic produce must be physically separated from the non-organic produce and signs must be clearly posted and labeled as to the growing method.

Raw Milk booths must post a consumer advisory warning at their booth and packaging must be labeled "raw milk."

Unsprayed, Pesticide-Free or Low Spray

Vendors who make verbal and/or written declarations of “no or low-spray” or “pesticide free” products will need to provide a notarized affidavit describing how these procedures are followed or have certification as a “transitional” or “sustainable” process through an approved organization.

Weights and Measures

Vendors that sell products by weight shall provide their own scales, which must be “legal for trade” and are subject to inspection by the Department of Agriculture’s “Weights and Measures” Program. All scale displays must be readable and within easy sight of customers. All scales must be registered annually by the Washington State Department of Licensing. Please visit the link for more information: <https://agr.wa.gov/services/inspections-and-investigations/inspections/weights-and-measures/device-registration>

Pricing of Goods to be Sold

Pricing of goods sold at the market and any applicable taxes are the sole responsibility of the individual vendor. The advertising of discounted prices and promoting of other non-market locations is not permitted on the market site. Produce vendors must have prices clearly displayed.

City Business Licenses and Taxes

Per Issaquah Municipal Code 5.02.010 - if a vendor makes over \$3,000 a year at the Issaquah Market (or elsewhere within the City limits throughout the year), this vendor is required to have a City of Issaquah Business License unless one of the exemptions are met.

Please visit the following link for information on how to apply and for license requirements: <http://www.issaquahwa.gov/134/Licenses> - Please call the City of Issaquah Permit Office at (425) 837-3116 with any questions.

Vendors are responsible for obtaining appropriate licenses and reporting and paying all taxes needed to do business in the City of Issaquah and State of Washington.

The Business License exemption is stated:

5.02.025 Exemptions.

Participants of a City-sanctioned event (sponsored or permitted, including special events) who gross less than \$3,000 a year.

Those participants grossing more than \$3,000 annually within the City of Issaquah must obtain a City of Issaquah Business License.

Any non-agricultural vendor whose weekly sales reports totaled over \$3,000 for the previous year’s Issaquah Farmers Market sales will be asked to apply for and purchase a \$60 City of Issaquah Business License prior to their first market participation of the season. An additional \$15 State Processing Fee applies when purchasing this permit. Agricultural vendors are exempt from the City Business License regardless of their total sales.

Retail sales taxes are the responsibility of each vendor. Most vendors are required by Washington State Law to have a current Washington State Master Business License Number which should be supplied with the vendor application.

State Business License Requirements

Per state law, Revised Code of Washington 82.32.033 – the City is advising all vendors that if participation at the Issaquah Farmers Market meets the requirements for a State of Washington business license (which has different requirements than the City of Issaquah license), then the correct license must be obtained. The City reserves the right to ask to see the business license (or proof of exemption) at any time. To see business requirements for a State license please visit the following link for further information: <https://dor.wa.gov/businesses>

Advertising

The Issaquah Farmers Market advertising shall be the responsibility of Issaquah Parks & Recreation Department. Advertising of the market will be for the benefit of all vendors.

Performers and Busking

Issaquah Farmers Market will do its best to provide music to shop by and entertain the crowd with at each market. The market will schedule as many live performances as the budget will allow. Donated entertainment and sponsored entertainment are also accepted. Busking is allowed at no cost, but the public cannot be charged to listen to or purchase from the buskers. Busking set-up cannot be in an area necessary for market use or set-up; but the market is not allowed to reject them. The market does not manage or arrange busking performances.

Expression Area

The Market Managers will establish a “Free Speech Area” for the purpose of providing one place at the market for members of the public to **display** information. This may be political advertising, petitions, or the like. The designated expression area shall be marked by at least one sign containing the words “Free Speech Area”. Members of the public

who wish to use the Farmers Market for expression activities may do so by setting up tables in this designated area to display information and by wearing buttons and personal advertising. Leafleting, organized protesting, non-scheduled entertainment (busking) cannot be managed or eliminated by market staff. Members of the public can walk through the market carrying a sign mounted on a non-pointed stake or leafleting. These signs may be no larger than 14" by 22" in area. Vendors will notify the onsite Market Manager if infractions to these rules are noted. All expression area participants must ensure that their information conforms to the State's RCW49.60.030 Freedom from Discrimination law and that there is no wearing of or use of items that violate the anti-hate crime laws.

Animals in the Market and Service Animals Law

"NO DOGS / NO PETS" POLICY FOR ALL – SHOPPERS & VENDORS.

Proper signage will be displayed in multiple areas throughout each market and market staff will monitor and educate patrons of the policy.

NO PETS (ANIMAL, REPTILE, OR OTHER) will be allowed in the vendor areas, including stored in vehicles, or on Pickering Farm grounds.

The only exceptions to this policy are service animals. Previously approved and scheduled demonstrations involving animals by 4H or performing groups may be allowed and proper waiver will be completed prior to attending the market.

The distribution, sale or giving away of animals on the market site is forbidden.

Children of Vendors

Vendors please be responsible for your children if brought to the market. Vendors must closely always supervise their children – especially during set-up and tear-down when the market is especially dangerous due to moving vehicles. Small children should not be allowed to wander through the market without adult supervision. The indemnification agreement signed as part of this application holds the vendor completely responsible for any injuries, death or damages sustained by or created by the vendor's children or other agents of the vendor, unless caused by the sole negligence of the City.

Non-Profits

We allow Non-Profits (with 501c3 status) the opportunity to attend the market for a \$25 booth fee. There are four spaces per market for this type of booth, and each Non-Profit is only allowed to attend up to three times in a season. We categorize Non-Profit booths into two types: Advertising, and Fundraising. For detailed information on how to become a Non-Profit booth, please visit our website: <http://issaquahwa.gov/market> and click on the 'For Non-Profit' link on the left side of the page. Non-Profit booths will be responsible for following all COVID policies required of market vendors. Or contact a Market Manager at (425) 837-3311 or via email at: issaquahfarmersmarket@issaquahwa.gov

Businesses/Corporations

We allow businesses the opportunity to attend the market as a business booth for a \$50 booth fee. There is only one space per market for this type of booth, and each business is only allowed to attend up to two times in a season. Business booths may not sell anything onsite (strictly a promotional booth only). For information on how to become a business booth, and the pricing associated, please visit our website: <http://issaquahwa.gov/market> and click on the 'For Business vendor' link on the left side of the page. Business/Corporation booths will be responsible for following all COVID policies required of market vendors. Or contact a Market Manager at (425) 837-3311 or via email at: issaquahfarmersmarket@issaquahwa.gov