



# Juanita Friday Market 2012 VENDOR APPLICATION



City of Kirkland  
Parks & Community Services  
505 Market Street, Ste. A  
Kirkland, WA 98033  
425-587-3385  
[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

## VENDOR INFORMATION - Please print or type

- Farmer                       Processor                       Farm Commission Vendor  
 Producer                       Crafter                       Other \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

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

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

Daytime Phone: \_\_\_\_\_ Website Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Fax: \_\_\_\_\_ WA State Tax (UBI)#: \_\_\_\_\_

List full names of employees who may sell for you:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## GOODS TO BE SOLD

List all items to be sold at the market and approximate dates of availability. **Vendors will be granted a permit to sell only what is listed.** This application will not be processed without a detailed list of items/crops you will bring to market. (Attach additional sheets if necessary).

Item / Approx Date	Item / Approx Date	Item / Approx Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## LICENSE AND PERMIT REQUIREMENTS FOR SALES





## JUANITA FRIDAY MARKET RULES & REGULATIONS

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The Juanita Friday Market (JFM) is operated by the City of Kirkland, Parks and Community Services Department. The Market will provide an opportunity where community members can come together and support their local farmers by purchasing quality, locally grown goods. In addition, the Market will be an outlet for area non-profit organizations to provide information to the public. One stall will be set aside each week for non-profit groups to use.

For questions/ information please contact: Tina Lathia  
Market Manager  
Phone: 425-587-3385  
Email: [TLathia@ci.kirkland.wa.us](mailto:TLathia@ci.kirkland.wa.us)  
Website: [www.ci.kirkland.wa.us/JuanitaFridayMarket](http://www.ci.kirkland.wa.us/JuanitaFridayMarket)

The following rules and regulations are in effect at the JFM. Please read carefully.

### **MARKET HOURS**

The Market will operate every Friday from May 11 to October 5, 2012. Hours of operation will be 3 pm to 7pm.  
Location: Juanita Beach Park  
9703 NE Juanita Drive  
Kirkland WA 98034

### **SELECTION OF VENDORS**

JFM is a Washington State Farmers Market Association (WSFMA) member market; as such vendors are required to abide by all regulations set forth by the WSFMA. All Vendors must grow, craft, or process what they sell within the state of Washington. All items will be judged on quality, value, and contribution to the Market. All items offered for sale shall be subject to inspection and approval by the Market Manager. Please call or email for New Vendor Product Screening.

### **STALL ASSIGNMENTS**

Stalls will be assigned to Vendors upon arrival.

### **BOOTH SET-UP**

Vendors will be allowed in the Market area to begin setting up starting at 1:00 pm.

### **TEAR DOWN**

Vendors cannot begin breaking down until close of market at 7 pm.

### **STALLS**

Stalls will be approximately 10' x 10'. If the Vendor exceeds past the 10' x 10' area, they will be charged accordingly.

All Vendors must provide a container for waste matter and haul it away at the end of Market day. Vendors selling beverages in cans or plastic bottles must provide a recycling container. No dumping of waste is allowed on the property. **ALL TENTS AND AWNINGS MUST BE SECURED WITH PROPER WEIGHTS (25LBS. EACH POST) TO PREVENT BLOWING AWAY AND CAUSING DAMAGE.**

### **FEES & PAYMENTS**

Daily rental fees of \$30 per stall are payable to the Market Manager and shall be paid before the end of each Market day.

### **CLEAN UP**

Each Vendor is responsible for leaving their area clean. **NO EXCEPTIONS.**

### **SIGNS**

All Vendors must have a sign clearly marking the name of the business and price of products.

### **PRINTED MATERIALS**

Vendors are allowed to display in their booths materials that pertain to their products. Other than the Vendor materials, no

petitions, or other printed material, political or otherwise, will be distributed or displayed at the JFM, without prior approval by the Market Manager.

**PRICING**

Pricing of goods sold at the Market and any applicable taxes are the sole responsibility of the individual Vendor. The Market Manager reserves the right to enforce fair price standards on fruits and vegetables, discouraging farmers from “dumping” low quality products.

**AMPLIFIED MUSIC**

Amplified music cannot be used by Vendors. No generators are allowed, unless approved by the Market Manager.

**HEALTH PRACTICES**

All Vendors must adhere to sanitary procedures as outlined by the King County Public Health Department. All food concessionaires and food samplers are responsible for obtaining proper health and food handler’s permits and registration needed to do business at the JFM. Any Vendor found to be selling contaminated food or produce shall be suspended from selling operations until satisfactory clearance has been obtained from the King County Health Department. For information on permits, registration, and requirements please call 206-296-9805. All vendors offering samples must have a food handlers’ permit and the proper hand washing set up, including: warm water, grey water collection bucket, soap, paper towels and some type of barrier (toothpicks, plastic gloves, etc.) for passing the sample to the customer. Without the proper set up Vendors will not be allowed to sample.

**SMOKING POLICY**

Vendors are not permitted to smoke in or around the Market area.

**DRUG AND ALCOHOL POSSESSION POLICY**

The unlawful possession or use of illegal drugs and / or alcohol will not be tolerated.

**ORGANIC LABELING**

Use of the phrase “organic,” in produce sales, shall be governed and regulated in accordance with Washington State Department of Agriculture regulations. All Vendors are required to advertise truthfully and to respond to customer’s questions in a like manner.

**ANIMALS IN THE MARKET**

Vendors are not permitted to bring pets to the Market.

**ADVERTISING**

Advertising of the JFM will be the responsibility of the Market Manager and is the benefit of all Vendors at the Market.

**ALL VENDORS**

All Vendors are responsible for paying taxes and licenses needed to do business in the State of Washington and City of Kirkland.

I have read and understand the 2012 Juanita Friday Market Rules and am bound by the terms and conditions outlined therein. This document shall become a part of the agreement to participate at the Juanita Friday Market. I thereby agree to abide by these rules and regulations. The JFM Manager reserves the right to cancel the privileges of any Market Vendor who, in the opinion of management, has willfully violated the rules and regulations governing the Market. The JFM Market Manager will enforce the above rules.

**RULES AND REGULATIONS ARE SUBJECT TO CHANGE**

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_